



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, August 09, 2016
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	628011
2	Call to Order - PROCEDURAL	0	1:00 PM	628012
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	628013
4	Welcome and Recognition of Guests and Staff - PROCEDURAL	1	1:01 PM	628014
5	Approval of District Governing Board June 14, 2016 Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:02 PM	628015
6	Adoption of Agenda - DECISION	3	1:05 PM	628016
7	OWNERSHIP LINKAGE - HEADING	0	1:08 PM	638165
8	Open Call - PROCEDURAL	10	1:08 PM	628017
9	CONSENT AGENDA - HEADING	0	1:18 PM	628018
10	Receipt of Report on Revenues and Expenditures - Month of June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:18 PM	628019

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:19 PM	628020
12	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:20 PM	628021
13	INFORMATION - HEADING	0	1:21 PM	628023
14	Information from the President to Include: Law Enforcement Canine Training on Campus; Post-Secondary Education International Network (PIN) Conference; Executive Leadership Team Retreat; Convocation; Dual Enrollment; Verde Valley Executive Dean's Advisory Committee Update; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:21 PM	628024
15	Information from Instruction and Student Development to Include: Vice President's Report; Faculty Senate Update; and Other Related Information - INFORMATION AND/OR DISCUSSION	20	1:41 PM	628025
16	SHORT RECESS - PROCEDURAL	10	2:01 PM	628026
17	MONITORING REPORTS - HEADING	0	2:11 PM	628027
18	Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION	5	2:11 PM	628028
19	Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION	1	2:16 PM	628029
20	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	2:17 PM	628033
21	Report on District Governing Board Focus Forums - INFORMATION, DISCUSSION, AND/OR DECISION	20	2:17 PM	638512
22	Planning of September 2016 District Governing Board Retreat - INFORMATION, DISCUSSION AND/OR DECISION	10	2:37 PM	628035
23	Report from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION	5	2:47 PM	628032
24	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:52 PM	628038
25	OTHER INFORMATION - HEADING	0	2:57 PM	628039
26	Correspondence to the Board - RECEIPT	5	2:57 PM	628040
27	Proposed Dates and Places of Future Meetings for Fiscal Year 2016 - 2017 - DISCUSSION AND/OR DECISION	5	3:02 PM	628041
28	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:07 PM	628042

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 3/23/2016 **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 : 3/23/2016 **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 : 3/23/2016

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 : 3/23/2016

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 and Recognition of Guests and Staff - PROCEDURAL

Details : Chair McCarver will welcome all guests and staff.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 3/23/2016

Item Type : Discussion

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 June 14, 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 June 14, 2016 District Governing Board Regular 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 decision approved by the District Governing Board. (Executive Sessions minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes - June14.pdf	Jun 21, 2016	Unapproved Regular Meeting Minutes - June14.pdf

Bagdad Unified School District No. 20
Camp Verde Unified School District No. 28
Chino Valley Unified School District No. 51
Humboldt Unified School District No. 22
Mayer Unified School District No. 43
Mingus Union High School District No. 4
Mountain Institute Joint Technology Education District No. 2
Northpoint Expeditionary Learning Academy
Prescott Unified School District No. 1
Sedona-Oak Creek Joint Unified School District No. 9
Seligman Unified School District No. 40
Tri-City College Preparatory High School

14. INFORMATION - HEADING - CONTINUED

15. Information from the President to Include Introduction of New Vice President for Instruction and Student Development; Executive Leadership Organizational Change; Campus Master Plan Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

(refer to Board agenda, pgs. 56-74)

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

- Introduction of Dr. Ron Liss, Vice President for Instruction and Student Development
- Executive Leadership Organizational Change – Dr. James Perey has accepted additional executive leadership responsibilities and his new title will be the Executive Dean/Campus Executive Officer - Verde Valley; Director of University/Governmental Relations and now will report directly to Dr. Wills.
- Campus Master Plan Update from Dr. Clint Ewell, Vice President for Finance and Administrative Services, included Prescott Campus buildings 15, 29, and 31; Sedona Center programming development; and Prescott Valley facility expansion.
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues
 - The Tenderfoot Fire and the evacuation of Yarnell and Peebles Valley residents staged at Yavapai College Prescott Campus.
 - Verde Valley Campus and Sedona Center Fall 2016 Enrollment Guide
 - Yavapai College faculty, staff, and students are participating in many community volunteer services such as search/rescue, board members, school districts, etc.
 - College for Kids now in session at both campuses with high enrollment.

16. Information from Instruction and Student Development to Include: Creating Student Pathways and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 75-83)

Dr. Ron Liss, Vice President for Instruction and Student Development presented an update on the following:

- Yavapai College Creating Student Pathways, Tania Sheldahl, Dean for Student Development Division, and Scott Farnsworth, Dean for Sciences, Health and Public Safety. The presentation included the current Community College Educational System; current YC data; why YC will build pathways; how pathways supports the DGB Ends; and next steps.

17. Senate Bill 1476: Property Tax Cap - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 84-85)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, updated the District Governing Board on the Arizona Superior Court Ruling in Favor of Pima County Regarding Property Tax Oversight Commission.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 87-93)

Executive Limitation 2.3 - Financial Management

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

Member Filardo moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3, 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. Motion carried unanimously.

20. Board Self-Evaluation of Governing Board Policy 4.5 - President Compensation and Benefits- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 94-95)

4.5 President Compensation and Benefits

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

21. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 96-97)

The Board will assess on a quarterly basis, how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. Member McCasland acted as the Board Evaluator and completed the assessment for the Board's overall performance from March 2016 through May 2016.

22. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:17 p.m.; reconvened at 2:30 p.m.

23. POLICY ISSUES - HEADING

24. Executive Limitations Policy 2.3.2 Reserve Designations - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 99-100)

At the March 1, 2016 District Governing Board meeting, the Board requested a review of Executive Limitations Policy 2.3.2 Reserve Designations. Policy 2.3.2 currently states:

The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds Reserves to drop below \$1 million without specific Board authorization and a realistic recovery. Administration is recommending to increase the current fund target to 16% over the next 2 years and not to change the Plant Fund target.

The Board requested the Executive Limitation 2.3.2 recommendation be included in a future District Governing Board meeting.

25. BOARD EDUCATION/STRATEGIC PLANNING - HEADING (refer to Board agenda, pgs. 101-111)

26. Overview of Community College Governing Board Statutory Responsibilities and Legislative Update by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION

Lynne Adams, District Governing Board Legal Counsel, provided:

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

27. OWNERSHIP LINKAGE - HEADING - CONTINUED

28. Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 112-114)

The Board reviewed the quarterly status report of the 2015-2016 Ownership Linkage Plan.

29. Planning of September 2016 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members discussed the planning of the September 2016 District Governing Board Retreat proposed topics

1. Administrative Presentation - Pathway Project

2. Ends Statements Review

3. Annual Calendar

4. Ownership Linkage Plan

- Recap of 2015-2016 (Feedback; VVBAC; Focus Forums; Web Survey Questions; Community Outreach Communications; Open Call)

- Proposal for 2016-2017 (Community Outreach to address 2015-2016 feedback)

The Board requests a September 12, 2016 Retreat to include all the above topics along with a discussion regarding the culture of the Board.

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, AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - No Report

- Verde Valley Board Advisory Committee - Mr. Al Filardo reported the next meeting will be June 15, 2016. The VVBAC has collected 66 community responses to the 2015-2016 Ownership Linkage questions.

- Yavapai College Foundation - Dr. Patricia McCarver reported the last meeting was May 11, 2016 and highlighted Family Enrichment Center and scholarships.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: 2016 Soccer Schedule; Yavapai College Verde Valley Campus & Sedona Center Fall 2016 Enrollment Guide; and *RealBoard Advisor* by Governance Coach.

33. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 122-123)

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:08 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: August 9, 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 : 1:05 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 3/23/2016

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 : 1:08 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 5/3/2016

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 : 3/23/2016

Start Time : 1:08 PM
Time Req : 10
Item Type : Procedure 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 : 3/23/2016

Start Time : 1:18 PM
Time Req : 0
Item Type : Heading

Item No : 9

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:18 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/23/2016

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 - Month of June 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 financial indicators.

The report of Revenues and Expenditures for the twelve months of FY 2015-2016 ending June 2016 is attached. Expenditures are reported on the modified accrual basis of accounting.

Note: Consistent with prior years, pre-closing and unaudited June financials are presented at the August Board meeting. Due to the new fiscal year just beginning, July financials will not be presented. August financials will be presented in September.

Attachments :

Title	Created	Filename
Financial Update - June in August.pdf	Aug 02, 2016	Financial Update - June in August.pdf
YCFS June 2016 - Governing Board Budget Report.pdf	Aug 02, 2016	YCFS June 2016 - Governing Board Budget Report.pdf
YCFS June 2016_Summary.pdf	Aug 02, 2016	YCFS June 2016_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

June 2016 - Pre-closing and Unaudited

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

- Primary property tax collections were at 99.9% of the levy exceeding the historical collection rate of 99.6%.
- Tuition and fees came in significantly below budget for the fiscal year due to lower fall and spring semester enrollments and the gradual reduction of the aviation program.
- Expenditures came in substantially under budget for the fiscal year due to vacancy savings, lower non-labor expenditures, unused contingency budgets and the utilization of available Proposition 301 monies. Recently a significant amount of labor expenses related to Workforce Development programs were reclassified to the Restricted fund to spend the available Proposition 301 monies. Prop 301 revenues will sunset within the next few years and as a result are being used in this manner.

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.

Other notes include:

- **REDC's training revenue is 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 have a modest surplus for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund has a surplus in excess of \$2,770,000 due to the following reasons:
 - CIP Expenditures were under budget primarily due to less work related to the renovations of buildings one, three, and CTEC stretching into fiscal year 2015-16 than projected/budgeted. As a result of this work shift the buildings were ready for the start of the fall 2015 semester with no major issues.
 - Various CIP, Preventative Maintenance and Equipment expenditures were reclassified to the Restricted fund. These expenditures related to STEM and Workforce Development programs and were reclassified to utilize the available STEM/Workforce State Appropriation and Proposition 301 monies as budgeted.

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 Twelve Months Ended June 30, 2016 - Pre-closing and Unaudited
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	\$ 39,687	\$ -	\$ 39,687
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585
Assoc. of Community College Trustees	Conference Fees	6,825	-	6,825
Arizona Assoc. of District Governing Boards	Membership Dues	1,000	-	1,000
Deborah McCasland	Travel	2,044	-	2,044
Gotprint.com	Printing	999	-	999
HF Group LLC	Printing	790	-	790
IPGA	Membership Dues	1,020	-	1,020
Karen Jones	Travel	266	-	266
Osborn Maledon PA	Legal Counsel	32,485	-	32,485
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500
Patricia McCarver	Travel	2,382	-	2,382
PCAC Inc.	Membership Dues	135	-	135
Penelope Wills	Travel	1,583	-	1,583
Ray Sigafos	Travel	2,139	-	2,139
Sodexo Inc.	Food Supplies	2,991	-	2,991
Steve Irwin	Travel	1,783	-	1,783
Studio G Multimedia	Video Services	250	-	250
Supplies/Other	Various Vendors	1,008	-	1,008
The Governance Coach	Consulting	4,930	-	4,930
Yavapai Broadcasting/Studio G Productions	Board Meeting Broadcasts	2,500	-	2,500
YC Bookstore	Supplies	350	-	350
YC Printing Services	Printing	2,139	-	2,139
				<u>125,391</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Legal Counsel	4,502	-	4,502
				<u>4,502</u>
Remaining Budget - June 30, 2016				<u>\$ 39,191</u>

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

REPORT OF REVENUES AND EXPENDITURES

For the Twelve Months Ended June 30, 2016 - Pre-closing and Unaudited

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	\$ 10,981,015		\$ 10,981,015	\$ 13,073,000	84.0%
State Grants and Contracts	166,561		166,561	201,000	82.9%
Private Gifts, Grants and Contracts	704,246		704,246	635,000	110.9%
Proposition 301 Funds	682,641		682,641	650,000	105.0%
State Appropriation - STEM Workforce	805,700		805,700	805,700	100.0%
Fund Balance Applied to Budget	50,000		50,000	50,000	100.0%
Reimbursement Due	289,325		289,325	N/A	N/A
TOTAL REVENUES	13,679,488		13,679,488	15,414,700	88.7%

	<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	\$ 2,984,333	\$ -	\$ -	\$ 2,984,333	\$ 2,756,400	108.3%
Academic Support	36,000	-	-	36,000	4,000	900.0%
Student Services	1,184,139	-	-	1,184,139	1,107,800	106.9%
Scholarships	9,348,235	-	-	9,348,235	11,434,500	81.8%
Public Service	123,280	-	-	123,280	112,000	110.1%
TOTAL EXPENDITURES	13,675,987	-	-	13,675,987	15,414,700	88.7%
SURPLUS/(DEFICIT)				\$ 3,501		

COMMENTS:

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

Fourth quarter State STEM Workforce Aid was received in April 2016.

Academic Support expenses above budget due to CTEC Computer Lab PCs purchased from Prop 301 monies instead of the Plant Fund as budgeted.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Twelve Months Ended June 30, 2016 - Pre-closing and Unaudited

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	\$ 4,984,495		\$ 4,984,495	\$ 4,967,900	100.3%
Investment Income	12,864		12,864	12,000	107.2%
General Fund Transfer In	1,439,000		1,439,000	1,439,000	100.0%
Auxiliary Fund Transfer In	403,800		403,800	403,800	100.0%
Fund Balance Applied to Budget	100,000		100,000	100,000	100.0%
TOTAL REVENUES	6,940,159		6,940,159	6,922,700	100.3%

	<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	\$ 4,195,000	\$ -	\$ -	\$ 4,195,000	\$ 4,195,000	100.0%
Interest Payments	850,897	-	-	850,897	850,900	100.0%
Pledged Revenue Obligations						
Principal Payments	985,000	-	-	985,000	985,000	100.0%
Interest Payments	453,956	-	-	453,956	454,000	100.0%
Revenue Bonds						
Principal Payments	295,000	-	-	295,000	295,000	100.0%
Interest Payments	108,780	-	-	108,780	108,800	100.0%
Bank Fees	700	-	-	700	4,000	17.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	6,889,333	-	-	6,889,333	6,922,700	99.5%
SURPLUS/(DEFICIT)				50,826	-	

COMMENTS:

Through the twelfth month, 99.5% of budget has been committed (excluding labor encumbrances) compared to 100.3% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:19 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/23/2016

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 the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Attachments :

Title	Created	Filename
2.3.1 June in August.pdf	Aug 02, 2016	2.3.1 June in August.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
June 2016 - Pre-closing and Unaudited**

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

President’s Interpretation:

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

Supporting Evidence:

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the twelve months ended June 30, 2016, the General Fund is projected to have a net surplus of \$2,038,000.

- General Fund revenues are projected to be below budget by \$1,052,000 and expenditures are projected to be under budget by \$3,090,000. Revenues are lower than budgeted due to lower fall and spring semester enrollments and the gradual reduction of the aviation program. Expenses are less than budgeted due to several factors including unspent contingency funds, vacancy savings, and lower non-labor expenditures (i.e. utilities). In addition, a significant amount of Instruction labor expenses related to Workforce Development programs were reclassified to the Restricted fund to utilize the available Proposition 301 monies.

Auxiliary Fund



For the fiscal year ended June 30, 2016, the Auxiliary fund is projected to have modest surplus of approximately 3%.

Unexpended Plant Fund



The Unexpended Plant Fund expenditures are under budget this fiscal year due to the following:

- The renovations of buildings one, three, and CTEC were completed sooner than originally anticipated, causing more expenditures to fall in the prior fiscal year and less than projected/budgeted in the current fiscal year. As a result of this work shift the buildings were ready for the start of the fall 2015 semester with no major issues.
- Various CIP, Preventative Maintenance and Equipment expenditures were reclassified to the Restricted fund. These expenditures related to STEM and Workforce Development programs and were reclassified to utilize the available STEM/Workforce State Appropriation and Proposition 301 monies as budgeted.

For the twelve months ended June 30, 2016, the Unexpended Plant Fund is projected to have a surplus exceeding \$2,770,000.

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. For the fiscal year ended June 30, 2016, the Restricted fund is projected to be under budget due to less federal financial aid awarded to students.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the twelve months ended June 30, 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 : 1:20 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/23/2016

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 Limitations 2.3.2 - Reserves - June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration of approval of the monthly monitoring report for Executive Limitations 2.3.2 - Reserves. The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds Reserves to drop below \$1 million without specific Board authorization and a realistic recovery.

Attachments :

Title	Created	Filename
2.3.2 June in August.pdf	Aug 02, 2016	2.3.2 June in August.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
June 2016 - Pre-closing and Unaudited**

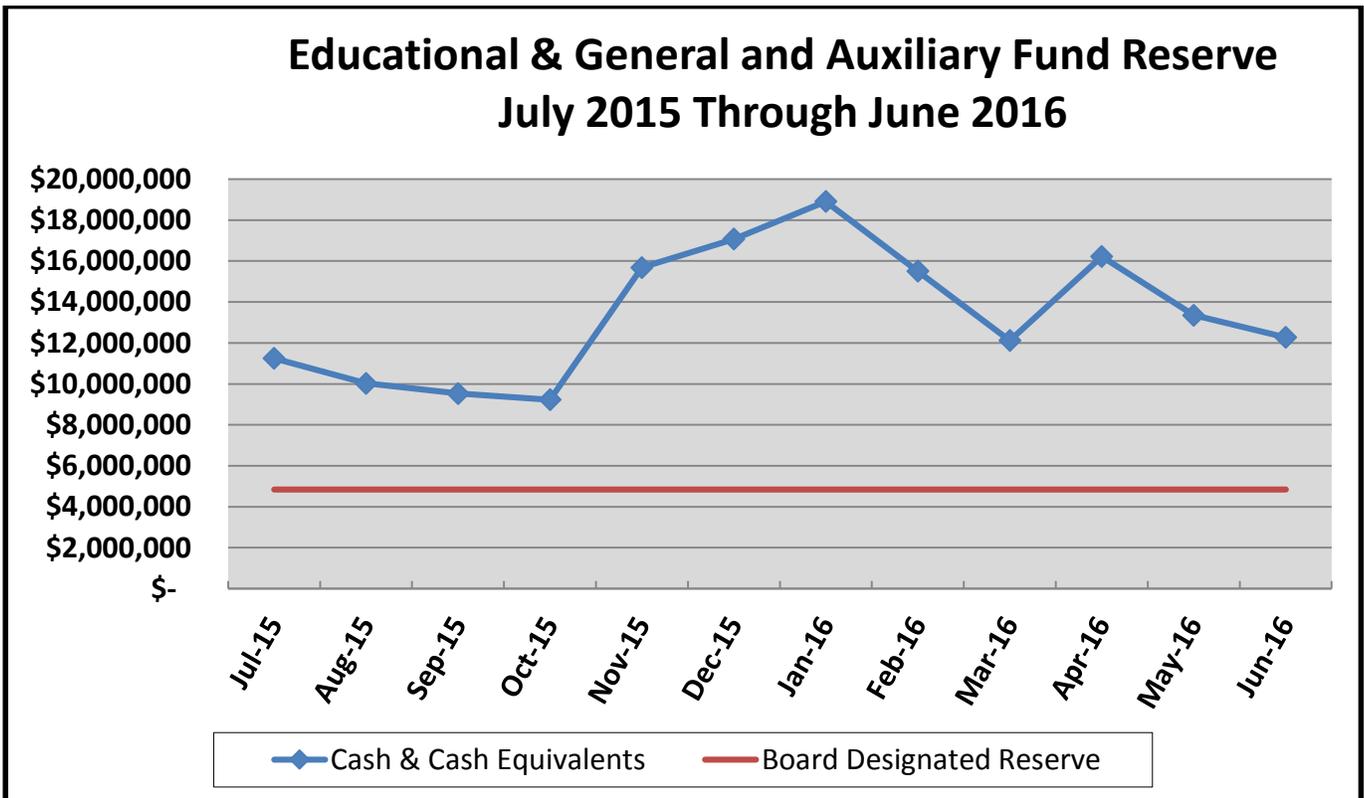
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

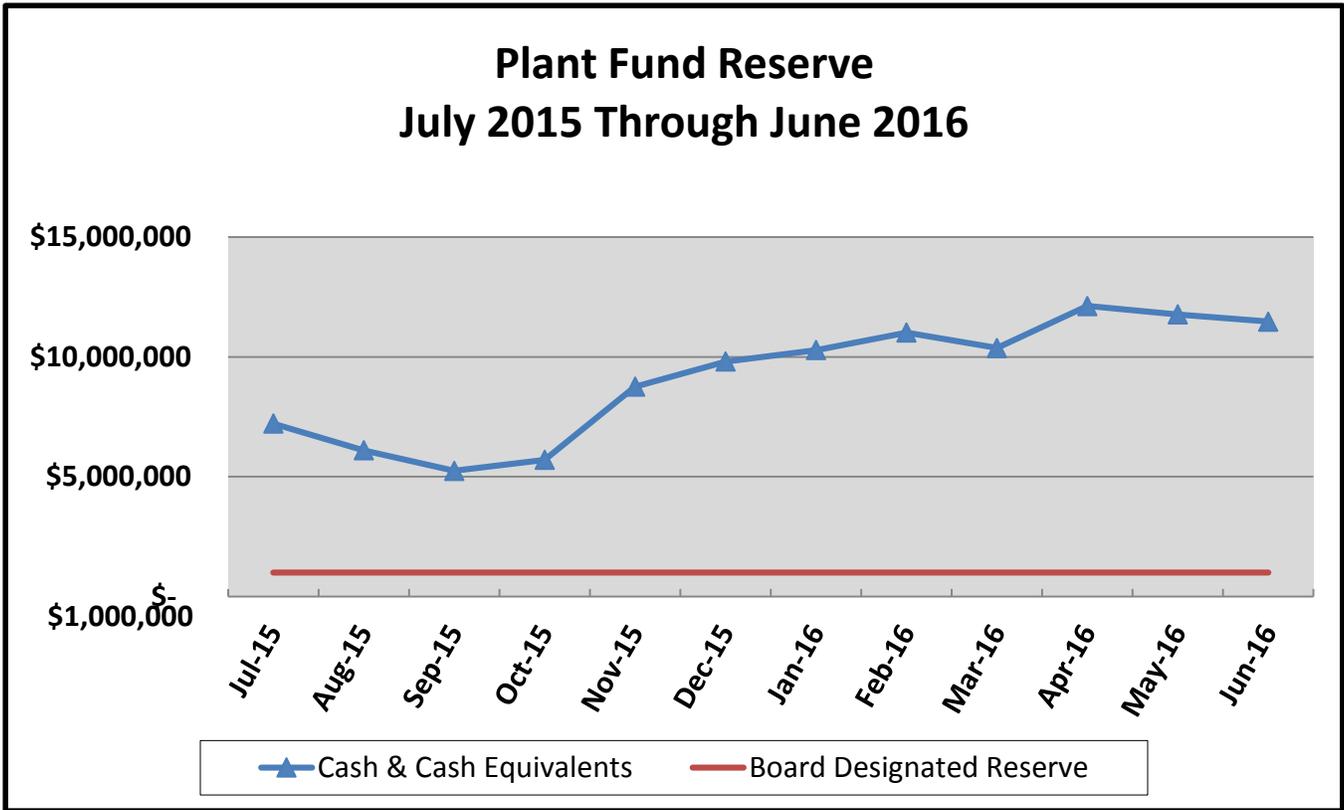
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 June 30, 2016, Current Fund reserves have exceeded the Board’s designated reserve.



For the period July 1, 2015, through June 30, 2016, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of June 30, 2016, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$10,475,000.

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 : 1:21 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/23/2016

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 : 1:21 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 3/23/2016

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

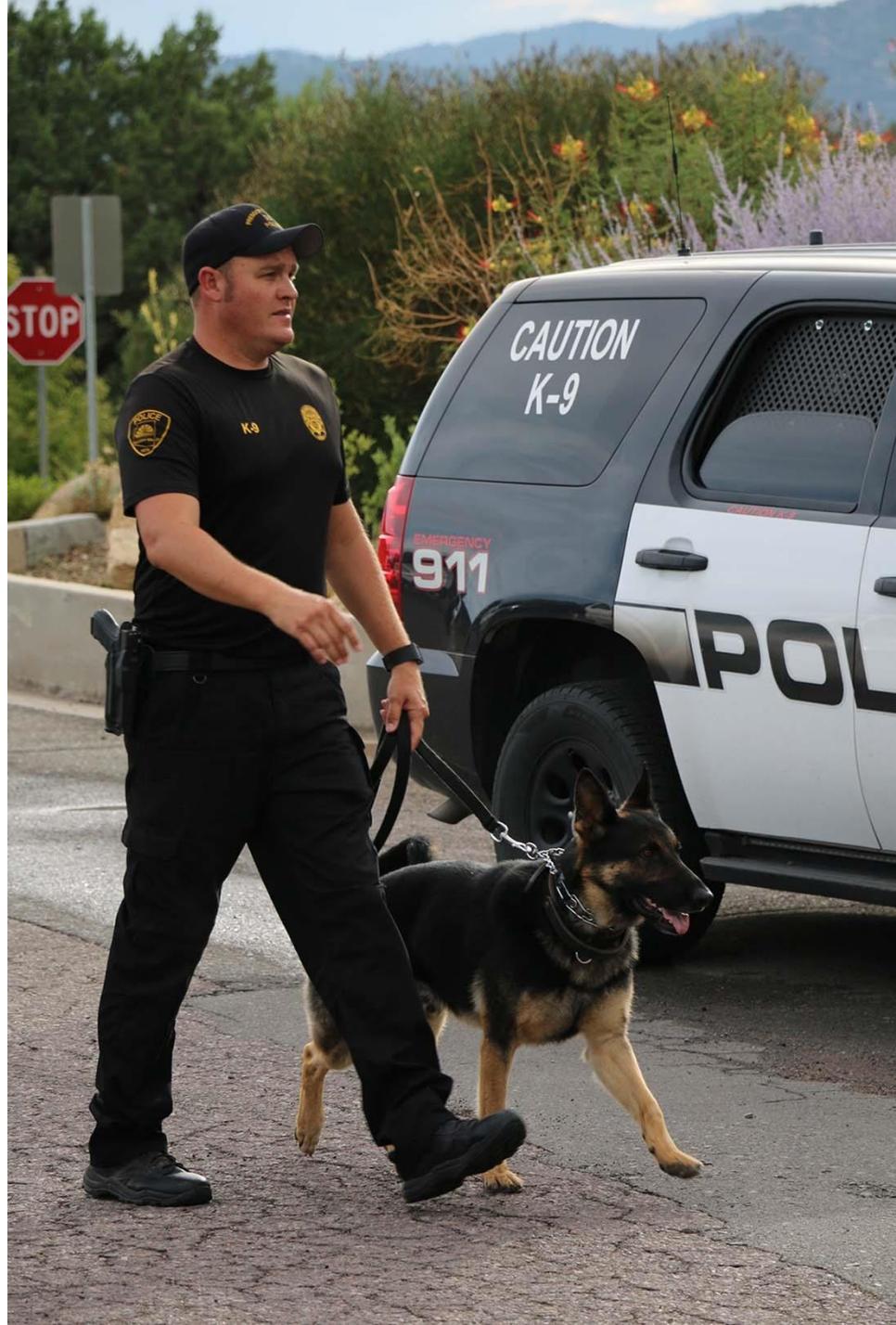
Description : Information from the President to Include: Law Enforcement Canine Training on Campus; Post-Secondary Education International Network (PIN) Conference; Executive Leadership Team Retreat; Convocation; Dual Enrollment; Verde Valley Executive Dean's Advisory Committee Update; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- The 24th annual Arizona Law Enforcement Canine Association (ALECA) training was held on the Prescott Campus July 18-21, 2016
- Post-Secondary Education International Network (PIN) Conference, July 9-16, 2016
- Executive Leadership Team Retreat
- Convocation, August 15, 2016
- Dual Enrollment
- Verde Valley Executive Dean's Advisory Committee Update, Dr. James Perey, Executive Dean/Campus Executive Officer - Verde Valley
- Yavapai Combined Trust Quarterly Report - Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
K9.pdf	Jul 21, 2016	K9.pdf
PIN.pdf	Jul 21, 2016	PIN.pdf
YCT - Monthly Report.pdf	Jul 21, 2016	YCT - Monthly Report.pdf
YCSA Update-July 2016.pdf	Jul 21, 2016	YCSA Update-July 2016.pdf
August 2016 Board Highlights.pdf	Jul 28, 2016	August 2016 Board Highlights.pdf
July 2016 Facilities Management News.pdf	Jul 28, 2016	July 2016 Facilities Management News.pdf



▶ Post-Secondary Education International Network (PIN) Conference

PIN Conference 2016 at Olds College





Yavapai Combined Trust

Monthly Report

Reporting Period: July 2015 through June 2016

(Updated May 2016)

 Segal Consulting

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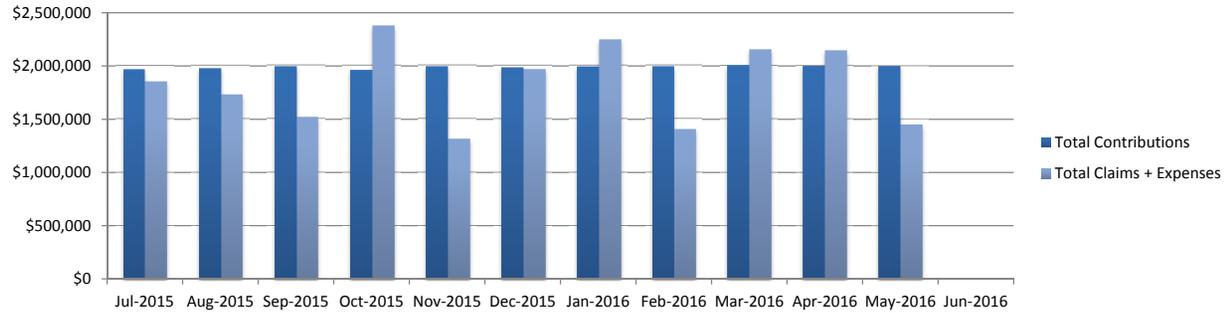


Yavapai Combined Trust Monthly Contributions vs. Expense Report



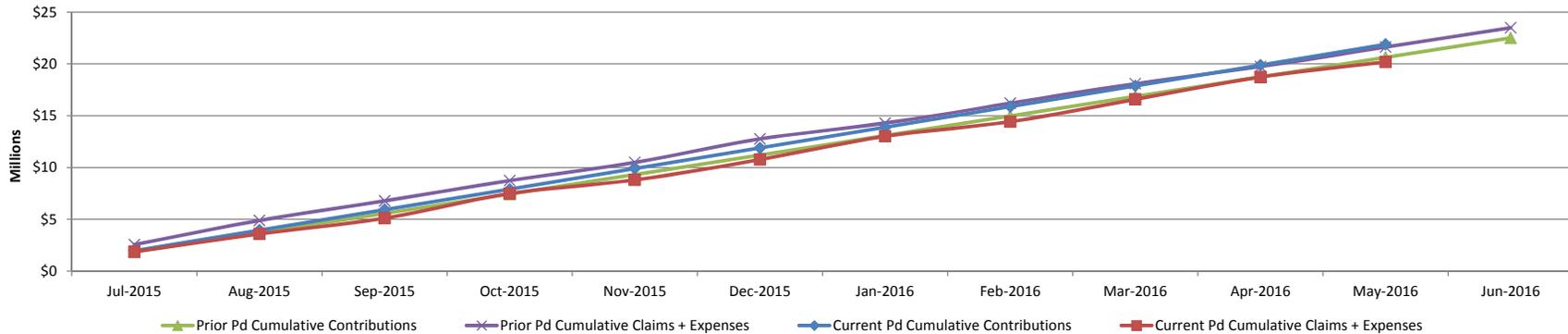
Total paid claims during the period July 2015 through May 2016 are 8.2% less than total paid claims during the same period in the prior plan year.

The overall paid loss ratio is 92.2% for the current plan year to date, demonstrating an improvement from last year's plan year loss ratio of 104.3%.

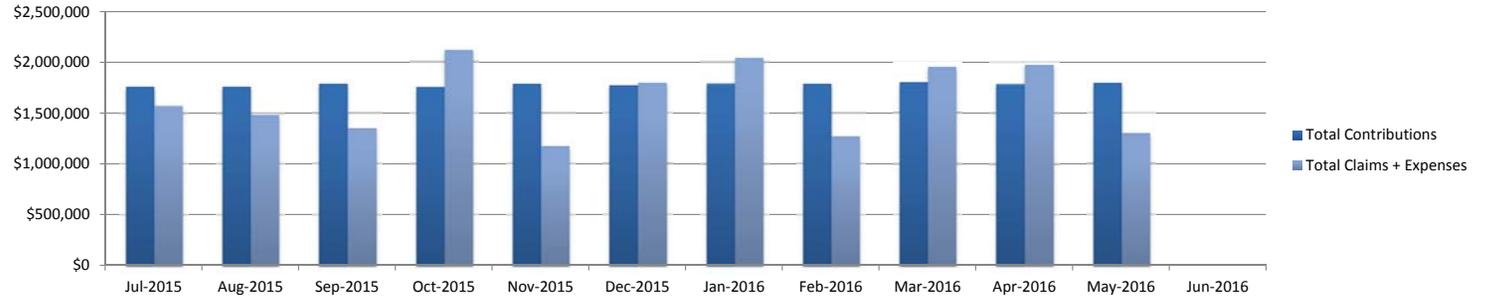


	Medical Enrollment	Contributions ⁽¹⁾	Paid Claims					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical ⁽²⁾	Pharmacy ⁽³⁾	Dental	Vision	STD				
Jul-2015	2,342	\$1,967,638	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$1,660,411	\$198,860	\$108,367	94.5%
Aug-2015	2,355	\$1,975,331	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$1,548,803	\$182,553	\$243,975	87.6%
Sep-2015	2,355	\$1,997,564	\$888,747	\$285,240	\$117,807	\$27,411	\$10,768	\$1,329,973	\$188,119	\$479,472	76.0%
Oct-2015	2,369	\$1,962,602	\$1,677,335	\$253,662	\$199,951	\$35,459	\$5,086	\$2,171,492	\$205,709	(\$414,599)	121.1%
Nov-2015	2,372	\$1,993,467	\$709,970	\$260,327	\$98,439	\$21,188	\$8,549	\$1,098,471	\$216,756	\$678,240	66.0%
Dec-2015	2,367	\$1,982,412	\$1,189,644	\$206,415	\$127,343	\$22,262	\$6,840	\$1,552,505	\$416,409	\$13,498	99.3%
Jan-2016	2,381	\$1,993,928	\$1,578,114	\$284,256	\$159,377	\$18,876	\$5,493	\$2,046,116	\$198,459	(\$250,647)	112.6%
Feb-2016	2,369	\$1,995,011	\$777,794	\$246,095	\$105,120	\$18,426	\$7,167	\$1,154,601	\$253,666	\$586,744	70.6%
Mar-2016	2,392	\$2,011,304	\$1,495,939	\$272,868	\$152,459	\$30,293	\$10,009	\$1,961,569	\$196,804	(\$147,069)	107.3%
Apr-2016	2,385	\$2,000,677	\$1,499,396	\$283,084	\$118,000	\$24,864	\$13,425	\$1,938,768	\$210,497	(\$148,589)	107.4%
May-2016	2,396	\$2,003,836	\$908,010	\$178,349	\$100,443	\$30,099	\$8,822	\$1,225,722	\$229,021	\$549,093	72.6%
Jun-2016											
TOTAL	26,083	\$21,883,770	\$12,932,605	\$2,761,010	\$1,540,681	\$347,199	\$106,936	\$17,688,432	\$2,496,852	\$1,698,486	92.2%
Average	2,371	\$1,989,434	\$1,175,691	\$251,001	\$140,062	\$31,564	\$9,721	\$1,608,039	\$226,987	\$154,408	92.2%
Prior Pd (11 month) Avg	2,321	\$1,874,677	\$1,227,812	\$344,798	\$137,280	\$31,612	\$10,344	\$1,751,847	\$214,070	(\$91,239)	104.9%
Change from Prior Pd	2.2%	6.1%	-4.2%	-27.2%	2.0%	-0.2%	-6.0%	-8.2%	6.0%	n/a	n/a
Prior Plan Year Avg	2,323	\$1,875,676	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$1,744,911	\$212,150	(\$81,385)	104.3%
Change from Prior PY Avg	2.1%	6.1%	-3.7%	-27.5%	3.9%	-1.9%	-10.1%	-7.8%	7.0%	n/a	n/a

(1) Includes COBRA contributions; (2) Medical claims include stop loss refunds; (3) Pharmacy claims include pharmacy rebates

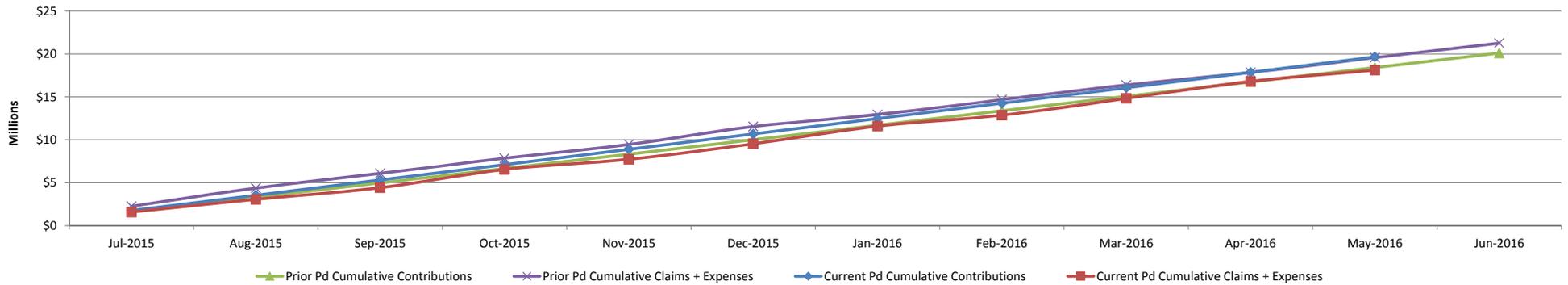


Medical claims during the current plan year to date are 8.8% below the medical claims of the same period in the prior plan year, and pharmacy claims are 18.4% below that of the prior same period of the prior year. The medical/pharmacy loss ratio has improved to 92.1% vs the prior plan year of 105.8%.

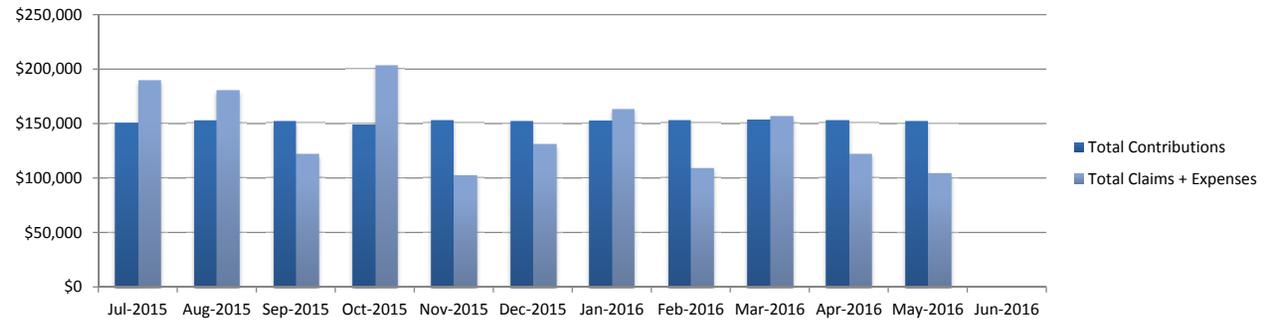


	Enrollment	Contributions ⁽¹⁾	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio	
			Premier	Basic Plus	HDHP	Medical	Pharmacy							
Jul-2015	2,342	\$1,766,631	\$680,304	\$428,357	\$57,522	\$1,166,182	\$222,972	\$0	\$0	\$192,019	\$1,581,173	\$185,458	89.5%	
Aug-2015	2,355	\$1,773,152	\$691,387	\$317,644	\$59,282	\$1,068,314	\$267,743	(\$26,838)	\$0	\$175,672	\$1,484,890	\$288,262	83.7%	
Sep-2015	2,355	\$1,796,278	\$428,796	\$321,243	\$138,708	\$888,747	\$285,963	\$0	(\$723)	\$181,244	\$1,355,231	\$441,047	75.4%	
Oct-2015	2,369	\$1,763,256	\$1,296,237	\$347,376	\$79,442	\$1,723,054	\$279,235	(\$45,720)	(\$25,573)	\$198,840	\$2,129,836	(\$366,581)	120.8%	
Nov-2015	2,372	\$1,791,166	\$490,908	\$196,975	\$22,086	\$709,970	\$260,327	\$0	\$0	\$209,811	\$1,180,108	\$611,058	65.9%	
Dec-2015	2,367	\$1,780,050	\$684,526	\$332,443	\$172,675	\$1,189,644	\$276,986	\$0	(\$70,571)	\$409,482	\$1,805,542	(\$25,492)	101.4%	
Jan-2016	2,381	\$1,790,764	\$699,461	\$702,818	\$175,834	\$1,578,114	\$284,256	\$0	\$0	\$191,499	\$2,053,869	(\$263,105)	114.7%	
Feb-2016	2,369	\$1,792,430	\$415,814	\$325,220	\$36,760	\$777,794	\$315,396	\$0	(\$69,302)	\$246,713	\$1,270,602	\$521,828	70.9%	
Mar-2016	2,392	\$1,807,535	\$834,235	\$543,430	\$118,274	\$1,495,939	\$272,868	\$0	\$0	\$189,809	\$1,958,616	(\$151,081)	108.4%	
Apr-2016	2,385	\$1,797,928	\$931,288	\$441,462	\$126,645	\$1,499,396	\$283,084	\$0	\$0	\$203,520	\$1,986,000	(\$188,072)	110.5%	
May-2016	2,396	\$1,800,741	\$598,927	\$242,701	\$66,381	\$908,010	\$344,699	\$0	(\$166,350)	\$222,010	\$1,308,369	\$492,372	72.7%	
Jun-2016														
TOTAL	26,083	\$19,659,930	\$7,751,885	\$4,199,668	\$1,053,611	\$13,005,163	\$3,093,529	(\$72,558)	(\$332,519)	\$2,420,620	\$18,114,235	\$1,545,695	92.1%	
Average	2,371	\$1,787,266	\$704,717	\$381,788	\$95,783	\$1,182,288	\$281,230	(\$6,596)	(\$30,229)	\$220,056	\$1,646,749	\$140,518	92.1%	
Prior Pd (11 month) Avg	2,321	\$1,674,705	\$697,408	\$551,064	\$47,326	\$1,295,797	\$344,798	(\$67,985)	\$0	\$207,212	\$1,779,823	(\$105,118)	106.3%	
Change from Prior Pd	2.2%	6.7%	1.0%	-30.7%	102.4%	-8.8%	-18.4%	-90.3%	n/a	6.2%	-7.5%	n/a	n/a	
Prior Plan Year Avg	2,323	\$1,675,621	\$707,744	\$534,369	\$46,105	\$1,288,218	\$346,113	(\$67,204)	\$0	\$205,291	\$1,772,418	\$1,470,330	105.8%	
Change from Prior PY Avg	2.1%	6.7%	-0.4%	-28.6%	107.7%	-8.2%	-18.7%	-90.2%	n/a	7.2%	-7.1%	n/a	n/a	

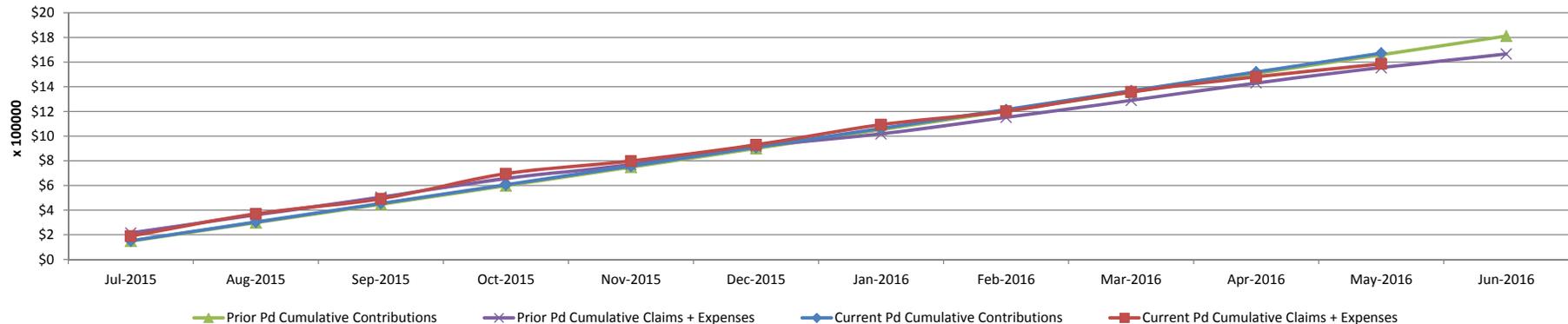
(1) Includes COBRA contributions



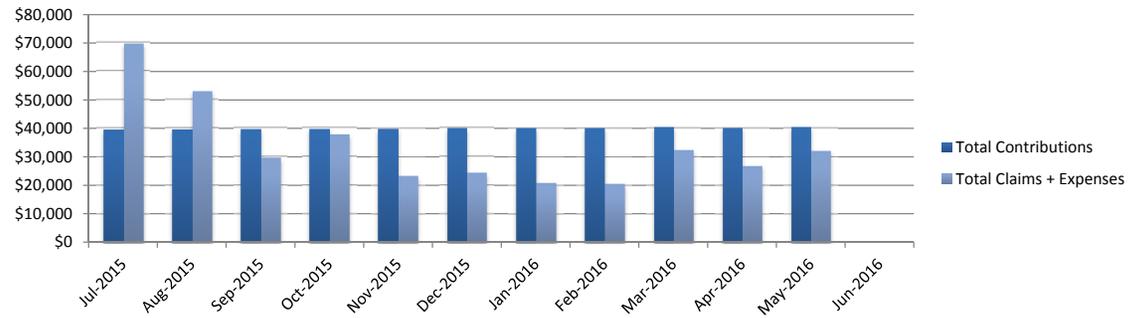
Total dental claims during the period July 2015 through May 2016 have increased 2.0% compared to total dental claims of the same period in the prior plan year, and increased 3.9% over the average during the 2014-2015 plan year. The loss ratio for the first eleven months of the current plan year is 94.8%.



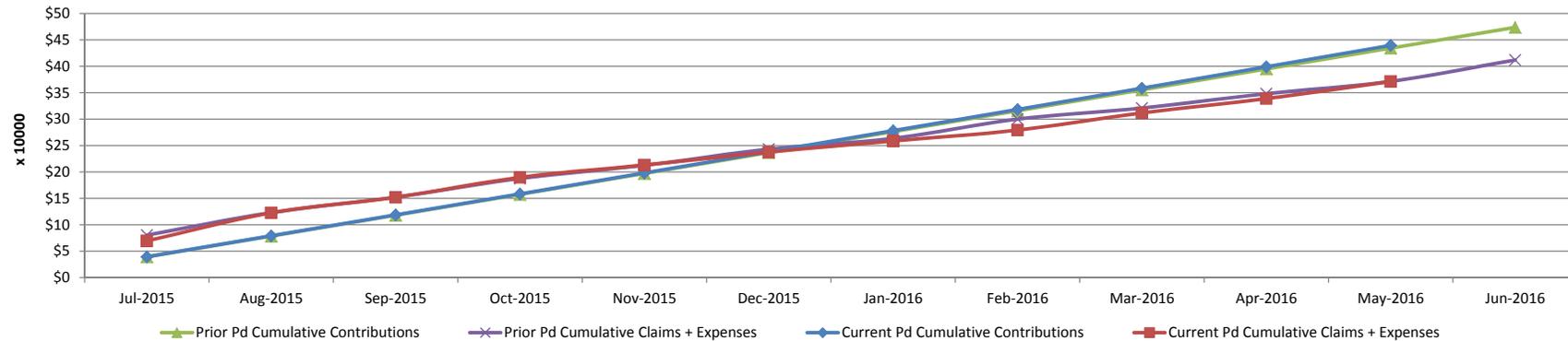
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2015	2,294	\$151,373	\$180,405	\$5,446	\$185,851	\$4,015	\$189,866	(\$38,493)	125.4%
Aug-2015	2,307	\$152,350	\$169,377	\$6,515	\$175,892	\$4,037	\$179,930	(\$27,580)	118.1%
Sep-2015	2,307	\$151,723	\$115,123	\$2,683	\$117,807	\$4,037	\$121,844	\$29,879	80.3%
Oct-2015	2,290	\$149,472	\$191,657	\$8,294	\$199,951	\$4,008	\$203,959	(\$54,487)	136.5%
Nov-2015	2,327	\$152,299	\$95,110	\$3,329	\$98,439	\$4,072	\$102,511	\$49,788	67.3%
Dec-2015	2,322	\$152,370	\$123,754	\$3,589	\$127,343	\$4,064	\$131,406	\$20,964	86.2%
Jan-2016	2,332	\$152,821	\$154,474	\$4,903	\$159,377	\$4,081	\$163,458	(\$10,637)	107.0%
Feb-2016	2,327	\$152,275	\$100,855	\$4,265	\$105,120	\$4,072	\$109,192	\$43,083	71.7%
Mar-2016	2,340	\$153,092	\$147,450	\$5,009	\$152,459	\$4,095	\$156,554	(\$3,462)	102.3%
Apr-2016	2,334	\$152,266	\$112,474	\$5,525	\$118,000	\$4,085	\$122,084	\$30,182	80.2%
May-2016	2,339	\$152,385	\$98,526	\$1,917	\$100,443	\$4,093	\$104,536	\$47,849	68.6%
Jun-2016									
TOTAL	25,519	\$1,672,426	\$1,489,206	\$51,475	\$1,540,681	\$44,658	\$1,585,340	\$87,086	94.8%
Average	2,320	\$152,039	\$135,382	\$4,680	\$140,062	\$4,060	\$144,122	\$7,917	94.8%
Prior Pd (11 month) Avg	2,298	\$150,850	\$132,081	\$5,198	\$137,280	\$4,022	\$141,301	\$9,548	93.7%
Change from Prior Pd	0.9%	0.8%	2.5%	-10.0%	2.0%	0.9%	2.0%	n/a	n/a
Prior Plan Year Avg	2,300	\$150,950	\$129,744	\$5,063	\$134,807	\$4,024	\$138,831	\$12,118	92.0%
Change from Prior PY Avg	0.9%	0.7%	4.3%	-7.6%	3.9%	0.9%	3.8%	n/a	n/a



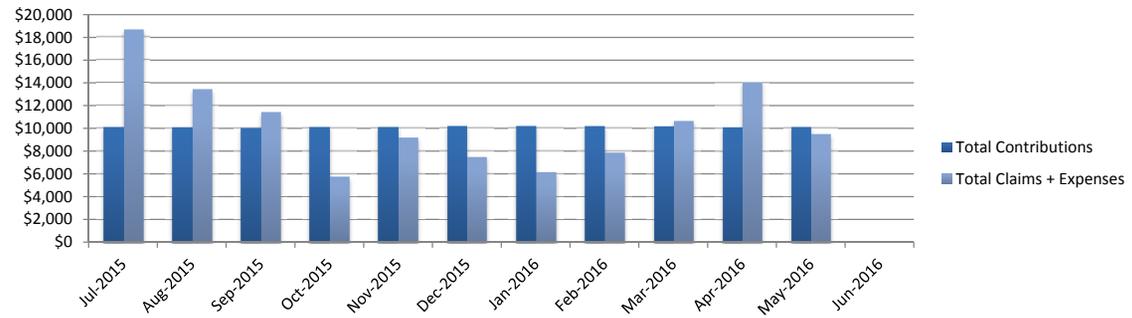
Vision claims during the current plan year to date are 0.2% below the vision claims of the same period in the prior plan year. The vision loss ratio has improved to 84.4% vs the prior plan year of 87.0%.



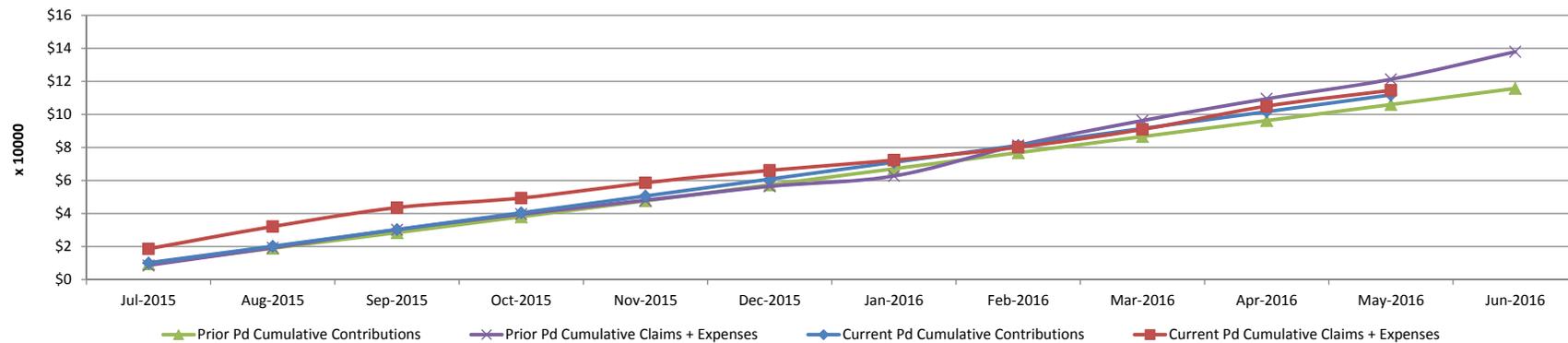
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2015	1,716	\$39,495	\$67,403	\$2,145	\$69,548	(\$30,053)	176.1%
Aug-2015	1,727	\$39,723	\$50,918	\$2,159	\$53,077	(\$13,354)	133.6%
Sep-2015	1,722	\$39,480	\$27,411	\$2,153	\$29,564	\$9,916	74.9%
Oct-2015	1,737	\$39,726	\$35,459	\$2,171	\$37,630	\$2,096	94.7%
Nov-2015	1,744	\$39,831	\$21,188	\$2,180	\$23,368	\$16,464	58.7%
Dec-2015	1,736	\$39,795	\$22,262	\$2,170	\$24,432	\$15,363	61.4%
Jan-2016	1,746	\$40,113	\$18,876	\$2,183	\$21,058	\$19,055	52.5%
Feb-2016	1,748	\$40,122	\$18,426	\$2,185	\$20,611	\$19,511	51.4%
Mar-2016	1,760	\$40,449	\$30,293	\$2,200	\$32,493	\$7,956	80.3%
Apr-2016	1,756	\$40,305	\$24,864	\$2,195	\$27,059	\$13,246	67.1%
May-2016	1,773	\$40,560	\$30,099	\$2,216	\$32,315	\$8,245	79.7%
Jun-2016							
TOTAL	19,165	\$439,599	\$347,199	\$23,956	\$371,155	\$68,444	84.4%
Average	1,742	\$39,964	\$31,564	\$2,178	\$33,741	\$6,222	84.4%
Prior Pd (11 month) Avg	1,725	\$39,486	\$31,612	\$2,156	\$33,768	\$5,718	85.5%
Change from Prior Pd	1.0%	1.2%	-0.2%	1.0%	-0.1%	n/a	n/a
Prior Plan Year Avg	1,724	\$39,462	\$32,163	\$2,155	\$34,318	\$5,144	87.0%
Change from Prior PY Avg	1.1%	1.3%	-1.9%	1.1%	-1.7%	n/a	n/a

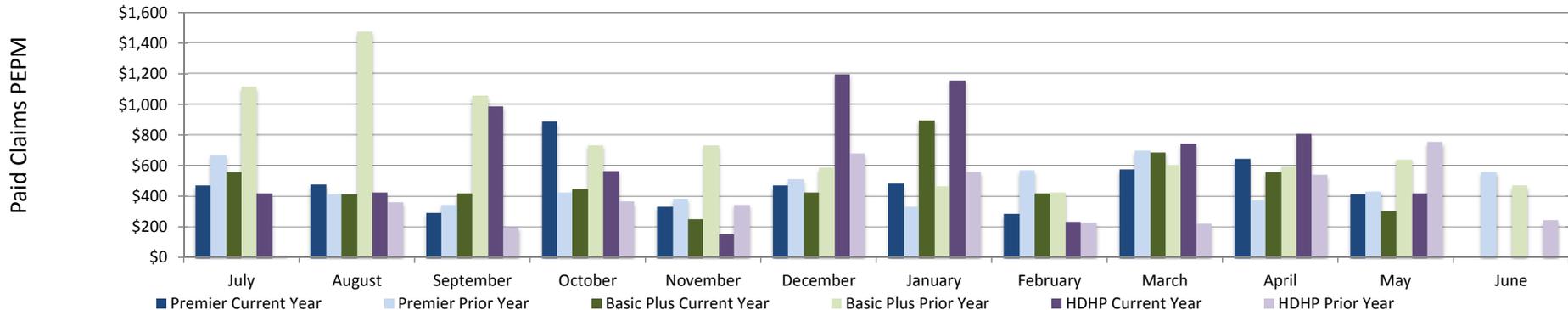


STD claims during the period July 2015 though May 2016 have decreased 6.0% compared to STD claims of the same period in the prior plan year. The overall loss ratio is now 102.5% -- a slight decrease from last month's report.



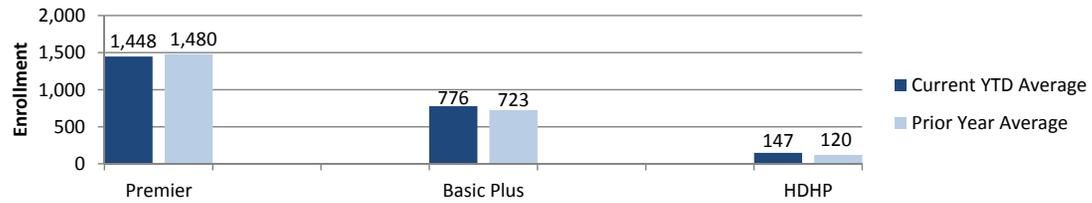
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2015	2,273	\$10,139	\$18,003	\$682	\$18,685	(\$8,546)	184.3%
Aug-2015	2,285	\$10,107	\$12,775	\$686	\$13,460	(\$3,354)	133.2%
Sep-2015	2,282	\$10,083	\$10,768	\$685	\$11,453	(\$1,370)	113.6%
Oct-2015	2,302	\$10,148	\$5,086	\$691	\$5,776	\$4,372	56.9%
Nov-2015	2,310	\$10,172	\$8,549	\$693	\$9,242	\$930	90.9%
Dec-2015	2,311	\$10,197	\$6,840	\$693	\$7,534	\$2,663	73.9%
Jan-2016	2,320	\$10,231	\$5,493	\$696	\$6,189	\$4,042	60.5%
Feb-2016	2,317	\$10,184	\$7,167	\$695	\$7,862	\$2,322	77.2%
Mar-2016	2,332	\$10,228	\$10,009	\$700	\$10,709	(\$481)	104.7%
Apr-2016	2,325	\$10,178	\$13,425	\$698	\$14,122	(\$3,945)	138.8%
May-2016	2,336	\$10,149	\$8,822	\$701	\$9,523	\$627	93.8%
Jun-2016							
TOTAL	25,393	\$111,815	\$106,936	\$7,618	\$114,554	(\$2,740)	102.5%
Average	2,308	\$10,165	\$9,721	\$693	\$10,414	(\$249)	102.5%
Prior Pd (11 month) Avg	2,266	\$9,636	\$10,344	\$680	\$11,024	(\$1,388)	114.4%
Change from Prior Pd	1.9%	5.5%	-6.0%	1.9%	-5.5%	n/a	n/a
Prior Plan Year Avg	2,267	\$9,644	\$10,814	\$680	\$11,494	(\$1,851)	119.2%
Change from Prior PY Avg	1.8%	5.4%	-10.1%	1.8%	-9.4%	n/a	n/a





	Premier	Basic Plus	HDHP
Current YTD PEPM	\$486.81	\$491.71	\$651.18
Prior Average PEPM	\$478.34	\$739.10	\$384.21
% Change	1.8%	-33.5%	69.5%

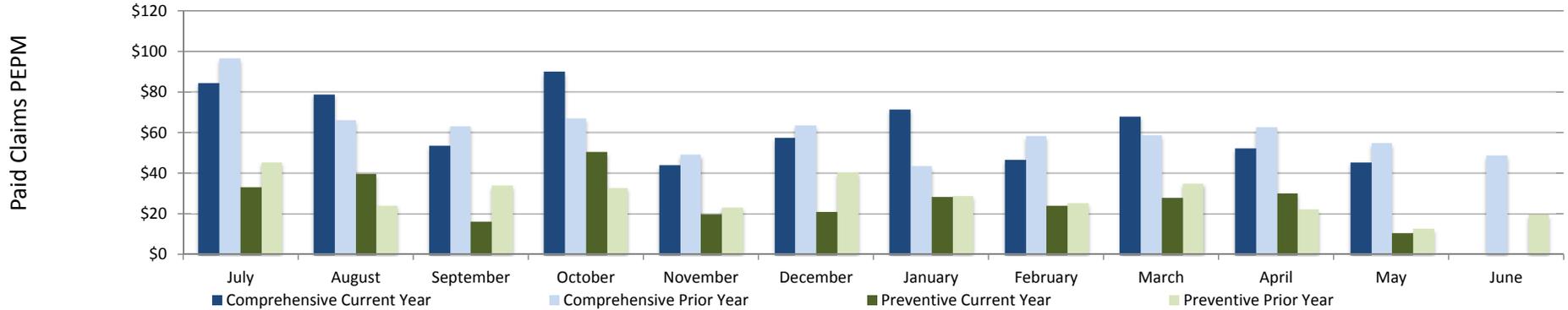
Minimal changes have occurred between the three medical plan offerings policy year over policy year in enrollment. The Basic Paid Claim PEPM has improved significantly for the new policy year. The HDHP appears to have some adverse experience occurring which is driving the claims up by 69.5% on average this policy year.



	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2015	1,443	762	137
Aug-2015	1,451	766	138
Sep-2015	1,449	766	140
Oct-2015	1,459	770	140
Nov-2015	1,460	771	141
Dec-2015	1,446	777	144
Jan-2016	1,446	783	152
Feb-2016	1,441	774	154
Mar-2016	1,445	789	158
Apr-2016	1,439	789	157
May-2016	1,445	794	157
Jun-2016			
Average	1,448	776	147
% of Total	61.1%	32.7%	6.2%
Prior Year Average	1,480	723	120
Change	-2.2%	7.4%	22.6%

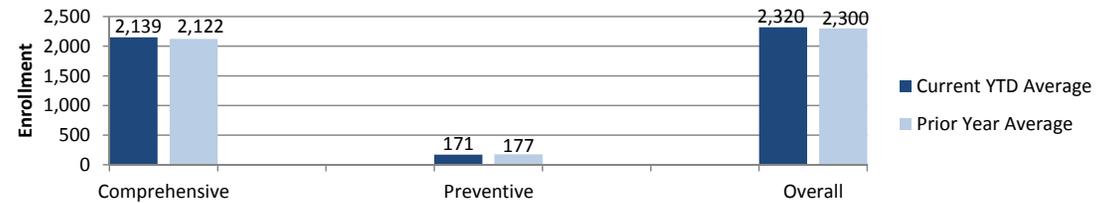


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

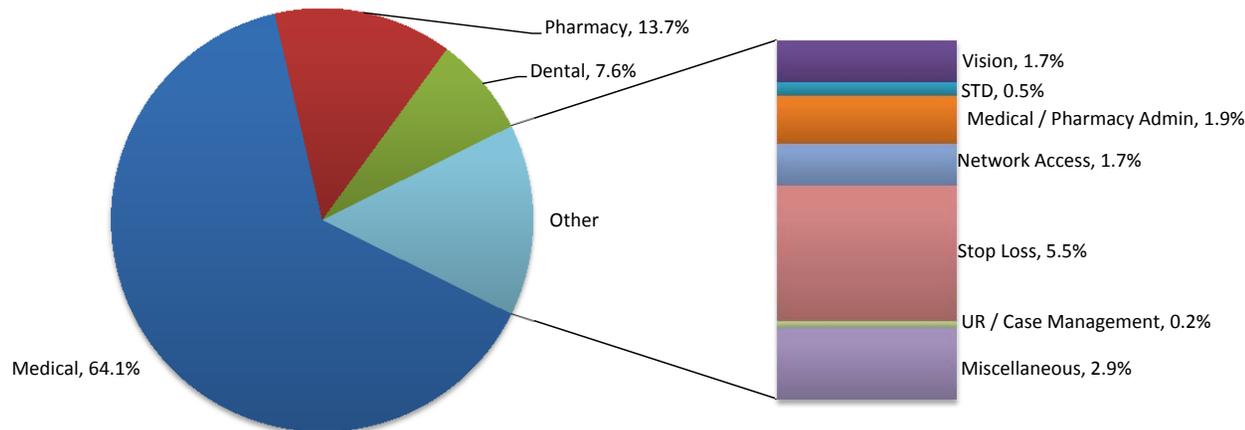
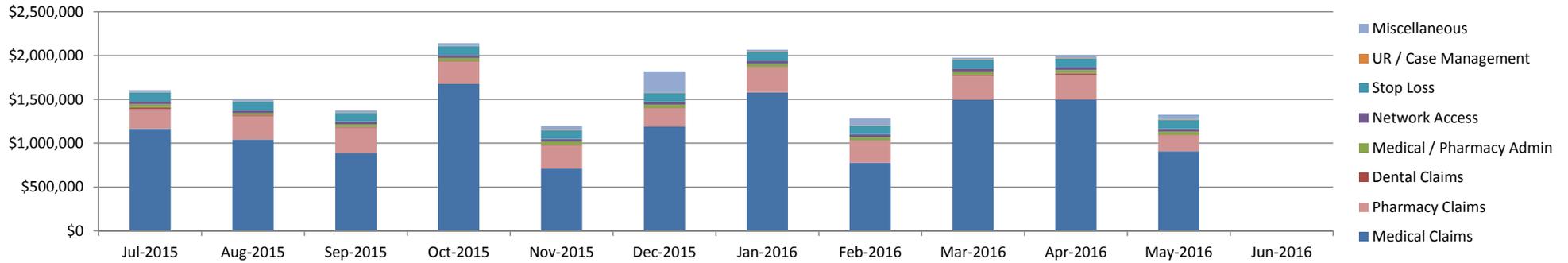


	Comprehensive	Preventive	Overall
Current YTD PEPM	\$62.99	\$27.42	\$60.37
Prior Average PEPM	\$61.13	\$28.58	\$58.62
% Change	3.0%	-4.0%	3.0%

Consistent with the prior plan year, most dental participants are enrolled in the Comprehensive plan option.



	Comprehensive	Preventive	Overall
Jul-2015	2,130	164	2,294
Aug-2015	2,143	164	2,307
Sep-2015	2,143	164	2,307
Oct-2015	2,126	164	2,290
Nov-2015	2,161	166	2,327
Dec-2015	2,154	168	2,322
Jan-2016	2,160	172	2,332
Feb-2016	2,152	175	2,327
Mar-2016	2,162	178	2,340
Apr-2016	2,152	182	2,334
May-2016	2,159	180	2,339
Jun-2016			
Average	2,149	171	2,320
% of Total	92.6%	7.4%	100.0%
Prior Year Average	2,122	177	2,300
Change	1.3%	-3.7%	0.9%

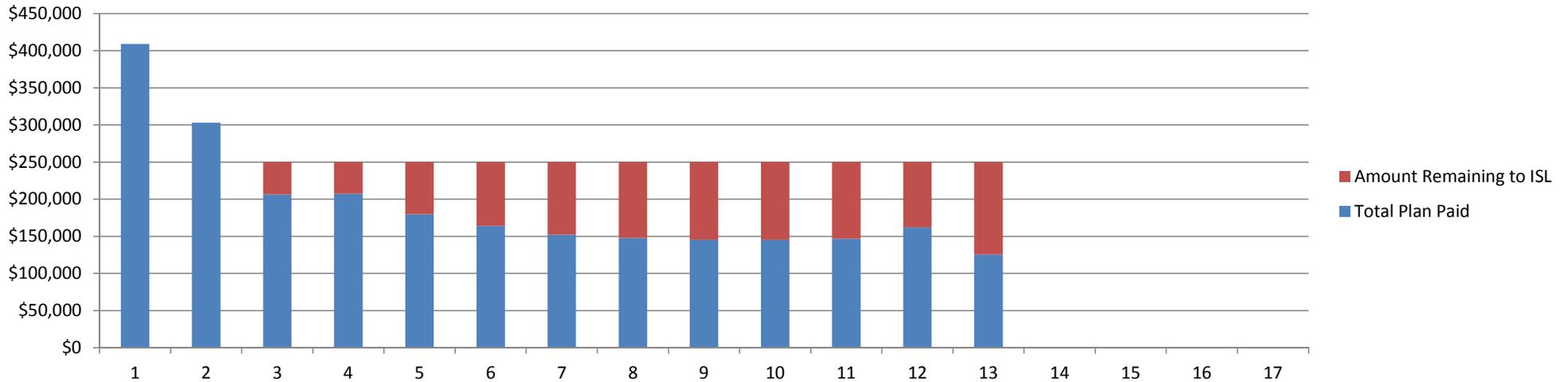


Overall experience has improved for the current policy year vs. the prior policy year for medical and pharmacy claims. Overall, the non-claim expenses are higher than the prior year, primarily due to the increased cost of Stop Loss.

	Medical Enrollment	Paid Claims					Non-Claim Expenses				
		Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Miscellaneous
Jul-2015	2,342	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$37,501	\$31,124	\$100,708	\$4,463	\$25,064
Aug-2015	2,355	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$21,007	\$31,100	\$100,682	\$4,461	\$25,302
Sep-2015	2,355	\$888,747	\$285,240	\$117,807	\$27,411	\$10,768	\$30,085	\$31,177	\$100,466	\$4,471	\$21,919
Oct-2015	2,369	\$1,677,335	\$253,662	\$199,951	\$35,459	\$5,086	\$37,791	\$31,336	\$101,009	\$4,494	\$31,079
Nov-2015	2,372	\$709,970	\$260,327	\$98,439	\$21,188	\$8,549	\$37,699	\$31,310	\$101,111	\$4,490	\$42,147
Dec-2015	2,367	\$1,189,644	\$206,415	\$127,343	\$22,262	\$6,840	\$37,903	\$31,429	\$101,807	\$4,507	\$240,764
Jan-2016	2,381	\$1,578,114	\$284,256	\$159,377	\$18,876	\$5,493	\$37,961	\$31,482	\$102,065	\$4,514	\$22,437
Feb-2016	2,369	\$777,794	\$246,095	\$105,120	\$18,426	\$7,167	\$37,929	\$31,416	\$101,819	\$4,505	\$77,997
Mar-2016	2,392	\$1,495,939	\$272,868	\$152,459	\$30,293	\$10,009	\$38,248	\$31,721	\$102,763	\$4,549	\$19,524
Apr-2016	2,385	\$1,499,396	\$283,084	\$118,000	\$24,864	\$13,425	\$38,194	\$31,681	\$102,493	\$4,543	\$33,587
May-2016	2,396	\$908,010	\$178,349	\$100,443	\$30,099	\$8,822	\$38,143	\$31,628	\$102,351	\$4,535	\$52,364
Jun-2016											
Average	2,371	\$1,175,691	\$251,001	\$140,062	\$31,564	\$9,721	\$35,678	\$31,400	\$101,570	\$4,503	\$53,835
PEPM Avg		\$495.83	\$105.85	\$59.07	\$13.31	\$4.10	\$15.05	\$13.24	\$42.84	\$1.90	\$22.70
Prior Plan Year Avg	2,323	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$34,071	\$30,276	\$86,662	\$4,308	\$56,833
PEPM Avg		\$525.71	\$149.02	\$58.04	\$13.85	\$4.66	\$14.67	\$13.04	\$37.31	\$1.86	\$24.47
% Change	2.1%	-5.7%	-29.0%	1.8%	-3.9%	-11.9%	2.6%	1.6%	14.8%	2.4%	-7.2%



Yavapai Combined Trust Claimants over \$125,000 through May 2016



Two claimants have exceeded the \$250,000 Individual Stop Loss deductible during the current plan year through May 2016.

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Active	Other Restrictive Cardiomyopathy	\$406,618	\$2,286	\$408,904
2	Terminated	Malignant Neoplasm Of Frontal Lobe	\$275,702	\$27,099	\$302,801
3	Active	Acute Lymphoblastic Leukemia Not Having Achieved Remission	\$206,462	\$0	\$206,462
4	Active	Sepsis, Unspecified Organism	\$206,079	\$1,393	\$207,472
5	Active	Critical Illness Polyneuropathy	\$179,732	\$0	\$179,732
6	Active	Sepsis, Unspecified Organism	\$163,345	\$588	\$163,933
7	Active	Persistent Atrial Fibrillation	\$152,069	\$0	\$152,069
8	Active	Persistent Atrial Fibrillation	\$146,605	\$1,013	\$147,618
9	Terminated	Nonrheumatic Mitral (Valve) Insufficiency	\$145,387	\$0	\$145,387
10	Active	Inflammatory Polyneuropathy, Unspecified	\$145,166	\$55	\$145,221
11	Active	Encounter For Antineoplastic Radiation Therapy	\$142,448	\$4,074	\$146,522
12	Active	Unspecified Asthma, Uncomplicated	\$138,385	\$23,710	\$162,096
13	Active	Encounter For Antineoplastic Radiation Therapy	\$125,160	\$242	\$125,402
14					
15					
16					
17					
Total			\$2,433,158	\$60,460	\$2,493,619
% of Medical/Rx Claims			15.5%	0.4%	15.9%



Yavapai Combined Trust Estimated Fund Balance



Calculation as of May 31, 2016

	Recommended Funding Policy	Fund Balance as of 5/31/16 ⁽⁴⁾
Estimated Expenses/Claims For One Month ⁽¹⁾	\$1,837,000	
	+	
Estimated Risk Corridor ⁽²⁾	<u>\$4,839,000</u>	
	=	
Total Estimated Fund Balance	<u>\$6,676,000</u>	
Total Equity		<u>\$11,944,622</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁽³⁾	\$2,166,000	
IBNR Liability		<u>\$2,381,000</u>
	+	+
Current Liabilities Other Than IBNR		<u>\$209</u>
	=	=
Total Recommended Reserves	<u>\$8,842,000</u>	
Total Liabilities and Equity		<u>\$14,325,831</u>
Reserve Surplus/(Shortage)	<u>\$5,483,831</u>	

(1) One month average claims and expenses based on 12 month period ending May 31, 2016.

(2) Based on 25% of total net paid claims for the past 12 months

(3) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2014 certification and paid claims during the 12 month period ending May 31, 2016.

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

IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ MEET DR. RON LISS
- ◇ NEW YCSA OFFICERS
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WELLNESS UPDATE
- ◇ YAVAPAI COLLEGE LIBRARY
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Hello Yavapai College Staff!

I hope everyone is having a great summer. In case you missed it, our new Vice President of Student Development and Instruction, Dr. Ron Liss, started with us on June 1. So, please join me in welcoming him and his family to Yavapai College and to our wonderful community!

On a more serious note, with the recent tragedies in Orlando and Dallas, it is imperative that we as a college are prepared in case the unthinkable were to happen here. Peter Oppenheim and YC's Emergency Management Department have been hard at work ensuring we as a college are prepared. I was fortunate enough to join a few other staff members in filming a video for how we will handle an active shooter situation. SPOILER ALERT: My evil twin portrayed the shooter. I was also fortunate enough to meet and interact with the amazing security and police staff who keep us safe, and I can honestly say that we are in good hands.

Finally, we would also like your feedback on how the new committee format has been working. Please contact your committee chair or an YCSA board member to express your comments and concerns and we will be sure to discuss them at our next board meeting.

See you on Convocation Day!

James Elphick, TRIO Veterans Upward Bound



Meet Dr. Ron Liss

YCSA: Do you have pets?

Dr. Liss: I have had pets most of my life. Currently, I have a three-year-old, 100lb+ puppy named Dundee. He is a mix, but mostly French Shepard.



YCSA: What is your favorite sport?

Dr. Liss: I am an avid sports fan and love soccer and baseball. I played soccer multiple days a week into my mid-forties until my knees gave up. I was recruited to play soccer in college, but never did.

YCSA: What is your favorite book?

Dr. Liss: I have no favorite, but constantly read novels on my Kindle.

YCSA: What is your favorite electronic device?

Dr. Liss: I am a techno-geek and have a love/hate relationship with technology. My favorite technology is the light switch that allows me to sleep at night.

YCSA: Do you prefer to go to the theater or a movie?

Dr. Liss: I love both, but the theater is much more relaxing and comfortable for me.

YCSA: Hike or bike?

Dr. Liss: Hike. See above. My knees don't do well with bikes.

YCSA: Have a Margarita or Pina Colada?

Dr. Liss: Marg for sure.

YCSA: Travel by plane, train, or automobile?

Dr. Liss: Yes. I have made several cross-country trips with my wife. However, I do all the driving by mutual consent. I don't recall even turning on the radio a single time. I have only occasionally traveled by train, but do enjoy it. Plane

(Continued on page 2)

Meet Dr. Ron Liss Continued

trips are usually for business. However, I do like the expediency and meeting friendly TSA agents. ☺

YCSA: Swim in a pool, lake or the ocean?

Dr. Liss: I'm loving the AZ ocean! I love the water. I was an avid swimmer in the pool and scuba dived for years.

YCSA: What does your perfect day look like?

Dr. Liss: Waking up to a Prescott sky with my faithful dog needing to go out. A peaceful walk enjoying the vistas both near and far. A relaxing lunch with my wife and dog continuing to enjoy the vistas. An afternoon visiting the areas attractions either indoors or out. A dinner with family and friends. Lounging with a good book or watching a sporting event.

YCSA: What is your favorite season and why?

Dr. Liss: I love spring as the weather warms, the hibernating plants come to life and the outdoor time becomes more plentiful. YC students are getting ready for graduation and moving on, high school students are preparing to start their next steps in life including YC.

YCSA: What is your favorite home cooked meal?

Dr. Liss: A good steak on the grill or a bushel of Maryland steamed crabs with a good glass of wine or a beer.

YCSA: What is your favorite sandwich?

Dr. Liss: A hot pastrami sandwich.

YCSA: If you could go anywhere in the world where would you go?

Dr. Liss: Exploration of the USA is my biggest interest. I like finding out-of-the-way places to meet locals and enjoy their special places.

YCSA: Where is the furthest you have ever traveled to?

Dr. Liss: New Zealand. I was lucky enough to host a high school student from there for a year and spent several weeks with her family as she prepared for her wedding.

YCSA: If you could go back in time, what year would you travel to?

Dr. Liss: I would love to see my parents as high school sweethearts.

YCSA: If you could have a drink with someone from history, who would it be?

Dr. Liss: Nicola Tesla.

YCSA: What is your biggest success up until now?

Dr. Liss: Watching both students and employees grow and become more successful. Both personally and professionally.

YCSA: What do you miss most from your childhood?

Dr. Liss: Playing soccer.

YCSA: What is something you have always wanted to do but have not?

Dr. Liss: Skydive ☺

New YCSA Officers

Congratulations to the newly elected YCSA Officers for 2016-18: Janice Soutee, Vice President; Fernando Diaz, Webpage Designer; and Jennifer Taylor, Secretary.

As Vice President, Janice will preside at meetings in the absence of the President and will assist the President as needed. Janice's YC story began many years ago as a freshman living in Marapai Residence Hall playing on the Women's Tennis Team and being a full-time student. After a 28-year career in corporate America, she returned to Prescott, with her husband Jay, to be closer to family. In 2011, she became the Bookstore Manager, which allowed her to interact daily with students, faculty and staff. She then moved into the role of YCF Coordinator which gave her the opportunity to support student scholarships, faculty development and other programs enriching both campus and community life.

Fernando, in the position of Webpage Designer, will be responsible for ensuring and updating information on the YCSA website. Fernando was born in West Valley, Utah and has lived in the Verde Valley for 19 years. He has been with YC for one year serving in the Answer Center at the Verde Campus. He is currently a certified EMT, as well as certified up to the operations level in Hazmat.

In the role of secretary, Jennifer will be responsible for taking minutes, keeping records and assisting the webpage designer as needed. Jennifer's first job at age 13 was here at YC teaching swimming lessons. Yes, she grew up in the same locker room down the hall from her current office in the Sciences, Health and Public Safety Division, Athletics, Physical Education & Recreation Department. Jennifer has been with the college over 20 years. She has five kids, six grandchildren and has been in Prescott almost 47 years.



Celebrating Our Employees

Welcome to our new employees and congratulations to those who transferred to new positions.

New Employees

Name	Department	Campus
Chorissa Karstens	Student Development	Prescott
Jennifer Zwak	Police Department	Prescott

New Positions/Status Changes

Name	Department	Campus
Sheri Denny	Purchasing	Prescott
Petra Bresee	Allied Health	Prescott

Wellness Update

What is wellness and why is it important? Wellness is a state of good physical and mental health maintained by proper diet, exercise and other healthy lifestyle habits. The YCT Wellness Program is a great opportunity for members to learn about wellness and increase their knowledge through a variety of activities such as seminars, fitness classes and other events. The program’s mission is, “To empower each employee to take control of their own health and wellness by making informed decisions everyday.”



YCT members can take a variety of activity classes offered by the college using their employee tuition waiver. Additionally, the pool and fitness center pass is offered to Yavapai College employees at half price (see website for pricing details). Wellness support is also offered through a variety of seminars offered by the Holman Group that address aspects of behavioral wellness. Information about the YCT Wellness Program and what it offers can be found at www.yctwellness.com. Check out the program’s Facebook page. Contact Paula Tomitz, YCT’s Wellness Coordinator, at 928-776-2238 or through email at paula.tomitz@yc.edu for any additional information.

Yavapai College Library

Stay connected to the Yavapai College Library over the summer, where resources for faculty and staff abound, whether your needs are work-related or personal. Have a passion? The YC library can help you delve more deeply into it. Don’t have a passion? The YC Library can help you discover one.

Traveling abroad this summer? The YC library can prepare you with language-learning tools. More and more languages are available all the time, online or in-person. With Mango languages available via the YC Library web site, you can record your voice to see how close you are getting to the proper pronunciation and accent.

Another reason travelers may want to visit the YC Library before hitting the road or the tarmac: the availability of multiple resource guides, such as the Lonely Planet and Rick Steve’s series, designed to help you plan your trip and steer you in the right direction once you get there.

A unique service of the YC Library for the savvy investor, or those aspiring to be savvy, is the Value Line investment research service. YC is the only county library to offer the service currently and it is available in hard copy to study, or to scan and take home.

Stay on top of everything that is new and different at the YC Library — displays, events, featured magazines and book reviews — by visiting the blog: Beyondthewall.yc.edu. To learn more about library services tailored specifically for YC faculty and staff, visit: <http://yc.libguides.com/facultyservices>.



YCSA Committee Updates

Professional Development

The Professional Development Committee last met in December 2015. The following items were discussed:

- YCSA does not have any funds for professional development training.
- Any specific trainings/workshops identified will need to go through HR approval and should meet the needs of whole ‘groups’ of staff, not just individual departments.
- Every department on campus has their own budget for Professional Development that they manage. If an employee wants to attend a workshop or training related to their specific area/departments needs or field, they can get approval from their supervisor to attend training.
- Kirsten Fanning attended the meeting and shared some information about what the college currently provides for staff professional development.:
 - ◊ First Friday Trainings
 - ◊ YC College Tuition Waiver
 - ◊ Roger Runyan Career Enhancement Scholarship
 - ◊ Wright Staff Development
 - ◊ Mountain States Employers Council (MSEC)
 - ◊ YC Executive Leadership Institute
- The committee identified the need for a Professional Development Needs Survey for Gap Analysis and as a general employee wish list.
- A concern was expressed that New Employee Orientation is lacking in each individual department and by the College (HR) as a whole.
- Committee members were interested in the committee facilitating cross-training within teams/ departments and possibly being able to ‘shadow’ staff from other departments to better promote ‘internal’ candidates within the college for position openings and succession planning.

Employee Benefits

The Employee Benefits Committee will meet next on August 3. If you have any ideas, questions, or concerns that you would like to bring to the Committee, please contact Daintry Donovan at ext. 2114.

YCSA Community Service

If you are interested in serving on this committee, please contact Daintry Donovan at ext. 2114. It’s a new year and a renewed start. We will also be starting up planning for Make A Difference Day on October 22, 2016.

Newsletter

The YCSA Newsletter Committee is only publishing one summer edition. Please look forward to more publications this coming academic year. If you have any suggestions for articles or topics you would like to see covered by the YCSA Newsletter, please let us know! Or if you would like to volunteer to be on the 2016-17 YCSA Newsletter Committee, we would love to have you! E-mail us at yca@yc.edu.

Social Events

The YCSA Social Committee has been busy planning what we are hoping will be a fun and exciting new event here at YC. Look for more information soon. Summer has only just arrived, but we have already locked in the dates for the Holiday Pot-Luck in December. It’s never too early to get on Santa’s calendar! If you would like to join our committee, please contact Katherine Anderson at ext. 2008.

YCSA Committees 2016

Administrative Governance	<i>Shar Jenniges, Chair</i>
Community Service	<i>Daintry Donovan, Interim Organizer/YCSA Board Liaison</i>
Employee Benefits	<i>Daintry Donovan, Interim Organizer/YCSA Board Liaison</i>
Newsletter	<i>Michelle Baker, Chair</i>
Professional Development	<i>Connie del Castillo, Interim Organizer/YCSA Board Liaison</i>
Service Excellence	<i>Shar Jenniges, Chair</i>
Social Events	<i>Katherine Anderson, Chair</i>
Welcoming Committee	<i>Connie del Castillo, Chair</i>

August 2016 College Highlights

Arts and Humanities

- **Dr. Mary Ann Clark**, Adjunct Professor of Comparative Religion, conducted a one-day workshop on June 30, 2016 on the Afro-Cuban religion of Santeria as part of the Chaplaincy Professional Training, Federal Bureau of Prisons at the National Corrections Academy in Aurora, Colorado.
- **Dr. Paul Ewing**, Professor of History, has garnered 5,369 views on YouTube for his lecture from the 2014 World War I Symposium titled, "All Quiet on the Eastern Front: The Untold History of Russia in World War I." View this amazing presentation at the following link: https://www.youtube.com/watch?v=a9_N5ylLoio

Business, Education and Social Sciences

- **Dr. Terry Lovell**, Professor of Business, who has for 16 years hosted a weekly radio show, KYCA TALKS, reports that he is in the process of interviewing all candidates for local elections on the radio show. Earlier in July, he interviewed Mary Beth Hrin and Noel Campbell with more candidate interviews to come. Also, one show a month, usually the first, is dedicated to Veterans' issues. In July, Lovell interviewed Matt Dobson, U.S. Army veteran and Arizona State Director for Concerned Veterans for America, regarding a crucial new legislative proposal, the "Caring for Our Heroes in the 21st Century Act."
- **Dr. Mike Davis**, Administration of Justice and Paralegal Studies Program Director, reports that he was recently approved to serve as peer reviewer for the American Association of Paralegal Education (AAfPE) publication, *The Paralegal Educator*. Peer reviewers provide detailed, written feedback to the editors on one to two articles per issue for consideration during the editing and revision process.

Career and Technical Education

- Twelve people from the YC Career and Technical Education (CTE) Division attended the annual Arizona CTE Summer Conference (ACTEAZ) in Tucson in late July. During the 5-day conference, there were sessions for instructors, administrative support, and administrators. The AZ Department of Ed recognized YC's strong Agriculture program at the conference. YC Agribusiness Instructors, **Justin Brereton** and **Marnee Zazueta** gave a 20-minute presentation on Chino Valley Agriculture programs to 80 high school agriculture instructors. Career Coach, **Jim Voska**, manned a booth at the event representing all CTE programs to instructors from around the state. Executive Dean, **Dr. James Perey**, was elected President of the Arizona Occupational Administrators Council (AOAC) and Associate Dean, **Dr. Karla Phillips**, was elected Vice President.
- YC had a great launch of summer Horticulture class 1 and 2. The students represented in the classes were a mixture of new and former students. Many

volunteers gave their time. The summer classes purpose was multifaceted. Marketing to prospective students, determining summer Agriculture class interest, and keeping our Agriculture production in full swing all while teaching the science of horticulture! Offering classes in Summer/Fall/Spring does a great service to the AG industry, our program's momentum, and our students. The other benefit is students can implement and maintain the production to have one semester's production seamlessly roll into the next.

Major accomplishments completed by students during summer classes:

- Planted two crops of 5,000 square feet sweet corn, beans and pumpkins for fall harvest in research garden.
- Planted a 2,000 square foot organic garden with 10 varieties of winter squash.
- Constructed a new high tech NFT (nutrient film technique) system.
- Nearly completed the production aquaponics system.
- Maintained and trellised the research orchard grafted apples and cold tolerant berries.
- Produced 500 larger shrubs and trees for spring plant sale.
- Completed summer flower propagation and plant-out for greenhouse color beds.
- Propagated 100 landscape plants via cuttings from successful campus xeric plants for continued plant-out and trials by the Fall Plant Bio class.
- Initiated propagation for fall semester's classes.
- Built a 100 square foot new organic straw bale production bed.
- Generated many blisters, sweat and tears while learning by doing at the Chino AG Campus! Photo of Straw Bale Garden below:



Computer Technologies and Instructional Support

- 25Live Specialist, **Alice Burroughs**, attended the 2016 Collegenet User Conference in Portland, OR from July 17th - July 20th. Alice was joined by ITS Administrative Assistant, **Gina Hutchison**, and Facilities Management District Office Manager, **Noel Shockley**, who also play a large part in the administration of 25Live at Yavapai College. The conference had over 500 attendees from all over the country, which provided a great opportunity for networking. Alice attended sessions about 25Live security, creating custom reports both within and outside of 25Live, and learned about a new 25Live interface with Ellucian Banner that will begin to be utilized by Yavapai College beginning in Spring 2017. The conference also provided an opportunity for additional one-on-one training with a Collegenet training specialist. See photo below:



- **Thatcher Bohrman**, Teaching & eLearning Support Manager, attended the InstructureCon Conference in Keystone, CO from July 19th – July 21st. Keynotes were given by nationally recognized educational innovators, Marc Prensky and Angela Maiers, as well as several Canvas Executives. Thatcher attended several sessions on technical and instructional design topics. Thatcher brought back excellent ideas for improving instruction and also learned techniques on how to maximize data retrieval and dissemination for the course management system.
- **Lisa Griest** and **Barb Churchill**, Library staff members, both received Service Excellence certificates from the YCSA.

Foundation Studies

- YC Student, **Bonnie Langlois**, was elected President of Phi Theta Kappa for 2016-17. Bonnie attended the Phi Theta Kappa international convention in Washington D.C. this past April. YC Student, **Brooke Lawrence** will serve as Vice President and **Cassie Fredericksen** will act as the Chapter Officer. These students are excited to start some new projects. They thank you for your continued support of their organization!

Sciences, Health & Public Safety

- The Arizona Community College Athletic Conference (ACCAC) has announced the 2016 Hall of Fame Class. This is the second class since the inception of the Hall of Fame in 2015. Former Yavapai College Athletics Director and Men's Basketball Coach, **Dave Brown**, was the sole Yavapai inductee in the first class.

In this second class, former baseball coach, **Gary Ward**, and current men's soccer coach, **Mike Pantalone**, were voted in from Yavapai.

Gary Ward pushed Yavapai College into the national spotlight with two National Championships in 1975 and 1977. While at Yavapai, Ward had an overall record of 240-83 and was named the NJCAA National Coach of the Year in 1975 and 1977. Ward started the baseball program at Yavapai in 1971 and departed Prescott after the 1977 Championship to take over the helm at Oklahoma State University where he had an overall record of 953-313-1. While in Stillwater, Ward's teams won 16 consecutive conference titles. He also led the Cowboys to 10 trips to the NCAA College World Series. Ward retired after the 1996 season and came out of retirement to become the head coach for two seasons at his alma mater, New Mexico State University, leading the Aggies to an NCAA World Series appearance. His overall coaching record at the NCAA level is 1,022-361-1, 24th best all-time wins in the NCAA record books.

Mike Pantalone's storied career at Yavapai College goes unprecedented. In his 27 year career at Yavapai College, Pantalone has developed the most successful Junior College soccer program in the nation. His teams have won 73 championships including seven national titles, 41 region and district crowns, and 25 ACCAC titles. He currently has the best winning percentage of any collegiate men's soccer coach (574-50-27/.902) and is the all-time leader in the JUCO ranks in wins. Pantalone has been honored with seven NJCAA National Coach of the Year awards and has been named the NSCAA national Coach of the Year five times. Moreover, Pantalone has been selected to the NJCAA Soccer Hall of Fame and has received numerous national awards for his contributions to soccer.

The recipients will receive their plaques via mail. Yavapai College will recognize all three recipients at the 2017 Yavapai College Hall of Fame Inductions on January 20, 2017. The 2017 inductees to the YC Hall of Fame will be announced in September.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

July 2016

Greetings from Facilities!

The July 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 Building 29 and Lifelong Learning Building 31 Renovations

The renovations are substantially complete and Lifelong Learning and REDC staff has returned to their respective buildings. Thanks to Ryan Gray and the PTSS team for installing new presentation technology in the conference rooms and classrooms and a big thanks to Facilities team members Jaime Hernandez, Mark Warren and James Crockett for assembling and installing all the furniture for both buildings.



Building 29 REDC/Lifelong Learning Joint Use Multi-Purpose Room



Building 29 Conference Room



Building 29 Reception



Lifelong Learning Student Gathering and Lounge Area



Building 31 Multi-Purpose Room

Prescott and Verde Valley Campus Wayfinding and Open Space

Wayfinding

Directional signage is being fabricated and installation will begin at the end of July for the Verde and Prescott campuses. This phase of wayfinding will be signage at parking lot entrances to the campus buildings.

This project is on a four year implementation schedule with the first phase set to begin this summer. Please see the PDF below for samples of wayfinding features along with proposed locations. Please note campus directories are still being edited for building content.



YC-DD_Directory_Ma
p_5-26.pdf



00_SLP_DID_01.pdf

Open Space

Work is under way with the first and third phase of open space projects at the Verde Valley Campus. This phase consists of the installation of pavers, concrete work, additional plantings and lighting for the Mabery Pavilion and will continue through the end of August.



Preparation for Pavers and Concrete Floor



Site Storm Water Drainage Improvements

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.

Allied Health/EMS/JTED Health Occupation Programs

Schematic design is underway as programming is coming to an end. Preliminary pricing is complete which will begin to solidify once the project moves into the final phase of design – construction document deployment.

The current plan is to move EMS to the second floor of Building 2 to be in close proximity to Nursing and construct a garage on the Prescott campus to house

ambulances and other EMS instructional equipment. Allied Health will move to the Prescott Valley Center 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 – Fall 2016
2. Prescott Valley Center Addition – Fall 2016 through Spring 2017
3. Building 2 Interior Remodel – Summer 2017
4. Prescott Valley Center Interior Remodel – Summer 2017
5. Move JTED from Centre Pointe to Prescott Valley – Summer 2017



Prescott Valley Center



Proposed Location for Center Expansion

Building 15 Renovation

Programming is nearing completion and the design team is planning on having preliminary concepts available to review at the end of July or early August. Stay tuned for campus announcements detailing an open house to come and review the team's progress.

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

Sedona Center Renovation

The second programming session was held in June to review options for the placement of programs related to Lifelong Learning and community use, culinary and performing arts. Programming will continue through July.

If the next phases of design go relatively quickly, construction could begin as early as January 2017. Stay tuned for more details as the design process unfolds.

CONSTRUCTION PROJECTS

CTEC Build-out and JTED Offices

Furniture is being moved in while landscaping occurs outside of the new space as the enclosure of the west patio to convert this space to faculty offices and a conference room.

Administrative space is being renovated for JTED with a completion date of July 28. JTED administration will begin to move into the CTEC space August 4.



Landscaping New Addition at CTEC – Grounds Team Jason Major and Sam Johnson



Framing of New JTED Administrative Offices at CTEC

Project Manager: James Crockett

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/Parking Lot Rehabilitation at Verde Valley Campus – Completion July 15, 2016
Buildings 29/30/31 Pavement Rehabilitation – Complete
CTEC Parking Lot Replacement – Completion July 29, 2016
Building 4 Roof Replacement – Complete

Building 7 Restroom/ADA Renovation – July 1 through August 31, 2016
Verde Building I Restroom Renovation – In Design
Building 7 Parking and Roadway Re-alignment – Summer 2017
Prescott Parking Lot Rehabilitation – Summer 2017
CTEC Restroom Upgrades – Fall 2016



Parking Lot and Building Access Grading at Building G



Verde Valley Campus Parking Lots 8 & 9



New Pavement, Fencing and Soil Stabilization East CTEC Parking Lot



CTEC Back Parking Lot



CTEC Phase 2 Demolition of Front Parking Lot

Michael Taylor Architects, Inc.
Project Manager: Bruce Hustedt

Haley Construction

FACILITIES MANAGEMENT NEW TEAM MEMBERS

There are no new team members to announce this month. There is an open position Manager, Custodial Services and Verde Valley Campus Custodian.

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.

Under Construction

Presenter : Patricia McCarver **Start Time :** 1:41 PM **Item No :** 15
Proposed By : Patricia McCarver **Time Req :** 20
Proposed : 3/23/2016 **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 Instruction and Student Development to Include: Vice President's Report; Faculty Senate Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

Details : Dr. Ron Liss, Vice President for Instruction and Student Development will present an update on the following:

- Dr. Liss will provide a report on his two months at Yavapai College and his observations since he has been here.
- Faculty Senate Update, Lori Isbell (for Dr. Selina Bliss, Faculty Senate President)
- Other Related Information

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 2:01 PM **Item No :** 16
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 3/23/2016 **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
Proposed By : Patricia McCarver
Proposed : 3/23/2016

Start Time : 2:11 PM
Time Req : 0
Item Type : Heading

Item No : 17

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
Proposed By : Patricia McCarver
Proposed : 3/23/2016

Start Time : 2:11 PM
Time Req : 5
Item Type : Monitoring & Decision

Item No : 18

Policy No.	Description	Ref No
4	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	560684

Description : Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION

Details : Policy 4.0 - Board/President Linkage

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

Attachments :

Title	Created	Filename
4.0 Compilation.pdf	Aug 01, 2016	4.0 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board Policies**

Policy 4.0 – Board – President Linkage

Compilation - August 2016

Board – President Linkage 4.0	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 2	NO 1
Comments: McCasland: We need to review and redefine the President's limitations and our governance system.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:16 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/23/2016

Item Type : Consent Item

Policy No.	Description	Ref No
4.7	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the Board shall be kept apprised of the President's schedule.</p>	560750

Description : Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION

Details : Policy 4.7 - President Succession

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

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

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

Attachments :

Title	Created	Filename
4.7 Compilation.pdf	Aug 02, 2016	4.7 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board-President Linkage Policies**

Policy 4.7–President Succession

Compilation - August 2016

<p>President Succession 4.7</p>	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President’s absence. The President’s whereabouts shall be available through the President’s executive assistant and known by the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the Board shall be kept apprised of the President’s schedule.</p>	
<p>Interpretation</p>		
<p>Is the interpretation reasonable?</p>	<p>YES 4</p>	<p>NO</p>
<p>Does the data show accomplishment of the interpretation?</p>	<p>YES 4</p>	<p>NO</p>
<p>Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?</p>	<p>YES 3</p>	<p>NO</p>
<p>Is this policy still relevant or useful to the Board?</p>	<p>YES 3</p>	<p>NO</p>
<p>Comments: Sigafoos: This policy was reviewed last year and I understood that we agreed to have the entire board be kept apprised of the President's schedule. The word, by the way, is apprised not appraised. I don't know how long it has been misspelled.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:17 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/23/2016

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 : 2:17 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 5/12/2016

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 : Report on District Governing Board Focus Forums - INFORMATION, DISCUSSION, AND/OR DECISION

Details :

Dennis Garvey, Dean for Lifelong Learning, will report on the Five (5) District Governing Board Focus Forums that were held February through April 2016.

At the November 9, 2015 District Governing Board meeting, the Board approved the forums as part of their Ownership Linkage Plan as follows:
Overview - Focus Groups are a tool the Yavapai College District Governing Board will employ to link with the owners of Yavapai College for feedback and comments in the development of the Ends Statements and the evaluations of the institution's advancement towards Ends.
Focus Groups will engage 6 to 8 participants for each 90 minute session led by a professional facilitator to learn the participants' preferences, recommendations, and insights related to the long term expectations and values of Yavapai College.

Participants to include:

- Students
- Superintendents
- Mayors
- Town Managers
- Business leaders
- Chamber of Commerce Representatives
- Economic Development Representatives

Location - municipality within each District based on College student enrollment population:

- District 1 (Prescott)
- District 5 (Prescott Valley)
- District 3 (Cottonwood)
- District 4 (Chino Valley)
- District 2 (Dewey)

Forum Questions:

- What do you value about YC?
- How does YC meet the educational, economic, and cultural needs of our communities?
- What do you believe will be the most significant challenges facing YC (higher education) in the next 5 years?
- Are there particular needs/issues you would like YC to address?

After the Focus Group:

- Compile a summary
- Analyze the summary
- Implement action items

Attachments :

No Attachments

Presenter : Patricia McCarver	Start Time : 2:37 PM	Item No : 22
Proposed By : Patricia McCarver	Time Req : 10	
Proposed : 3/23/2016	Item Type : Decision Item	

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

Description : Planning of September 2016 District Governing Board Retreat - INFORMATION, DISCUSSION AND/OR DECISION

Details : Board members will discuss the planning of the September 12, 2016 District Governing Board Retreat:

- Facilitator
- Proposed Topics
 1. Administrative Presentations - Environmental Scan and Pathways Project
 2. Recap of 2015-2016 Plan (Feedback; VVBAC; Focus Forums; Web Survey Questions; Community Outreach Communications; Open Call)
 3. Review of Yavapai College District Governing Board Ends Statements
 4. Ownership Linkage Plan
 - Proposal for 2016-2017 Plan (Community Outreach to address 2015 -2016 feedback)
 5. Board's Annual Calendar

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:47 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/23/2016

Item Type : Information Item

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

Description : Report from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION

Details : Chair McCarver will share information from the International Policy Governance Association (IPGA) Conference in Toronto, Canada on June 15 - 19, 2016.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:52 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/23/2016

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

Title	Created	Filename
VVBAC May 11 Minutes.pdf	Jun 16, 2016	VVBAC May 11 Minutes.pdf
VVBAC June Minutes.pdf	Jul 14, 2016	VVBAC June Minutes.pdf

Verde Valley Board Advisory Committee

Yavapai College
Verde Valley Campus - Building M, Room 137
601 Black Hills Drive, Clarkdale, AZ 86324

May 11, 2016

VVBAC Members present:

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

VVBAC Members absent:

Ms. Janet Aniol, D2 Unincorporated

DGB Members present:

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

College staff present:

Ms. Alexandra Helm, Administrative Coordinator, Verde Valley Campus

I. Call to Order

Chair Chevalier called meeting to order at 8:29 a.m. A quorum was present.

II. Approval of Meeting Minutes April 20, 2016

MOTION: On a motion from Member Garrison and second from Member King, minutes of April 20, 2016 were approved unanimously.

III. Member Updates

1. Report on our request for Representatives of College Marketing & Recruitment to meet with our committee – Al
 - DGB Filardo reported the request was denied at this time since the committee had already met with the marketing department.
2. Update on Sedona Culinary progress – Paul
 - Chair Chevalier handed out a Culinary and Hospitality document and gave an overview of the makeup of the two committees working on hospitality and culinary programs at the Sedona Center. He, additionally, reviewed the four questions and answers presented in the document.

ACTION: A proposal for a Big Park location to be used in advance of the use of the Sedona Center will be presented by Chair Chevalier at the next Culinary and Hospitality programs meeting.

3. Randy/Bill update on next Town Hall
 - Member Garrison reported summer travel may affect getting the Upper Verde community forum scheduled soon and suggested it should be held in either September or October. They will begin working on the town hall again in August.
4. Update on a proposal for the Committee to consider of a foundation model for the Verde Valley – Randy
 - Member Garrison reported it is a complex process; and, he needs to research in depth building the model. He would not be able to put together a template until a later time.

ACTION: A sub-committee will be formed to research developing a foundation, which will include DGB McCasland, DGB Filardo, Member Regner, and Member Garrison.

5. Member reports on various activities and information
 - Bill Regner reported President Wills made a presentation to the Clarkdale Town Council recently.
 - Member Garrison reported he attended a cabernet sauvignon release party recently at the SWC.
 - Member Regner reported there was a commentary in the Verde Independent today regarding college financial allocations for the Verde Valley.
 - Member Sandoval reported the Verde Valley graduation was very nice.
 - Member King reported the Camp Verde Town Council Mayor German, Councilor German, and Councilor Baker are working on scheduling another forum.
 - Member Garrison met with President Cheng for NAU with regard to teaching more in the Verde Valley, specifically in nursing. They indicated they are still pursuing the idea. And, he also spoke with Northern Healthcare board members who are also interested in more involvement with the nursing program.

ACTION: Chair Chevalier to add an agenda item - a possible recommendation that the college include a tribal blessing in their graduation ceremonies.

IV. Review of answer to draft questionnaire. AI will provide copies for our review.

DGB Filardo responded the response to the questionnaire is slow; and, the deadline for the questionnaire has been extended; He is continuing to forward responses to Staff Jones. The responses will be compiled and the compilation will be presented in August. DGB Filardo requests committee members to continue to send responses to him by June 8.

Chair Chevalier responded the committee will need copies of the responses for their July or August meeting. They will be sent out to the committee members in advance.

V. Possible recommendations to the Governing Board continued

6. Add a YCB End that at a minimum, X% of the money collected in the Verde Valley through taxes, tuition, fees and other means be spent on education in the Verde Valley in each Y year period.
 - After discussion, it was agreed to table this item to be addressed on another committee agenda in the future.
7. Possible recommendation(s) concerning the Sedona culinary arts and hospitality programs being developed.
 - Beyond the action noted in Item 5 under Member Updates, the committee agreed to leave the item on the agenda.
8. Separate administrative district
 - DGB Filardo reminded the committee that, at a previous board meeting, he had requested an independent consultant be hired to look at three different options regarding a separate administrative college.

MOTION: On a motion by Member Regner and a second by Chair Chevalier, add to the next VVBAC agenda the review of wording for a possible recommendation for a separate administrative college. The motion passed unanimously.

9. Possible upgraded recommendations to the College's latest 2015-2019 Strategic Plan response to our first 15 recommendations (see attached copy)
 - Chair Chevalier met with Executive Dean Perey yesterday and asked him to come to the next meeting to discuss the 16 recommendations. The committee agreed to meet on June 15th at the Sedona Center.

VI. Open Call

The following community members addressed the committee:

Ruth Marie Wicks, Clarkdale – Work with high school superintendents
Sandy Moriarty, Mayor of Sedona – Various
Bob Oliphant, Cottonwood – Expressed thanks to committee.

VII. Future Meeting Schedule

W June 8	8:30 a.m.	Changed to June 15, Sedona Center, Room 34
W July 13	8:30 a.m.	Possible location change to Village of Oak Creek-Member Fisher will advise by end of the week of specific location.
W August 10	8:30 a.m.	VVC, M-137
W Sept 14	8:30 a.m.	VVC, M-137
W Oct 12	8:30 a.m.	VVC, M-137
W Nov 9	8:30 a.m.	VVC, M-137
W Dec 14	8:30 a.m.	VVC, M-137

ACTION: Randy will look into either inviting representatives from Northern AZ Healthcare and NAU to a VVBAC meeting to discuss information on a partnership with the college regarding the nursing program or having a couple of VVBAC members go to Flagstaff for an introductory meeting.

VIII. Adjourn

MOTION: On a motion by Member Garrison and second by Member Regner, the meeting was adjourned at 10:29 a.m.

Verde Valley Board Advisory Committee

Yavapai College
Sedona Center, Room 34
4215 Arts Village Drive, Sedona, AZ 86336
June 15, 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
Ms. Lisa Sandoval, Yavapai-Apache Nation

DGB Members present:

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

College staff present:

Dr. James Perey, Executive Dean/Campus Executive Officer, Verde Valley Campus and Sedona Center
Ms. Alexandra Helm, Administrative Coordinator, Verde Valley Campus

1. Call to Order
Chair Chevalier called the meeting to order at 8:38 a.m. A quorum was present.
2. Approval of Meeting Minutes – May, 11, 2016
MOTION: On a motion from Member King and second from Member Fisher, minutes of May 11, 2016 were approved unanimously.
3. Member Updates
No updates
4. Update on Questionnaire Responses - Al Filardo
DGB Filardo stated for the record the DGB asked this committee to get answers to the survey from the community; however, they did not ask this committee to analyze the answers, but simply to gather the information that would be compiled and discussed at the DGB August meeting. To date, there have been about 73 responses; however, responses are missing from Members Aniol and Sandoval.

Additionally, DGB Filardo informed the committee of a DGB meeting agenda item from yesterday's meeting regarding ownership linkage (or how the DBG is linking with the taxpayers).

Referring to a handout, Ownership Linkage Plan Quarterly Update, DGB Filardo explained this document describes what the college is doing now to engage the owners. This also contains a summary feedback survey the population can complete in order for the DGB to do a better job of making decisions by hearing from various stakeholders. Therefore, the college has stepped forward to gather information to have a stronger ownership linkage from various stakeholders.

DBG Filardo had asked the DGB for stronger ownership linkage with the Verde Valley and to have an advocate for the Sedona Center and the VVC. It was announced at the DGB meeting James Perey will now report directly to the president and he is the Verde Valley Advocate.

Chair Chevalier stated VVBAC's fifth question on their survey is for the committee to do an analysis; it is

totally appropriate for the VVBAC to do this in order to work more effectively.

DGB Filardo stressed the importance of constantly reviewing the committee's mission. He suggested the committee focus on the three other Verde Valley areas – Village of Oak Creek, Yavapai-Apache Nation and Rimrock.

5. Future Suggestions for Agenda Meetings

Some possible items are:

- Discussion with the College's Marketing and Recruiting leaders

Vice Chair Regner and Member Garrison join meeting.

Chair Chevalier suggested the committee continue to request a presentation by the College's marketing and recruiting directors and asked for feedback from the committee.

DGB Filardo indicated that, although he was not speaking on behalf of the entire DGB, he believed the DGB may ask if it is necessary to have another presentation. He suggested if certain Verde Valley areas need enhanced focus from marketing and/or recruitment, then the committee should make this request of the Verde Valley Advocate, Dr. Perey.

- Northern Arizona Health Care Discussion regarding nursing in the Verde Valley
Chair Chevalier asked the committee if they wished to continue to have this on a future agenda item. After discussion, this item was tabled.

- Meeting with Verde Valley Superintendents of Schools to ask them for specific college class recommendations
Vice Chair Regner inquired as to whether the superintendents should be invited back to another committee meeting to help problem solve. Member King indicated he would be willing request to be added to a future Verde Valley superintendents' meeting agenda to provide an update as to VVBAC's progress. He would also let them know the VVBAC committee would like to invite them to a future committee meeting. Chair Chevalier added if any of the superintendents have specific suggestions they would like to make of the college, Member King should bring these back to the VVBAC. Vice Chair Regner suggested he join Member King at the superintendent's meeting.

ACTION: Member King and Vice Chair Regner will request to be added to a Verde Valley Superintendents' monthly agenda in the future.

Chair Chevalier suggested the committee consider asking the superintendents back for a presentation to a future VVBAC committee meeting. After discussion, this item was tabled until superintendents' open positions are filled.

- Meeting with Mayors to get their feedback
After discussion, this item was tabled until after the elections.
- Other?
Member Garrison inquired as to whether the committee should have an update on the Hospitality Culinary Programs update. Chair Chevalier responded Executive Dean Perey will provide an update at this meeting; and Chair Chevalier will continue to update the VVBAC committee on the progress at the Sedona Center until the details on the progress are such that the item warrants being placed on the VVBAC committee agenda.
- Vice Chair Regner requests the topics listed on recent past VVBAC agendas continued to be left on the agenda:

1. Add a YCB End that at a minimum, X% of the money collected in the Verde Valley through taxes, tuition, fees and other means be spent on education in the Verde Valley in each Y year period.
2. Possible recommendation(s) concerning the Sedona culinary arts and hospitality programs being developed.
3. Separate administrative district
4. Possible upgraded recommendations to the College's latest 2015-2019 Strategic Plan

Chair Chevalier agreed they should continue be on each agenda until they are permanently tabled or a recommendation to the DGB is voted upon by the VVBAC.

DGB Filardo requested the committee invite the Chair of the VACTE Board, Steve Dockery, to a VVBAC meeting.

ACTION: Vice Chair Regner will invite Steve Dockery to the September 14th VVBAC meeting to present from 9 to 10 a.m.

Member Aniol joins the meeting.

6. Executive Dean Perey's Presentation

Dr. Perey outlined his new responsibilities announced at the June DGB meeting yesterday.

Initially, Dr. Perey clarified for Vice Chair Regner his question pertaining to the strategic plan. Dr. Perey noted the Verde Valley strategic plan contains certain tasks that tie directly back to the VVBAC's recommendations that focus on access and sustainability. The Verde Valley strategic plan is very similar to the college's strategic plan, which Vice Chair Regner referenced in his question.

Dr. Perey discussed with the committee some of the recommendations (1 through 5) and how they tie directly back to the Verde Valley's strategic plan allowing for questions from the members throughout the conversation.

Due to the length of time taken to discuss each recommendation, Chair Chevalier asked Dr. Perey to continue the recommendation discussion on the August 10 VVBAC meeting. Dr. Perey agreed to return on August 10th.

Dr. Perey provided a review and update on the progress of programming plans at the Sedona Center.

7. Open Call

Dave Dahl – Verde Valley Forum update

8. Future Meeting Schedule

W July 13	8:30 a.m.	Vista Hall at The Collective Sedona (formerly Tequa) 7000 AZ-179, Sedona, AZ 86351
W August 10	8:30 a.m.	Yavapai College, Verde Valley Campus, M-137
W Sept 14	8:30 a.m.	Yavapai College, Verde Valley Campus, M-137
W Oct 12	8:30 a.m.	Yavapai College, Verde Valley Campus, M-137
W Nov 9	8:30 a.m.	Yavapai College, Verde Valley Campus, M-137
W Dec 14	8:30 a.m.	Yavapai College, Verde Valley Campus, M-137

9. Adjourn

MOTION: On a motion by Member Garrison and second by Member Fisher, the meeting was adjourned at 10:38 a.m.

Presenter : Patricia McCarver

Start Time : 2:57 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/23/2016

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 : 2:57 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/23/2016

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 : 3:02 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/23/2016

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 : Proposed Dates and Places of Future Meetings for Fiscal Year 2016 - 2017 - DISCUSSION AND/OR DECISION

Details : The Board will review the Proposed Dates and Places for Future Meetings for Fiscal Year 2016 - 2017.

The Board will review the annual meeting schedule and determine the necessity for District Governing Board Regular Meetings during the month of December.

Attachments :

Title	Created	Filename
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Aug 02, 2016	FY16-17- Proposed Dates and Places of Future Meetings.pdf

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	September 12, 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
Tour of Buildings 29 and 31	August 9, 2016, Tuesday, 3:15 p.m. Location: Prescott Campus – Buildings 29 and 31
Association of Community College Trustees (ACCT) Governance Institute for Student Success (GISS)	September 9, 2016 Location: Tempe, AZ
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 : 3:07 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/23/2016

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