



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, April 19, 2016
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	622906
2	Call to Order - PROCEDURAL	0	1:00 PM	622907
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	622908
4	Welcome to Guests and Staff and Recognize Passing of Former District Governing Board Member, - PROCEDURAL	1	1:01 PM	622909
5	Approval of District Governing Board March 1, 2016 Regular Meeting Minutes - DISCUSSION AND DECISION	2	1:02 PM	622910
6	Adoption of Agenda - DECISION	1	1:04 PM	622911
7	OWNERSHIP LINKAGE - HEADING	0	1:05 PM	626707
8	Open Call - PROCEDURAL	20	1:05 PM	622914
9	CONSENT AGENDA - HEADING	0	1:25 PM	622915
10	Receipt of Report on Revenues and Expenditures - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:25 PM	622916

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:26 PM	622917
12	Receipt of the President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:27 PM	622918
13	INFORMATION - HEADING	0	1:28 PM	622920
14	Information from the President to Include: Vice President for Instruction and Student Development; Mandatory New Student Orientation; Phi Theta Kappa (PTK) Awards; American Association of Community Colleges (AACC) Annual Convention; Employee Service Recognition; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:28 PM	622921
15	Update from Instruction and Student Development to Include: Lifelong Learning; Faculty Senate; Student Leadership Council; Verde Valley Campus SciTech Festival; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION	20	1:43 PM	622922
16	Information from Yavapai College Advancement and Foundation to Include Updates on: Strategic Planning and Development - INFORMATION AND/OR DISCUSSION	15	2:03 PM	622943
17	MONITORING REPORTS - HEADING	0	2:18 PM	622923
18	Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION	5	2:18 PM	622924
19	Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION	5	2:23 PM	622925
20	President's Evaluation Process - INFORMATION, DISCUSSION AND/OR DECISION	5	2:28 PM	627902
21	SHORT RECESS - PROCEDURAL	10	2:33 PM	622927
22	POLICY ISSUES - HEADING	0	2:43 PM	622928
23	Consideration of the Preliminary Budget FY 2016-2017 - INFORMATION, DISCUSSION, AND/OR DECISION	30	2:43 PM	622931
24	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:13 PM	622932
25	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and, Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:13 PM	622936
26	OTHER INFORMATION - HEADING	0	3:18 PM	622937
27	Correspondence to the Board - RECEIPT	5	3:18 PM	622938
28	District Governing Board Dates and Places of Future Meetings - INFORMATION, DISCUSSION AND/OR DECISION	5	3:23 PM	622939
29	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:28 PM	622940

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 1/29/2016 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 1/29/2016 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/29/2016

Start Time : 1:00 PM
Time Req : 1
Item Type : Procedure Item

Item No : 3

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/29/2016

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

Item No : 4

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

Description : Welcome to Guests and Staff and Recognize Passing of Former District Governing Board Member, - PROCEDURAL

Details : Chair McCarver will welcome guests and staff. Former District Governing Board Member, Duane David Miller, passed away on February 7, 2016. Mr. Miller was a founding member of Yavapai College and served on the Board from 1967-1971. Longtime friend, Bobby Wood, will provide a few words of respect and recognition.

Attachments :

Title	Created	Filename
Duane David Miller.pdf	Mar 29, 2016	Duane David Miller.pdf

3/8/2016

Obituary: Duane David Miller 1930-2016

Duane David Miller, an Arizona native, cattle rancher, and entrepreneur, passed away peacefully on February 7, 2016, in Cottonwood, Arizona. Born April 5th, 1930, at St. Joseph's Hospital in Phoenix to Cecil H Miller Sr., and Phyllis Hickey Miller, he attended North Phoenix High School and later graduated from the [University of Arizona](#) where he was a member of Phi Gamma Delta fraternity, played varsity tennis, and was a linebacker on the varsity football team.

In the summer of 1952, Duane met the love of his life, Beverly Lockett, the daughter of a prominent Arizona family, at a sheepsman's picnic in Flagstaff and they married the following year in Tucson. During his lifetime, Duane served as board president of Mingus Union High School, board president and founding member of [Yavapai College](#), was president of Arizona Cattle Growers Association, board president and member of the UA Alumni Association, as well as board member of the UA Foundation. UA also named Duane an honorary Bobcat, receiving both the Alumni Achievement Award and Alumni Centennial Award. He also served as director of Banc One Arizona Corporation, board member of Northern Arizona Health Care, and 25 years on the board of Arizona State Parks. Duane also served proudly on the board of the Western Heritage Museum and Cowboy Hall of Fame in Oklahoma City.



Duane Miller

Duane is pre-deceased in death by his parents, his brother, Cecil H. Miller, Jr., and sister-in-law, Alzora B. Miller, in addition to an infant sister.

Duane will be deeply missed and is survived by his beloved wife of 63 years, Beverly, his children Katherine Pullen (Randy), Susan Eaton (Jerry), Leslie Pigg (Harvey Cochran), Benjamin (Judi), 12 grandchildren and 7 great grandchildren. He is also survived by his sister-in-law and brother-in-law, Kathy and Michael Hard of Tucson, and brother-in-law, Henry Claiborne Lockett III of Sedona.

The family sends heartfelt thanks to Duane's longtime friend and foreman, George Fischer, and longtime friend and care giver, Karen Hightower. The family also wishes to thank the Valley View Care facility in Cottonwood for the extraordinary care given to our husband and father during the last months of his life.

Their dedication to his quality of life was exceptional. The family suggests contributions in his memory to Valley View Care in Cottonwood, Arizona and to the Western Heritage Museum and Cowboy Hall of Fame in Oklahoma City, Oklahoma.

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 1/29/2016

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 March 1, 2016 Regular Meeting Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the March 1, 2016 Regular Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Mar 1.pdf	Apr 13, 2016	Unapproved Regular Meeting Minutes - Mar 1.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, March 1, 2016
1:00 PM
Verde Valley Campus
601 Black Hills Drive
Clarkdale, Arizona**

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

Members Present:

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

Administration Present:

Dr. Penelope H. Wills, President Lynne Adams, Board Attorney

Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Sigafoos

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board February 9, 2016 Budget Workshop and Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 6-12)

Member Filardo moved, seconded by Member Irwin, to approve the District Governing Board February 9, 2016 Budget Workshop and Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Filardo moved, seconded by Member Irwin, to adopt the agenda as written while moving item #25 to follow the Consent Agenda. Motion carried unanimously.

7. OWNERSHIP LINKAGE – HEADING

8. Open Call - PROCEDURAL

The following owner addressed the Board:
Verde Valley Continuing Education – Dr. Hiroko Miyakawa
Dual Enrollment – Bob Oliphant
VVCC Affordable – Ruth Wicks
Stop the negative campaign of YC – Dan Wood
Giving Back – Barbara Duncan
Program proposal for the Verde Valley Campus - Stephen Kling
General – Carol German
Request for more Verde Valley Services – Janet Aniol

9. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda as written with removal of item #12 for further discussion. Motion carried unanimously.

10. Receipt of Report on Revenues and Expenditures – Month of February 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – February 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – February 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member Sigafoos moved, seconded by Member Filardo, to approve President's Monthly Monitoring Report: Executive Limitations 2.3.2 - Reserves – February 2016 as written. Motion carried unanimously.

25. Discussion of a Separate Verde Valley Administrative College - INFORMATION, DISCUSSION, AND/OR DECISION

The Board discussed the viability and practicality of a separate Verde Valley Administration. Chair McCarver clarified that this item is on the agenda at the request of Member Filardo and Member McCasland. Previously the Board discussed this issue during the Fall 2014, with a decision to not move forward until the Verde Valley Strategic Plan was completed.

Dr. Wills presented past and updated information to be considered regarding separating YC College administration between the east and west sides of the county. Dr. Wills emphasized the President and Board relationship is key to the success of any college or university, regardless of the governance model. The President provided background on the Maricopa Community College administrative model which requires the district to function as a whole, and is similar to Yavapai College. Differences include leadership titles (YC = President/Executive Dean and MCC = Chancellor/President), total enrollment (YC = 8,000 and MCC = 128,000 plus), campus enrollment (YC Verde smallest = 800 and MCC smallest = 6,000), funding (YC funding functions as whole/based upon program needs and MCC allocates funds based upon an enrollment formula), and accreditation (YC has a single accreditation and MCC has a separate accreditation for each campus with waivers for several campuses because they are not financially independent). Dr. Wills spoke with retiring Dr. Rufus Glasper, MCC Chancellor, to confirm that MCC Governing Board has developed 17 initiatives directing the college to move to a single accreditation model, called "One Maricopa". The initiatives include addressing program mix (process to eliminate or minimize duplication of programs) and centralized services (e.g. public safety, marketing, IT, nursing, and foundation). In both models, the Board entrusts the President or Chancellor with the responsibility of administering the services of the college. Dr. Wills distributed a spreadsheet with estimated costs to establish separate administration for east and west sides of the county.

Member Filardo wants to improve college processes to create better access for students, but is concerned that enrollment is down. Community members within his district are suggesting that a separate college administration for the east side of the county would afford better access for students, while college leadership is stating that a separate administration would not be fiscally responsible. He agrees with both sides of the argument and understands that the decision must be made by the Board. He concludes that an independent consultant should be hired in order for the Board to make a decision.

Member McCasland stated that looking at a new model for the Verde Valley is a way to address the needs of the students in this area.

Member Irwin receives feedback from both sides of the county (students, employees, and community members), that state the current administration is doing a great job. Therefore, sees no need for a separate administrative college. Member Irwin is confident that the Board hires the best leadership to do the best job, which is what we currently have. Member Sigafoos stated that adding an extra layer of administration in any organization will equate to more costs, with no exceptions. Member Sigafoos also knows this is an emotional issue for Yavapai County, but the Yavapai College District Governing Board does not have the power to change personal emotions. Rather the Board has a responsibility to make the best decision for the health of the College. Mr. Sigafoos referenced Dr. Rufus Glasper's article in the Arizona Republic on February 14, 2016, which calls for better funding models for community colleges. In addition, the Board cannot ignore MCC Board's initiatives to move the system to a "One Maricopa" model which includes centralizing service. Final thought is that size matters, the Verde Valley Campus is 10% of the College's enrollment and adding more administrative costs would not be fair to the citizens of Yavapai County.

Member Filardo referenced ACCT Trustee Quarterly Magazine, citing that access, success, and equity for all students is the number one strategic goal of Board Trustees. Member Filardo suggests that a third party consultant would determine if YC is meeting this goal.

Chair McCarver understands that access is an educational issue, but does not see how a separate college administration will resolve the challenges of student access. To address access for students, the current administration, staff, and faculty will make necessary decisions to increase educational access. The Board is open to feedback to improve access and suggests that the College will be more effective if completed as a whole college.

Member Filardo agrees that the College is doing good work, but the community on the east side of the county does not trust that the current work will continue and needs a third party consultant to tell them that status quo will lead to success. Mr. Filardo suggests that if the Board will commit to an independent objective study then the negative views will be silenced.

Member McCasland suggests an outside consultant should examine how the College is doing business, determine how funds are distributed, and how the College is providing equity in education.

Member Irwin suggests if the College was not providing equity in education or fund allocation, then that feedback would come from within the College. Therefore, hiring a consultant would not result in resolution.

Member Filardo moved, seconded by Member McCasland, to hire an independent consultant to evaluate the viability and practicality of a separate Verde Valley Administration. Motion failed 2 Yes and 3 No votes from Members Irwin, Chair McCarver, Member Sigafoos.

13. INFORMATION - HEADING

14. Information from the President to Include: All Arizona Academic Team; Yavapai College Staff Association (YCSA) Report; Search for Vice President for Instruction and Student Development; Health Summit Update; Community Outreach; Spring Open Forums; Evening of Recognition; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 31-61)

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

- All Arizona Academic Team luncheon on March 3, 2016
- YC Staff Association Report - Report by James Elphick, Association President, reported on current committees,

objectives, and activities.

- Update on Search for Vice President for Instruction and Student Development
- Health Summit Summary from February 3, 2016
- Community Outreach - March and April Presentations to City and Town Council Meetings
- Spring Open Forums - March 17, 2016
- Evening of Recognition - Prescott, April 5; CTEC April 22; Verde Valley April 26
- College Highlights - March 2016 - Attached - Information Only

SHORT RECESS – PROCEDURAL

Meeting recessed at 2:30 p.m.; reconvened at 2:45 p.m.

15. Information from Instruction and Student Development to Include: Faculty Senate; Verde Valley Campus Update; Arizona Transfer; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 62-93)

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

- Faculty Senate - David Gorman, President, reported results from the faculty climate survey that was conducted by an outside source. A total of 106 full time faculty were surveyed with 69 members responding. Results were positive. New Teaching and Learning Committee will begin work this semester regarding innovative teaching and learning practices.
- Update from Verde Valley Campus and Sedona Center - Dr. James Perey, Executive Dean, presented overview of Verde Valley enrollment; new programs; open space and wayfinding; Sedona Center programing and renovation; and Strategic Planning Update (action phase).
- Arizona Transfer highlights include: increase in state and YC students transferring to state universities; increase in state and YC of 60 or more credit hours being transferred to the state universities; and increase in YC students that complete Baccalaureate Degree.
- Adjunct Advisor - Attached - Information only

16. MONITORING REPORTS – HEADING

17. Receipt of President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 94-103)

Executive Limitation 2.3.4 - Real Property

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

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub-policies, and believe that the interpretation of the policies provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.4 and sub-policies. Motion carried unanimously.

18. Board Self-Evaluation - Governance Policy 3.5 - Board Chair and Other Officer Roles - MONITORING AND DISCUSSION (refer to Board agenda, pgs. 104-111)

Refer to Policy 3.5 Evaluation compilation and Board members' comments.

19. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 112-115)

Refer to Policy 4.4 Evaluation compilation and Board members' comments.

20. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION

The Board reviewed the process and resources to be used to effectively analyze the President's job performance during FY 2015-2016. The following suggested resources will be presented at the May 10, 2016 meeting for completion and evaluation at the June 14, 2016.

- Annual Self Evaluation Summary from the President - will be submitted prior to evaluation
- Summary of Monitoring Reports (as submitted according to the 2015-2016 Board's Agenda Planning Calendar)
- The President's Annual Performance Evaluation

Board members will communicate any suggestions or changes of the President's Evaluation to the Executive Assistant before the April 19, 2016 District Governing Board meeting.

21. SHORT RECESS – PROCEDURAL

Recess was taken after agenda item #14.

22. POLICY ISSUES – HEADING - CONTINUED

23. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2016-2017 INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 129-148)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2016-2017 Proposed Tuition and Fees. The changes to the FY 2016-2017 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Member Sigafoos moved, Member Irwin seconded, to adopt the increase in tuition and fees presented for FY 2016-2017 Motion carried with 3 yes votes and 2 no votes from Member McCasland and Member Filardo.

24. Review of the District Governing Board Budget Proposal for FY 2016-2017 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 149-151)

Dr. Ewell and Duane Ransom, Assistant Director of Budgeting, presented the District Governing Board budget history from FY 2011 through 2016 and a proposed budget for the next fiscal year 2016-2017.

Member Sigafoos moved, Member Irwin seconded, to adopt the District Governing Board Budget presented for FY 2016-2017 Motion carried with 4 yes votes and 1 no vote from Member McCasland.

25. Discussion of a Separate Verde Valley Administrative College - INFORMATION, DISCUSSION, AND/OR DECISION

This item was moved to item #13.

26. OWNERSHIP LINKAGE - HEADING

27. Receipt of the Second District Governing Board Annual Report - INFORMATION AND /OR DISCUSSION

The Board received the 2015 Yavapai College District Governing Board Annual Report.

28. Review of Completed Board Members' 2016 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared their 2016 Annual Conflict of Interest forms that were distributed at the February 9, 2016 District Governing Board meeting. These forms shall be open to public record.

29. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 171-172)

The Board assesses how meetings are conducted on a quarterly basis. Member Irwin acted as the Board Evaluator and completed the review for December 2015 through February 2016.

30. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Association of Community College Trustees (ACCT); 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 the next meeting will be March 10th.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the next VVBAC will be March 2nd. The replacement Yavapai Apache Indian Representative will be interviewed this month by Tim Carter.
- Yavapai College Foundation – Steve Walker reported that the Foundation met on February 10th with a presentation from Michael Pierce, Enology Director at the Southwest Wine Center. The next meeting will be March 16th.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Small Business Development Center 2016 Success Awards Luncheon Invitation; 2016 Awards Ceremonies for Evening of Recognition Invitation; AZTransfer *Articulation & Transfer*; OLLI Spring 2 Session catalog; and State of Arizona Auditor General Report Issued and Results.

33. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 175-180)

The Board reviewed Fiscal Year 2015-2016 District Governing Board proposed meetings, dates, times, and locations, to include the upcoming Association of Community Colleges Trustees (ACCT) Leadership Congress to be held in New Orleans, LA October 5-8, 2016.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:18 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: April 19, 2016

_____/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: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*

Presenter : Patricia McCarver

Start Time : 1:04 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/29/2016

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 : 1:05 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/22/2016

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
Proposed By : Patricia McCarver
Proposed : 1/29/2016

Start Time : 1:05 PM
Time Req : 20
Item Type : Decision Item

Item No : 8

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

Description : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/29/2016

Start Time : 1:25 PM
Time Req : 0
Item Type : Heading

Item No : 9

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:25 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/29/2016

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 - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenue and Expenditures for the ninth month of FY 2015 - 2016 ending March 31, 2016, is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - March in April.pdf	Apr 12, 2016	Financial Update - March in April.pdf
YCFS Mar 2016 - Governing Board Budget Report.pdf	Apr 12, 2016	YCFS Mar 2016 - Governing Board Budget Report.pdf
YCFS Mar 2016_Summary.pdf	Apr 12, 2016	YCFS Mar 2016_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

March 2016

FY2014-2015 Close and Audit

- The year-end close for FY2014-2015 was completed in November 2015.
- The auditors began their field work on October 26, 2015. The audit report (Comprehensive Annual Financial Report) was 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 was presented to the Board in early February 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 significantly below budget for the fiscal year based upon lower fall and spring semester enrollments 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.

- **REDC's training revenue is currently and projected to be significantly under budget for the fiscal year.** It was decided to not fill a vacant training position at the beginning of the fiscal year and to focus efforts on other economic development activities.
- Instruction expenses are significantly above budget due to more involved and multiple musical productions. Related revenues exceed budget as well but by a lesser amount.
- Total Auxiliary Enterprises are projected to be close to break-even for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a surplus in excess of \$1M due to expenses/encumbrances being at 63.3% of budget through March 31, 2016. Although there are several large preventative maintenance projects scheduled for the last quarter of the fiscal year, a surplus is projected at June 30, 2016.

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 Nine Months Ended March 31, 2016
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	\$ 29,326	\$ 7,612	\$ 36,938
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585
Assoc. of Community College Trustees	Conference Fees	6,575	-	6,575
Deborah McCasland	Travel	1,788	-	1,788
Gotprint.com	Printing	999	-	999
HF Group LLC	Printing	594	-	594
IPGA	Membership Dues	1,995	-	1,995
Karen Jones	Travel	207	-	207
Osborn Maledon PA	Legal Counsel	21,750	15,750	37,500
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500
Patricia McCarver	Travel	1,190	-	1,190
PCAC Inc.	Membership Dues	135	-	135
Penelope Wills	Travel	1,329	-	1,329
Ray Sigafoos	Travel	2,044	-	2,044
Sodexo Inc.	Food Supplies	2,322	2,678	5,000
Steve Irwin	Travel	1,783	-	1,783
Supplies/Other	Various Vendors	661	-	661
The Governance Coach	Consulting	4,930	-	4,930
Yavapai Broadcasting	Board Meeting Broadcasts	1,750	1,250	3,000
YC Printing Services	Printing	1,704	-	1,704
				<u>126,457</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Legal Counsel	4,100	900	5,000
				<u>5,000</u>
Remaining Budget - March 31, 2016				<u>\$ 37,627</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2016 - 75.0% 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	\$ 24,471,927		\$ 24,471,927	\$ 32,875,800	74.4%	\$ 32,744,300	\$ (131,500)
Tuition and Fees	10,325,486		10,325,486	12,273,000	84.1%	10,723,000	(1,550,000)
Tuition and Fees - Contingency	(412,500)		(412,500)	(550,000)	75.0%	-	550,000
State Appropriations	667,725		667,725	890,300	75.0%	890,300	-
Other Revenues	297,082		297,082	470,000	63.2%	450,000	(20,000)
Interest Income	35,665		35,665	50,000	71.3%	50,000	-
Fund Balance Applied to Budget	2,153,250		2,153,250	2,871,000	75.0%	2,871,000	-
General Fund Transfer Out	(3,990,075)		(3,990,075)	(5,320,100)	75.0%	(5,320,100)	-
TOTAL REVENUES	33,548,560		33,548,560	43,560,000	77.0%	42,408,500	(1,151,500)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>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	\$ 12,743,703	\$ 1,698,738	\$ 1,543,031	\$ 12,899,410	\$ 17,829,000	72.4%	\$ 17,383,300	\$ (445,700)
Academic Support	3,223,721	654,147	599,620	3,278,248	4,874,000	67.3%	4,776,500	(97,500)
Institutional Support	6,304,491	1,627,293	1,185,296	6,746,488	8,672,000	77.8%	8,542,000	(130,000)
Student Services	3,287,782	703,582	650,574	3,340,790	4,751,000	70.3%	4,656,000	(95,000)
Operation/Maintenance of Plant	4,278,951	963,014	673,604	4,568,361	6,125,000	74.6%	6,033,200	(91,800)
Scholarships	794,460	9,491	-	803,951	826,000	97.3%	826,000	-
Public Service	126,350	24,484	24,484	126,350	83,000	152.2%	140,000	57,000
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	30,759,458	5,680,749	4,676,609	31,763,598	43,560,000	72.9%	42,357,000	(1,203,000)
SURPLUS/(DEFICIT)				\$ 1,784,962	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2016.
 Tuition and Fees revenues above budget due to spring 2016 tuition payments.
 Scholarships at 97.3% 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 \$1,784,962.

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

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2016 - 75.0% 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	\$ 9,598,804		\$ 9,598,804	\$ 13,073,000	73.4%
State Grants and Contracts	132,554		132,554	201,000	65.9%
Private Gifts, Grants and Contracts	595,625		595,625	635,000	93.8%
Proposition 301 Funds	543,875		543,875	650,000	83.7%
State Appropriation - STEM Workforce	604,275		604,275	805,700	75.0%
Fund Balance Applied to Budget	-		-	50,000	0.0%
Reimbursement Due	349,300		349,300	N/A	N/A
TOTAL REVENUES	11,824,433		11,824,433	15,414,700	76.7%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 1,723,943	\$ 166,851	\$ 166,851	\$ 1,723,943	\$ 2,756,400	62.5%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	887,739	164,670	164,670	887,739	1,107,800	80.1%
Scholarships	8,773,323	-	-	8,773,323	11,434,500	76.7%
Public Service	92,828	16,054	16,054	92,828	112,000	82.9%
TOTAL EXPENDITURES	11,477,833	347,575	347,575	11,477,833	15,414,700	74.5%
SURPLUS/(DEFICIT)				\$ 346,600		

COMMENTS:

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

Third quarter State STEM Workforce Aid was received in January 2016.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2016 - 75.0% of the Fiscal Year Complete

Fiscal Year 2015-2016

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Residence Halls and Summer Conferences	\$ 1,075,314		\$ 1,075,314	\$ 1,190,000	90.4%	\$ 1,125,000	\$ (65,000)
Bookstore Rental and Commissions	173,340		173,340	210,000	82.5%	200,000	(10,000)
Food Services Sales	21,039		21,039	40,000	52.6%	35,000	(5,000)
Vending	32,162		32,162	33,000	97.5%	36,000	3,000
Edventures	307,823		307,823	290,000	106.1%	312,000	22,000
Community Events	374,068		374,068	503,000	74.4%	490,000	(13,000)
Regional Economic Development Center - Training	11,660		11,660	125,000	9.3%	20,000	(105,000)
Family Enrichment Center	418,960		418,960	555,200	75.5%	557,000	1,800
Winery - Tasting Room	24,807		24,807	50,000	49.6%	35,000	(15,000)
Yavapai College Foundation	253,699		253,699	410,000	61.9%	370,000	(40,000)
Other	282,582		282,582	242,800	116.4%	300,000	57,200
General Fund Transfer In	757,575		757,575	1,010,100	75.0%	1,010,100	-
Auxiliary Fund Transfer Out	(302,850)		(302,850)	(403,800)	75.0%	(403,800)	-
TOTAL REVENUES	3,430,179		3,430,179	4,255,300	80.6%	4,086,300	(169,000)

	<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	\$ 156,828	\$ 10,511	\$ -	\$ 167,339	\$ 55,100	303.7%	\$ 175,000	\$ 119,900
Student Services	447,175	111,470	97,367	461,278	626,400	73.6%	610,000	(16,400)
Auxiliary Enterprises	969,258	140,622	107,655	1,002,225	1,518,700	66.0%	1,438,700	(80,000)
Public Service	554,953	155,850	93,163	617,640	889,800	69.4%	810,800	(79,000)
Facilities & Administrative Allocation Expense	798,966	-	-	798,966	1,065,300	75.0%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,927,180	418,453	298,185	3,047,448	4,255,300	71.6%	4,099,800	(155,500)
SURPLUS/(DEFICIT)				\$ 382,731	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to spring semester 2016 room revenue.

Edventures sales and related expenditures are ahead of budget due to the August 2015 Scotland trip. Note, Edventures expenditures are part of Auxiliary Enterprises.

Instruction expenses are above budget due to more involved and multiple musical productions. Related revenues, which are included in the Other category, exceed budget as well.

The Budget currently has a surplus of \$382,731.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2016 - 75.0% 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	\$ 3,698,977		\$ 3,698,977	\$ 4,967,900	74.5%
Investment Income	7,352		7,352	12,000	61.3%
General Fund Transfer In	1,079,250		1,079,250	1,439,000	75.0%
Auxiliary Fund Transfer In	302,850		302,850	403,800	75.0%
Fund Balance Applied to Budget	80,000		80,000	100,000	80.0%
TOTAL REVENUES	5,168,429		5,168,429	6,922,700	74.7%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 3,146,250	\$ -	\$ 3,146,250	\$ 4,195,000	75.0%
Interest Payments	425,425	212,750	-	638,175	850,900	75.0%
Pledged Revenue Obligations						
Principal Payments	-	738,750	-	738,750	985,000	75.0%
Interest Payments	226,978	113,500	-	340,478	454,000	75.0%
Revenue Bonds						
Principal Payments	-	221,250	-	221,250	295,000	75.0%
Interest Payments	54,390	27,188	-	81,578	108,800	75.0%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	707,093	4,459,688	-	5,166,781	6,922,700	74.6%
SURPLUS/(DEFICIT)				1,648	-	

COMMENTS:

Through the ninth month, 74.6% of budget has been committed (excluding labor encumbrances) compared to 74.7% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:26 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/29/2016

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Attachments :

Title	Created	Filename
Policy 2.3.1 March in April.pdf	Apr 12, 2016	Policy 2.3.1 March in April.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
March 2016**

The President shall not fail to promptly inform the Board of Governors 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 nine months ended March 31, 2016, the General Fund has a surplus of \$1,785,000. This is primarily the result of tuition and fee revenues for the spring 2016 semester, vacancy savings and unused contingency budgets.

For the fiscal year ended June 30, 2016, General Fund revenues are projected to be below budget by \$1,151,500 and expenditures are projected to be under budget by \$1,203,000, resulting in a net surplus of \$51,500.

Auxiliary Fund



For the fiscal year ended June 30, 2016, the Auxiliary fund is projected to be close to break-even.

Unexpended Plant Fund



For the nine months ended March 31, 2016, the Unexpended Plant Fund has a surplus of \$1,375,000. For the fiscal year ended June 30, 2016, the Unexpended Plant Fund is projected to be under 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 March 31, 2016, no significant negative 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 nine months ended March 31, 2016, there were no variances from budget.

President's Conclusion:

I report compliance.

Policy 2.3.1 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment.

Presenter : Patricia McCarver

Start Time : 1:27 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/29/2016

Item Type : Consent Item

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

Description : Receipt of the President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the monthly monitoring report for Executive Limitation 2.3.2 - Reserves - March 2016. The President shall not allow the Current Fund Reserves to drop below ten (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
Policy 2.3.2 March in April.pdf	Apr 12, 2016	Policy 2.3.2 March in April.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
March 2016**

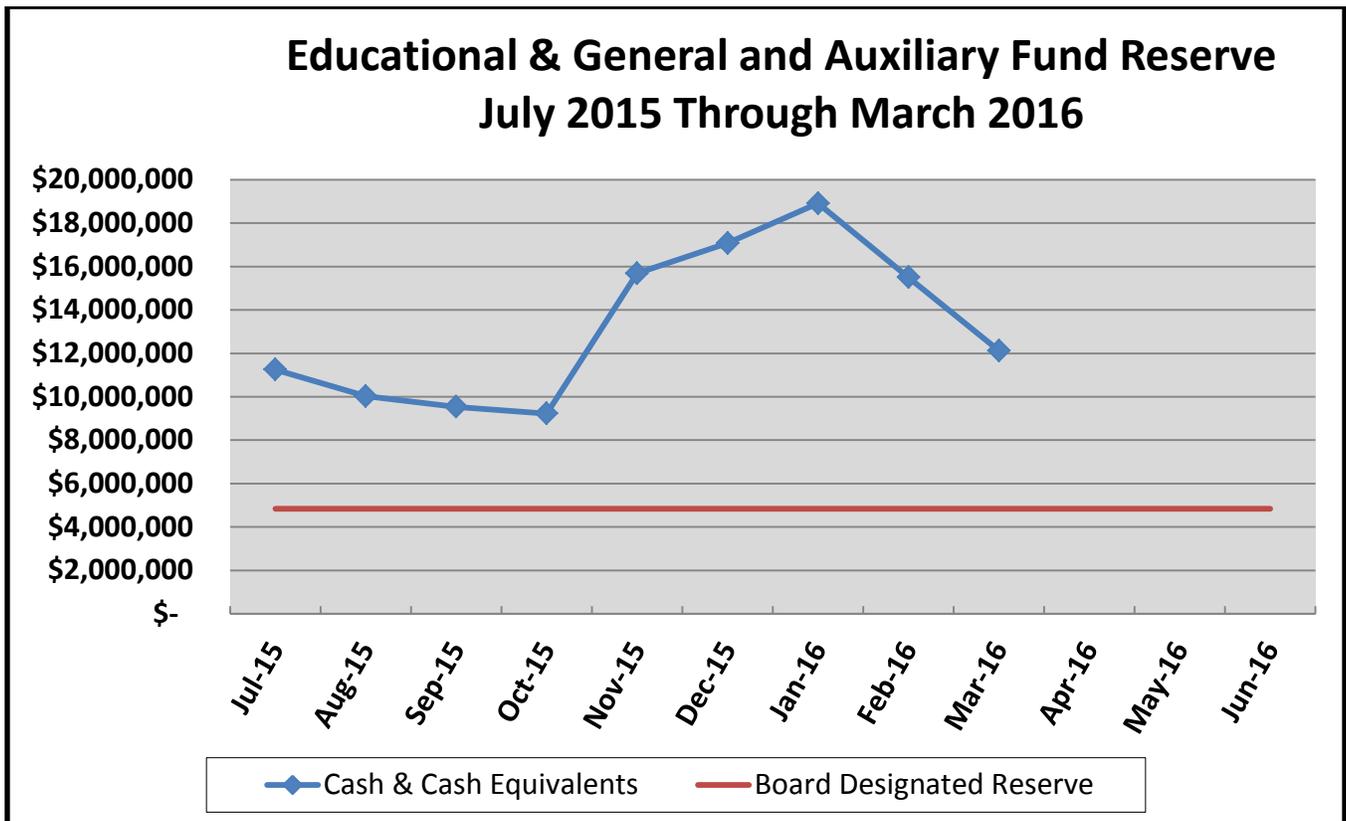
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

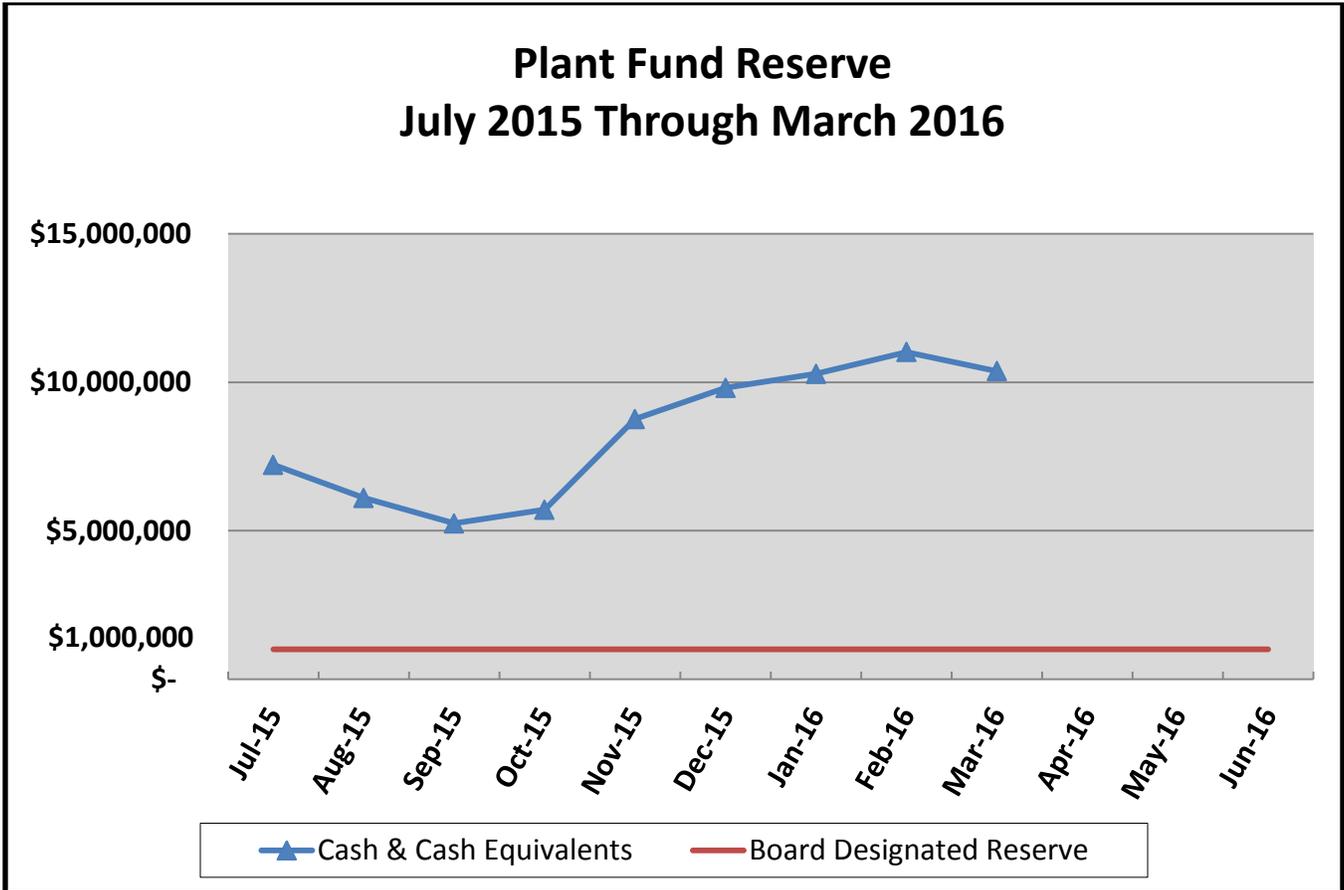
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 March 31, 2016, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2015, through March 31, 2016, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of March 31, 2016, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$9,373,000.

President’s Conclusion:

I report compliance.

Executive Limitation 2.3.2 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment.

To that end, maintaining adequate operating reserves provides the necessary cash flow for the District to deliver its programs and increases the District’s ability to respond to temporary adverse operating conditions such as an unforeseen decrease in operating revenues.

Presenter : Patricia McCarver

Start Time : 1:28 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/29/2016

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 : 1:28 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 1/29/2016

Item Type : Information Item

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

Description : Information from the President to Include: Vice President for Instruction and Student Development; Mandatory New Student Orientation; Phi Theta Kappa (PTK) Awards; American Association of Community Colleges (AACC) Annual Convention; Employee Service Recognition; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Yavapai College's new Vice President for Instruction and Student Development - Dr. Ron Liss
- Mandatory New Student Orientation
- On March 5th at the Regional Convention in Mesa, AZ, Phi Theta Kappa (PTK) recognized Yavapai College with three awards
- American Association of Community Colleges (AACC) Annual Convention - April 9-12, 2016 - Chicago, IL
- Employee Service Recognition - March 17 and March 23
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
Dr. Liss.pdf	Apr 08, 2016	Dr. Liss.pdf
College Highlights.pdf	Apr 08, 2016	College Highlights.pdf
Facilities Management News.pdf	Apr 08, 2016	Facilities Management News.pdf



Yavapai College has hired Ron Liss, Ph.D., as its new Vice President for Instruction and Student Development. Dr. Liss will be responsible for Yavapai College's multiple degree and certificate programs, as well as overseeing the College Library, Instruction Support and Improvement, Student Development and Teaching and e-Learning Support (TeLS).

Most recently Dr. Liss worked as the western campus president for Cuyahoga Community College (Tri-C) from July 2013 to July 2015, reporting to the college president. In this position, he was the chief academic and administrative officer for a comprehensive campus and the Brunswick University Center totaling 11,000-plus students per semester. He then assumed the role of vice president and special advisor for Workforce, Community, and Economic Development, working with the executive vice president in that role.

Dr. Liss arrived at Tri-C having served as vice president for academic and student affairs at Santa Fe Community College (SFCC) in New Mexico from 2007 to 2013. During his time in Santa Fe, Dr. Liss was a member of the high school redesign committee for the local school district. He developed an early college charter school, served on the Quality New Mexico Board of Examiners and on an executive team for the Western Interstate Commission for Higher Education task group, "*The Two Year Landscape*." He left there with a distinguished service award, the only award presented by the college's board of trustees. Prior to his work at SFCC, Dr. Liss held numerous positions at Montgomery College in Maryland, including dean of business, management, chemistry and information sciences; director of distance learning and academic innovation; and director of academic and student affairs. He spent 15 years at the Community College of Baltimore County as faculty, department chair, division chair and director of instructional technology. He started his career as a high school teacher.

April 2016 College Highlights

Business Education and Social Services

- **Le Anne Lawhead**, Professor of Early Childhood Education, reports that the 21st Annual Yavapai College/ Buena Vista Children's Services Early Childhood Education Conference, "Moving Arizona Forward," was a huge success on Saturday, February 27th, on the Verde Campus. Over 250 participants attended the conference, many of them Yavapai College Early Childhood Education students. One featured speaker, Jill Stamm, Ph.D., presented two sessions to rave reviews on "Brain Basics" and "Mindfulness". **Dr. Larry Grimm**, Professor of Psychology and Early Childhood Education at YC was another featured speaker and presented two very popular sessions on "Guidance Principles: An Inside Out Approach to Behavior Change" and "Discover Your Playful Path to a More Enjoyable Life". There was truly something for everyone this year as Program Directors were able to attend a day long institute within the conference called "Directors Toolbox: Making the Most of Meetings." In addition, **Dr. Mark Shelley**, YC Professor of Psychology/Sociology, presented a workshop entitled "Children vs. Technology, Should We Worry?" **Frank Cardamone** of the YC Learning Center, presented "Simple Developmental Movements Aid in Preparation for Learning;" and **Carolyn Shelley**, YC Raising A Reader Program Coordinator presented "Again!" on the benefits of re-reading favorite stories. Overall, there were over 30 professionals who presented important information regarding early childhood education to current and future ECE teachers and directors across Arizona.
- **Erin Whitesitt**, Adjunct Psychology and Sociology Faculty, has been very busy with presentations and conferences this spring. February 26th, she presented a paper at NAU's 2nd Annual Social Science and Social Change Conference in Flagstaff and March 17th presented the same paper at the Eastern Sociological Society's 2016 Annual Meeting in Boston. Later this month on March 25th, she will be appearing with her co-author on a local podcast to discuss the research behind that paper. Finally, on March 31st she will be presenting another paper at the Pacific Sociological Association's 2016 Annual Meeting in Oakland, California.
- **Dr. Larry Grimm**, Professor of Psychology and Early Childhood Education, reports that in response to the ongoing teacher shortage in Yavapai County, a subgroup of the Yavapai College Early Childhood Education/Elementary Education Advisory Board developed a post-baccalaureate secondary education teaching certificate program in collaboration with Northern Arizona University and Prescott College. Slated to launch in fall, 2016 as a pilot program, expansion into special education, elementary education, and early childhood education is anticipated in subsequent years. Prescott College serves as the lead institution, and is already approved by the Arizona Department of Education to offer post-baccalaureate teacher certification programs.

- **Joy D'Angelo**, Professor of Business and Management Program Director, reports an unconventional but highly successful Leadership course (BSA111-Leadership & Innovation). Students in this Prescott Area Leadership cohort class were first treated to a tour of the YC Art Gallery by Professor of Art **Lauren McCrea**, lunch in the Richard Marcusen Sculpture Garden and a short concert in the YPAC lobby on the 9 foot Steinway by **Dr. Craig Ralston**, Dean for Arts and Humanities. The synergy of arts and business "blew their minds in immersion of right brain thinking for leadership innovation with the arts," and created an exceptional delivery of this course. Professor D'Angelo received great feedback on our community outreach and the 84-year old founder of the leadership association came personally to thank her with a big hug. It was really over the top from a "normal class."
- **Vickey La Motte**, Founding Family Enrichment Center Director, retired April 7 after more than a decade of service and leadership to the children, families, and staff of the FEC and the wider college community. Her passion for early childhood education drove the inception and growth of the Del E. Webb Family Enrichment Center into a highly respected 5-star center, the only 5-star center in Northern Arizona. Vickey is a wonderful ambassador for Yavapai College and an icon in Early Childhood Education in our county and state. A reception was held in Vickey's honor on Thursday, April 7th.
- Please welcome our new Family Enrichment Center Director, **Jacqui Schlosser!** Jacqui has a very strong background in the Early Childhood Education field, with many years' experience as a center director. She is a strong proponent of quality programming for young children and is very knowledgeable about the Arizona Quality First Rating System we participate in, as well as our National Accreditation (through NAC). She has a Master's in Early Childhood Education and a Bachelor's degree in Business, which is an excellent combination for a center director. Jacqui is busy learning all the names and faces of the students, families, and staff at the FEC but would love the opportunity to meet you, too. Please feel free to stop by the FEC to meet Jacqui when you have a moment.

Computer Technologies and Instructional Support

- **Edmund Bushman**, Computer Science Professor, attended the SIGCSE (Special Interest Group on Computer Science Education) in Memphis, Tennessee from March 2nd – 5th. The keynote speakers included John Sweller, Professor Emeritus from the University of New South Wales in Australia and expert in cognitive load theory, and Karen Ashcraft, Professor of Communication at the University of Colorado in Boulder, Colorado. Edmund attended several sessions that focused on retention of the computer science student and teaching techniques to bring enthusiasm and fun into the computer science classroom.
- **Ronni Kearns** and **Paula Gregory**, Computer Science Instructors, attended the 2016 NBEA convention in Las Vegas, Nevada from March 22nd – 25th. They attended several workshops to learn about the new Windows 10 operating system and Office 2016 programs which Yavapai College will be teaching starting in Fall 2016. They also attended sessions on Google Apps and web design programs. Demos of the

Microsoft certification programs that are available were reviewed with the intention of bringing this valuable service to our computer science students at Yavapai College.

- **Bruce Cutter**, Computer Networking Instructor, and Computer Networking Program Director, **Greg Tomsho**, hosted an information session for the Computer Networking Dual Enrollment program at the Prescott Valley Public Library on March 2nd. The information session was attended by over 90 people, which included high school students and their families.
- The Yavapai College Library was awarded a grant from the Arizona Archives Alliance for Institutional Internship. This will help with our digitization project.
- Also, the Library was recognized in a tweet by the US Government Publishing Office for celebrating our 40th year as a federal depository library:



U.S. GPO @USGPO · Mar 3

Congrats @YavapaiCollege Library on 40 yrs as @USGPO Federal depository library! #fdlp #YavapaiCollege #Arizona



Career and Technical Education

- Students in the welding fabrication class recently completed building a badly needed flatbed for a truck at CTEC. The truck is utilized to haul large materials to and from CTEC for various projects, as well as to take discarded steel to local recyclers. Students had to design the project, learn how to purchase materials, and fabricate it. (Photo below.)



Foundation Studies

- Three members of the Yavapai College Developmental Education Committee were able to attend the 2nd Annual Arizona Association for Developmental Education conference at Mesa Community College on February 5th. Those attending were: **Andrea Schaben**, Math Professor and current Chair of Yavapai College's Developmental Education Committee, **Dr. Gino Romeo**, Chemistry Professor and **Dean Holbrook**, Dean of Foundation Studies. The theme of the conference was: Raising Arizona – The Role of Developmental Education in Student Success.
- Four faculty and staff from Yavapai College attended the 35th Annual First Year Experience Conference in Orlando, Florida from March 20th thru 23rd. Those attending were: **Tina Luffman**, English/Reading Professor and co-coordinator for FYE at YC, **Amber Davies-Sloan**, Communications Professor and co-coordinator for FYE at YC, **Tamie Saffell**, Director of Advising and **Dean Holbrook**, Dean of

Foundation Studies. The primary goal of this conference was to assist educators and administrators in institutions of higher education in the planning, implementation and refining of programs designed to enhance the first-year experience for students.

- The Yavapai College chapter of Phi Theta Kappa, the International Honor Society of the two year college, recently received 5 star chapter status, which is the highest chapter designation in the organization. Our students were able to achieve this designation by participating in a college project (helping fundraise for the trail system), an honors in action project (exploring the topic of celestial frontiers) and completing a hallmark awards application. Two of our students recently attended our regional convention in Mesa where they received an award for their honors in action project theme, and honorable mention for their college project, honors in action and as a distinguished chapter.

Verde Valley Campus

- **Dr. James Perey**, Executive Dean for the Verde Valley Campus has been awarded the Outstanding Achiever Award from the University of Arizona, College of Agriculture and Life Sciences (CALs) and the CALs Alumni Council. This award honors and recognizes individuals who have made significant and noteworthy accomplishments within their chosen profession. Congratulations Dr. Perey!
- **Helen Stephenson**, Director, Film and Media Arts (FMA) Program, reports the FMA students and faculty went to the Yavapai Apache Nation to film Vincent Randall for our "Friends of the Verde River Greenway" short promotional video. Elder Randall (former Yavapai Apache Nation (YAN) Chair, and current Director of Apache Culture) spoke about the importance of the Verde River to the history and culture of local Native peoples. This was a wonderful exercise for students and faculty; not only for the filmmaking and interview experience, but also an opportunity to listen to an Apache Elder. **Dr. Penny Wills** recently provided a letter of support to YAN for a \$350k Administration of Native Americans (ANA) language grant application. More than a decade ago, a previous ANA grant involving the college's Sedona Center provided critical resources in founding the digital media component of YAN Preservation & Technology Department (run by YC Instructor, **Judie Piner**.) Please see photos of the recent film shoot below.

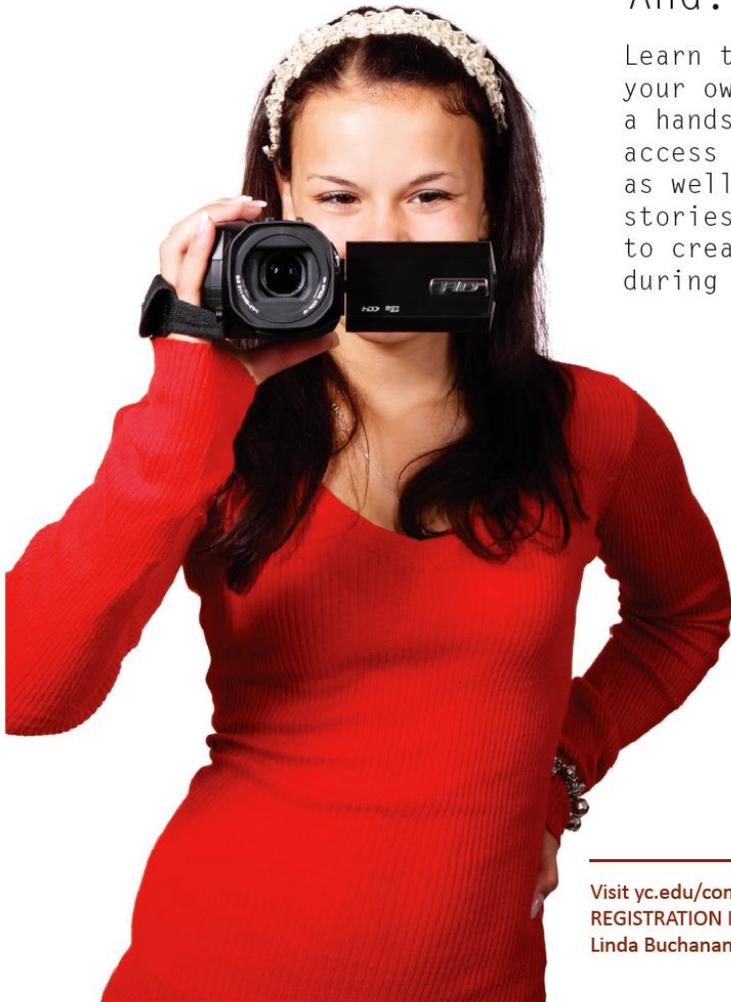


- The FMA Student Film and Screenplay Festival will take place Saturday, May 14th, 1:30 pm at the Mary D. Fisher Theatre in Sedona. Students and Faculty are very grateful for the use of the theatre, graciously donated by Patrick Schweiss and the Sedona International Film Festival.
- **Michelle Lambeau**, FMA screenwriting student, is a finalist in the “Just 4 Shorts” screenplay competition.
- FMA now has a club! The YC Northern AZ Film Club will offer a free film screening (open to the public) of a short film on mental health called “My Depression.” **Joya Comeaux**, student club leader, is inviting speakers from the mental health profession to answer questions after the film.
- At the upcoming Summer 2016 College for Kids a “Filmmaker Boot Camp” will be offered for students ages 14-17 at the Verde Valley Campus. Tuition is \$100. At this hands-on camp, students will learn to write, direct, edit and shoot their own short film that will screen during the Prescott Film Festival. For details, please see flyer below:



College for Kids
yavapai
 COLLEGE
 life explored

Ages 14-17
Tuition: \$100



SUMMER 2016

College for Kids

Filmmaker Boot Camp

Verde Campus

And.....*ACTION!*

Learn to write, direct, shoot and edit your own short film. This boot camp is a hands-on course that offers students access to professional film equipment as well as the training to tell great stories. Students will work in groups to create short films that will screen during the *Prescott Film Festival*.

**Monday to Thursday,
 July 11 through July 14**

**YC Verde Campus
 601 Black Hills Dr., Clarkdale, AZ**

This course qualifies for a STEM grant (a course related to science, technology, engineering and math education). Scholarships are funded through the generous contributions from the APS Foundation.



Visit yc.edu/commed to register and download the C4Kids Scholarship Form! REGISTRATION IS NOW OPEN! To register by phone call 928.634.6530 or email Linda Buchanan -- linda.buchanan@yc.edu.

VERDE VALLEY scitech festival

Science, Technology, Engineering,
Art, and Math (STEAM) EXPO
www.vvscitech.org

April 8th from 5 to 8 p.m.
Verde Valley Campus, Building M
601 Black Hills Dr, Clarkdale AZ

- Kids can enter to win an Apple iPad or Samsung Galaxy Tab S2
- Enter the D-Backs ticket raffle at the APS booth
- "Travel" to Egypt via Yavapai College Film and Media Arts' green screen
- Explore the world of ceramics with the Yavapai College Arts Department
- Try piloting a helicopter in Guidance Aviation's flight simulator
- Explore the art of Video Game Development through YC's Video Game Development program
- See Embry Riddle's latest drones in flight
- Check out how the Yavapai College CNC program's 3-D printer makes a product in plastic
- Learn how science and technology work together in the Town of Clarkdale
- Explore rangeland natural resources through technology with UA Cooperative Extension
- See the Clarkdale Fire Department demonstrate an air bag extraction
- Tour and taste at the Southwest Wine Center, YC's teaching winery
- Enjoy \$5 BBQ courtesy of Sodexo's Kiln Café



FREE ADMISSION

For more information:
alexandra.helm@yc.edu or
jodie.filardo@clarkdale.az.gov
(928) 634-6511 or (928) 639-2500



YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

April 2016

Greetings from Facilities!

The April 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

REDC and Lifelong Learning Renovations

Framing of walls along with rough-in of plumbing and electrical continues for the Regional Economic Development Center (REDC), Building 29. Construction is scheduled to continue through June 1, 2016. REDC staff is housed at the Rural Center for Entrepreneurship located at CTEC for the duration of the construction.

Framing is underway along with plumbing rough-in for Lifelong Learning, Building 31. During demolition it was discovered that the water line serving Buildings 30 and 31 needed immediate replacement.

Lifelong Learning staff are temporarily residing in Building 1, Room 200 and will return to Building 31 on or about June 1, 2016, which is when construction is scheduled to be complete.



Building 29 Regional Economic Development Center Multi-purpose Room



Building 31 Life Long Learning East Classroom



Trenching and Saw Cutting for Buildings 30 and 31 New Water Line

Prescott and Verde Valley Campus Wayfinding and Open Space

On February 18th open houses were held at the Prescott and Verde Valley campuses, to review plans and lay outs related to the open space and wayfinding projects. Thank you to all who were able to attend an open house and provide feedback to the design team. The committees for these projects have met to review the feedback. Design continues with the expectation to start construction and installation in April. The first and third phase of open space projects will be the installation of pavers, concrete work, additional plantings and lighting for Mabery Pavilion at the Verde Valley Campus. This work will continue through the summer of 2016 and end in August.



Phase 1 Verde
02.09.16.pdf



Phase 3 Verde
02.09.16.pdf

Phase 2 of the open space will be the amphitheater located between Buildings 3 and 4 on the Prescott Campus. Stay tuned for a future construction schedule.



Phase 2 Prescott
02.09.16.pdf

Please visit the Master Plan web page for drawings and more details concerning construction phasing. This is year one, of a five year implementation schedule.



Sam Johnson and Mark Misemer - Constructing One of Two Ramadas at Verde Valley

Allied Health/EMS/JTED Health Occupation Programs

Programming is well underway to renovate and expand Prescott Valley and renovate the second floor of Building 2.

The current plan is to move EMS to the second floor of Building 2 to be in close proximity to Nursing. Allied Health will move to Prescott Valley from Building 2 along with JTED Medical Assistant and Nurse Assistant programs.

At this time, the very preliminary construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – Summer 2016
2. Prescott Valley Addition – Fall 2016 through Spring 2017
3. Building 2 Interior Remodel – Summer 2017
4. Prescott Valley Interior Remodel – Summer 2017
5. Move JTED from Centre Pointe to Prescott Valley – Summer 2017

Stay tuned for District Governing Board final approval as part of the FY 17 budget.

Building 15 Renovation

Preliminary programming occurred in March with an overview of each space along with, how well or not, it functions to meet the needs of students and faculty. An overview was also done as to what additional spaces need to be added, or existing spaces that need to be reprogrammed.

Programming will continue into May followed by the design process, which typically takes nine months to a year for projects of this scope and size. Please keep reading future issues of this newsletter for updates with regard to design and construction schedules.

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

KEYS AND KEY CARDS

In an effort to help better manage building access including safety, Policy 5.10 Key and Building Security, was recently updated to address such issues as the use of key cards, lost keys and building access. Please click on the link below to view the revised policy.

[https://www.yc.edu/v5content/policies/docs/5-business/5.10 Key and Building Security 02122016.pdf](https://www.yc.edu/v5content/policies/docs/5-business/5.10%20Key%20and%20Building%20Security%2002122016.pdf)

Key Request Forms are now available on line. Please see link below.

<https://www.yc.edu/v5content/facilities/docs/Keyrequestform.pdf>

CONSTRUCTION PROJECTS



Verde Valley Campus Student Services New Signage

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:

ADA Modifications and Parking Lot Rehabilitation at Verde Valley Campus – April 2016
Buildings 29/30/31 Pavement Rehabilitation – In design May 2016 Construction
CTEC Parking Lot Replacement – May 2016 through July 2016

Building 7 Restroom/ADA Renovation – May 2016
Building 4 Roof Replacement – June 2016
Verde Building I Restroom Renovation – June 2016



CTEC Parking Lot Deterioration



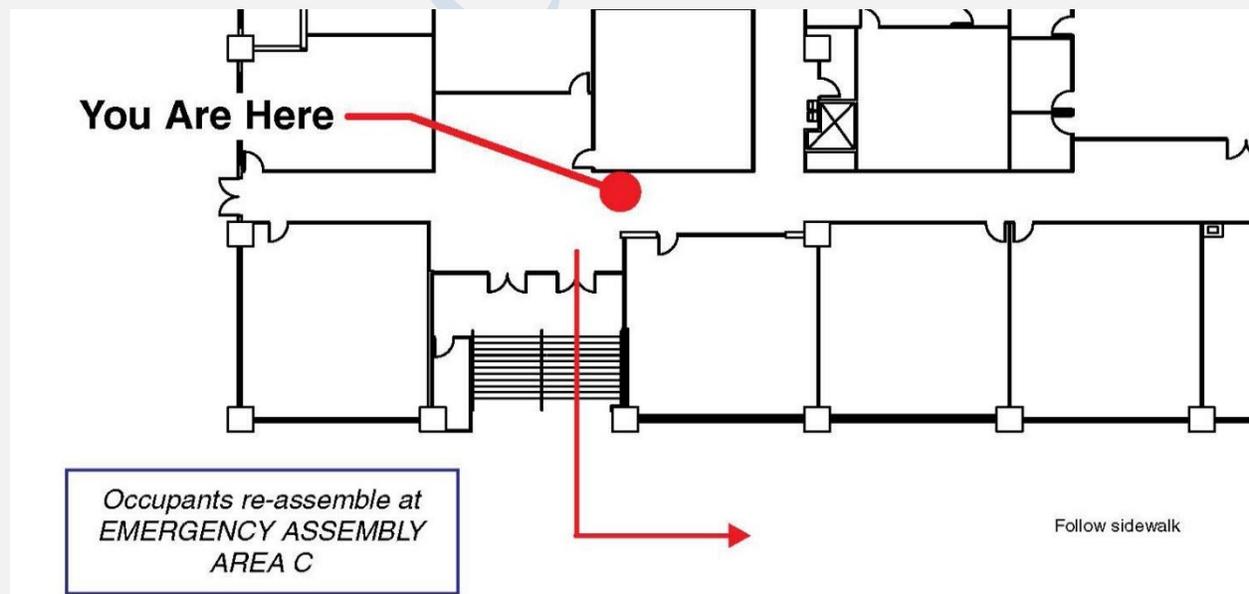
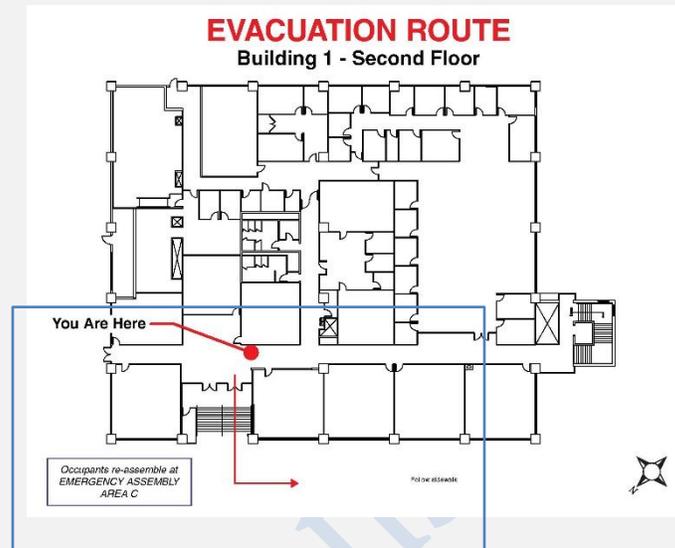
Verde Valley Campus Parking Lot Deterioration

Michael Taylor Architects, Inc.
Project Manager: Bruce Hustedt

Haley Construction

RISK AND EMERGENCY MANAGEMENT

Happy Spring! The signs are all around us, warmer weather, blooming trees and flowers, pollen and new evacuation maps. That's right, new evacuation route maps! On each floor our new maps are being installed. Take a moment to notice where they are on your floor. Each map shows your location on the floor, the path to exit and the emergency assembly area sign where your floor should meet.



If the fire alarm sounds in your building or the authorities instruct you to evacuate, please move (walk) quickly and carefully to the exit. Follow the route pictured on the map (if it's safe to do so) and meet at the assembly area shown on the map. Most of our assembly areas are in nearby parking lots away from the building. Be aware of emergency vehicles responding as well as other traffic.

Once at the assembly area, check in with your building captain (wearing a green or orange vest) so we know you are out of the building. Tell your building captain about any others that may still be in the building, need special assistance or that you know are not at work that day. This will help first responders trying to clear the building.

Stay at the rendezvous point until you are given the "all clear" to go back inside by the authorities. Only then should you return to your floor.

Knowing how to evacuate and where to go will put (a) spring in your step!



Emergency Assembly Area Sign

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome three new members of the Facilities Management team:

Prescott Custodial -

Matt Unger joins us after completing degrees in Biology and Chemistry from Northern Illinois University. Matt worked extensively in an entomology lab and has terrific stories from his experiences. You might run into Matt on the trails as he loves to hike and mountain bike.

Felencia Cly comes to us from YRMC. With several years of experience in both facilities and healthcare, Felencia brings great and creative ideas with her. Her sunny outlook on life is contagious and brightens the room. When you see her, you will know her by her smile!

HVAC -

Phillip Reyes has come on board as Facilities Management's new HVAC Tech. Phil has a solid background in Industrial HVAC and we look forward to working with him in his new role.

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/>

Presenter : Patricia McCarver

Start Time : 1:43 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 1/29/2016

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 : Update from Instruction and Student Development to Include: Lifelong Learning; Faculty Senate; Student Leadership Council; Verde Valley Campus SciTech Festival; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION

Details : Dr. James Perey, Executive Dean (for Scott Farnsworth, Interim Vice President for Instruction and Student Development) will present an update on the following:

- Lifelong Learning - Dennis Garvey, Dean
- Faculty Senate - Dave Gorman
- Student Leadership Council - Nichole Wilson, the Student Leadership Council Faculty Coordinator and students, Jennifer Kelly and Breanna Wheeler
- Verde Valley Campus SciTech Festival - April 8
- Adjunct Faculty Newsletters - Attached - Information Only

Attachments :

Title	Created	Filename
Division of Lifelong Learning Enrollment Stats 2011-2015.pdf	Apr 13, 2016	Division of Lifelong Learning Enrollment Stats 2011-2015.pdf
SLC.pdf	Apr 13, 2016	SLC.pdf
VV Scitech Festival.pdf	Apr 13, 2016	VV Scitech Festival.pdf
AA_Vol_5_Issue_8_March_2016.pdf	Apr 13, 2016	AA_Vol_5_Issue_8_March_2016.pdf
AA_Vol_5_Issue_9_April_2016.pdf	Apr 13, 2016	AA_Vol_5_Issue_9_April_2016.pdf



DIVISION OF LIFELONG LEARNING

Enrollment Stats: 2011-2015

community education

FALL 2015 CATALOG

- HANDS-ON LEARNING
- SPECIAL INTEREST
- TRAVEL & LEISURE

Call 928.717.7755 or visit www.yc.edu/commed to register TODAY!

Yavapai COLLEGE
life explored

Tapestry Tour of Italy

September 19 - October 3, 2016

Travel with EDventures and Experience a Cultural Infusion of the Arts!

EDventures
Yavapai COLLEGE
life explored

College for Kids
Yavapai COLLEGE
life explored

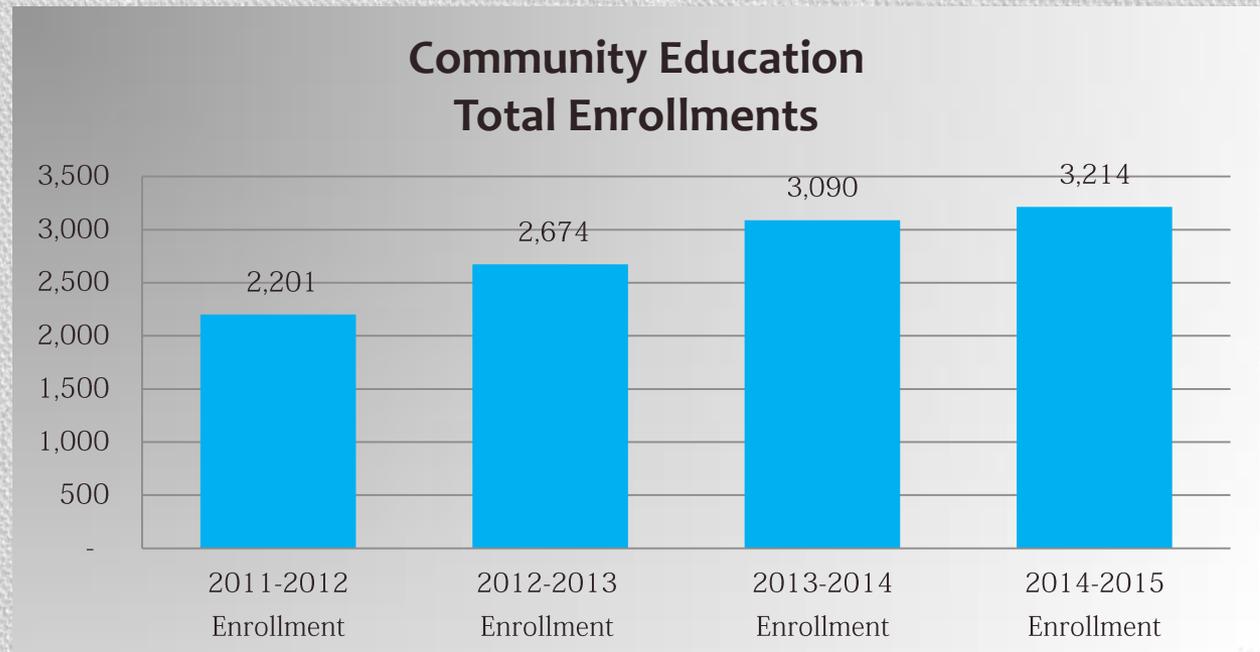
Ages 5-17

fun, creative & educational
Experience College for Kids on the Yavapai College Prescott Campus this summer!

Community Education, College for Kids and EDventures

Enrollment Stats 2011-2015

Community Education College for Kids Edventures	2011-2012	2012-2013	2013-2014	2014-2015
	Enrollment	Enrollment	Enrollment	Enrollment
Community Education Enrollments	1662	2,082	2,491	2,417
College for Kids Enrollments	289	243	342	352
Edventures Enrollments	250	349	257	445
Total Enrollments	2,201	2,674	3,090	3,214





LLI

YAVAPAI COLLEGE - PRESCOTT

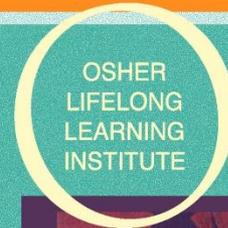
Prescott Learning Group Schedule

Fall 1 session

sep 8 through oct 19 2015

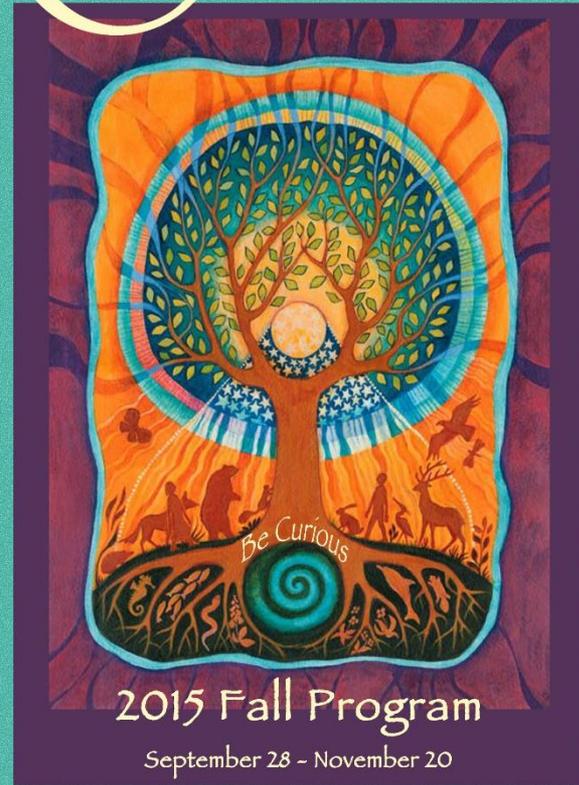
Yavapai COLLEGE

www.yc.edu/prescottlli



LLI

Yavapai COLLEGE
life explored



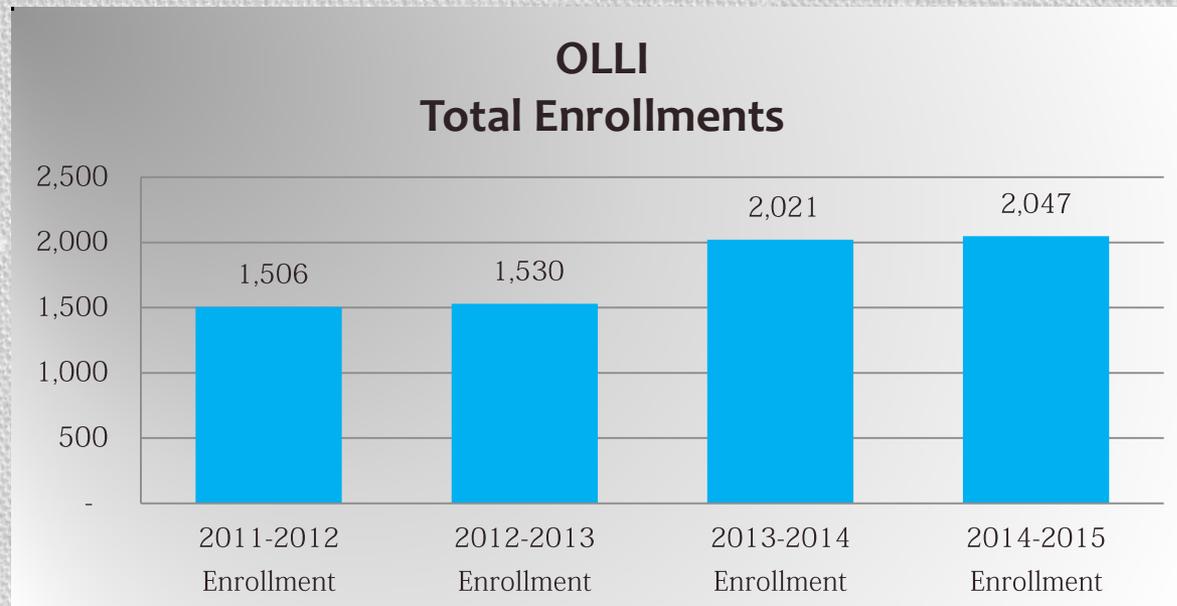
Classes for mature adults with curious minds and hearts!

For the Love of Learning

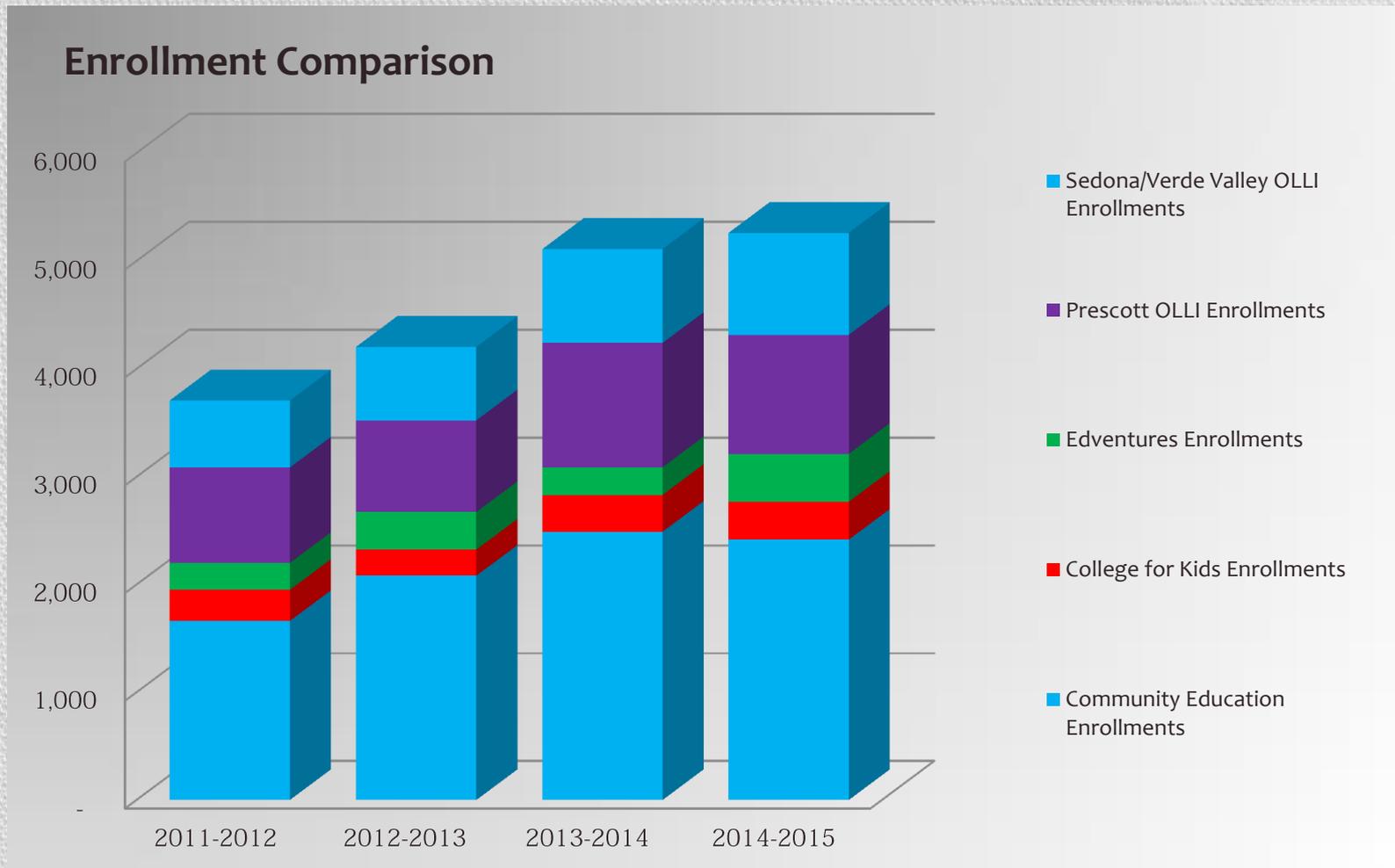
Osher Lifelong Learning Institute (OLLI)

Enrollment Stats 2011-2015

Osher Lifelong Learning Institute (OLLI)	2011-2012	2012-2013	2013-2014	2014-2015
	Enrollment	Enrollment	Enrollment	Enrollment
Prescott OLLI Enrollments	886	850	1,151	1,102
Sedona/Verde Valley OLLI Enrollments	620	620	680	945
Total Enrollments	1,506	1,530	2,021	2,047



Lifelong Learning Division Snapshot



ACCESS13 TV Show –

Senior Moments: Successful Aging

Yavapai College (the division of Lifelong Learning) co-sponsors the local TV show with NACOG, the Area Agency on Aging (AAA).

Mary Beals-Luedtka, director of AAA, is our host and the executive producer is Dani Tomerlin, Lifelong Learning.

Interesting topics include:

- New Performing Arts Degrees at YC, YCPAC events and Italy EDventures
- Depression and the Older Adult/Senior Peer Program
- Workbook Guide for End of Life Preparedness and Transitioning After the Loss of a Loved One
- Volunteer opportunities with:
 - Life Coaching for Retirees
 - PUSD: The Smart Choice – Share Skills & Talent
- Educational programs and events offered through:
 - Highlands Center of Natural History
 - Living History Museum at Sharlot Hall

The Division of Lifelong Learning

- **Dean, Dennis Garvey**
 - Administrative Assistant, Dani Tomerlin
- **Community Education/EDventures/College for Kids Coordinator, Nancy Ostapuk**
 - Assistant, Petra Bresee
- **Prescott OLLI Coordinator, Patricia Berlowe**
 - Assistant, Patty Winkels
 - Part-time Assistant, Josh Wrublik
- **Sedona/Verde Valley OLLI Coordinator, Robin Weeks**
 - Sedona Part-time Assistant, Joan Griffin
 - Sedona Part-time Assistant, Carlinda Gallegos
 - Verde Part-time Assistant, Ginger Lindquist
 - Verde Part-time Assistant, Christina Murray



THANK YOU

For your support of
Lifelong Learning!



Yavapai
COLLEGE

STUDENT LEADERSHIP COUNCIL



SPRING SEMESTER

2016

SLC Fun Run

Raised Funds for NCSL
Cleaned YC Trail
Raised Community Donations



YAVAPAI COLLEGE
SLC FUN RUN

A GREAT FAMILY
EVENT FOR ALL
AGES!

SATURDAY MARCH
19TH AT 9:30 AM

TO REGISTER GO TO
[HTTP://WWW.BROWN
PAPERTICKETS.COM/E
VENT/2512929](http://www.brownpapertickets.com/event/2512929)

THE COST IS \$10
PER RUNNER

MARCH 19TH SLC FUN RUN

About the Run
The Yavapai Student Leadership Council is hosting this fundraiser, so that we will be able to attend a National Conference on Student Leadership. The run will be held at the Yavapai College Prescott Campus and is a 2.5-mile course around the campus. We will also be having a bike sale. This will be a great family event so please come out and support!

Yavapai
COLLEGE
STUDENT LEADERSHIP COUNCIL

YAVAPAI STUDENT
LEADERSHIP
COUNCIL
1000 E. Sheldon St, Prescott,
AZ 86301
March 19th at 9:30 am



Funds Raised: \$2,581.85
Over \$500 in prizes

MARCH 31-APRIL 2, 2016

DENVER, CO



- Raised funds to attend
- Team of 6 YC Students and 1 YC Faculty
- Student & Advisor Workshops
 - Hip Hop Can Teach You Social Change
 - What's Your Personality Profile?
 - Catalyzing Social Change in Your Sphere of Influence
 - Cha-Cha Slide to Empower Cha-Cha Change
 - Storytelling for Social Change

MARCH 31-APRIL 2, 2016

DENVER, CO





Open Mic Night

Team-Building Fun



Hike in Colorado Springs

YC Campus Food Bank

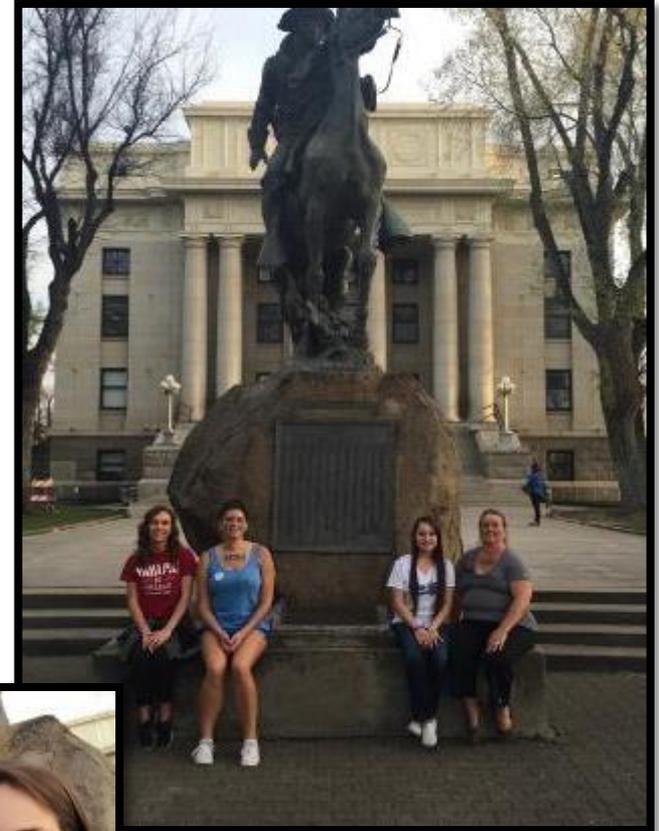
- Location
- Target Market
- Operations Manual
- Non-Perishable Food
- Calendar of Events – Fall 2016
- Open Fall 2016



YC Campus Food Bank

Current/Upcoming Team Projects

- SLC Members Support
No More Campaign against Domestic Violence
- Donate Life - Organ Donation
- Updating YC Student Scholarships Portal
- Finals Week Student Support



SLC Students Honored YC Evening of Recognition - 2016



Ryan Crean
Outstanding Resident
2nd year in a row



Ryan Crean
Outstanding Student
in Emergency
Management



Kylie Davis
Outstanding Student
in Physical Education

VERDE VALLEY scitech festival

Science, Technology, Engineering,
Art, and Math (STEAM) EXPO
www.vvscitech.org

April 8th from 5 to 8 p.m.
Verde Valley Campus, Building M
601 Black Hills Dr, Clarkdale AZ

- Kids can enter to win an Apple iPad or Samsung Galaxy Tab S2
- Enter the D-Backs ticket raffle at the APS booth
- "Travel" to Egypt via Yavapai College Film and Media Arts' green screen
- Explore the world of ceramics with the Yavapai College Arts Department
- Try piloting a helicopter in Guidance Aviation's flight simulator
- Explore the art of Video Game Development through YC's Video Game Development program
- See Embry Riddle's latest drones in flight
- Check out how the Yavapai College CNC program's 3-D printer makes a product in plastic
- Learn how science and technology work together in the Town of Clarkdale
- Explore rangeland natural resources through technology with UA Cooperative Extension
- See the Clarkdale Fire Department demonstrate an air bag extraction
- Tour and taste at the Southwest Wine Center, YC's teaching winery
- Enjoy \$5 BBQ courtesy of Sodexo's Kiln Café



FREE ADMISSION

For more information:

alexandra.helm@yc.edu or

jodie.filardo@clarkdale.az.gov

(928) 634-6511 or (928) 639-2500





Upcoming Adjunct Faculty Events:

- Mar. 15- Tues.; 9:30 am—Noon; CTEC Campus; Conference Room
- Mar. 15- Tues.; 2:00 - 6:00 PM Chino Valley Campus; Conference Room
- Mar. 16- Weds.; Noon-1:30 pm; Prescott Sm Group Meeting; GIFT Center 3-105
- Mar. 18 - Friday; Noon - 1:30 pm; Verde AF Meeting; M-203
- April 6; Weds.; 3:30 - 5:00 pm; Prescott Sm Group Meeting; GIFT Center 3-105.
- April 8, Friday; Noon - 1:30 pm; Verde AF Meeting; M-202 (new location)

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

Spring 2016 Academic Events:

March 1 - **Graduation Application Deadline;** Tell students to contact Advisor. Also, Deadline for Scholarships

March 2 & 3 - **Transfer Day Events** - 10:00 am to 1:00 pm - Tell your Students! See info on Page 2.

March 3 - FTSE Day! Make sure to verify your Rosters - See Info this Page!

March 6 thru 12-
No classes - all offices closed



March 14 - Last Day - for Student-initiated Withdrawals

March 17 - Verde Valley Employee Recognition & Update Forum; 10:00 am in M-137

March 17 - Prescott Update Forum; 3:00-4:00 pm; Building 3-119

March 23 - Prescott Employee Service Awards; 2:30 - 4:00 pm in Community Room, Building 19

March 28 - Summer Registration begins for degree-seeking/continuing students; March 30 for all students, for summer.

From our Registrar... Sheila Jarrell

FTSE is this week - March 3!



Q: What does "FTSE" mean?

A: Full-Time Student Equivalency

Q: Who requires this and why is it important?

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

Q: When is FTSE this semester?

A: March 3

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

A: Yes, unless your class has already ended, or your class does not start until after March 3.

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

A: Review your rosters:

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

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

Q: How does this help?

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

Q: What next?

A: Watch for communication the afternoon of March 2, which will initiate the FTSE process & include instructions. Deadline will be midnight of March 3.

Thank you for your attention to this important project.

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

Sheila Jarrell, M.Ed., Registrar
sheila.jarrell@yc.edu

928.776.2107
Prescott Campus 1-111



AZ Assessment Conference

Yavapai College is Hosting the 3rd Annual Assessment Conference on **Friday, April 1**, on the Prescott Campus. We have some GREAT Sessions planned. See info - [Agenda Webpage.](#)

Keynote Speakers:

Dr. Molly Beauchman & Dr. Suzanne Waldenberger

Lunch Speakers: Dr. Amy Stein & Dr. Matt Pearcy

***** Registration is FREE for ALL YC Faculty & Staff *****

Contact Chris Heyer or Angie Poland for the YC "Free" Promotional Code to register.

Registration is coming!

Academic Advisors are available to help students explore options, create an academic plan and select appropriate courses based on their career goals.

- Summer registration for degree-seeking/continuing students begins March 28 & fall semester registration begins April 11. Call 928-776-2106 to schedule an in-person or phone appointment at any of our campuses or centers.
- See the Advising website for advisor specialties and locations: <https://www.yc.edu/v5content/advising/advisorlist.htm>
- Graduates! For spring 2016 (or summer), contact an advisor before March 1 to complete your graduation application.

The Adjunct Advisor

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



\$\$ Money—Money—Money \$\$

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

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

Pay dates for Spring 2016:

- * February 5, 19
- * March 4, 18
- * April 1, 15 & 29

Please note the final pay date for the spring semester will be Friday, April 29th

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

Fun facts about Shamrocks:



- Before the arrival of the Christians to Ireland the plant was sacred to the Irish Druids because the three leaves formed a triad.
- For good luck, it's usually included in the bouquet of an Irish bride, and also in the boutonniere of the groom.
- The word shamrock comes from the Irish word *seamrog* meaning "little clover"
- The tradition of wearing Shamrock on Saint Patrick's Day can be traced back to the early 1700s.

Academic & Career Advising...Career Fair 2016

Thursday, March 31 from 9 a.m. to 1 p.m. ~
Yavapai College Prescott campus gymnasium (Building 2);
Learn the latest information about careers



- Apply for part-time, full-time, temporary or summer jobs
- Attend a job search workshop at 8:30 a.m.
- Meet with reps from business, healthcare, non-profit and military organizations

PROFESSIONAL ATTIRE IS STRONGLY RECOMMENDED

For information, contact laura@prescott.org; 928-445-2000 ext. 114,
or katherine.anderson@yc.edu; 928-776-2008.

The Job Fair is coordinated by the Yavapai College Regional Economic Development Center, the Prescott Chamber of Commerce, DES Employment & Veterans Services, Goodwill of Central Arizona, US Vets and Elwood Staffing.

UniversityTransferDay

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

Transfer Day Events



- March 2nd Verde Campus
~ 10:00am -1:00pm

- March 3rd Prescott Campus
~10:00am -1:00pm

Join us! Transfer Resources webpage ~ www.yc.edu/transfer

Teaching & eLearning Support TeLS



Canvas Updates As you may know, Canvas updates every two weeks. Usually the updates are small, but they are there. The February 20th update has a couple of great updates you might want to take a look at in the short four minute video posted on the Webletter. [You can see it here.](#)

Our 3rd Annual March for Best Practice will begin after spring break. It is a two week long March you should either participate in or cheer wildly as it goes by. The March is a gathering of short videos about best practices in teaching and learning. We focus on the Quality Matters standards, but there is room for all kinds of best practices in our March. For those of you who have participated before, please simply let us know if you plan on participating. For anyone new to March, we can help you make the short videos for the march and we will be coming around to offices over the next three weeks to promote the event and help you if needed. You can [visit the March by clicking here.](#)

This year, Open Education Week happens over our spring break. We will be posting some good information on the Webletter about resources available to faculty in support of Open Education prior to the break. Till then, if you are interested we already have some [great resources for faculty here.](#) If you have any questions about anything here, please contact your TeLS Team.

Money Matters — Financial Aid Update March

Scholarships

YC Foundation Scholarship Application is available **until April 1st**. I would appreciate you helping me spread the word! Students need to log into the webpage, click on *My Services/ Students / My Financial Aid*. The scholarship application can be found in the financial aid portal for the 2016-17 year. Last year every nursing student who applied received a scholarship! We had very few students at the CTEC campus fill out an application so a few of these students received more than one scholarship!

Summer

If students have any summer Pell eligibility left, we will be posting it the week of March 14th in plenty of time for registration on March 28th!

Fall

We have begun downloading FAFSA information for 2016-17, and we have begun communicating with these students.

Thank you for the wonderful work you do with our students! If students have questions, please have them visit the Answer Center any at the following campuses: Prescott, Verde, CTEC & Prescott Valley. They can also call 928.776.2149, or email answer-center@yc.edu.

Thank you for all you do, and have a fabulous Spring Break!

Diana Dowling,
Director of Financial Aid & Answer Center

Spring 2016 Adjunct Faculty Meetings. . . Chris Heyer



Prescott - Small Group Meetings: (Meets in the GIFT Center 3-105)

March 16 (Weds.)	Noon - 1:30 pm	Class Management - "Hooks"
April 6 (Weds.)	3:30 - 5:00 pm	Class Management - "Good" Questioning
April 20 (Weds.)	Noon - 1:30 pm	Ending the Semester

Verde Meetings:

March 18 (Friday)	Noon - 1:30 PM	M-203	Campus Updates/ Class Management - "Good" Questioning
April 8 (Friday)	Noon - 1:30 PM	M-202	Campus Updates / Class Management - Keeping them until the end
April 29 (Friday)	Noon - 1:30 PM	M-203	Ending the Semester

CTEC Meetings:

March 15 (Tues.)	9:30 am - Noon	180	Make an appointment with
April 13 (Weds.)	2:00 pm - 6:00 pm	122	Chris - 928-776-2018 or 649-4568

Chino Meetings:

March 15 (Tues.)	2:00 - 6:00 pm	Conference Room	Make an appointment with
April 13 (Weds.)	9:30 am - Noon	Conference Room	Chris - 928-776-2018 or 649-4568

Prescott Valley Meetings:

April 5 (Tues.)	Noon - 4:00 PM	Room 143	Chris - 928-776-2018 or 649-4568
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- Meetings have updates and training from campus departments & resources / TeLS / Administration / and you!
- Remember, Adjunct Faculty professional development requires three (3) hours per semester of professional development activities.

YC MUSIC DEPARTMENT

March Musical Happenings Across the District:



Friday March 4	A MUSICAL TAPESTRY CONCERT <i>Master Chorale, Symphonic Orchestra</i>	7pm	PAC	\$15.00
Saturday March 5	A SYMPHONIC OVERTURE CONCERT <i>Symphonic Band, Concert Band, Orchestra</i>	7pm	PAC	\$ 8.00
March 17-20	SPRING MUSICAL – THE MUSIC MAN <i>*Show Times: March 18 & 19 - 7pm; March 20 - 3pm</i>	*	PAC	\$35/25/20
March 29	A CONTRAPUNTAL PORTRAIT <i>Symphonic Orchestra, Prescott High, Tri City Prep</i>	7pm	PAC	FREE!





Upcoming Adjunct Faculty Events:

- April 6; Weds.; 3:30 - 5:00 pm; Prescott Small Group Meeting; GIFT Center 3-105.
- April 8; Friday; Noon - 1:30 pm; Verde AF Meeting; M-202 (new location)
- April 13; Weds.; Chris at Chino Campus; 9:30 am-Noon; Conference Room
- April 13; Weds.; Chris at CTEC Campus; 2:00-5:00 pm; Conference Room
- April 20; Weds.; Noon-1:30 pm; Prescott Sm. Group Meeting; GIFT Center 3-105.
- April 29; Friday; Noon - 1:30 pm; Verde AF Meeting; M-203

For All Meetings sign up -

[YC Training Website / Adjunct Faculty](#)

Spring 2016

April - First Friday Offerings - [See YC Training Website/ First Friday](#)

April 1 - Arizona Assessment Conference - Hosted by YC! All day In Bldg. 19

April 11 - Verde Career Fair - 10:00 am - 2:00 pm in the Community Room; M-137

April 11 - Fall Registration Open 7:00 am for degree-seeking/continuing students

April 18 - Fall Registration open 7:00 am for all students

April 18 - **I AM YC Club** - Spring Showcase; Richard Marcusen Sculpture Garden; 5:30 - 7:30 pm

April 21 - Verde Earth Week Event; 1:00 pm; Behind Bldg. I ; Verde Campus Tree Planting

May 1 - YC Scholarship deadline extended!

May 6 - Spring Regular Semester Ends

May 6 - Verde Valley Commencement; 6:00 pm; Mabery Pavilion

May 7 - Nursing Pinning Ceremony

May 7 - Prescott Campus Commencement; 6:00 pm; Performing Arts Center

May 12 - Final grades due

May 12-13 - Gen Ed Assessment Due

From our Registrar... Sheila Jarrell

Dear Fabulous Faculty,
Thank you for a great semester. . . and please note the withdraw deadlines and final grading dates below! Most final grades are due on Thursday, May 12.

♦ **2016-17 Class Schedules available to view April 1.**

Registration Fall:

* Opens for degree-seeking/continuing students: **April 11, 7am**

* Opens registration for all student groups: **April 18, 7am**

Spring 2016 Grading Overview

Part of Term (POT)	Faculty Withdraw Date	Grading Open	Final Grades Due
POT 1	April 27	April 29	Thursday, May 12- Noon
POT 3	April 29	April 29	Thursday, May 12- Noon
POT 53	April 29	April 29	Thursday, May 12- Noon
POT 72	April 29	April 29	Thursday, May 12- Noon
POT 2 and X	April 27	April 29	Thursday, May 26

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

Sheila Jarrell, M.Ed., Registrar
sheila.jarrell@yc.edu

928.776.2107
Prescott Campus 1-111

Residence Life & Judicial Affairs...Shar Jenniges

CARE Team - If you are concerned about the well-being of a student, please contact a member of the **CARE Team at: 776-2273 (CARE)**. We answer the phone during normal business hours. Please keep calling until someone answers the phone. We will have a series of questions and will want your contact information. The CARE Team will meet to decide if immediate action is necessary and who is best situated to handle the situation. You will likely be asked to fill out a report. <https://yavapai-advocate.symplicity.com/publicreport/index.php/pid924261?>

The CARE Team is comprised of counselors, law enforcement, and Student Services staff who have each undergone various trainings to work with students of concern. The team meets on an as needed basis, often on a moment's notice and may include other campus staff/faculty as additional resources.

If it is after normal business hours or a life-threatening situation, please contact YCPD at 311. Examples include:

- Specific threat of harm to self
- Specific threat of harm to others
- Unconscious
- Disoriented

First Friday Workshop - April 1st 9:00-10:30 am; Rm 30-126 / VVC I-125

Threat Assessment: How to effectively assess potential risk of harm!

Have you ever encountered someone who seems off/scary in a way you just cannot identify? Do you have a student who says or writes things which cause you to be concerned? Have you ever thought that you were making a big deal over nothing or wondered if you should have reported something small? If so, this session is for you. Come learn how to effectively assess the risk of harm to others or self-harm.

Participants will gain confidence in knowing when and how to contact appropriate type of help by working through a number of real-life, higher education, case-studies.

The Adjunct Advisor

Published for Yavapai College Adjunct Faculty
1100 E. Sheldon Street— Prescott, AZ
86301

Chris Heyer, AF Coordinator, Editor
Phone: 928-649-4568 (Verde)
928-776-2018 (Prescott)



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Pay dates for Spring 2016:

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- * April 1, 15 & 29

Please note the final pay date for the spring semester will be Friday, April 29th.

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

Academic & Career Advising...Career Fair 2016

Monday, April 11 from 10 a.m. to 2 p.m. ~
Verde Valley Campus M-137

Learn the latest information about careers

- Apply for part-time, full-time, temporary or summer jobs
- Meet with reps from business, healthcare, non-profit and military organizations

PROFESSIONAL ATTIRE IS STRONGLY RECOMMENDED

For information, contact laura@prescott.org; 928-445-2000 ext. 114, or katherine.anderson@yc.edu; 928-776-2008.

The Job Fair is coordinated by the Yavapai College Regional Economic Development Center, the Chamber of Commerce, DES Employment & Veterans Services, Goodwill of Central Arizona, US Vets & Elwood Staffing.



Earth Day Celebration



Verde Campus
Thursday, April 21
1:00 pm

Behind Building I

- Tree Planting
- Free Popcorn & Water
- Free Seeds for Students

RSVP in Verde Answer Center for your YC Passport!

Money Matters — Financial Aid April Update

Spring has sprung at the Answer Center and Financial Aid! We have already posted financial aid for summer for those students who are eligible. If students are questioning whether or not they have anything available, send them our way!

The YC Foundation Scholarship deadline has been extended to **May 1!** Please encourage your students to fill out the application located in their financial aid portal. We have one application for all of our scholarships!

It's that time of year again where students need to fill out their 2016/2017 FAFSA to be eligible for financial aid for the upcoming Fall 16 semester. We are already getting in lots of documents and completing files. If students have questions regarding their financial aid we are happy to help! They can come see our Answer Center staff in Building I on Verde Campus, and Building 1 on Prescott Campus. Students can email us at answercenter@yc.edu or call at 928.776.2152.

Happy Springtime!

Diana Dowling, Director of Financial Aid & Answer Center

YC Libraries. . . Ginney Bilbray

The Yavapai College Library joins libraries in schools, campuses and communities nationwide in celebrating the dynamic changes happening in today's libraries. April 10-16 is National Library Week, a time to highlight the changing role of libraries, librarians and library workers.

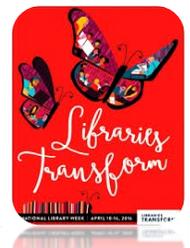
Our libraries offer access to a variety of print and digital resources, including databases, e-books that can be accessed in person or online. According to the American Library Association, "*Libraries level the playing field for people of any age who are seeking the information and access to technologies that will improve their quality of life.*"

The Yavapai College **Prescott Campus** Library is celebrating National Library Week with a beautiful display and tasty treats. April is also National Poetry Month and we will have a month long display of poetry in the library. We continue our celebrations in the library April 18-25 to observe the 400th anniversary of Shakespeare's death. There will be a display in the library's glass case and the library's InfoPortal will show a Shakespeare presentation.

Displays of student art will continue with Chris Contos' advanced jewelry students' beautiful jewelry samples in the standing case by the outdoor reading patio, and Dana Cohn's Acrylic/Oil painting classes' on the first three stacks near the front door of the library. Also displayed is a piece from Advanced Sculpture Instructor, Carl Dahl, and an exciting, large oil painting by Instructor, Dana Cohn, "Ego with Universe".

The Yavapai College **Verde Campus** Library is celebrating National Library Week with a display of historical & unique libraries from around the world - and a delicious cake celebration.

April 10-16 is National Library Week—Visit your public, school, or academic Library!



Key Card Access...Facilities Management

As part of the college's efforts to improve building safety, key card readers are being installed at primary entry points. As card readers are installed, the door locks will be re-keyed. Key card access is only needed when primary doors are locked which is after classes let out for the evening until doors are unlocked at the start of business the next day. This is especially important for Adjunct Faculty to know as they are teaching at night.



If you need building access beyond normal working hours, please contact your Division Dean / Director to arrange for a key card. If you have a card/ID badge and it's more than a year-old, you will need a new key card/ID badge. If you have been issued a metal key for building access, please check with your Division Dean / Director on how and where to return your metal keys. Your Division may have additional information for you.

Teaching & eLearning Support **TeLS**



10th Annual Summer Institute 2015

Tuesday, May 10th
Wednesday, May 11th
Thursday, May 12th

Our focus is on Teaching, Learning and Student Success. Some topics likely to be on the agenda are Quality Matters, the new Teaching and Learning Committee, Canvas, and more. For the past 10 years, this event has been made great by teachers sharing their powerful ideas and experiences with each other — and we look forward to hearing yours.

All faculty are invited to submit workshop proposals for the 11th Annual 2016 Summer Institute, presented by the GIFT Center and TeLS Department. **Proposals are due by Monday, April 11th.**

Submit proposals on this [Google Form](#):

<https://docs.google.com/forms/d/1xVdnVGbRQYYt79LLyd7kmXBGYZswLHab5njbqMvpkdc/viewform>

Facilitators will receive a stipend. Please no more than 2 facilitators per session. The proposed length may change according to program needs. Please email Thatcher Bohrman (thatcher.bohrman@yc.edu) for more information on these opportunities so that the GIFT Center and TeLS Department can begin planning.

The Yavapai College & the Town of Clarkdale will host the Verde Valley SciTech Expo at the Verde Valley Campus. Friday, April 8 from 5 to 8 p.m.

- Kids can enter to win an Apple iPad or Samsung Galaxy Tab S2
- Enter the D-Backs ticket raffle at the APS booth
- "Travel" to Egypt via Yavapai College Film and Media Arts' green screen
- Explore the world of ceramics with the Yavapai College Arts Department
- Try piloting a helicopter in Guidance Aviation's flight simulator
- See Embry Riddle's latest drones in flight
- Explore the art of Video Game Development through YC's Video Game Development program
- Check out how the Yavapai College CNC program's 3-D printer makes a product in plastic
- Learn how science and technology work together in the Town of Clarkdale
- Explore rangeland natural resources through technology with UA Cooperative Extension
- See the Clarkdale Fire Department demonstrate an air bag extraction
- Tour and taste at the Southwest Wine Center, YC's teaching winery
- Enjoy \$5 BBQ courtesy of Sodexo's Kiln Café



FREE ADMISSION

For more information:
alexandra.helm@yc.edu or
jodie.filardo@clarkdale.az.gov
(928) 634-6511 or (928) 639-2500

Hope you see you there!

Spring 2016 Adjunct Faculty Meetings. . . Chris Heyer



Prescott - Small Group Meetings: (Meets in the GIFT Center 3-105)

April 6 (Weds.)	3:30 - 5:00 pm	Class Management - Now until the end Withdrawing Students - why / when
April 20 (Weds.)	Noon - 1:30 pm	Ending the Semester

Verde Meetings:

April 8 (Friday)	Noon - 1:30 PM	M-202	Campus Updates Class Management - Now until the end Withdrawing Students - why / when
April 29 (Friday)	Noon - 1:30 PM	M-203	Ending the Semester

CTEC Meetings:

April 13 (Weds.)	2:00 pm - 6:00 pm	Conference Room	Chris - 928-776-2018 or 649-4568
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Chino Meetings:

April 13 (Weds.)	9:30 am - Noon	Conference Room	Chris - 928-776-2018 or 649-4568
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Adjunct Faculty—A reminder that your Final Spring Semester Check will be on Friday, April 29.

- Meetings have updates and training from campus departments & resources / TeLS / Administration / and you!
- Remember, Adjunct Faculty professional development requires three (3) hours per semester of professional development activities.

YC MUSIC DEPARTMENT

April Musical Happenings Across the District:



Sunday, April 10	A SPRING SPECTACULAR CONCERT <i>Community Chorale, Women's Chorale, Chamber Singers, Renaissance Singers</i>	3 pm	PAC	\$ 15.00
Thursday, April 12	The MASTER CHORALE CONCERT <i>Master Chorale</i>	7:30pm	VERDE	FREE
Saturday, April 16	FROM CAPELLA TO PIAZZA CONCERT <i>Renaissance Singers</i>	3 pm	Trinity Presbyterian	\$ 8.00
Sunday, April 24	ANTIPHONAL FANFARE CONCERT <i>Symphonic Band, Concert Band, Orchestra</i>	3 pm	PAC	\$ 8.00
Monday, April 25	EXPANDING JAZZ HORIZONS CONCERT <i>Trailblazers, Roughriders</i>	7 pm	PAC	\$ 8.00



Presenter : Patricia McCarver

Start Time : 2:03 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 1/29/2016

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 Yavapai College Advancement and Foundation to Include Updates on: Strategic Planning and Development - INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President for College Advancement and Foundation will provide a report on the Yavapai College Advancement and Foundation Strategic Planning Process and the following:

- Development - Mr. Paul Kirchgraber, Director of Development

Attachments :

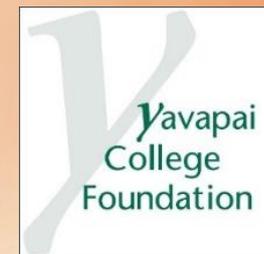
Title	Created	Filename
DGB April 2016 Foundation.pdf	Apr 13, 2016	DGB April 2016 Foundation.pdf

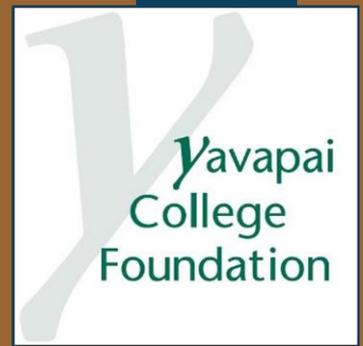
Advancement Periodic Report

Mr. Steve Walker

**Vice President for College Advancement Yavapai
College**

Executive Director, Yavapai College Foundation





Yavapai College Foundation Strategic Planning Process

2017 – 2019

Steve Walker, Executive Director

DISTRICT GOVERNING BOARD ENDS

Education

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

Economic Development

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

Community

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

MISSION AND VISION

Mission

The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.

Vision

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

Values

Learning, Scholarship, Stewardship, Diversity.



Yavapai College 2015-2020 Strategic Plan

STRATEGIC INITIATIVES AND GOALS

Student Success

- A. Increase student completion rates without sacrificing academic quality
 - Academic Pathways
 - Mandatory New Student Orientation
 - Enhanced Early Alert
 - Strategic Enrollment Management

Economic Responsiveness

- A. Create and implement a job placement system to connect Yavapai College graduates with economic opportunities
- B. Improve district-wide awareness of Yavapai College education and training opportunities
- C. Document and share Yavapai College's economic impact and value

Engaged Community

- A. Increase credit enrollment
- B. Increase non-credit enrollment
- C. Improve East County satisfaction with cultural programming
- D. Improve community engagement

Organizational Development

- A. Improve employee engagement and satisfaction

Fiscal Stewardship

- A. Model fiscal stewardship throughout the district
- B. Continuously evaluate the Capital Improvement Plan to support student success

Visit the www.yc.edu/strategic-planning for more details on strategies and YC's planning process.



Yavapai College Strategic Plan 2015-2020

Yavapai College Foundation 2017-2019 Strategic Plan



Student Success

A. Increase student completion rates without sacrificing academic quality.

Economic Responsiveness

A. Create and implement a job placement system to connect Yavapai College graduates with economic opportunities.

B. Improve district-wide awareness of Yavapai College education and training opportunities.

C. Document and share Yavapai College's economic impact and value.

Engaged Community

A. Increase credit enrollment.

B. Increase non-credit enrollment.

C. Improve East County satisfaction with cultural programming.

D. Improve community engagement.

Organizational Development

A. Improve employee engagement and satisfaction.

Fiscal Stewardship

A. Model fiscal stewardship throughout the district.

B. Continuously evaluate the Capital Improvement Plan to support student success.

1. Student Success

A. Increase resources to remove financial need as a barrier to student success.

B. Grow the culture of philanthropy among YC students and employees.

2. Economic Responsiveness

A. Support new initiatives that connect students with employment opportunities and entrepreneurial culture.

3. Engaged Community

A. Develop and execute new innovative fundraising programs that will attract new donors.

B. Increase donor retention and average gift size through effective stewardship

C. Identify, recruit and empower additional volunteer leadership.

4. Organizational Development

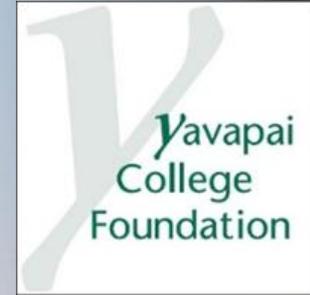
A. Streamline management systems and policies.

B. Recruit, retain, and cultivate the best talent in Yavapai County.

5. Fiscal Stewardship

A. Develop and implement a budget that meets YCF's goals in a cost-effective manner.

B. Maintain a diversified long-term investment strategy that achieves a return on investment consistent with YCF's goals.



Yavapai College Foundation

**Mr. Paul Kirchgraber
Director of Development**

Progress as of April 1, 2016

2016 – 9 new Legacy League Members

YCF Legacy League

Those members of the community who have provided for YC in their will or estate planning

2016 – 14 Named Scholarship Gifts

2016 – Notable Gifts

VEN Scholarship & Student Support - \$40,000

Military veterans Scholarship - \$25,000

Education Now! Scholarship - \$10,000

2012 – 2016 Jewish Community Foundation Healthcare Scholars Program - \$218,000

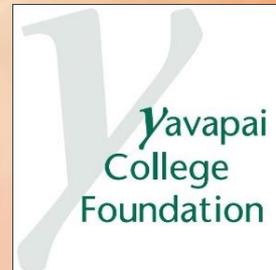
- **59 – Total number of Nursing and Radiology Technology students scholarshipped (full tuition & fee's)**
- **100% – Percentage of students receiving their degree who have successfully completed the state licensing examinations.**
- **90% – Percentage of students receiving their degree who have found healthcare employment in either Yavapai or Coconino Counties.**

2016 – 2020 – Community Healthcare Scholars Program - \$350,000 50 Nursing Scholarships (full tuition & fee's)

Five (5) Community Partners

**Harold James Family Trust
Jewish Community Foundation of Greater Prescott
Margaret T. Morris Foundation
Yavapai College Foundation
Yavapai Regional Medial Center (YRMC)**

Questions or Comments



Presenter : Patricia McCarver

Start Time : 2:18 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/29/2016

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:18 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/29/2016

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1.1	The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.	344128

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.1.1 Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.1.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Policy 2 1 1 Report.pdf	Apr 08, 2016	Policy 2 1 1 Report.pdf
2.1.1 Compilation.pdf	Apr 14, 2016	2.1.1 Compilation.pdf

Monitoring Report
Executive Limitations 2.1.1 – Treatment of Employees
April 2016

Executive Limitations Policy 2.1.1 – Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with College policies or best practices.

President’s Interpretation:

All College employees (both paid and volunteers) are valued members of our community. As such, the College has developed personnel policies to ensure employees and volunteers behave ethically and within the bounds of the law while at the College. The goal of these policies is to create an open, participative, and productive work environment. These policies are reviewed periodically by the College community in light of best practices.

The critical corollary to creating such a productive work environment is employee training throughout the organization. Faculty and staff must be given opportunities to further their professional development as they are expected to keep current in their respective fields. The College must also provide continued management training and development for all levels of the administration.

Finally, the College has an established formal grievance process to voice concerns about mistreatment from fellow employees.

Supporting Evidence:



Related to Strategic Plan

The College implemented a five-year Strategic Plan in the Fall of 2015 which supports the **District Governing Board’s Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost.** **The President’s interpretation and supporting evidence of Executive Limitation 2.1.1 is directly sustained by the Strategic Initiative “Organizational Development” which promotes internal communication and collaboration within and among College employees, departments, and campuses.** In addition, it supports a commitment to enhance professional development opportunities for faculty and staff.

Policies:

The College provides a policy manual that is accessible to all employees and external constituents through the College website. The policy manual includes the following:

- Section 1 – District Governing Board
- Section 2 - Human Resources (Employees/Employment)
- Section 3 – Academic Systems
- Section 4 – Student
- Section 5 – Administrative Services
- Section 6 – General Operations

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

Policy Review:

The College uses a policy review process that includes a Policy Review Council (PRC) made up of District-wide representation, including Faculty. The policy review process was put into place in June of 2008 and is described on the College website:

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

All policies are reviewed on a regular schedule.

Employee Training and Development:

The College offers several opportunities for employee development:

A. Orientation

The College provides an online resource for new hires and current employees. New hires are required to complete the training, and current employees are invited to review the training. The training includes, but is not limited to the following:

- An overview of the Governing Board and all College leadership, departments, divisions and organizations.
- Links to all College policies
- Directives and links to required trainings
 - o Safety
 - o Harassment Prevention
 - o IT Security
 - o Ethics
- Performance Management
- District/Campus Resources

<http://www.yc.edu/v5content/human-resources/new-employee.htm>

B. Tuition Waivers- YTD

	Employee Count	Tuition Benefit
Fall 2015	222	\$ 63,230
Spring 2016	217	\$ 64,301
Total	439	\$127,531

C. First Friday Training

On the first Friday of the months of September – November and February - May, multiple classes are offered to employees.

First Friday Classes in FY15 were attended by 250 employees and have included topics such as Excel: The Basics, Excel: Beyond the Basics, Leadership Training. Search and Selection Recruitment Process, Disaster Preparedness, Budgeting: Adding It Up, Threat Assessment on Campus, Photoshop, YC Policy Review, Keeping Top Performers, Change Management, Enhancing Workplace Communication, I.T. User Security Training, New Hire Paperwork Training, Managing Stress, Powerpoint Tips & Tricks, Presentation Technologies, Campus SaVE Act, The Affordable Care Act, Banner Requisition Refresher Course, ADA and FMLA Refresher Course.

D. District Manager Meetings (DMM)

Twice per year, District Managers gather to participate in professional development. In FY15, DMM training focused on applying the Lean Principals to the higher education environment and reviewing the Affordable Care Act and its impact on tracking and managing part-time employee hours.

E. YCELI

In FY15, Yavapai College (YC) created the Executive Leadership Institute (YCELI). YCELI was designed to be a nine month process, where senior managers (Deans and Directors) of the institution gathered on a monthly basis to learn more about leadership and their individual professional strengths and weaknesses. In addition to self-assessments and reading-based discussions, the YCELI participants worked in assigned teams to investigate, research and report-out on four important challenges facing YC: Workforce and Succession Planning, Class Scheduling, CTE Resources, and Strengthening Community Support. In FY16, YC has been implementing many of the YCELI project recommendations, and preparing for the second cohort in FY17.

F. Convocation, Professional Growth, GIFT, Sabbaticals, Winter & Summer Institutes

Faculty have access to a variety of training opportunities. At Convocation, the College alternates between having a YC faculty speaker and a national speaker to stimulate thought and conversation in regard to Student Success. This past Fall, faculty member, Matt Pierce, was keynote speaker at Convocation. He shared information about student success at YC to inspire faculty and staff in their roles.

Following Convocation, Scott Farnsworth, Interim Vice President for Instruction and **Student Development, facilitated a "Day of Conversation" for faculty and staff to identify goals and initiatives to support student success.**

A faculty-led professional Growth Committee distributes funds to faculty applicants who wish to attend conferences, take classes, or pursue other developmental opportunities.

Great Ideas for Teaching is another source of funds for faculty to study new ideas to improve teaching and learning.

YC supports up to five faculty sabbaticals per year, where faculty take time to perform research, pursue a degree, or enhance their professional skills and knowledge. **This year's** Sabbatical topics included: Ways to improve sculpture design, the impact of personal mobile technology on student success, increased educational content in Electrical Engineering.

Finally, the College facilitates a learning institute at the end of the Fall and Spring semesters where YC faculty share best practices on teaching and learning.

Yavapai College has a **Training and Development Policy that affirms the College's commitment in this area.**

<http://www.yc.edu/v5content/policies/docs/2-hr/2.2.5%207-1-12.pdf>

Grievances, Audits, and Employment Legal Activity

The College has a separate formal grievance policy and process for Faculty and for Staff/Adjunct. Since the last report there has been one formal grievance submitted by a staff employee in connection to corrective action, using the policies outlined below:

Faculty: http://www.yc.edu/v5content/policies/docs/2-hr/2.7.5_1-23-07.pdf

Staff/Adjunct: http://www.yc.edu/v5content/policies/docs/2-hr/2.4.5_12-17-08.pdf

For calendar year 2015, the College's Employment Relations Manager worked on 17 employment relations issues with employees (1.5% of total employees).

To date, the College has two employment-related matters pending possible legal action:

- Equal Employment Opportunity Commission (EEOC)
 - o The College received a Notice of Charge on 12/10/2015 on behalf of a terminated employee. No follow up from the EEOC as of this writing.
- As has been shared with the DGB on prior occasions, a wrongful dismissal complaint is included as part of the Aviation lawsuit.

Employee Statistics/Turnover and Retention:

During Calendar Year 2015, the full time employee turnover rate was 12.9%, compared to the national higher education turnover rate of 12.8% per **Compdata Surveys'** national survey of 338 higher education organizations.

Full time employee separation information:

2015 Separation Reasons	Count	Percent of total
Retirement	15	27%
Accepted Other Employment	14	25%
Family	9	16%
Dismissal	9	16%
Personal/Health	4	7%
Return to school	3	5%
Job offered – no show	2	4%
	56	

President's Conclusion: I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1.1 – Treatment of Employees

Compilation- April 2016

Executive Limitation 2.1.1	Treatment of Employees The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.		
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 Limitations policy be amended?	YES	NO 3	
Comments:			

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:23 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/29/2016

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.2	The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	344130

Description : Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Policy 2 2 Report.pdf	Apr 06, 2016	Policy 2 2 Report.pdf
2.2 Compilation.pdf	Apr 14, 2016	2.2 Compilation.pdf

Monitoring Report
Executive Limitations 2.2 – Compensation and Benefits
April 2016

Executive Limitations 2.2 – Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of College policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

President’s Interpretation:

All College employees are valued members of our community (see Policy 2.1.1). The individual positions that each employee holds are to be consistently evaluated not only to **monitor the employees’ job performance, but also the continued need for such positions to support the Board’s Ends.** As such, no employment is to be viewed as guaranteed or permanent.

Compensation and benefits for all positions are to be reviewed periodically in an effort to recruit and retain employees in relation to the appropriate workforce market. Employment policies and practices must fulfill legal requirements, be consistent with general College policies, and be guided by current best practices in human resource development.

Supporting Evidence:



Related to Strategic Plan

The College implemented a five-year Strategic Plan in the Fall of 2015 which supports the District Governing Board’s Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. The President’s interpretation and supporting evidence of Executive Limitation 2.2 is directly sustained by the Strategic Initiative “Organizational Development” which provides regular and comprehensive evaluation of employee engagement and satisfaction.

Performance Review

Supervisors provide feedback to employees throughout the year. In addition, supervisors complete a written evaluation at least annually, providing full time employees with feedback in 7 different categories in addition to an overall performance assessment of Exceeds Expectations, Meets Expectations, or Needs Improvement. As part of this process, the supervisor and employee set goals for the upcoming year which support the **needs of the department, the Strategic Plan of the College, and/ or the employee’s** individual development needs. Per Human Resource records, 96% of reviews were submitted for FY 2015.

College policy, process, training and form can be found at:

<http://www.yc.edu/v5content/policies/docs/2-hr/2014%202.04.pdf>

<http://www.yc.edu/v5content/human-resources/performance/staff.htm>

Position Review

As employees leave the organization, we treat this as an opportunity to critically evaluate the need for this position. We assess the need for the work which was being performed, and opportunities to re-engineer processes or automate. We also estimate the relative value of filling this position compared to fulfilling another unmet need in the District.

Compensation Review:

Since the original 2005 Compensation Study, the College has adopted a three year review cycle ensuring that all positions are reviewed regularly. **The College's compensation** analyst reviews each employee in the designated grades, their current duties and responsibilities, and checks each position against the appropriate market data. The recommended adjustments are reviewed by the HR Director, the Department/Division head, and the appropriate Vice President. For example, the Faculty Salary schedule maximums were increased by 1.7 percent to reflect the national cost of living adjustment for 2015.

In addition to our regular cycles of review, the College retained Sibson Company which completed a comprehensive compensation review for all full time faculty and staff positions in February of 2014. The conclusion of the study (in essence) was that our salary ranges were, with a few exceptions, competitive.

The college provides an overall Compensation policy/philosophy to employees and a Faculty and Staff Compensation policy in the HR Section of the Policy Manual:

<http://www.yc.edu/v5content/policies/docs/2-hr/2014%202.17.pdf>

<http://www.yc.edu/v5content/policies/docs/2-hr/2014%202.42.pdf>

Employee Benefits:

The College is self-insured through our membership in the Yavapai Combined Trust. The College offers a competitive benefits package that includes but is not limited to health, dental, vision, long term disability, vacation, holiday, tuition waiver program, etc. All of our benefits are listed and described on our benefits website:

<http://www.yc.edu/v5content/human-resources/benefits.htm>

The college conducts regular market comparisons for employee benefits. Comparator groups include:

- Arizona Community Colleges
- College and University Professional Association – HR (CUPA-HR) Annual Benefit Survey
- Segal Benefit and Compensation Consultants

Employee Grievances and Legal Action

In calendar year 2015, there were no employee grievances or legal actions related to compensation and benefits.

President's Conclusion: I report compliance.

**Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.2 – Compensation and Benefits**

Compilation - April 2016

Executive Limitation 2.2	Compensation and Benefits The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 1	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments: <p>McCasland: Are all employees-staff, faculty and administration- reviewed for workforce comparisons? There is a huge salary difference between administration and staff/faculty. The highest salary for a faculty member is \$84,789 versus \$164,524 (VP average) and \$267,811 for the President. City/County Managers and PUSD superintendent salaries range from \$118,000 to \$168,161. Source Prescott Daily Courier Sunshine Week Tax-based salaries and YC salary schedules.</p> <p>Filardo: "Best practices" with which I am familiar use organizational level metrics that trigger compensation increases, e.g. increases in sales or increases in enrollments. For example, if enrollment is trending downwards or not increasing we should only consider cost of living increases. I would welcome a discussion on this item.</p> <p>Sigafoos: The monitoring report indicates that the College conducts regular market comparisons for employee benefits. The results of those comparisons are pertinent data for evaluating the monitoring report. Merely listing the steps taken is not sufficient evidence of the compliance with the policy.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:28 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/22/2016

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	561404
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

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

Details : At the May 10, 2016 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2015-2016. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board polices, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 21, 2016.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 4, 2016.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the May 10, 2016 District Governing Board meeting in executive session.

Attachments :

Title	Created	Filename
President's Summary of Performance - Sample.pdf	Apr 13, 2016	President's Summary of Performance - Sample.pdf
Summary of President's Monitoring Reports.pdf	Apr 13, 2016	Summary of President's Monitoring Reports.pdf
Board's Evaluation and Comments for the President.pdf	Apr 13, 2016	Board's Evaluation and Comments for the President.pdf

May X, 20XX

TO: Members of the District Governing Board

FR: President Penelope H. Wills

RE: 20XX President's Summary of Performance

My year as President of Yavapai College has been

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

Education.

Economic Development.

Social and Cultural.

Examples of Activities that meet various Ends Statements.

Summary of Presidents Monitoring Reports for July 2015 – May 2016

Below is a summary of the President's Ends and Executive Limitations Monitoring Reports for the 2015-2016 fiscal year that were scheduled and presented per the Board's Agenda Planning Calendar.

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

Summary of Presidents Monitoring Reports for July 2015 – May 2016

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

Summary of Presidents Monitoring Reports for July 2015 – May 2016

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



Board Member

Part I – Ends Performance

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

1. Ends

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

The following Ends are listed in priority order.

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

Comments

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

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

Comments

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

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

Comments

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

Part II – Executive Limitation Performance

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

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

Comments

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

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

Comments

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

Comments

Performance Description	Performance Rating		
2.1.2 Treatment of Students –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on student success.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.2 Compensation and Benefits –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3 Financial Management –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends’ priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.1 Budget Deviations –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i>			
<u>Comments</u>			

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

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

Comments

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

Comments

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

Comments

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

Part III– Review Details

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

2015-2016 Achievements

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

2015-2016 Recommendations

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

Presenter : Patricia McCarver

Start Time : 2:33 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 1/29/2016

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:43 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/29/2016

Item Type : Heading

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

Description : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:43 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 30

Proposed : 1/29/2016

Item Type : Policy & Decision

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

Description : Consideration of the Preliminary Budget FY 2016-2017 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2016-2017 Preliminary Budget for the Board's consideration.

Attachments :

Title	Created	Filename
FY2016-17 Board Budget Book - 4-11-2016 draft.pdf	Apr 14, 2016	FY2016-17 Board Budget Book - 4-11-2016 draft.pdf

Yavapai College Preliminary Budget



FY2016–2017

Presented to the District Governing Board April 19, 2016

life explored

Career & Technical Education Center
Chino Valley Center
Prescott Campus
Prescott Valley Center
Sedona Center
Verde Valley Campus

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April 19, 2016

TO: The District Governing Board and Citizens
Yavapai County Community College District

FROM: Penelope H. Wills, Ph.D
President, Yavapai County Community College District

It is my pleasure to present to you the proposed Fiscal Year 2016-2017 budget. I have submitted a balanced operating budget using current revenue projections. The capital budget will be funded using a combination of current revenues and fund reserves.

The budget document is submitted in accordance with the appropriate laws of the State of Arizona. The preparation of the annual budget is one of the most important tasks performed by College administration, helping us ensure we remain a good value for students and tax payers alike. Similarly, I believe the review and adoption of the annual budget is the most important policy decision that you, as elected officials, are required to make each year.

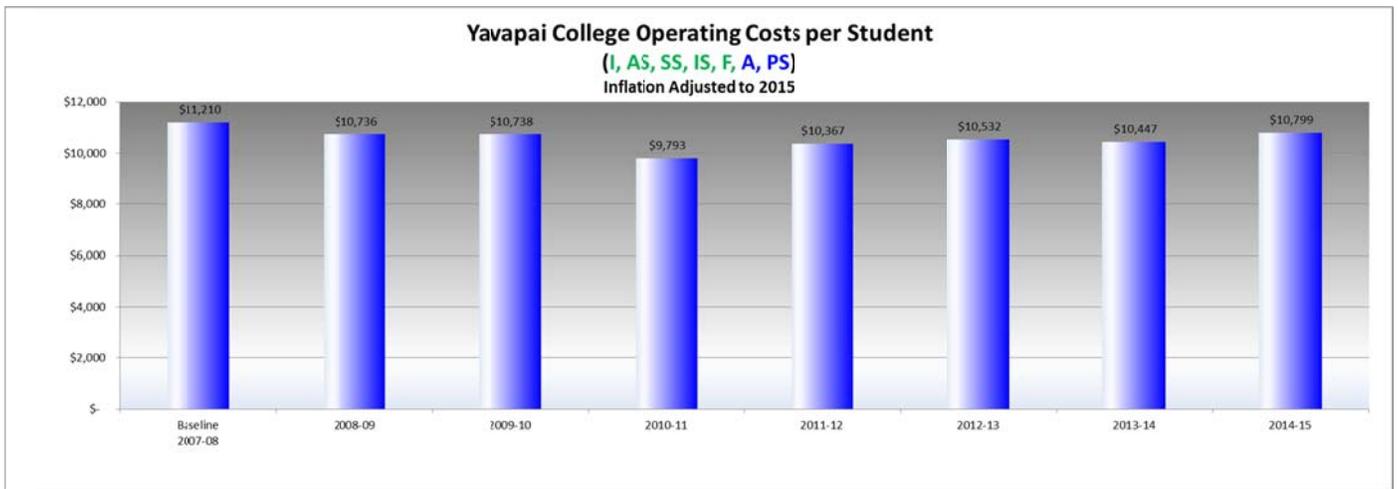
Budget Strategy

The budget is the financial means by which we pursue the District Governing Board's three End Statements: Help Students achieve their educational goals; Help communities develop and sustain economic base jobs; and Provide access to social and cultural opportunities. Our strategy is to provide programs and services which allow us to pursue these Ends, at a "justifiable cost".

Cost-per-FTSE

Cost per FTSE is a standard measure of higher education efficiency. A common way to calculate Operating cost-per-FTSE is to divide the Instruction, Academic Support, Student Services, Institutional Support, & Facilities, Auxiliary and Public Service expenditures by the FTSE generated for the same fiscal year. The following graph illustrates a comparison of the actual Yavapai College inflation adjusted cost-per-FTSE for the past eight years. Through focused efforts to lower costs while maintaining quality, Yavapai College has improved our inflation-adjusted Operating cost per FTSE by 3.6% over the past eight years. These cost improvements have brought YC's operating costs to approximately 11% below the national average community college cost per student.

Though we are proud of this accomplishment, we realize that our operating costs are still above our Arizona peer average for a variety of reasons which have been discussed with the Board as part of the annual budget cycle including our academic program mix, extensive community educational programming, geography, well maintained facilities, and a variety of unique services. Nonetheless, we will continue to look for opportunities to control or reduce costs while providing the quality programs, services, and facilities our constituents have come to expect.



Budget Highlights

The FY2016-2017 total budget of \$80.6 million, including all funds, is \$2.9 million less than FY2015-2016. The current funds (General and Auxiliary funds) increased 0.2% over the previous year. Capital (Plant fund) spending decreased by 14.2% over the previous year. The Restricted Fund decreased by 7.4% over the previous year, primarily due to decreases in Federal Grants and Contracts. The Retirement of Indebtedness Fund remained essentially flat compared with the current fiscal year.

Total budgeted expenditures by Fund:

- General Fund is \$44.2M
- Auxiliary Fund is \$4.3M
- Restricted Fund is \$14.3M
- Plant Fund is \$11.0M
- Retirement of Indebtedness Fund is \$6.9M

General Fund Highlights:

Revenues

The District's largest funding sources are derived from local property taxes, tuition and fees, and state appropriations.

Property Taxes: The District is limited, by statute, to increasing primary property taxes by no more than two percent over the maximum amount allowed in the previous tax year for existing property. In addition, the adopted rate is applied to the assessed value of new construction. However, the effect is cumulative, so if the college Board does not raise the Tax Levy in a given year, it may raise the Levy by 4% the next year. Because we have practiced good fiscal stewardship over the years, the college is now 8% below the Levy maximum.

Staff is recommending that the District not pursue an increase in taxes for Fiscal Year 2016-2017. Staff is proposing to levy at the current year's levy \$42,667,700, plus new

construction of \$560,800, or \$43,228,500 total. The proposed levy amount is a 1.3% increase over the current year's levy of \$42,667,700. The primary tax rate is projected to decrease from 1.8721 per \$100 of net assessed property value to 1.8439 per \$100 of net assessed property value. With the exception of Maricopa Community College, every other AZ Community College district plans to request a 2% or more increase.

Tuition and Fees: The Board approved increases of 5 percent for base tuition, per student credit hour, along with various increases in differentiated tuition for destination or high-cost programs, as well as a 9.3% increase in Fixed Wing and a 13% decrease in Helicopter Aviation Flight fees. These changes keep Yavapai College's base annual Tuition and Fees below the Arizona community college average and slightly less than one-fourth of the Arizona four-year university average. Tuition is purposefully set low to try to keep YC coursework affordable and accessible, given the demographics of the communities within our service district.

State Aid: For FY2016-2017, Yavapai College expects to receive \$90,300 less than FY2015-2016 in operating aid. However, YC expects approximately \$25,000 in additional Prop 301 money, and a decrease of \$31,300 in STEM funding from the state. Together, these three components of State Aid comprise almost 3% of the total YC budget. It is worth noting that the Prop 301 money will sunset in FY2019.

Expenses

- The expenses remained essentially flat compared to prior year.
- The budget includes raises which are designed to ensure YC remains market-competitive. This is in compliance with Executive Limitation 2.2. YC changes in compensation are partly due to increases in the number of hours worked. A portion of the increased expenses will be funded through internal cost savings.
- Benefit expenses increased to accommodate changes in health and retirement.
- Merit Scholarships increased to offset Tuition price increases referenced above.
- Reductions of budget to Contingencies were made to off-set Tuition and other revenue changes.
- All other expenses were adjusted based on the best known information at this time.

Auxiliary Fund Highlights

Programs and services in the Auxiliary Fund are those which, generally speaking, are meant to be sold to students and YC employees. We also budget Public Service programs in the Auxiliary Fund. Public Services are those non-education programs and services which are primarily sold to external stakeholders. Most Auxiliary Fund programs are expected to generate enough revenues to cover their costs. Those programs and services which do not break even are critically evaluated on an annual basis to ensure they remain mission-critical to Yavapai College.

The Auxiliary Budget remained essentially flat compared with the current fiscal year.

Plant Fund Highlights

Five-year Capital Improvement Plan

The YC Capital budget includes a variety of components including the district-wide, five-year Capital Improvement Plan (CIP). The CIP identifies major capital projects needed to align facilities with the Academic Master Plan and to allow the District to address the changing programmatic needs of the community while remaining cost efficient. The CIP is primarily informed by the 2012 Campus Master Plan, and is presented in detail within this document. For planning purposes, 5 years of projects are projected; however, the Board is only approving the first two years of the CIP when they approve the final budget in May.

Planned Maintenance

The College holds the philosophy that well-maintained facilities lead to the lowest Total Cost of Ownership. As such, the District's strategic initiatives prescribe the implementation of a district-wide, five-year comprehensive program for the maintenance of all district facilities, grounds and infrastructure. The five-year Planned Maintenance Budget is based upon the Facilities Condition Index report, which was originally performed in 2011 by GLHN and is updated annually.

Five-year Equipment Replacement Plan

Critical equipment is defined as equipment with a cost of \$1,000 or more per unit which has a useful life of greater than one-year, and is essential to the day-to-day operations of existing programs or service areas within the District. The program is a five-year plan that projects spending for anticipated replacement of existing equipment within the same level of service currently provided. The five-year equipment replacement plan is detailed within this document.

Long Range Financial Planning

Long-range financial forecasting plays an integral part in the budget development. Revenue and expenditure projection assumptions were prepared for a five-year period. Revenue projections were based on Primary Property Taxes trends, projections in enrollment growth (FTSE), and current economic trends. Expenditure estimates included projections by fund to allow for increases in commodities and contracted services (maintenance agreements), salaries and fringe benefits, bonded and lease-purchase debt payments and allowing for new initiatives to meet the District's strategic initiatives.

The results of the five-year estimate of revenues and expenditures demonstrate the ability of the District to continue operations at our current level plus allow for the limited funding of new initiatives into the future. The projected future surplus in revenues will enable the District to fund a comprehensive five-year capital improvement plan (CIP), a Deferred Maintenance Plan, and an Equipment Replacement Plan – all of which safeguard the capital investments made by our community.

These projections are based on the best known information at this time and may change through legislative actions. Revisions to long-range projections are to be made annually with the preparation of each fiscal year's budget. The Long Range Financial Planning results are presented in detail within this document.

Expenditure Limitation

Important to the District's financial stability is the ability to remain in compliance with the State's imposed expenditure limitation (spending cap). On June 3, 1980, Arizona voters approved a State constitutional change prescribing an expenditure limitation for each county, city, town, and community college district throughout the State. The purpose of the constitutional change was to control expenditures by limiting future increases in spending to be adjusted for inflation/deflation and increases in population (FTSE). Fiscal year 1979-1980 was established as the base year for calculation purposes. Penalties were established assessing a dollar-per-dollar reduction in state-aid, up to a maximum of 33% of state-aid, for exceeding the imposed spending limitation. Special provisions were included to allow community colleges to accumulate "credits" for under-spending and allow districts to establish a voter-approved modified expenditure limitation.

In March of 2016 Senate Bill 1322 was signed into law giving community college districts three choices in estimating their FTSE to be used by the Economic Estimates Commission in calculating the districts expenditure limitation. The choices include using the most recent audited FTSE, the average five most recent audited FTSE counts or the most recent audited FTSE count increased by up to 5%. In addition, the bill allows districts to put a 30 percent higher value on career and technical education students recognizing that these types of programs are more expensive to provide. Overall, the District believes this will positively affect its future expenditure limitations.

The expenditures presented in the five-year long range financial assumptions are compared to the estimated exclusions allowed by State law. The estimated spending limit for each year is based on an increase of 1% in enrollment (FTSE) and a 3% annual increase in the Gross Domestic Product (GDP) implicit price deflator. The analysis illustrates a positive expenditure limitation position for FY2016-2017 through FY2020-2021. During positive years, the District has the opportunity to replenish its "credits" to be utilized in subsequent fiscal years as necessary. The Long Range Expenditure Limitation projections are presented in detail within this document.

The College's cost control efforts, along with moderate FTSE growth, have provided relief from the pressures of the State's imposed expenditure limitation. The District has accumulated \$15.5 million in discretionary "credits" from the State during the past ten years. The base operating budget for FY2016-2017 is within the College's estimated spending limit.

The preparation of this budget document is attributed to the countless hours of the Business Office, Budget Managers, Deans, Vice Presidents and the President's Leadership Team. Thanks to their efforts, Yavapai College continues to be in a fiscally sound position.

Respectfully submitted,

Penelope H. Wills, Ph.D

President

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YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Mr. Raymond Sigafoos	Member, District 1
Ms. Deb McCasland	Member, District 2
Mr. Albert Filardo	Member, District 3
Dr. Patricia McCarver	Chair, District 4
Mr. Steve Irwin	Board Secretary, District 5

YAVAPAI COLLEGE ADMINISTRATION

Dr. Penelope H. Wills	President
Mr. Scott Farnsworth	Interim VP for Instruction and Student Development
Dr. Clint Ewell	VP of Finance & Administrative Services
Mr. Steve Walker	VP of College Advancement and the Executive Director of the Foundation

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
SUMMARY OF REVENUE DATA**

	Current Year <u>2015-2016</u>	Proposed Budget <u>2016-2017</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
<u>REVENUES</u>				
Current Funds				
Current General Fund - Unrestricted				
Property Taxes - Primary, Net Contingency	\$ 32,875,800	\$ 34,388,200	\$ 1,512,400	4.6%
Tuition & Fees	12,273,000	10,751,000	(1,522,000)	-12.4%
State Appropriations	890,300	800,000	(90,300)	-10.1%
Other Sources	520,000	497,900	(22,100)	-4.3%
Auxiliary Enterprises Fund				
Sales and Services	2,996,200	2,961,700	(34,500)	-1.2%
Other Sources	652,800	734,300	81,500	12.5%
Sub-Total Current Funds - Unrestricted	\$ 50,208,100	\$ 50,133,100	\$ (75,000)	-0.1%
Current Funds - Restricted				
Federal Grants and Contracts	\$ 13,073,000	\$ 11,805,000	\$ (1,268,000)	-9.7%
State Grants and Contracts	201,000	211,000	10,000	5.0%
State Appropriations/Prop 301	1,455,700	1,449,400	(6,300)	-0.4%
Private Gifts, Grants and Contracts	635,000	783,000	148,000	23.3%
Sub-Total Current Funds - Restricted	\$ 15,364,700	\$ 14,248,400	\$ (1,116,300)	-7.3%
TOTAL CURRENT FUNDS	\$ 65,572,800	\$ 64,381,500	\$ (1,191,300)	-1.8%
Plant Funds				
Unexpended Plant Fund				
Property Taxes - Primary, Net Contingency	\$ 9,791,900	\$ 8,645,300	\$ (1,146,600)	-11.7%
Other Sources	42,000	35,000	(7,000)	-16.7%
Non-recurring	116,000	50,000	(66,000)	-56.9%
Retirement of Indebtedness				
Property Taxes - Secondary, Net Contingency	4,967,900	4,944,800	(23,100)	-0.5%
Other Sources	12,000	10,000	(2,000)	-16.7%
TOTAL PLANT FUNDS	\$ 14,929,800	\$ 13,685,100	\$ (1,219,600)	-8.2%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 80,502,600	\$ 78,066,600	\$ (2,410,900)	-3.0%
Fund Balance Applied to Budget	3,021,000	2,565,100	(455,900)	-15.1%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 83,523,600	\$ 80,631,700	\$ (2,891,900)	-3.5%

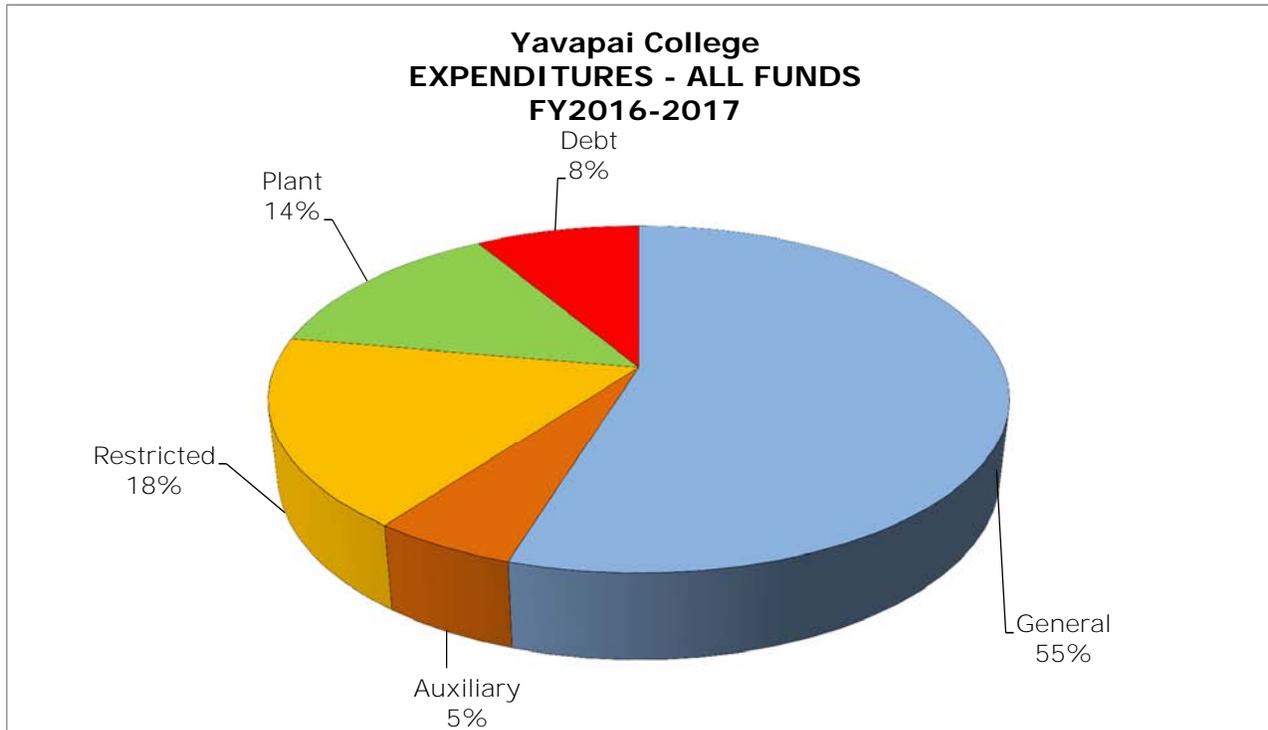
**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
SUMMARY OF EXPENSE DATA**

	<u>Current Year 2015-2016</u>	<u>Proposed Budget 2016-2017</u>	<u>Dollar (\$) Difference</u>	<u>Percentage (%) Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 44,110,000	\$ 44,161,000	\$ 51,000	0.1%
Auxiliary Enterprises	4,255,300	4,300,900	45,600	1.1%
Sub-Total Current Funds - Unrestricted	\$ 48,365,300	\$ 48,461,900	\$ 96,600	0.2%
Current Funds - Restricted	15,414,700	14,275,400	(1,139,300)	-7.4%
TOTAL CURRENT FUNDS	\$ 63,780,000	\$ 62,737,300	\$ (1,042,700)	-1.6%
Plant Funds				
Unexpended Plant Fund	\$ 12,820,900	\$ 10,998,400	\$ (1,822,500)	-14.2%
Retirement of Indebtedness	6,922,700	6,896,000	(26,700)	-0.4%
TOTAL PLANT FUNDS	\$ 19,743,600	\$ 17,894,400	\$ (1,849,200)	-9.4%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 83,523,600	\$ 80,631,700	\$ (2,891,900)	-3.5%

B. EXPENDITURE PER FTSE:

FTSE	4,000	3,860	(140)	-3.5%
Current General Fund	\$ 11,028	\$ 11,441	\$ 413	3.7%
Unexpended Plant Fund	\$ 3,205	\$ 2,849	\$ (356)	-11.1%

II. EXPENDITURE LIMITATION PURSUANT TO A.R.S. 41-563	FISCAL YEAR 2015-2016	\$ 42,312,883
	FISCAL YEAR 2016-2017	\$ 41,324,637



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

DISTRICT LEVY ASSUMPTIONS

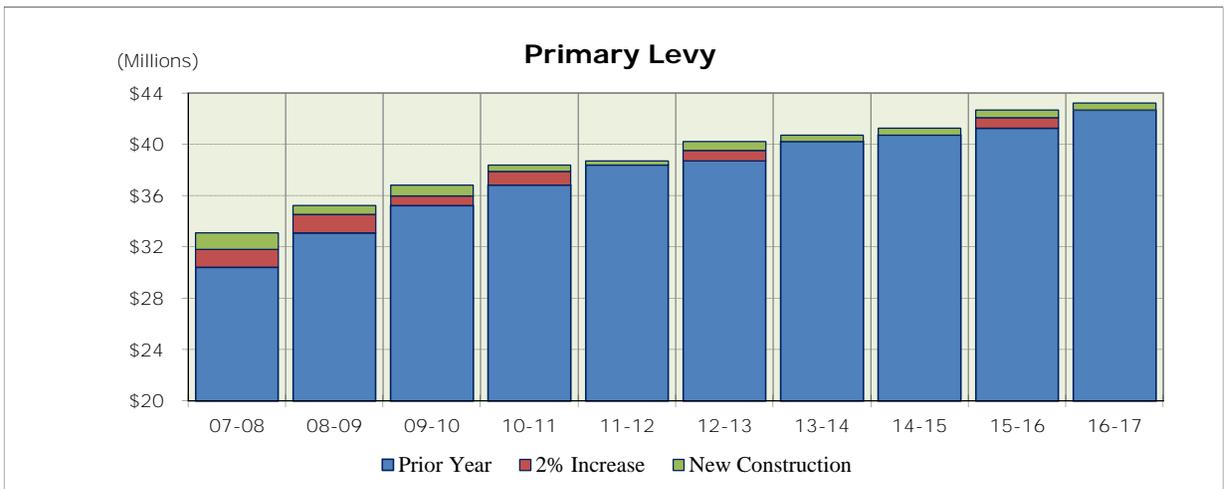
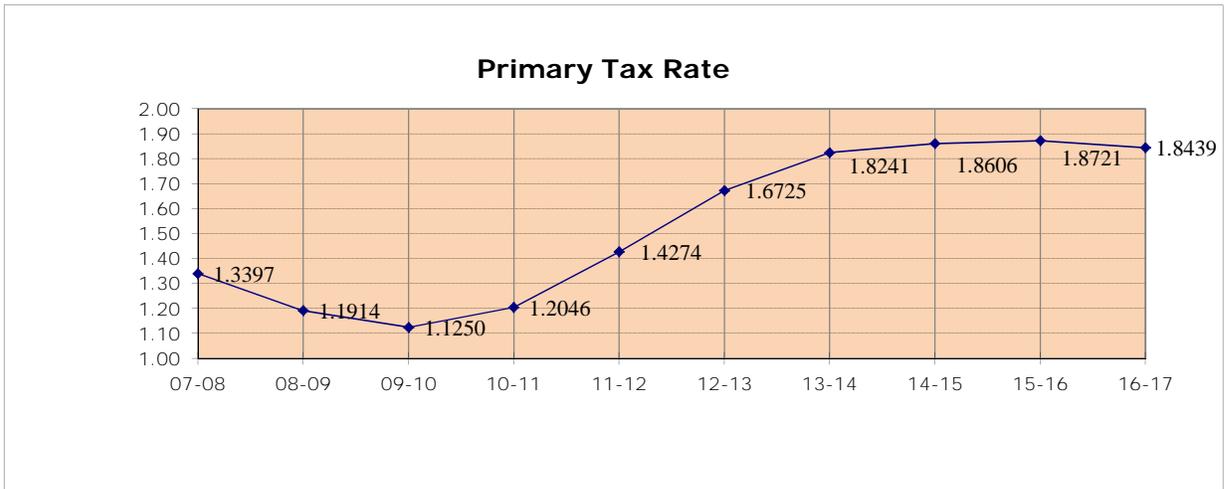
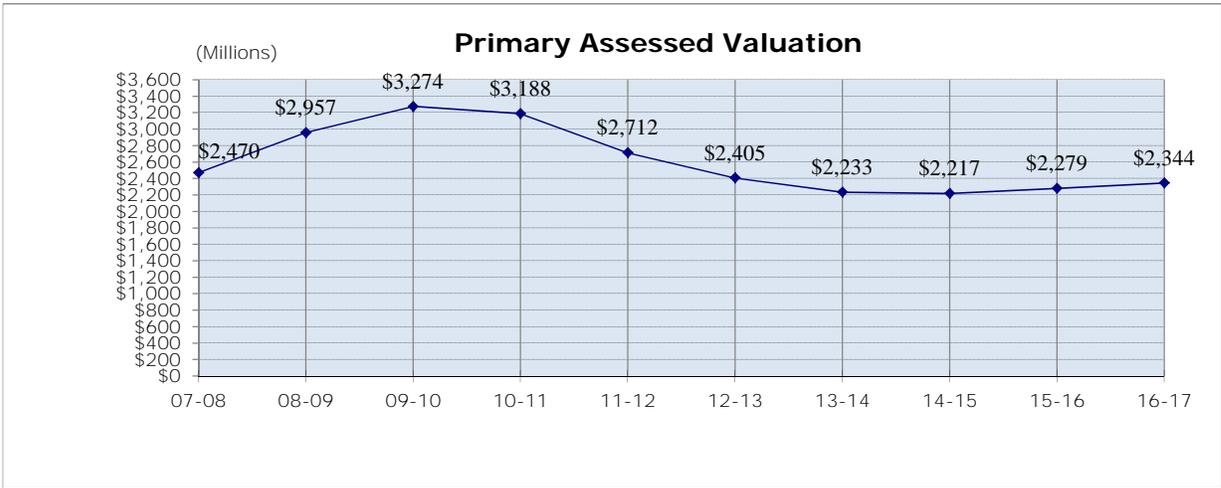
1. 2016-2017 MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301:	\$ 46,921,021
2. 2016-2017 PRIMARY PROPERTY TAX LEVY REQUIRED FOR BUDGET IS:	\$ 43,228,500
3. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2015-2016 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. 42-301.	\$ -
4. 2016-2017 PRIMARY ASSESSED VALUATION IS ESTIMATED TO BE:	\$ 2,344,409,942
5. 2016-2017 SECONDARY ASSESSED VALUATION IS ESTIMATED TO BE:	\$ 2,727,473,819
6. PROPOSED BUDGET LEVY QUALIFICATION:	

YAVAPAI COLLEGE IS IN COMPLIANCE WITH PRIMARY TAX LEVY LIMITATIONS FOR FY2016-2017 BASED UPON 2016 ASSESSED VALUE ESTIMATES AND ALL APPLICABLE PROVISIONS OF ARS 42-301.

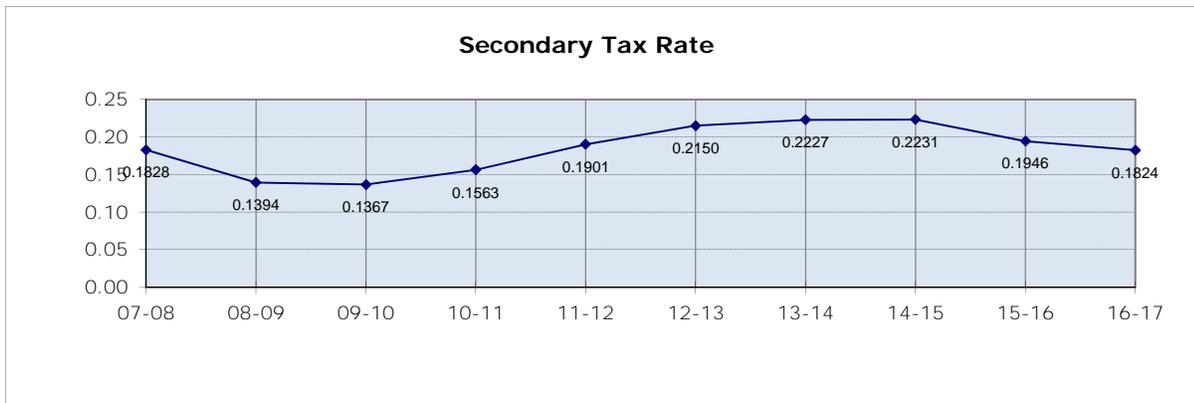
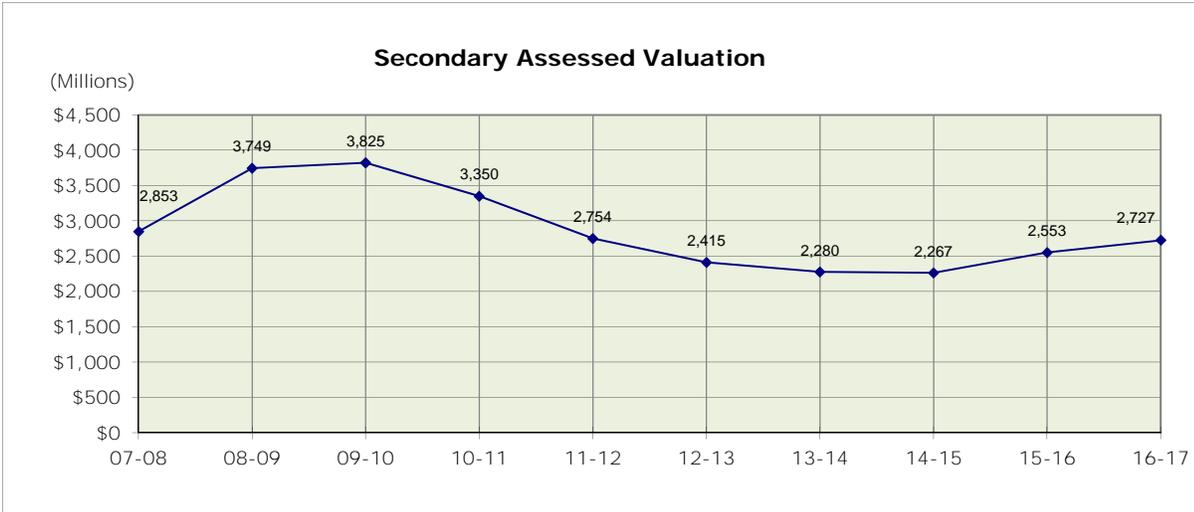
7. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:

	Current Year <u>2015-2016</u>	Proposed Budget <u>2016-2017</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
A. Amount Levied				
Primary Tax Levy				
Prior Year	\$ 41,253,800	\$ 42,667,700	\$ 1,413,900	3.4%
New Construction	580,900	560,800	(20,100)	-3.5%
2% Increase	833,000	-	(833,000)	100.0%
	<u>\$ 42,667,700</u>	<u>\$ 43,228,500</u>	<u>\$ 560,800</u>	1.3%
Secondary Tax Levy	<u>4,967,900</u>	<u>4,974,800</u>	6,900	0.1%
TOTAL PROPERTY TAX LEVY	<u>\$ 47,635,600</u>	<u>\$ 48,203,300</u>	<u>\$ 567,700</u>	1.2%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8721	1.8439	(0.0282)	-1.5%
Secondary Tax Rate	<u>0.1946</u>	<u>0.1824</u>	<u>(0.0122)</u>	-6.3%
TOTAL PROPERTY TAX RATE	<u>2.0667</u>	<u>2.0263</u>	<u>(0.0404)</u>	-2.0%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
PRIMARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
SECONDARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**

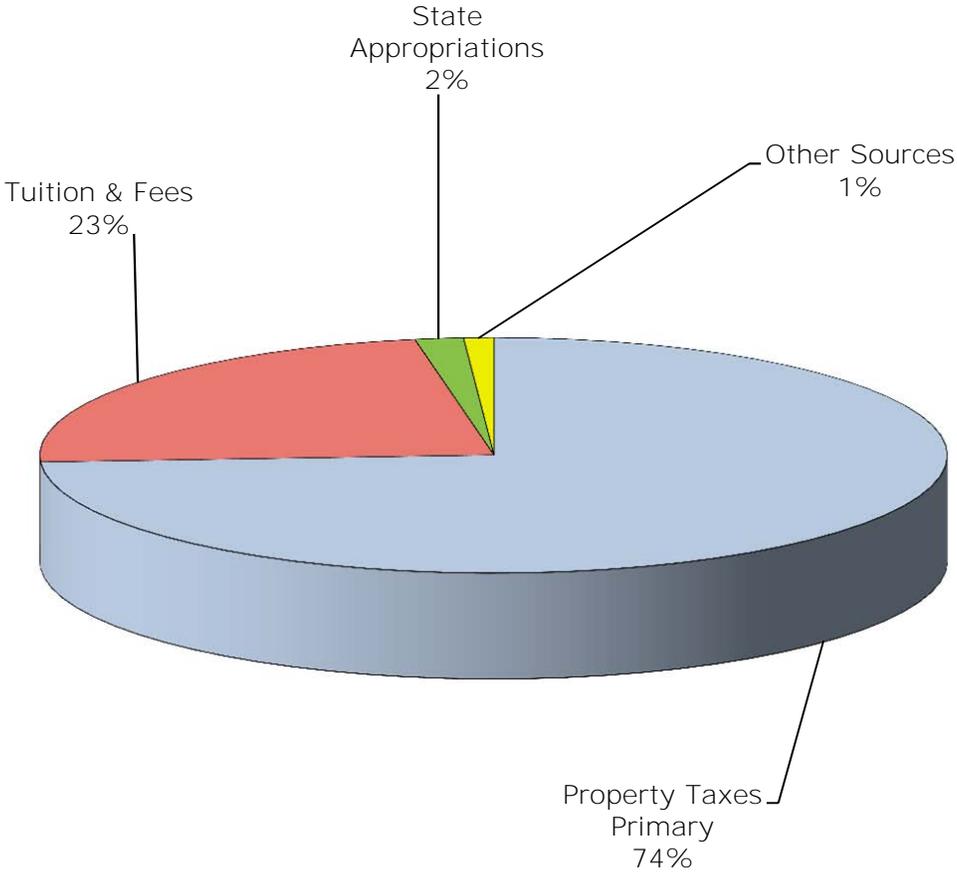


**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
PAST TEN FISCAL YEARS**

ASSESSED VALUATION, TAX RATE AND LEVY HISTORY

<u>Year</u>	<u>Primary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Secondary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
07-08	\$ 2,470,265,871	1.3397	\$ 33,094,152	\$ 2,853,059,731	0.1828	\$ 5,214,651
08-09	2,956,557,356	1.1915	35,225,387	3,748,593,832	0.1394	5,227,884
09-10	3,274,078,347	1.1250	36,833,381	3,824,935,514	0.1367	5,228,333
10-11	3,187,577,677	1.2046	38,397,561	3,350,111,921	0.1563	5,235,677
11-12	2,712,177,881	1.4274	38,714,700	2,753,690,772	0.1901	4,967,900
12-13	2,405,473,723	1.6725	40,231,600	2,414,825,073	0.2150	5,192,500
13-14	2,232,629,599	1.8241	40,725,900	2,279,676,521	0.2227	5,077,500
14-15	2,217,272,811	1.8606	41,253,800	2,267,389,484	0.2231	5,059,400
15-16	2,279,183,448	1.8721	42,667,700	2,553,473,159	0.1946	4,967,900
16-17	2,344,409,942	1.8439	43,228,500	2,727,473,819	0.1824	4,974,800

Yavapai College GENERAL FUND REVENUE FY2016-2017



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

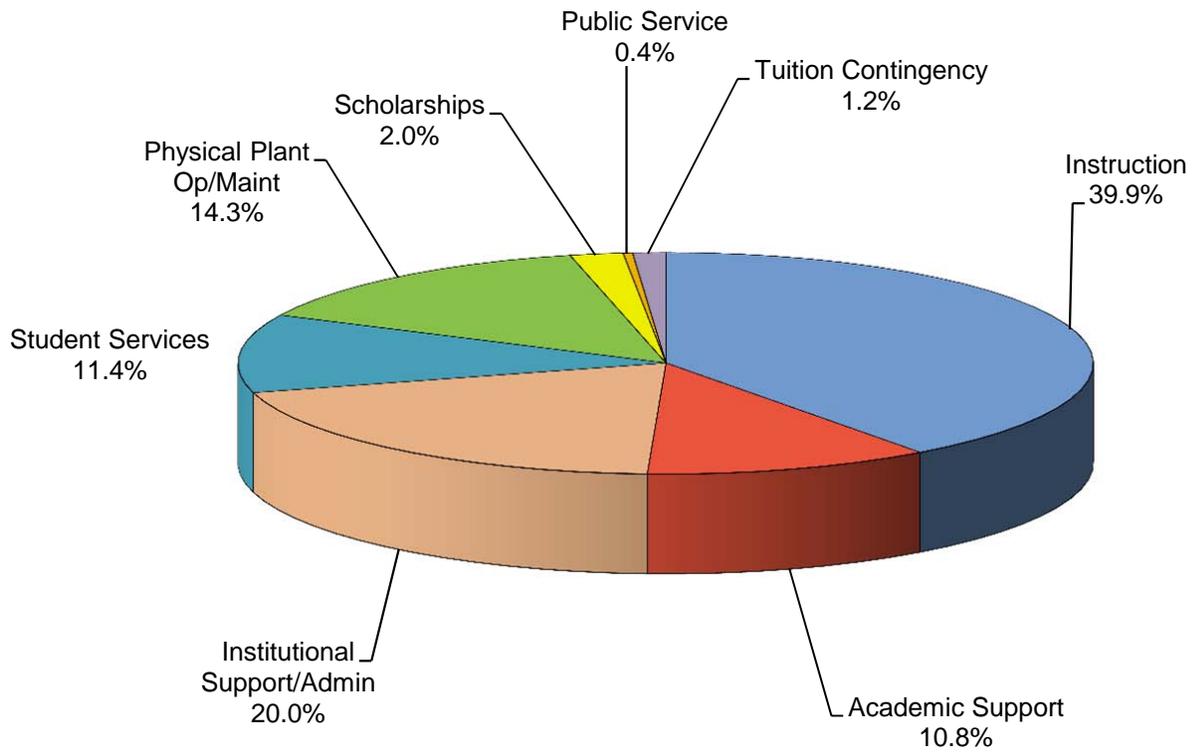
CURRENT FUNDS - UNRESTRICTED CASH BALANCE

		<u>Amount</u>
Unrestricted Cash Balance as of July 1, 2015	\$	12,976,000
Less: Cash Received (Expended) in July 2015 for FY 2014-2015 Receivables/Accruals, Net Basis	\$	(1,670,000)
Add: Estimated Revenues - FY2015 - 2016		46,491,000
Less: Estimated Expenses - FY2015 - 2016		(45,984,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Account - FY2015 - 2016		(2,871,000)
Estimated Increase (Decrease) in Cash Balance FY2015 - 2016		<u>(4,034,000)</u>
Estimated Current Funds - Cash Balance June 30, 2016		8,942,000
Less: Governing Board Designated Amount for Financial Stability Policy		<u>(4,833,000)</u>
Estimated Cash Balance in Excess of Required Reserves as of June 30, 2016		4,109,000
Less: General Fund - Amount Applied to FY2016-2017 Budget	\$	(70,000)
Less: Auxiliary Fund - Amount Applied to FY2016-2017 Budget		(100,000)
Less: Transfer to Plant Fund - FY2016 - 2017		(2,000,000)
Estimated Increase (Decrease) in Current Funds Unrestricted Cash Balance		<u>(2,170,000)</u>
Estimated Current Funds - Unrestricted Cash Balance Available to Provide Cash Flow for Operations at July 1, 2016	\$	<u><u>1,939,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2016-2017 BUDGET
CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS**

REVENUES	2015-2016 BUDGET	2016-2017 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
PROPERTY TAXES - PRIMARY	\$ 32,875,800	\$ 34,538,200	\$ 1,662,400	5.1%
Property Tax Contingency	-	(150,000)	(150,000)	100.0%
PROPERTY TAXES - PRIMARY	\$ 32,875,800	\$ 34,388,200	\$ 1,512,400	4.6%
STATE APPROPRIATIONS				
Maintenance Support	\$ 890,300	\$ 800,000	\$ (90,300)	-10.1%
Sub-total State Appropriations	\$ 890,300	\$ 800,000	\$ (90,300)	-10.1%
TUITION & STUDENT FEES				
General Tuition	\$ 10,960,000	\$ 9,543,000	\$ (1,417,000)	-12.9%
Out-of-District Tuition	75,000	75,000	-	0.0%
Tuition - Noncredit	235,000	235,000	-	0.0%
Out-of-State Tuition	685,000	573,000	(112,000)	-16.4%
Student Fees	68,000	75,000	7,000	10.3%
Tuition and Fee Remissions/Waivers	250,000	250,000	-	0.0%
Sub-Total Tuition & Student Fees	\$ 12,273,000	\$ 10,751,000	\$ (1,522,000)	-12.4%
OTHER SOURCES				
Investment Income	\$ 50,000	\$ 55,000	\$ 5,000	10.0%
Other	470,000	442,900	(27,100)	-5.8%
Sub-Total Other Sources	\$ 520,000	\$ 497,900	\$ (22,100)	-4.3%
Gross Revenues	\$ 46,559,100	\$ 46,437,100	\$ (122,000)	-0.3%
Unrestricted Fund Balance Applied to Budget	\$ 2,871,000	\$ 2,070,000	\$ (801,000)	-27.9%
TRANSFERS IN/OUT				
Transfers to Auxillary Fund	(1,010,100)	(906,500)	103,600	-10.3%
Transfers to Retirement of Indebtedness Plant Fund	(1,439,000)	(1,439,600)	(600)	0.0%
Transfer from GF Fund Balance to Plant Fund	(2,871,000)	(2,000,000)	871,000	-30.3%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 44,110,000	\$ 44,161,000	\$ 51,000	0.1%

Yavapai College GENERAL FUND EXPENDITURES FY2016-2017



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2016-2017
CURRENT GENERAL FUND
EXPENDITURES AND OTHER DEDUCTIONS**

EXPENDITURES	2015-2016 BUDGET	2016-2017 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
<u>Current General Fund</u>				
Instruction	\$ 17,829,000	\$ 17,516,000	\$ (313,000)	-1.8%
Academic Support	4,874,000	4,745,000	(129,000)	-2.6%
Institutional Support/Administration	8,672,000	8,775,000	103,000	1.2%
Student Services	4,751,000	5,021,000	270,000	5.7%
Physical Plant Operations/Maintenance	6,125,000	6,270,000	145,000	2.4%
Scholarships	826,000	878,000	52,000	6.3%
Public Service	83,000	156,000	73,000	88.0%
Tuition Contingency	550,000	550,000	-	0.0%
Prop 301 Labor Contingency	-	250,000	250,000	100.0%
Operating Contingency	400,000	-	(400,000)	-100.0%
TOTAL CURRENT GENERAL FUND BUDGET	<u>\$ 44,110,000</u>	<u>\$ 44,161,000</u>	<u>\$ 51,000</u>	0.1%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
CURRENT AUXILIARY ENTERPRISES FUNDS
REVENUES AND OTHER ADDITIONS**

<u>Revenues & Other Additions By Source</u>	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>AUXILIARY ENTERPRISES</u>				
Residence Halls and Summer Conferences	\$ 1,190,000	\$ 1,182,400	\$ (7,600)	-0.6%
Bookstore Rental and Commissions	210,000	210,000	-	0.0%
Food Services Sales	40,000	33,000	(7,000)	-17.5%
Vending	33,000	35,000	2,000	6.1%
Edventures	290,000	310,000	20,000	6.9%
Winery - Tasting Room	50,000	75,000	25,000	50.0%
Family Enrichment Center	555,200	582,300	27,100	4.9%
Subtotal	<u>\$ 2,368,200</u>	<u>\$ 2,427,700</u>	<u>\$ 59,500</u>	<u>2.5%</u>
<u>PUBLIC SERVICES</u>				
Community Events	\$ 503,000	\$ 479,000	\$ (24,000)	-4.8%
Regional Economic Development Center - Training	125,000	55,000	(70,000)	-56.0%
Subtotal	<u>\$ 628,000</u>	<u>\$ 534,000</u>	<u>\$ (94,000)</u>	<u>-15.0%</u>
<u>OTHER REVENUES</u>				
Yavapai College Foundation	\$ 410,000	\$ 410,000	\$ -	0.0%
Other	242,800	324,300	81,500	33.6%
Subtotal	<u>\$ 652,800</u>	<u>\$ 734,300</u>	<u>\$ 81,500</u>	<u>12.5%</u>
Total Revenues & Other Additions	\$ 3,649,000	\$ 3,696,000	\$ 47,000	1.3%
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	-	100,000	100,000	100.0%
TRANSFERS IN/OUT				
Transfer from General Fund	\$ 1,010,100	\$ 906,500	\$ (103,600)	-10.3%
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	(403,800)	(401,600)	2,200	-0.5%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 4,255,300</u>	<u>\$ 4,300,900</u>	<u>\$ 45,600</u>	<u>1.1%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

CURRENT AUXILIARY FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
Instruction	\$ 55,100	\$ 171,900	\$ 116,800	212.0%
Student Services	626,400	616,000	(10,400)	-1.7%
Auxiliary Enterprises	1,518,700	1,528,700	10,000	0.7%
Public Service	889,800	819,000	(70,800)	-8.0%
Contingency	100,000	100,000	-	0.0%
	<hr/>			
Facilities & Administrative Allocation Expense	1,065,300	1,065,300	-	0.0%
	<hr/>			
TOTAL CURRENT AUXILIARY FUNDS BUDGET	\$ 4,255,300	\$ 4,300,900	\$ 45,600	1.1%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

CURRENT RESTRICTED FUNDS - REVENUES AND OTHER ADDITIONS

	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>Revenues and Other Additions by Source</u>				
GIFTS, GRANTS, AND CONTRACTS				
Federal Grants and Contracts				
U.S. DOE - TRIO Student Cluster	\$ 920,000	\$ 951,500	\$ 31,500	3.4%
U.S. DOE - Adult Education	246,000	167,900	(78,100)	-31.7%
U.S. DOE - Financial Aid Cluster	11,078,000	9,828,100	(1,249,900)	-11.3%
U.S. DOE - Vocational Education	188,000	175,000	(13,000)	-6.9%
U.S. DOL - Trade Adjustment/Career Training	250,000	-	(250,000)	-100.0%
U.S. Small Business Administration	112,000	112,000	-	0.0%
Other	279,000	570,500	291,500	104.5%
Subtotal	<u>\$ 13,073,000</u>	<u>\$ 11,805,000</u>	<u>\$ (1,268,000)</u>	-9.7%
State Grants and Contracts				
AZ DOE - Adult Education	\$ 96,000	\$ 103,500	\$ 7,500	7.8%
AZ DES - First Things First	48,000	47,500	(500)	-1.0%
Other	57,000	60,000	3,000	5.3%
Subtotal	<u>\$ 201,000</u>	<u>\$ 211,000</u>	<u>\$ 10,000</u>	5.0%
Private Gifts, Grants and Contracts				
Bernard Osher Foundation	\$ 99,000	\$ 105,000	\$ 6,000	6.1%
Yavapai College Foundation	350,000	369,500	19,500	5.6%
Freeport-McMoRan	60,000	92,000	32,000	53.3%
Maricopa Community College Foundation - STEM	-	100,000	100,000	100.0%
Other	126,000	116,500	(9,500)	-7.5%
Subtotal	<u>\$ 635,000</u>	<u>\$ 783,000</u>	<u>\$ 148,000</u>	23.3%
OTHER REVENUES AND ADDITIONS				
Prop. 301 Sales Tax Revenues	\$ 650,000	\$ 675,000	\$ 25,000	3.8%
State Appropriation - STEM Workforce Programs	805,700	774,400	(31,300)	-3.9%
Subtotal	<u>\$ 1,455,700</u>	<u>\$ 1,449,400</u>	<u>\$ (6,300)</u>	-0.4%
Total Revenues & Other Additions	\$ 15,364,700	\$ 14,248,400	\$ (1,116,300)	-7.3%
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	<u>50,000</u>	<u>27,000</u>	<u>(23,000)</u>	-46.0%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 15,414,700</u>	<u>\$ 14,275,400</u>	<u>\$ (1,139,300)</u>	-7.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

CURRENT RESTRICTED FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2015-2016</u>	<u>Budget</u> <u>2016-2017</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
CURRENT RESTRICTED FUND (Note 1)				
Instruction	\$ 2,756,400	\$ 2,814,600	\$ 58,200	2.1%
Academic Support	4,000	2,000	(2,000)	-50.0%
Student Services	1,107,800	1,144,200	36,400	3.3%
Scholarships	11,434,500	10,202,600	(1,231,900)	-10.8%
Public Service	112,000	112,000	-	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUNDS	<u>\$ 15,414,700</u>	<u>\$ 14,275,400</u>	<u>\$ (1,139,300)</u>	<u>-7.4%</u>

Note 1: Restricted Fund expended only to the extent that Grants and Gifts are received.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

UNEXPENDED PLANT FUND - CASH BALANCE

		<u>Amount</u>
Cash Balance as of July 1, 2015	\$	9,926,000
Less: Cash Received (Expended) in July 2015 for FY 2014-2015 Receivables/Accruals, Net Basis	\$	(3,863,000)
Add: Estimated Revenues - FY2015 - 2016		9,823,000
Less: Estimated Expenses - FY2015 - 2016		(9,224,000)
Add: Transfer from General Fund - FY2015 - 2016		2,871,000
Estimated Increase (Decrease) in Cash Balance - FY2015 - 2016		<u>(393,000)</u>
Estimated Cash Balance as of June 30, 2016	\$	9,533,000
Less: Amount Applied to FY2016-2017 Budget	\$	(268,100)
Less: Estimated Balance in Capital Accumulation Account		(3,980,000)
Cash Balance Reserved for Capital Projects		<u>(4,248,100)</u>
Estimated Cash Balance Available/Reserves as of July 1, 2016	\$	<u><u>5,284,900</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

UNEXPENDED PLANT FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>Revenues and Other Additions By Source</u>				
<u>Recurring</u>				
Primary Levy - Capital	\$ 9,791,900	\$ 8,690,300	\$ (1,101,600)	-11.3%
Property Tax Contingency	-	(45,000)	(45,000)	100.0%
Investment Income	22,000	15,000	(7,000)	-31.8%
Other	20,000	20,000	-	0.0%
<u>Non-Recurring</u>				
Yavapai College Foundation Donation	116,000	50,000	(66,000)	-56.9%
Total Revenues	\$ 9,949,900	\$ 8,730,300	\$ (1,219,600)	-12.3%
Fund Balance Applied to Budget	\$ -	\$ 268,100	\$ 268,100	100.0%
TRANSFERS IN/OUT				
Transfer in from General Fund	2,871,000	2,000,000	(871,000)	-30.3%
AMOUNT AVAILABLE FOR EXPENDITURES				
- UNEXPENDED PLANT FUND	\$ 12,820,900	\$ 10,998,400	\$ (1,822,500)	-14.2%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Preventative Maintenance	\$ 3,010,000	\$ 3,028,000	\$ 18,000	0.6%
Unplanned Maintenance	500,000	400,000	(100,000)	-20.0%
Capital Improvement Projects (CIP)	4,538,700	4,899,300	360,600	7.9%
Equipment				
Equipment	2,280,600	2,072,400	(208,200)	-9.1%
Furniture and Fixtures	250,000	250,000	-	0.0%
Library Books	98,700	98,700	-	0.0%
Contingency				
Capital Contingency	500,000	250,000	(250,000)	-50.0%
Property Tax Contingency	247,300	-	(247,300)	-100.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	<u>\$ 11,425,300</u>	<u>\$ 10,998,400</u>	<u>(426,900)</u>	<u>-3.7%</u>
Contributions to Capital Projects Accumulation Account - Future Projects	1,395,600	-	(1,395,600)	-100.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - UNEXPENDED PLANT FUND	<u>\$ 12,820,900</u>	<u>\$ 10,998,400</u>	<u>\$ (1,822,500)</u>	<u>-14.2%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
REVENUES AND OTHER ADDITIONS**

	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>RETIREMENT OF INDEBTEDNESS</u>				
Secondary Tax Levy	\$ 4,967,900	\$ 4,974,800	\$ 6,900	0.1%
Property Tax Contingency	-	(30,000)	(30,000)	100.0%
Interest Income	12,000	10,000	(2,000)	-16.7%
TOTAL RETIREMENT OF INDEBTEDNESS REVENUES	\$ 4,979,900	\$ 4,954,800	\$ (25,100)	-0.5%
 FUND BALANCE AT JULY 1 APPLIED TO BUDGET	 100,000	 100,000	 -	 0.0%
TRANSFERS IN/OUT				
Transfer in from General Fund - Pledged Revenue Obligations P & I	\$ 1,439,000	\$ 1,439,600	\$ 600	0.0%
Transfer in from Auxiliary Fund - Revenue Bond P & I	403,800	401,600	(2,200)	-0.5%
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE & PLEDGED REVENUE BONDS	\$ 1,842,800	\$ 1,841,200	\$ (1,600)	0.0%
TOTAL AVAILABLE FOR EXPENDITURES - RETIREMENT OF INDEBTEDNESS	\$ 6,922,700	\$ 6,896,000	\$ (26,700)	-0.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
EXPENDITURES AND OTHER DEDUCTIONS**

	<u>Final Maturity</u>	<u>Budget 2015-2016</u>	<u>Budget 2016-2017</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
RETIREMENT OF INDEBTEDNESS					
Retirement of Indebtedness (Principal)					
General Obligation Bonds - 2012 Refunding	7/1/2024	\$ 3,175,000	\$ 3,290,000	\$ 115,000	3.6%
General Obligation Bonds - 2011 Refunding	7/1/2021	1,020,000	1,005,000	(15,000)	-1.5%
Total General Obligation Bonds		4,195,000	4,295,000	100,000	2.4%
Pledged Revenue Obligations	7/1/2025	985,000	1,025,000	40,000	4.1%
Revenue Bonds	7/1/2028	295,000	300,000	5,000	1.7%
Sub-total Retirement of Indebtedness		\$ 5,475,000	\$ 5,620,000	\$ 145,000	2.6%
Interest on Indebtedness					
General Obligation Bonds - 2012 Refunding		\$ 681,100	\$ 617,600	\$ (63,500)	-9.3%
General Obligation Bonds - 2011 Refunding		169,800	139,200	(30,600)	-18.0%
Total General Obligation Bonds		850,900	756,800	(94,100)	-11.1%
Pledged Revenue Obligations		454,000	414,600	(39,400)	-8.7%
Revenue Bonds		108,800	101,600	(7,200)	-6.6%
Sub-total Interest on Indebtedness		\$ 1,413,700	\$ 1,273,000	\$ (140,700)	-10.0%
Bank Fees		4,000	3,000	(1,000)	-25.0%
Property Tax Contingency		30,000	-	(30,000)	-100.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS		\$ 6,922,700	\$ 6,896,000	\$ (26,700)	-0.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
EXPENDITURE LIMITATION COMPLIANCE**

	Current Funds			Plant Funds		TOTAL
	Unrestricted		Restricted	Plant	Debt	
	General	Auxiliary				
PROJECTED BUDGET EXPENDITURES (see below)	\$ 43,161,000	\$ 4,150,900	\$ 14,275,400	\$ 10,648,400	\$ 6,896,000	\$ 79,131,700
LESS EXCLUSIONS						
DEBT SERVICE/BONDED INDEBTEDNESS	-	-	-	-	6,896,000	6,896,000
DIVIDENDS, INTEREST AND GAIN ON SALE	55,000	-	-	15,000	-	70,000
GRANTS & AID FROM FEDERAL GOVERNMENT	-	-	11,805,000	-	-	11,805,000
GRANTS, ETC. FROM PRIVATE AGENCY	-	410,000	783,000	50,000	-	1,243,000
PROP. 301 FUNDS	-	-	675,000	-	-	675,000
AMOUNTS ACCUMULATED TO PURCHASE LAND AND CAPITAL	-	-	-	5,478,500	-	5,478,500
TUITION AND FEES	10,751,000	892,300	-	-	-	11,643,300
PRIOR YEARS CARRY FORWARD USED	-	-	-	-	-	-
TOTAL EXCLUSIONS	\$ 10,806,000	\$ 1,302,300	\$ 13,263,000	\$ 5,543,500	\$ 6,896,000	\$ 37,810,800
BUDGET EXPENDITURES SUBJECT TO LIMIT	\$ 32,355,000	\$ 2,848,600	\$ 1,012,400	\$ 5,104,900	\$ -	\$ 41,320,900
BUDGETED EXPENDITURE LIMITATION AS CALCULATED BY THE ECONOMIC ESTIMATES COMMISSION						\$ 41,324,637
AMOUNT (OVER) UNDER LIMITATION						\$ 3,737
PRIOR YEARS CARRY FORWARD AVAILABLE FOR USE:						
Balance after Use for FY2014-2015 Actual	\$ 8,306,000	\$ -	\$ 200,000	\$ 7,005,000	\$ -	\$ 15,511,000
BUDGETED EXPENDITURES	\$ 44,161,000	\$ 4,300,900	\$ 14,275,400	\$ 10,998,400	\$ 6,896,000	\$ 80,631,700
Less: Budgeted Items Not Expected to be Spent:						
Contingencies	250,000	100,000	-	250,000	-	600,000
Reserve for Capital Projects	-	-	-	-	-	-
Allowance for Unexpended Appropriations	750,000	50,000	-	100,000	-	900,000
Total adjustments	\$ 1,000,000	\$ 150,000	\$ -	\$ 350,000	\$ -	\$ 1,500,000
BUDGETED EXPENDITURES FOR EXPENDITURE LIMITATION	\$ 43,161,000	\$ 4,150,900	\$ 14,275,400	\$ 10,648,400	\$ 6,896,000	\$ 79,131,700

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
FIVE-YEAR PROJECTIONS OF REVENUES AND EXPENDITURES**

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Revenues					
Property Taxes - Primary	\$ 43,033,500	\$ 44,324,505	\$ 45,654,240	\$ 47,023,867	\$ 48,434,583
Property Taxes - Secondary	4,944,800	4,934,910	4,925,040	4,915,190	4,905,360
General Fund - Tuition and Fees	11,116,000	11,560,640	12,023,066	12,503,989	13,004,149
State Appropriations	1,574,400	1,574,400	1,574,400	1,574,400	1,574,400
Federal Grants and Contracts	11,805,000	12,041,100	12,281,922	12,527,560	12,778,111
State Grants and Contracts	211,000	213,110	215,241	217,393	219,567
State Workforce Development Funds	675,000	681,750	688,568	705,782	-
Investment Income	80,000	81,600	83,232	84,897	86,595
Sales and Services	3,363,900	3,447,998	3,534,197	3,622,552	3,713,116
Private Foundations	1,243,000	1,243,000	1,243,000	1,243,000	1,243,000
Capital Projects Accumulation Account	268,100	2,402,537	2,638,163	3,042,606	3,508,811
Other (Fund Balance and Miscellaneous)	2,317,000	200,000	204,000	208,080	212,242
Total Revenues	\$ 80,631,700	\$ 82,705,549	\$ 85,065,068	\$ 87,669,316	\$ 89,679,934
Expenditures					
General Fund	\$ 44,161,000	\$ 46,148,245	\$ 48,224,916	\$ 50,395,037	\$ 52,662,814
Auxiliary Fund	4,300,900	4,365,414	4,430,895	4,497,358	4,564,818
Restricted Fund	14,275,400	14,560,908	14,852,126	15,149,169	15,452,152
Plant Fund - Operations	598,700	610,674	622,887	635,345	648,052
Plant Fund - Building Maintenance Program	3,428,000	3,460,000	3,485,000	3,510,000	3,535,000
Plant Fund - Equipment Replacement Program	2,072,400	1,728,200	1,655,900	1,979,600	2,176,800
Plant Fund - Capital Improvement Plan	4,899,300	4,949,900	4,924,900	4,648,100	3,799,300
Plant Fund - Campus Master Plan Projects (Savings)	-	-	-	-	-
Debt Service Fund	6,896,000	6,882,208	6,868,444	6,854,707	6,840,998
Total Expenditures	\$ 80,631,700	\$ 82,705,549	\$ 85,065,068	\$ 87,669,316	\$ 89,679,934
Favorable/(Unfavorable)	\$ -				

Assumptions: Primary property tax levy - 1.0% levy increases on average plus an additional 1.5% increases from new construction.
Tuition and fees - 1.0% enrollment growth and 3.0% price increases.
General Fund expenditures - 3.0% to 4.0% for increases in health insurance, retirement, commodities, contracted services, utilities and salaries plus an additional 1.0% for strategic initiatives.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
FIVE-YEAR PROJECTIONS OF EXPENDITURE LIMITATION COMPLIANCE**

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
<u>Expenditures</u>					
General Fund	\$ 44,161,000	\$ 46,148,245	\$ 48,224,916	\$ 50,395,037	\$ 52,662,814
Auxiliary Fund	4,300,900	4,365,414	4,430,895	4,497,358	4,564,818
Restricted Fund	14,275,400	14,560,908	14,852,126	15,149,169	15,452,152
Plant Fund - Operations	598,700	610,674	622,887	635,345	648,052
Plant Fund - Building Maintenance Program	3,428,000	3,460,000	3,485,000	3,510,000	3,535,000
Plant Fund - Equipment Replacement Program	2,072,400	1,728,200	1,655,900	1,979,600	2,176,800
Plant Fund - Capital Improvement Plan	4,899,300	4,949,900	4,924,900	4,648,100	3,799,300
CIP - Future Projects	-	-	-	-	-
Debt Service Fund	6,896,000	6,882,208	6,868,444	6,854,707	6,840,998
Contingencies	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Not Expected to be Expended	(900,000)	(855,000)	(812,250)	(771,638)	(733,056)
Total Adjusted Expenditures	\$ 79,131,700	\$ 81,250,549	\$ 83,652,818	\$ 86,297,678	\$ 88,346,878
<u>Exclusions</u>					
Bond Debt Service Payments	\$ 6,896,000	\$ 6,882,208	\$ 6,868,444	\$ 6,854,707	\$ 6,840,998
Interest Income	70,000	81,600	83,232	84,897	86,595
Federal Grants	11,805,000	12,041,100	12,281,922	12,527,560	12,778,111
Gifts from Private Agencies	1,243,000	1,243,000	1,243,000	1,243,000	1,243,000
Amounts Accumulated - Capital	5,478,500	6,198,900	6,626,500	6,484,500	6,286,100
Tuition & Fees	11,643,300	11,560,640	12,023,066	12,503,989	13,004,149
Prop 301 Funds	675,000	681,750	688,568	705,782	-
Prior Years Carryforward Used	-	-	-	740,000	1,600,000
Total Revenues	\$ 37,810,800	\$ 38,689,198	\$ 39,814,732	\$ 41,144,435	\$ 41,838,953
Expenditures Subject to Limitation	\$ 41,320,900	\$ 42,561,351	\$ 43,838,087	\$ 45,153,243	\$ 46,507,925
Estimated Expenditure Limitation	41,324,637	42,564,376	43,841,307	45,156,546	46,511,242
Favorable/(Unfavorable)	\$ 3,737	\$ 3,025	\$ 3,220	\$ 3,303	\$ 3,317
FTSE @ 1% Growth-per-Year	3,860	3,899	3,938	3,977	4,017

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Prescott - Building 15 Art/Music Design, Const. & FF&E - Renovation	\$ 2,000,000	\$ 1,517,300	-	-	-
Prescott - Building 15 Art/Music Design, Const. & FF&E - Expansion	615,000	465,000	-	-	-
Prescott - Building 19 Library Design, Const. & FF&E - Renovation	-	-	-	-	\$ 630,000
Prescott - Lecture Hall Design, Construction & FF&E	-	400,000	\$ 3,103,000	\$ 700,000	-
Prescott - Multi-use Field Design, Construction & FF&E	-	-	105,000	2,777,400	-
Prescott - Surface Lot Construction	-	-	216,000	1,000,000	-
Prescott - Event Center Design & Construction	-	-	-	1,086,500	3,975,000
Prescott Valley - Renovation Design, Construction & FF&E	1,350,000	550,000	-	-	-
Sedona - Renovation Design, Construction & FF&E	2,000,000	1,800,000	-	-	-
Verde - Building L Design, Const. & FF&E - Renovation	-	1,300,000	2,500,000	-	-
Open Space Improvements - Design & Construction	300,000	200,000	200,000	200,000	-
Way Finding - Design & Construction	90,000	90,000	90,000	90,000	-
Transfer of Expenses to Restricted Fund - STEM Funding & Prop. 301 Sales Tax Revenues	(1,455,700)	(1,372,400)	(1,289,100)	(1,205,800)	(805,700)
Total Capital Projects	\$ 4,899,300	\$ 4,949,900	\$ 4,924,900	\$ 4,648,100	\$ 3,799,300
Revenue Sources					
Investment Income	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Project Accum. Account	4,834,300	4,384,900	4,359,900	4,083,100	3,734,300
YC Foundation - Winery	50,000	50,000	50,000	50,000	50,000
YC Foundation - Multi-use Field	-	500,000	500,000	500,000	-
Total Revenues	\$ 4,899,300	\$ 4,949,900	\$ 4,924,900	\$ 4,648,100	\$ 3,799,300
Excess/(Needed Capital)	\$ -				

Note: Detailed explanations of new projects scheduled for FY2016-17 and FY2017-18 can be referenced on the next page.

Key:
Green = Continuing Projects Approved in prior years.
Red = Projects to be Approved in years 2016-17 and 2017-18.
Black = Future Projects

FY16-17 Capital Improvement Plan Budget Rationale

February 2016

1 Building 15: Visual & Performing Arts

The college has a long history visual arts programming. In fact, Visual arts coursework is one of the most popular subjects in the District. As measured by enrollments, Art is the 4th largest out of the 77 subjects we offer. The college also has a long history of music programming for traditional and non-traditional students alike, offering several choirs and instrumental groups from which to choose.

This building has not had a major renovation since it was constructed in 1990—the oldest deferred maintenance in the District. In addition to addressing the deferred maintenance, we will take this opportunity to address some new space requirements which are due to programming changes. Finally, we are planning to do a small building expansion (3,700 sq. ft.) to provide vocal rehearsal space and badly needed storage space. This project supports DGB End 1: Education and DGB End 3: Social & Cultural opportunities.

2 Building SC: Sedona Center

The last project in Phase 1B of the Campus Master Plan is the renovation of the Sedona Center. The project is scheduled to commence in FY2016-17, and will address some of the new space requirements which are due to programming changes identified by the Strategic Planning process, including input from the VVBAC, Sedona OLLI, and the Executive Dean's Advisory Committee. This project supports DGB End 1: Education.

3 Prescott Valley Center

In FY2015-16, The District decided to renovate the Prescott Valley Center as well as a portion of Building 2 on the Prescott Campus. The Prescott Valley Center will provide needed space to accommodate the Allied Health programs and Mountain Institute JTED health occupation programs. This investment will extend the useful life of the facility and delay our need to build a new campus. Building 2 will accommodate the EMS program and a small structure will be constructed on the Prescott campus to house EMS vehicles. This project supports DGB End 1: Education.

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
FIVE-YEAR BUILDINGS AND GROUNDS PREVENTATIVE MAINTENANCE PLAN**

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Unplanned Maintenance	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Preventative Maintenance by Category					
Site	1,210,000	600,000	600,000	600,000	600,000
Architecture	1,142,000	1,250,000	1,575,000	1,600,000	1,625,000
Mechanical	308,000	500,000	500,000	500,000	500,000
Plumbing	39,000	60,000	60,000	60,000	60,000
Electrical	125,000	450,000	200,000	200,000	200,000
Technology	200,000	200,000	150,000	150,000	150,000
Life Safety	4,000	-	-	-	-
Preventative Maintenance Total	\$ 3,028,000	\$ 3,060,000	\$ 3,085,000	\$ 3,110,000	\$ 3,135,000
TOTAL MAINTENANCE	\$ 3,428,000	\$ 3,460,000	\$ 3,485,000	\$ 3,510,000	\$ 3,535,000

Planned Preventative Maintenance by Project FY 2016-17

Career & Technical Education Center, Bldg-70	\$ 619,200	Paint & reseal CMU; Clean/Refinish metal wall panels; Replace skylights; Roofing; Recoat Concrete Flooring; Flooring; Lavatories; Rooftop AHU hail guards; Evap Coolers; heat pump; Reroute heater flues; Rooftop exhaust fan vibration isolation; Electrical; HVAC
Career & Technical Education Center, Site	461,900	Parking lot design, repaving & bollards; Fencing; Site drainage
Chino Valley Agribusiness & Science, Bldg-54	3,700	Seal masonry; Roofing; Painting
Chino Valley Agribusiness & Science, Bldg-55	17,800	Painting; Wall finishes; Flooring; Lavatories; Electrical
Chino Valley Agribusiness & Science, Bldg-56	29,400	Parking lot striping & headers; Sidewalks; Weather sealing
Chino Valley Agribusiness & Science, Bldg-57	153,200	Seal masonry; drainage Grading; Weather sealing; Window controls; Roofing; Electrical; Underground tank;
Chino Valley Agribusiness & Science, Bldg-58	15,200	Seal masonry; Weather sealing; Electrical; Eyewash/shower safety station water supply
Prescott Campus, Bldg-01	20,000	Roofing
Prescott Campus, Bldg-02	123,000	Sidewalks; Concrete wall repair; Replace fabric AWP
Prescott Campus, Bldg-03	38,500	Concrete repair; 2nd floor Storefront install for weather seal
Prescott Campus, Bldg-04	26,000	Seal masonry
Prescott Campus, Bldg-05	53,100	Painting; Weather sealing; HVAC
Prescott Campus, Bldg-06	31,300	Painting; Electrical
Prescott Campus, Bldg-07	97,500	Repair masonry; HVAC; Electrical; Concrete crack sealing
Prescott Campus, Bldg-11	44,000	Parking lot repave; Wall repair; Weather sealing; Flooring; Exhaust fan
Prescott Campus, Bldg-12	24,700	Replace window; Flooring; Electrical; Site drainage & tree
Prescott Campus, Bldg-15	118,600	Painting; Ceiling panel replacement; Sound door gaskets; Lavatories; Flooring
Prescott Campus, Bldg-16	10,000	Replace counter tops
Prescott Campus, Bldg-17	1,000	Door seals
Prescott Campus, Bldg-18	2,700	Door seals; Flooring
Prescott Campus, Bldg-19	3,200	Site drainage
Prescott Campus, Bldg-20	26,300	ADA ramping; Painting
Prescott Campus, Bldg-21	1,900	Replace door
Prescott Campus, Bldg-24	3,800	Roofing
Prescott Campus, Bldg-28	20,700	Parking lot sealing; Seal masonry; Painting; Flooring
Prescott Campus, Bldg-29	57,900	ADA ramping; Sidewalks; Flooring; Lavatories; Concrete repair
Prescott Campus, Bldg-30	25,800	Concrete repair; Parking HC signage; Water heater
Prescott Campus, Bldg-31	32,300	Concrete repair; Flooring; HVAC; Parking lot repair
Prescott Campus, Bldg-32	63,200	Parking lot repair; Concrete repair & sealing; Painting; Roofing; Flooring; HVAC
Prescott Campus, Bldg-33	16,600	Parking lot repair & striping; Site drainage; Window sealing
Prescott Campus, Bldg-34	800	Painting
Prescott Campus, Bldg-36	3,900	Flooring
Prescott Campus, Site	363,900	Parking lot repaving, repair & signage
Prescott Valley Campus, Bldg-40	190,000	Painting; Flooring
Sedona Center for Arts & Technology, Bldg-SC	700	Concrete repair
Verde Valley Campus, Bldg-L	58,600	Roofing; Weather sealing; Repair water damage; Painting; Flooring; counter tops
Verde Valley Campus, Site	267,600	Parking lot repair
Preventative Maintenance Total	<u>\$ 3,028,000</u>	

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2016-2017
FIVE YEAR EQUIPMENT REPLACEMENT PLAN**

<u>Department</u>	<u>FY 2016- 2017</u>	<u>FY 2017- 2018</u>	<u>FY 2018- 2019</u>	<u>FY 2019- 2020</u>	<u>FY 2020- 2021</u>
Agribusiness	\$ 5,000	\$ 9,500	\$ 15,000	\$ 50,000	\$ -
Aviation	-	22,400	-	-	-
Gunsmithing	19,000	27,000	23,500	32,000	-
Automotive	11,500	27,526	35,500	26,051	39,034
Industrial Plant	695	1,565	-	-	-
Electronics	45,000	-	45,000	-	45,000
CNC	1,000	43,500	-	-	-
Welding	38,500	38,000	33,000	37,000	42,000
Instrumental:	58,300	31,000	50,500	53,200	-
Vocal	800	-	-	-	-
Ceramics	5,425	2,000	2,500	8,000	-
3D Fine Art	4,960	14,000	14,400	8,000	16,165
2D Fine Art	-	2,100	6,000	-	-
Prescott Art Gallery	15,000	-	-	-	-
Photography	6,000	3,000	20,000	-	-
Art - Verde Campus:	9,996	3,150	3,000	19,000	-
Sciences-Prescott	42,156	41,500	40,356	40,800	-
Sciences-Verde	14,900	18,000	16,500	26,400	28,100
Athletics	2,000	7,780	12,600	2,600	6,000
HPER Programs-Prescott	24,000	23,075	22,000	10,000	-
HPER Programs-Verde	3,850	6,500	-	4,700	5,750
Nursing-Prescott	21,990	17,625	25,650	3,200	37,650
Nursing-Verde	5,000	6,200	1,000	3,200	8,500
Allied Health	16,497	14,741	9,550	1,800	23,725
Radiology	-	4,000	-	-	-
EMS Program:	27,700	3,800	38,500	27,500	27,500
Fire Science Program:	30,500	30,500	32,500	338,546	341,046
NARTA:	-	-	13,000	13,000	-
Film & Media Arts	17,740	18,627	19,558	20,536	21,563
Viticulture	25,000	5,000	-	-	-
Library Services, Prescott	16,050	18,568	3,000	8,100	5,075
Library Services, Verde	21,210	2,627	10,867	3,150	3,060
TSS Desktop Services-	280,000	290,100	297,750	355,250	297,850
Technology Support Services (PTSS)	349,600	168,981	124,736	167,408	442,042
Network Services	417,000	422,000	417,000	427,000	417,000
Telephony	25,000	15,000	25,000	15,000	25,000
Web Services	-	5,000	-	-	5,000
Facilities - All	204,500	215,300	216,951	140,000	100,000
Campus Safety	209,000	100,000	-	-	-
Marketing	-	5,000	-	3,000	-
Family Enrichment Center	12,825	4,350	3,475	8,600	3,725
YC Performing Arts Center	78,700	33,100	71,500	51,600	164,000
Total Equipment	\$ 2,072,400	\$ 1,728,200	\$ 1,655,900	\$ 1,979,600	\$ 2,176,800

Presenter : Patricia McCarver

Start Time : 3:13 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/29/2016

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:13 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/29/2016

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> <ul style="list-style-type: none"> 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson 	560681

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

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

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

Verde Valley Board Advisory Committee - Mr. Al Filardo

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

Title	Created	Filename
Approved Minutes_DGB VVBAC 2016 Feb 3.pdf	Apr 13, 2016	Approved Minutes_DGB VVBAC 2016 Feb 3.pdf
Verde Valley Advisory Committee Appointment.pdf	Apr 13, 2016	Verde Valley Advisory Committee Appointment.pdf
Agenda_VVBAC 2016 Apr20.pdf	Apr 14, 2016	Agenda_VVBAC 2016 Apr20.pdf

Verde Valley Board Advisory Committee

Verde Valley Campus Building M Room 137

Approved Minutes – February 3, 2016

VVBAC Members present:

Mr. Paul Chevalier, Chair, Sedona
Mr. Bill Regner, Vice Chair, Clarkdale
Ms. Janet Aniol, D2 Unincorporated
Ms. Carolyn Fisher, D3 Unincorporated
Mr. Randy Garrison, Cottonwood
Mr. Steve King, Camp Verde

DGB Members present:

Mr. Al Filardo, D3, VVBAC Liaison to DGB
Mr. Steve Irwin, D5
Ms. Deb McCasland, D2

College employees present:

Dr. Penny Wills, President, Yavapai College
Dr. James Perey, Executive Dean, Verde Valley Campus
Ms. Alexandra Helm, Executive Coordinator, Verde Valley Campus

I. CALL TO ORDER – PROCEDURAL. Meeting called to order at 8:33 a.m. with Chair Chevalier presiding. A quorum was present.

II. APPROVAL OF MINUTES – DISCUSSION AND/OR DECISION. On a motion by Member Fisher, with second by Member Garrison, minutes of January 20, 2016 were unanimously approved.

III. MEMBER UPDATES.

- Report from committee members: information/activities
 - Member King stated he would be making a presentation to the Camp Verde Council on the status of the Verde Valley Board Advisory Committee on February 17 at 6:30 p.m.
 - Chair Chevalier announced dual enrollment will be on the District Governing Board agenda next month. DGB Filardo stated he had inquired about scholarships for dual enrollment students, but no scholarships for dual enrollment will be available through the college.
- Update on gathering feedback on focus questions
 - DGB Filardo asked the committee to confirm they wanted additional question(s) for the community, as he then needs to present any new questions to the board.

He would like to present any additional questions to the district governing board next week. After discussion, Chair Chevalier stated he would like a fifth question for the community placed on the next meeting agenda for further discussion and possible approval; he suggested the question be stated as: Please list any concerns, comments or questions you have.

- Update on Representative form Yavapai-Apache Nation
 - DGB Filardo reported he will contact the Yavapai-Apache Nation to seek a representative and also check in with Tim Carter to ensure he is agreeable with the selection process.

IV. Dr. Penny Wills, Yavapai College President.

Chair Chevalier welcomed Dr. Penny Wills, Yavapai College President. Dr. Wills thanked the committee for the invitation to address the committee; however, instead of a formal presentation, Dr. Wills invited the committee to have a conversation. Dr. Wills addressed several questions from the committee on the following topics:

- Carver model
- Building a community support group for programs, such as Culinary
- Community Education
- Transportation
- Broadband
- Residence Halls
- Efficiency Vs. Quality Education
- A bricks and mortar career and technical education (CTE) facility
- Dual Enrollment
- Location of consolidated allied health programs

V. OWNERSHIP LINKAGE.

- Recommendation to the District Governing Board
 - Chair Chevalier referenced the possible recommendation to the District Governing Board and asked the committee whether it should be recommending a study. He then read a refined, shortened version of the recommendation that was included in the packet: *Retain an independent consultant to study the structure, benefits and costs of a separate Verde Valley Administrative College.*

Member Aniol made a motion to make the recommendation; Member Garrison seconded. After further discussion, Member Aniol tabled the motion; and Chair Chevalier asked the committee to read the information handed out just prior to the meeting.

- Vice Chair Regner stated that in using the filters of accessibility, sustainability and structure in looking at future development of culinary arts, hospitality and any other new programs, he suggested the committee discuss making three recommendations to the college:

- Engage an independent consultant review the administration’s marketing analysis regarding the viability of culinary arts and hospitality within the Verde Valley;
- Ensure sustainability of the culinary arts and hospitality programs through funding from start-up through operation;
- Embrace alternative models for a foundation presence in the Verde Valley.

Vice Chair Regner will send his proposed recommendations after considering modifications to Staff Jones to be forwarded to all committee members for discussion at the March meeting.

VI. FUTURE MEETING SCHEDULE– DISCUSSION AND/OR DECISION.

- W Mar 2 8:30 a.m. M-202, Verde Valley Campus
Board Member Filardo to confirm guests from the YC marketing (Kim Kapin) and recruitment departments.
- W Apr 13 8:30 a.m. M-202, Verde Valley Campus
Board member Filardo to contact Film Media Arts (FMA) and Nursing departments to be guests at the next meeting to update the committee on how the programs work. ½ hour will be allocated for each department beginning at 9:00 a.m.

DGB Filardo stated in his opinion the committee has had a presentation from almost everyone at Yavapai College and he asked the Chair to refer back to the committee’s mission of engaging the community. He further stated the committee was at a point where they should start focusing on engagement with the community and perhaps this transition should be added to the next agenda.

VII. ADJOURNMENT - PROCEDURAL.

On a motion by Member Aniol, with a second by Vice-Chair Regner, the motion to adjourn carried unanimously.

Meeting adjourned at 10:30 a.m.



YAVAPAI COUNTY EDUCATION SERVICE AGENCY

Providing Services for Quality Education

Tim Carter
Yavapai County Superintendent
2970 Centerpointe East
Prescott, AZ 86301
Phone 928-771-3326
Fax 928-771-3329
Tim.Carter@yavanai.us

News Release ---- for Immediate Release

Yavapai County School Superintendent Tim Carter is pleased to announce the appointment of **Mrs. Lisa Sandoval to the Verde Valley Advisory Committee.** The Committee works in conjunction with, and reports directly to, the Yavapai College Governing Board. Mrs. Sandoval replaces Mrs. Leona Wathagoma, who wishes to dedicate more time to other responsibilities. Superintendent Carter expressed appreciation for the leadership provided by Mrs. Wathagoma as a member of the Committee.

Mrs. Sandoval and her family have lived in Clarkdale for many years. She holds a Bachelor's Degree from Northern Arizona University in Elementary Education, with an emphasis in Mathematics. She has worked in public education since 1993, starting as a teacher at Clarkdale-Jerome School and currently serving as the Higher Education Manager for the Yavapai – Apache Nation since 1998.

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

Carter appreciates the fact that the Yavapai College District Governing Board designed and approved an appointment system allowing the municipalities of the Verde Valley, the Yavapai Apache Nation, and the Board of Supervisors (unincorporated areas of the Verde Valley) to provide

nominations for his consideration.

Once nominated by the Yavapai-Apache Nation Council, the nominee submitted a letter of interest and a resume. Superintendent Carter reviewed the documentation provided and then interviewed the candidate in Clarkdale on March 24th.

Mr. Carter stated "Mrs. Sandoval interviewed extremely well. Her experience as an educator and parent, her knowledge as a program administrator, and her understanding of the communities of the Yavapai-Apache Nation should serve her extremely well in this new role. She should complement the existing Committee Members and will immediately be seen as a voice for the people of the Nation on the Advisory Council"

Mr. Carter may be reached at 928-925-6560 (cell) and Mrs. Sandoval may be reached at 928-649-7111.

Verde Valley Board Advisory Committee

Yavapai College
 Verde Valley Campus - Building M, Room 202
 601 Black Hills Drive, Clarkdale, AZ 86324

April 20, 2016
 8:30 AM

I. Call to Order	Procedural	8:30 a.m.
II. Approval of Meeting Minutes March 2, 2016	Discussion and/or Decision	8:31 a.m.
III. Member Updates	Information and/or Discussion	8:35 a.m.
<ol style="list-style-type: none"> 1. Welcome New Member Lisa Sandoval 2. Report on our request for Representatives of College Marketing & Recruitment to speak to the Committee - Al 3. Update on Camp Verde Town Hall - Steve 4. Sedona City Council Presentation from Dr. Ewell - Randy 5. Reminder that questionnaires are due from participants by May 1. Send yours (hopefully 20 or more) by e-mail to Al and he will distribute them back to committee for discussion at May meeting before the VVBAC submits them to YCGB 		
IV. Verde Valley Forum Update by VV Forum Representatives	Information and/or Discussion	8:55 a.m.
V. Cottonwood/Vicinity Town Hall?	Discussion and/or Decision	9:05 a.m.
VI. VVBAC Open Call? Yes/No and if so how?	Discussion and/or Decision	9:15 a.m.
VII. Possible recommendations to the Governing Board	Discussion and/or Decision	9:30 a.m.
<ol style="list-style-type: none"> 1. Alternative models for Foundation presence in the Verde Valley 2. Add a YC-DGB End that, a minimum percentage of the money collected in the Verde Valley through taxes, tuition, fees and other means, be spent on the education in the Verde Valley on average of any each 5 year period 3. Put in place a way to insure the sustainability of the Sedona culinary arts and hospitality programs being developed 4. Engage an independent consultant to review the administration's marketing analysis regarding the viability of culinary arts and hospitality 5. Note: In addition in May our committee VVBAC will discuss the College's latest 2015-19 Strategic Plan response to our first 15 recommendations 		
VIII. Future Meeting Schedule W May 11 8:30 a.m. W June 8 8:30 a.m. W July 13 8:30 a.m.	Discussion and/or Decision	10:25 a.m.
IX. Adjourn	Procedural	10:30 a.m.

Gathering Community feedback with the following focus:

- *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?*

Presenter : Patricia McCarver

Start Time : 3:18 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/29/2016

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 : 3:18 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/29/2016

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 : 3:23 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/29/2016

Item Type : Decision Item

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

Description : District Governing Board Dates and Places of Future Meetings - INFORMATION, DISCUSSION AND/OR DECISION

Details : Board members will review dates and places of the 46th Annual Commencement Ceremonies along with future events/meetings.

Verde Valley Campus Commencement - Friday, May 6, 2016 at 6:00 p.m. - Mabery Pavilion

Prescott Campus Commencement - Saturday, May 7, 2016 at 6:00 p.m. - Performing Arts Center

Nursing Pinning Ceremony, Prescott - Saturday, May 7, 2016 at 1:00 p.m. - Performing Arts Center

Northern AZ Regional Training Academy (NARTA) - Thursday, May 26, 2016 at 11:00 a.m. - Performing Arts Center

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Apr 12, 2016	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Apr 14, 2016	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/
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, 9:30 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
Budget Public Hearing	May 10, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus- Bldg. 3 -119
Budget Adoption Meeting	May 10, 2016, Tuesday, 1:30 p.m. Location: Prescott Campus- Bldg. 3 -119
Regular Board Meeting	May 10, 2016, Tuesday, 1:45 p.m. Location: Prescott Campus – Bldg. 3 -119
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

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. Location: 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
Ownership Linkage Focus Forum	February 10, 2016, Wednesday, 2:00 p.m. Location: Prescott Valley
Ownership Linkage Focus Forum	March 3, 2016, Thursday, 2:00 p.m. Location: Dewey-Humboldt Meeting Facilities
Ownership Linkage Focus Forum	March 16, 2016, Wednesday, 2:00 p.m. Location: Verde Valley Campus, Room I-125
Ownership Linkage Focus Forum	April 7, 2016, Thursday, 2:00 p.m. Location: Chino Valley Center, Room 57-132
Ownership Linkage Focus Forum	April 20, 2016, Wednesday, 2:00 p.m. Location: Prescott Campus, Room 32-119
Verde Valley Commencement	May 6, 2016, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 7, 2016, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 7, 2016, Saturday, 6:00 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
International Policy Governance Association (IPGA) Annual Conference	June 16 – 18, 2016 Location: Toronto, Canada

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: Prescott Campus – Rock House
Regular Board Meeting	November 8, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
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 Campus – Rock House
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 7, 2017, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting**	April 18, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rm110/111
Regular Board Meeting	May 9, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus, Multi-Purpose Room 3-119
Regular Board Meeting	June 13, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

*March change due to Spring Break March 12-18, 2017

**April potential change - request of Board Member

DATES AND PLACES OF EVENTS – FY 2016-2017

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Association of Community College Trustees (ACCT) Leadership Congress	October 5 – October 8, 2016 Location: New Orleans, LA
Northern Arizona Regional Training Academy (NARTA) Commencement	December 8, 2016, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 9, 2016, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 4, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 5, 2017, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 6, 2017, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 6, 2017, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center

Presenter : Patricia McCarver

Start Time : 3:28 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/29/2016

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