

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

REGULAR BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 13, 2016
1:00 P.M.

Verde Valley Campus
Building M, Room 137
601 Black Hills Drive
Clarkdale, Arizona 86324

OurBoardroom™
your Policy Governance® Partner



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, September 13, 2016
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	628122
2	Call to Order - PROCEDURAL	0	1:00 PM	628123
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	628124
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	628125
5	Approval of August 9, 2016 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION	3	1:02 PM	628126
6	Adoption of Agenda - DECISION	1	1:05 PM	628127
7	OWNERSHIP LINKAGE - HEADING	0	1:06 PM	628153
8	Open Call - PROCEDURAL	30	1:06 PM	628132
9	Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION, AND/OR DISCUSSION	15	1:36 PM	648448
10	CONSENT AGENDA - HEADING	0	1:51 PM	628133

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of Report on Revenues and Expenditures - Month of August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:51 PM	628134
12	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:52 PM	628135
13	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:53 PM	628136
14	For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the Arizona Board of Regents, University of Arizona - RECEIPT, DISCUSSION AND/OR DECISION	1	1:54 PM	646915
15	For Consideration for Approval of the First Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION	1	1:55 PM	651277
16	For Consideration for Approval of the Intergovernmental Agreement Between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College - RECEIPT, DISCUSSION AND/OR DECISION	1	1:56 PM	658864
17	SHORT RECESS - PROCEDURAL	10	1:57 PM	628140
18	INFORMATION - HEADING	0	2:07 PM	628137
19	Information from the President to include Convocation; Verde Valley Post-Secondary Forum; President's Leadership Team (PLT) Retreat; Southwest Wine Center; College Highlights; Facilities Management News; Yavapai College Staff Association Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	2:07 PM	628138
20	Information from Instruction and Student Development to Include Faculty Senate Update; Student Recruitment Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION	25	2:22 PM	628139
21	Capital Improvement Plan Update - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:47 PM	659875
22	MONITORING REPORTS - HEADING	0	2:57 PM	628141
23	Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION	5	2:57 PM	628142
24	Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION	5	3:02 PM	628143
25	Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION	10	3:07 PM	636704
26	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:17 PM	628144
27	Review and Summary of the September 12, 2016 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION	15	3:17 PM	628145

Item No.	Item	Time Req.	Start Time	Ref No.
28	Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION	5	3:32 PM	659872
29	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION; DISCUSSION; AND/OR DECISION	5	3:37 PM	628146
30	OTHER INFORMATION - HEADING	0	3:42 PM	628149
31	Correspondence to the Board - RECEIPT	5	3:42 PM	628150
32	District Governing Board Dates and Places of Future Meetings for Fiscal Year 2016 - 2017 - DISCUSSION AND/OR DECISION	5	3:47 PM	628151
33	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:52 PM	628152

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/30/2016

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 : 3/30/2016

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 : 3/30/2016

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 : 3/30/2016

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

Item No : 4

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 3/30/2016

Item Type : Decision Item

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	558943

Description : Approval of August 9, 2016 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the August 9, 2016 Regular District Governing Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes - August9.pdf	Aug 16, 2016	Unapproved Regular Meeting Minutes - August9.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, August 9, 2016
1:00 PM
Prescott Campus - Rock House
1100 E. Sheldon Street
Prescott, Arizona**

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

Members Present:

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

Administration Present:

Dr. Penelope H. Wills, President

Absent:

Lynne Adams, Board Attorney

Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member McCasland.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff. Dr. Wills welcomed and introduced the new Yavapai College Chief of Police, Jerald Monahan.

5. Approval of the Minutes From the June 14, 2016 District Governing Board Regular Meeting - DISCUSSION AND DECISION (refer to Board agenda, pgs. 5-8)

Member Irwin moved, seconded by Member Filardo, to approve the Minutes from the June 14, 2016 District Governing Board Regular Meeting. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call - PROCEDURAL

The following owner addressed the Board: Ruth Wicks regarding the YC Mission.

9. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda items #11 and 12 as written. Motion carried unanimously.

Member Filardo moved, seconded by Member Sigafoos, to approve Consent Agenda item #10: Report on Revenues and Expenditures – June 2016 as written. Motion carried unanimously.

10. Receipt of Report on Revenues and Expenditures – Month of June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 11-20)

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 21-23)

The President reported compliance.

12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24-26)

The President reported compliance.

13. INFORMATION - HEADING - CONTINUED

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 (refer to Board agenda, pgs. 28-63)

Dr. Penny Wills reported on the following 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. Dr. Wills congratulated Sergeant Payne for coordinating and hosting the event.
- Post-Secondary Education International Network (PIN) Conference was held on July 9-16, 2016 with Dr. Wills

attending. Yavapai College was selected to attend the PIN Conference based of our partnership work, support of students' global education, and responsiveness to change. The common thread of the conference was the changing role and expectations of community colleges. Communities are viewing community colleges as a place to gather, converse, and develop skills to deal the rapid changes that are happening in their regions and across the globe.

- Executive Leadership Team (ELT) Retreat was held on June 21-22, 2016. The ELT discussion included the Regional Economic Development Center, Pathway Project, change management verses initiative fatigue, and studied the book *Immunity to Change*. The College will be moving forward on integrating change and the fundamental blocks of initiatives that have been put in place over the last three years, such as Executive Leadership Institution, Strategic Enrollment, Pathways, and more. Convocation Day will lead the charge for these changes and be a call for action to staff and faculty. The President's Leadership Team will continue the momentum with a two (2) day Retreat at the end of August.
- Convocation Day is scheduled for Monday, August 15, 2016.
- Dual Enrollment - All Dual Enrollment Intergovernmental Agreements approved at the June District Governing Board meeting. Per Member McCasland request, Dean Holbrook provided information on the College subsidies for Dual Enrollment and monies paid for instructional stipends.
- Verde Valley Executive Dean's Advisory Committee Update, Dr. James Perey, Executive Dean/Campus Executive Officer - Verde Valley. Dr. Perey reported that last year the committee assisted with Verde Valley 2015-2020 Strategic Initiatives. The committee did not meet over the summer but will reconvene this Fall with some new members. One of the main initiatives will be to increase the CTEC/vocational program opportunities in the Verde Valley, with a new partnership with Valley Academy for Career and Technology Education (VACTE). Another focus will be to increase community education programs in the Verde Valley. The Verde Valley Campus hosted 16 students in the Lead Program over the Summer semester with the majority of the students enrolling fulltime for the Fall semester.
- 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 – Yavapai College has been awarded a \$1.63 million grant from the U.S. Department of Education to fund the continuation of the Educational Talent Search program for the next five years.

15. Information from Instruction and Student Development to Include: Vice President's Report; Faculty Senate Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Dr. Liss provided a summary of his two months at Yavapai College. He emphasized the College is filled with wonderful, caring, passionate people that bring a variety of strengths at all levels. He will continue to build on the academic initiatives and moving forward to meet the community needs, develop partnerships, and quantify how the college serves and impacts the total population.
- Faculty Senate Update, Lori Isbell, Vice President Elect (for Dr. Selina Bliss, Faculty Senate President), reported faculty are currently preparing for Convocation Day to welcome the faculty back; looking forward to working with our new Vice President of Instruction, Dr. Liss; continuing to work on key projects that address recruitment and retention; and several faculty are participating on the pathway projects to specifically creating Areas of Interest as well as developing assessment for the programs.

16. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:55 p.m.; reconvened at 2:06 p.m.

17. MONITORING REPORTS – HEADING

18. Board Self-Evaluation of Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 65-66 and revised compilation handout)

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.

19. Board Self-Evaluation of Governing Board Policy 4.7 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 67-68 and revised compilation handout)

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.

20. OWNERSHIP LINKAGE - HEADING - CONTINUED

21. Report on District Governing Board Focus Forums - INFORMATION, DISCUSSION, AND/OR DECISION- (refer to Board agenda, pgs. 69-70 and handout)

Dennis Garvey, Dean for Lifelong Learning, reported on the Five (5) District Governing Board Focus Forums that were held February through April 2016. The Forums outcomes included:

- Challenges: political climate (funding), rapid change of expectations regarding program mix and delivery, and flexibility to address variety of community needs.
- Needs/Issues: make the system whole (settle east side concerns), assist students in finding work in our communities, and encourage citizens to better themselves through education.
- Values: economic driver in the region, programming flexible, support and enhance cultural enrichment, and programming across all ages.

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

Board members will hold a September 12, 2016 District Governing Board Retreat from 9:00 am to 4:00 pm as follows:

- Facilitator: Richard Stringham, Governance Coach

- Topics:

1. Administrative Presentation - Environmental Scan and Pathways Project
2. Recap of 2015-2016 Ownership Linkage Plan (Feedback from VVBAC; Focus Forums; web survey questions; community outreach communications; open call)
3. Review of Yavapai College District Governing Board Ends Statements
4. Proposal for 2016-2017 Ownership Linkage Plan (to include Community Outreach to address 2015-2016 feedback)
5. Board's Annual Calendar

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

Chair McCarver shared information from the International Policy Governance Association (IPGA) Conference in Toronto, Canada on June 15 - 19, 2016. Sessions were offered on new member training, ethical conduct, and educational hub (other Boards that lead educational institutes). IPGA is changing and will be moving away from the Carver Model while maintaining the policy governance philosophy and values. IPGA will be offering a training institute or a certification process to be a policy governance practitioner/consultant, in addition to quarterly training opportunities for Board members. The next conference will be held in San Diego, CA on June 22-24, 2017.

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

- Arizona Association for District Governing Boards (AADGB) – Member Sigafos reported next meeting will be September 8th prior to the ACCT Government Institute for Student Success session on September 9th.
- Verde Valley Board Advisory Committee – Member Filardo reported the next meeting is August 10, 2016. The committee has met the Board's deadline of gathering 70 responses to the ownership linkage questions. The committee is requesting that the Verde Valley Associate Dean position be selected from the Verde Valley area.
- Yavapai College Foundation – Chair McCarver reported that the next meeting is August 10, 2016.

25. OTHER INFORMATION - HEADING

26. Correspondence to the Board – RECEIPT

Correspondence received included: State of Arizona Office of the Auditor General RE: Annual Audit; 2016-2017 Yavapai College Performing Arts Center Schedule; and Osher Lifelong Learning Institute Fall Schedule.

27. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 82-83)

Member Filardo moved, seconded by Member McCasland, to revise the District Governing Board Annual Calendar to eliminate the December meeting with the option to call the Board into session if needed. Motion carried unanimously.

28. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 2:59 p.m.

Respectfully submitted:

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

Date: September 13, 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 :** 1
Proposed : 3/30/2016 **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 :** 1:06 PM **Item No :** 7
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 3/30/2016 **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

Start Time : 1:06 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 30

Proposed : 3/30/2016

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 : 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 the designated time.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/10/2016

Start Time : 1:36 PM
Time Req : 15
Item Type : Information Item

Item No : 9

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565
3.6.1	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	558884

Description : Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION, AND/OR DISCUSSION

Details : The Verde Valley Board Advisory Committee (VVBAC) has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. Mr. Paul Chevalier, Chair of the VVBAC, will provide an update of the committee's work.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 3/30/2016

Start Time : 1:51 PM
Time Req : 0
Item Type : Heading

Item No : 10

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 : 1:51 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/30/2016

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 August 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 second month of Fiscal Year 2016-2017 ending August 31, 2016 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Aug 2016 in Sept.pdf	Sep 07, 2016	Financial Update - Aug 2016 in Sept.pdf
Aug 2016 - Governing Board Budget Report.pdf	Sep 07, 2016	Aug 2016 - Governing Board Budget Report.pdf
August 2016_Summary.pdf	Sep 07, 2016	August 2016_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2016

FY2015-2016 Close and Audit

- The year-end close for FY2015-2016 is planned for November 2016.
- The auditors will begin their field work on October 17, 2016. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2016 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 FY2015-2016 will be presented to the Board in early 2017.

FY 2016-2017 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. Based on higher than average collections last fiscal year we expect collections to exceed the historical average.
- Tuition and fees is projected to come in below budget for the fiscal year based upon lower fall 2016 enrollment.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices. Auxiliary Enterprises are projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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

**For the Two Months Ended August 31, 2016
Fiscal Year 2016-2017**

District Governing Board

Fiscal Year 2016-17 Budget:

\$ 170,168

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 6,428	\$ 24,902	\$ 31,330	
Association of Community College Trustees	Membership Dues	5,239	-	5,239	
Deborah McCasland	Travel	405	-	405	
The Governance Coach	Consulting	-	5,000	5,000	
HF Group LLC	Binding	106	1,394	1,500	
Osborn Maledon PA	Legal Counsel	100	37,400	37,500	
Ourboardroom Technologies	Software Maintenance	6,250	6,250	12,500	
Sodexo Inc.	Food Supplies	142	4,858	5,000	
Studio G Multimedia	Board Meeting Broadcasts	-	-	3,000	
Supplies/Other	Various Vendors	86	-	86	
YC Printing Services	Printing	13	-	13	
				<u>101,573</u>	
<u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	168	4,832	5,000	
				<u>5,000</u>	
Remaining Budget - August 31, 2016					<u>\$ 63,595</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2016 - 16.7% of the Fiscal Year Complete

Fiscal Year 2016-2017

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 16/17 Budget</u>	<u>Percent of Budget</u>	<u>FY 16/17 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 5,727,584		\$ 5,727,584	\$ 34,538,200	16.6%	\$ 34,538,200	\$ -
Primary Property Taxes - Contingency	(25,000)		(25,000)	(150,000)	16.7%	(135,000)	15,000
Tuition and Fees	4,915,124		4,915,124	10,751,000	45.7%	10,751,000	-
Tuition and Fees - Contingency	(91,667)		(91,667)	(550,000)	16.7%	(430,040)	119,960
State Appropriations	200,050		200,050	800,000	25.0%	800,000	-
Other Revenues	48,559		48,559	442,900	11.0%	442,900	-
Interest Income	4,407		4,407	55,000	8.0%	55,000	-
Fund Balance Applied to Budget	345,000		345,000	2,070,000	16.7%	2,070,000	-
General Fund Transfer Out	(724,350)		(724,350)	(4,346,100)	16.7%	(4,346,100)	-
TOTAL REVENUES	10,399,707		10,399,707	43,611,000	23.8%	43,745,960	134,960

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 16/17 Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>	<u>FY 16/17 Budget</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 1,771,639	\$ 8,030,234	\$ 7,583,588	\$ 2,218,285	\$ 17,516,000	12.7%	\$ 17,340,840	\$ (175,120)
Academic Support	808,226	1,969,768	1,852,293	925,701	4,745,000	19.5%	4,650,100	(94,900)
Institutional Support	2,042,724	4,726,311	3,959,433	2,809,602	8,775,000	32.0%	8,643,375	(131,625)
Student Services	732,951	2,051,598	2,003,641	780,908	5,021,000	15.6%	4,945,685	(75,315)
Operation/Maintenance of Plant	875,715	2,674,661	2,155,698	1,394,678	6,270,000	22.2%	6,207,300	(62,700)
Scholarships	423,813	-	-	423,813	878,000	48.3%	878,000	-
Public Service	26,490	76,604	76,604	26,490	156,000	17.0%	153,660	(2,340)
Prop 301 Contingency	-	-	-	-	250,000	0.0%	-	(250,000)
TOTAL EXPENDITURES	6,681,558	19,529,176	17,631,257	8,579,477	43,611,000	19.7%	42,818,960	(792,000)
SURPLUS/(DEFICIT)				\$ 1,820,230	\$ -			

COMMENTS:

First quarter State Aid was received in August 2016.

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2016 semester being recorded. This will even out over the next few months.

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

Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licenses, IT maintenance, dues, etc.).

The Budget currently has a surplus of \$1,820,230.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2016 - 16.7% of the Fiscal Year Complete

Fiscal Year 2016-2017

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	\$ 3,766,108		\$ 3,766,108	\$ 11,805,000	31.9%
State Grants and Contracts	8,560		8,560	211,000	4.1%
Private Gifts, Grants and Contracts	113,318		113,318	783,000	14.5%
Proposition 301 Funds	230,200		230,200	675,000	34.1%
State Appropriation - STEM Workforce	193,600		193,600	774,400	25.0%
Fund Balance Applied to Budget	-		-	27,000	0.0%
Reimbursement Due	53,733		53,733	N/A	N/A
TOTAL REVENUES	4,365,519		4,365,519	14,275,400	30.6%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 166,601	\$ 581,261	\$ 487,526	\$ 260,336	\$ 2,814,600	9.2%
Academic Support	-	-	-	-	2,000	0.0%
Student Services	170,424	528,960	518,962	180,422	1,144,200	15.8%
Scholarships	3,747,515	-	-	3,747,515	10,202,600	36.7%
Public Service	28,101	87,270	87,270	28,101	112,000	25.1%
TOTAL EXPENDITURES	4,112,641	1,197,491	1,093,758	4,216,374	14,275,400	29.5%
SURPLUS/(DEFICIT)				\$ 149,145		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in August 2016.
Scholarships at 36.7% of budget due to fall 2016 financial aid awards being made.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2016 - 16.7% of the Fiscal Year Complete

Fiscal Year 2016-2017

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 16/17 Budget</u>	<u>Percent of Budget</u>	<u>FY 16/17 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 710,033		\$ 710,033	\$ 1,182,400	60.1%	\$ 1,182,400	\$ -
Bookstore Rental and Commissions	7,708		7,708	210,000	3.7%	200,000	(10,000)
Food Services Sales	2,770		2,770	33,000	8.4%	33,000	-
Vending	923		923	35,000	2.6%	35,000	-
Edventures	255,213		255,213	310,000	82.3%	310,000	-
Winery - Tasting Room	11,076		11,076	75,000	14.8%	75,000	-
Family Enrichment Center	88,646		88,646	582,300	15.2%	582,300	-
Public Services							
Community Events	43,552		43,552	479,000	9.1%	479,000	-
Regional Economic Development Center - Training	3,840		3,840	55,000	7.0%	55,000	-
Other Revenues							
Yavapai College Foundation	29,663		29,663	410,000	7.2%	410,000	-
Other	9,822		9,822	324,300	3.0%	324,300	-
Fund Balance Applied to Budget	-		-	100,000	0.0%	-	-
General Fund Transfer In	151,083		151,083	906,500	16.7%	906,500	-
Auxiliary Fund Transfer Out	(66,933)		(66,933)	(401,600)	16.7%	(401,600)	-
TOTAL REVENUES	1,247,396		1,247,396	4,300,900	29.0%	4,190,900	(10,000)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 16/17 Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>	<u>FY 16/17 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 18,143	\$ -	\$ -	\$ 18,143	\$ 171,900	10.6%	\$ 171,900	\$ -
Student Services	102,003	308,000	267,675	142,328	616,000	23.1%	616,000	-
Auxiliary Enterprises	489,689	493,545	409,479	573,755	1,528,700	37.5%	1,528,700	-
Public Service	142,339	402,605	341,917	203,027	819,000	24.8%	819,000	-
Facilities & Administrative Allocation Expense	177,549	-	-	177,549	1,065,300	16.7%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	929,723	1,204,150	1,019,071	1,114,802	4,300,900	25.9%	4,200,900	(100,000)
SURPLUS/(DEFICIT)				\$ 132,594	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to all of the fall 2016 semester room revenues being recorded. This will even out over the next few months. Edventures sales and related expenditures are ahead of budget due to the September 2016 Italy trip. Note, Edventures expenditures are part of Auxiliary Enterprises.

The Budget currently has a surplus of \$132,594.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2016 - 16.7% of the Fiscal Year Complete

Fiscal Year 2016-2017

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>		
REVENUES:							
Primary Property Taxes	\$ 1,441,142		\$ 1,441,142	\$ 8,690,300	16.6%		
Primary Property Taxes - Contingency	(7,500)		(7,500)	(45,000)	16.7%		
Yavapai College Foundation Donation	-		-	50,000	0.0%		
Investment Income	2,840		2,840	15,000	18.9%		
Other	-		-	20,000	0.0%		
Fund Balance Applied to Budget	918,100		918,100	918,100	100.0%		
General Fund Transfer In	333,333		333,333	2,000,000	16.7%		
TOTAL REVENUES	2,687,915		2,687,915	11,648,400	23.1%		
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
Preventative Maintenance		\$ 92,049	\$ 1,128,653	\$ -	\$ 1,220,702	\$ 3,028,000	40.3%
Unplanned Maintenance		19,254	41,329	-	60,583	400,000	15.1%
Capital Improvement Projects		165,267	1,639,876	-	1,805,143	5,549,300	32.5%
Equipment		89,010	253,503	-	342,513	2,072,400	16.5%
Furniture and Fixtures		3,730	11,573	-	15,303	250,000	0.7%
Library Books		(37)	74,572	-	74,535	98,700	29.8%
Operating Contingency		-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES		369,273	3,149,506	-	3,518,779	11,648,400	30.2%
SURPLUS/(DEFICIT)					(830,864)	-	

COMMENTS:

The Budget currently has a deficit of \$830,864 as a result of several significant projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2016 - 16.7% of the Fiscal Year Complete

Fiscal Year 2016-2017

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	\$ 824,988		\$ 824,988	\$ 4,974,800	16.6%
Secondary Property Taxes - Contingency	(5,000)		(5,000)	(30,000)	
Investment Income	1,499		1,499	10,000	15.0%
General Fund Transfer In	239,933		239,933	1,439,600	16.7%
Auxiliary Fund Transfer In	66,933		66,933	401,600	16.7%
Fund Balance Applied to Budget	21,867		21,867	100,000	21.9%
TOTAL REVENUES	1,150,220		1,150,220	6,896,000	16.7%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 715,833	\$ -	\$ 715,833	\$ 4,295,000	16.7%
Interest Payments	-	126,133	-	126,133	756,800	16.7%
Pledged Revenue Obligations						
Principal Payments	-	170,833	-	170,833	1,025,000	16.7%
Interest Payments	-	69,100	-	69,100	414,600	16.7%
Revenue Bonds						
Principal Payments	-	50,000	-	50,000	300,000	16.7%
Interest Payments	-	16,933	-	16,933	101,600	16.7%
Bank Fees	1,300	-	-	1,300	3,000	43.3%
TOTAL EXPENDITURES	1,300	1,148,832	-	1,150,132	6,896,000	16.7%
SURPLUS/(DEFICIT)				88	-	

COMMENTS:

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

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

Presenter : Patricia McCarver

Start Time : 1:52 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/30/2016

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 Limitation 2.3.1 - Budget Deviations - August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Policy 2 3 1_Aug in Sept.pdf	Sep 07, 2016	Policy 2 3 1_Aug in Sept.pdf

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

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

President’s Interpretation:

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

Supporting Evidence:

Source: Monthly Revenue and Expenditure Financial Reports

General Fund



For the two months ended August 31, 2016, the General Fund has a surplus of \$1,820,000. This is primarily the result of tuition and fee revenues for the fall 2016 semester.

For the fiscal year ended June 30, 2017, General Fund revenues are projected to be below budget by \$135,000 and expenditures are projected to be under budget by \$792,000, resulting in a net surplus of \$657,000 — a 1.5% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2017, the Auxiliary fund is projected to be within budget.

Unexpended Plant Fund



- For the two months ended August 31, 2016, the Unexpended Plant Fund has a deficit of \$830,900 due to a significant amount of Preventative Maintenance and Capital

Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2017, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of August 31, 2016, the Restricted Fund has a small surplus and is expected to be below budget for the fiscal year.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the two months ended August 31, 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 : 1:53 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/30/2016

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

Details : Executive Limitations 2.3.2 - Reserves

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

Attachments :

Title	Created	Filename
Policy 2.3.2_Aug in Sept.pdf	Sep 07, 2016	Policy 2.3.2_Aug in Sept.pdf

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

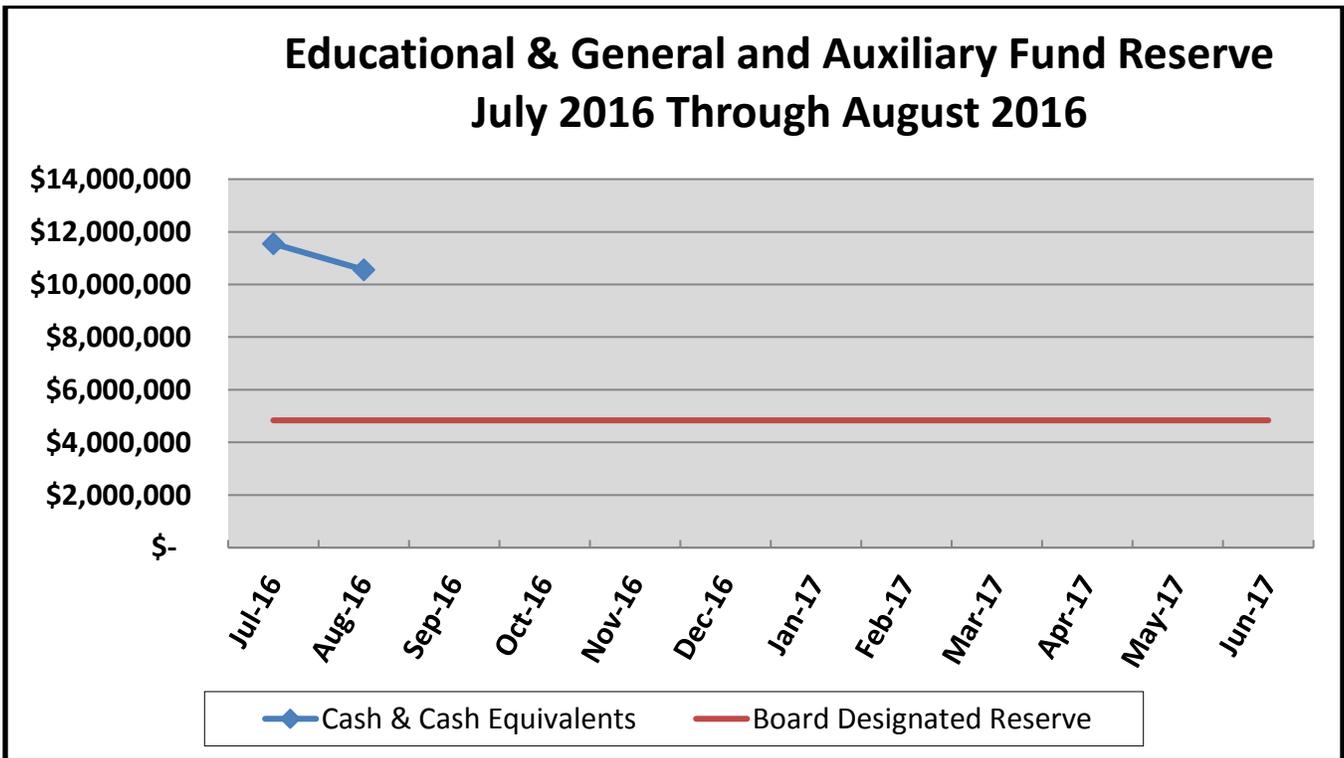
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

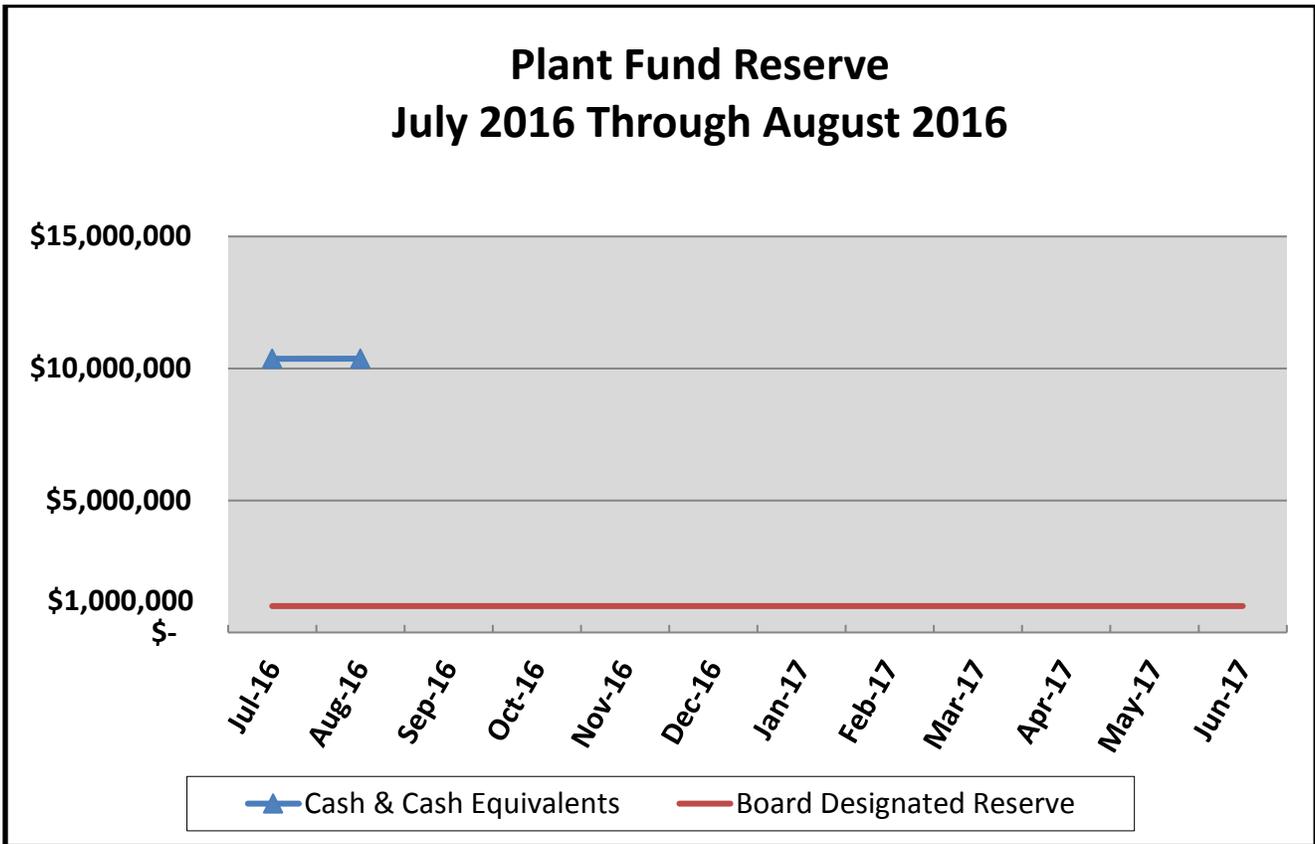
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves for more than a three-month period, below the 10% of the operating budgets and/or the Plant Fund Reserves below \$1 million, the college must seek Board approval. In the request, the administration must include in this budget adjustment request a realistic recovery plan to stabilize the reserves.

Supporting Evidence:

Source: Banner Finance



For the period July 1, 2016, through August 31, 2016, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2016, through August 31, 2016, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of August 31, 2016, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$9,372,000.

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 : 1:54 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/3/2016

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 : For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the Arizona Board of Regents, University of Arizona - RECEIPT, DISCUSSION AND/OR DECISION

Details : For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Arizona Board of Regents, University of Arizona (UA) for access and use of portions of the UA's Cracchiolo DK Ranch property and structures, located at 225 S. Merritt Ranch Road, Cornville, AZ. The IGA allows Yavapai College access to the property for non-commercial research and education activities. No exchange of funds is contemplated for the initial term of the agreement. The agreement will continue for a period of one (1) year and automatically renew each year thereafter for up to four (4) additional one (1) year periods, unless terminated by either party ninety (90) days prior to renewal. Renewals may extend through June 30, 2021.

Attachments :

Title	Created	Filename
IGA with UofA Cracchiolo DK Ranch.pdf	Sep 06, 2016	IGA with UofA Cracchiolo DK Ranch.pdf



INTERGOVERNMENTAL AGREEMENT

BETWEEN

THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA

AND

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

The parties to this Intergovernmental Agreement (“Agreement”) are The Arizona Board of Regents, University of Arizona, hereinafter “UA”, and Yavapai County Community College District, hereinafter “AGENCY”, and referred to collectively hereinafter as the “Parties”.

AUTHORITY

UA and AGENCY are authorized to enter into this Agreement pursuant to the Provisions of A.R.S. §11-952, §15-1625(B)(2) and §15-1444(B)(4).

PURPOSE

The purpose of this Agreement is to grant AGENCY a non-exclusive license for access and use of portions of the UA’s Cracchiolo DK Ranch property and structures (“Property”), located at 225 S Merritt Ranch Road, Cornville, Arizona, pursuant to the terms and conditions set forth below and in attached Exhibits, as may be amended to the Agreement from time to time by the Parties.

DURATION

This Agreement shall commence on the date of last signature by the Parties and continue to for a period of one (1) year. The agreement shall renew automatically each year thereafter for up to four (4) additional one (1) year periods unless terminated ninety (90) days prior to such annual renewal by either party. Renewals may extend this agreement through June 30, 2021.

FUNDING

For the initial term of this agreement, AGENCY and UA contemplate no exchange of funds.

RESPONSIBILITIES OF UA:

1. UA grants to AGENCY, access to the Property for the purposes of non-commercial research and education activities, as further described in attached Exhibits.

RESPONSIBILITIES OF AGENCY

1. For AGENCY’s expected use for an academic semester (a use typically greater than 15 days in duration), AGENCY shall give UA’s Resident Director thirty (30) days notice of the need to

access the Property. AGENCY shall not access the Property without notification to UA's Resident Director prior to each use. AGENCY shall identify to UA the following:

- a. The name of the activity;
 - b. The nature, purpose and location on the property of the activity;
 - c. The start and end date(s), and start and end time(s) of AGENCY's use each day;
 - d. The name of AGENCY representative(s) in charge of the access activity, including title, date of birth and direct contact information;
 - e. The names, titles, and date of birth of each person who will be onsite for the duration of the activity, and if minors, their parent(s) or guardian(s) direct contact information; and
 - f. Any pre-visit needs or requirements of the AGENCY.
2. For AGENCY's spontaneous use (a use typically 15 days or less in duration), AGENCY shall give UA's Resident Director five (5) days notice of the need to access the Property. AGENCY shall identify to UA the same information in 1. a. to 1.f. above.
3. To avoid any conflict with any other research and education activities occurring on the Property, UA reserves the right to reject, postpone or cancel the AGENCY's access to the Property for any reason. UA will endeavor to give AGENCY advance notice of such adverse action as soon as it comes to UA's attention.
4. AGENCY agrees to abide by its own adopted policies and procedures for the protection of minors that AGENCY may have on the Property. AGENCY shall provide a copy of such policies and procedures for UA's review and acceptance. AGENCY's policies and procedures shall meet or exceed UA's Interactions with Non-enrolled Minors Policy: <http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>, including but not limited to:
- a. Background checks of all potential AGENCY employees who will be on the Property during AGENCY's use who will be over the age of 18;
 - b. No unsupervised contact: No one-on-one adult contact with a minor unless such contact is both unavoidable and in full view of other adults and/or children, nor facilitate or allow that situation to occur with any other adult/minor.
 - c. Any AGENCY employee is a mandatory reporter and if they suspect abuse of a minor, they should call 9-1-1- immediately to report the suspected abuse to the nearest police, and inform the UA's Resident Director or onsite Caretaker.
 - d. Take such steps as are appropriate under the circumstances to immediately separate the minor from the threat.
 - e. Take steps to prohibit anyone whose conduct has resulted in a report under this section from having any further contact with minors until it receives suitable assurances that the individual whose conduct resulted in the report has been absolved of any wrongdoing.

5. While on the Property, AGENCY agrees all activities will adhere to all applicable regulatory and accreditation requirements and ABOR and University of Arizona policies, including, but not limited to, the Animal Welfare Act, Animal Welfare Regulations, Public Health Service Policies, AVMA Council on Education, and the Association for the Assessment and Accreditation of Laboratory Animal Care, International.
6. AGENCY's activities shall not hinder or disturb The Steele Foundation's Visitors Right of Entry to Oak Creek.
7. AGENCY agrees to exercise due care in the use of the Property, and at the end of their scheduled use to return the Property in as good a condition or better as when received. AGENCY agrees be responsible for AGENCY damages occasioned to the Property and equipment and furnishings contained therein, by reason of the AGENCY's use and occupancy thereof.

STATE OBLIGATION

The Parties recognize that the performance of both Parties may be dependent upon the appropriation of funds by each Party's governing, legislative authority. Should the Legislature in the case of the UA or the Governing Board in the case of AGENCY fail to appropriate the necessary funds or if either Party's applicable appropriation is reduced during the fiscal year, the Party that is subject to the reduced or eliminated funding may reduce the scope of this Agreement if appropriate or cancel this Agreement without further duty or obligation. Each Party agrees to notify the other Party as soon as reasonably possible after the unavailability of said funds comes to its attention.

TERMINATION

This Agreement may be terminated by either party with ninety (90) days written notice to the other party. In the event early termination creates an obligation on one party to refund or release funds to the other, such funds shall be released or refunded within thirty (30) days of the termination period.

DISPOSITION OF PROPERTY

The Parties do not contemplate joint acquisition of any property pursuant to this agreement. Upon termination of this Agreement, equipment furnished or purchased by AGENCY for use on the Property shall be retained by AGENCY, and equipment furnished or purchased by UA for use on the Property shall be retained by UA.

NOTICE

Any written notice/communication provided for, required or permitted herein will be addressed to the following:

University of Arizona:

Administrative:

David W. Schafer, PhD
Resident Director
V Bar V Ranch
Ag. Experiment Station
Associate Research Specialist
School of Animal & Comparative Biomedical Sciences
4005 N Forest Rd 618
Rimrock, AZ 86335
Office: 928-567-6954 x 11
Cell: 928-821-3045
Fax: 928-592-0318
dschafer@ag.arizona.edu

Contractual:

Sherry L. Esham, Director
Sponsored Projects Services
University of Arizona
P.O. Box 210158, Rm 515
Tucson, AZ 85721-0158

Yavapai College:

Administrative:

James Perey, EdD
Verde Valley Campus Dean
601 Black Hills Drive
Clarkdale, AZ 86324
james.perey@yc.edu

Contractual:

Ryan Bouwhuis, Director
Purchasing & Contracting
Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301
ryan.bouwhuis@yc.edu

INDEMNIFICATION

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims", arising out of bodily injury or any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

INSURANCE

AGENCY shall provide and maintain insurance coverage as follows:

- a. Commercial general liability in the amount of: \$2,000,000 (each occurrence);
- b. Comprehensive automobile liability in the amount of \$1,000,000; and

- c. Workers' Compensation as required by statute.

The insurance policies required above for general and auto liability shall be endorsed as follows: *"The State of Arizona, Arizona Board of Regents, the University of Arizona, and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Yavapai Community College District"*. Upon signing this Agreement, and prior to use of the Property, AGENCY will furnish to UA current Certificates of Insurance indicating coverage is in effect. Certificate must indicate that coverage provided is primary and that additional insured endorsements have been done. Alternatively, copies of applicable endorsements may be submitted with the Certificate of Insurance.

LOGOS/TRADEMARKS

Nothing in this Agreement shall give AGENCY any license to use or rights in or to the trademarks, logos, copyrights, trade names, indicia, emblems, trade dress, or other proprietary designations of UA ("University Marks").

ARBITRATION

The Parties acknowledge that disputes arising from this Agreement may be subject to arbitration in accordance with applicable law and court rules.

NON-DISCRIMINATION

The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders, including Executive Order 2009-09, governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act, as amended.

CONFLICT OF INTEREST

This Agreement is subject to cancellation under A.R.S. § 38-511 regarding conflict of interest on the part of individuals negotiating contracts on behalf of the State of Arizona.

COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. The Parties agree that any xerographically or electronically reproduced copy of this agreement will have the same legal force and effect as any copy bearing original signatures of the Parties.

AMENDMENTS

Any amendments to this Agreement must be in writing and signed by authorized representatives of each party.

WAIVER

Waiver by either Party of any breach or default of any clause of this Agreement by the other Party shall not operate as a waiver of any previous or future default or breach of the same or different clause of this Agreement.

SEVERABILITY

If any provision of this Agreement is held void or unenforceable, the remaining provisions shall nevertheless be effective, the intent being to effectuate this Agreement to the fullest extent possible.

RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

ENTIRE AGREEMENT

This Agreement embodies the entire understanding between the UA and AGENCY, and any prior or contemporaneous representations, either oral or written are hereby superseded.

IN WITNESS HEREOF, to the extent permitted by law, the parties sign this Agreement, as indicated by its authorized representatives signing below:

FOR THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA

Name:

Title:

Date: _____

Attorney Approval:

The foregoing Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Board of Regents.

Dated this ____ day of _____, 2016.

By: _____
Associate General Counsel

FOR AGENCY

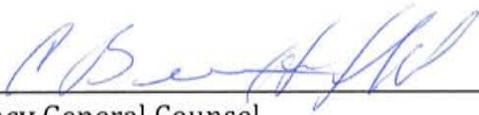
Dr. Patricia McCarver
Title: District Governing Board Chair

Date: _____

Attorney Approval:

The foregoing Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Governing Board of the Yavapai Community College District.

Dated this 25th day of August, 2016.

By: 
Agency General Counsel

Attachments:

Presenter : Patricia McCarver

Start Time : 1:55 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/19/2016

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 : For Consideration for Approval of the First Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION

Details : For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Mountain Institute Technical Education District (JTED) for implementation and administration of an educational program. The First Amendment is to update the Program Course Fees in the original IGA.

Attachments :

Title	Created	Filename
Original IGA JTED.pdf	Sep 01, 2016	Original IGA JTED.pdf
MIJTED IGA Amendment 1.TuitionRevision8.30.16.pdf	Sep 07, 2016	MIJTED IGA Amendment 1.TuitionRevision8.30.16.pdf

INTERGOVERNMENTAL AGREEMENT BETWEEN MOUNTAIN INSTITUTE JOINT TECHNICAL EDUCATION DISTRICT NO. 02
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
FOR EDUCATIONAL PROGRAMS

THIS AGREEMENT is made by and between Mountain Institute Joint Technical Education District No. 02 (hereinafter called "JTED") and Yavapai County Community College District (hereinafter called the "COLLEGE"):

WITNESSETH:

WHEREAS, the COLLEGE, through its Governing Board, is empowered and authorized to contract with JTED for the provision of educational courses and/or programs pursuant to Arizona Revised Statutes ("A.R.S.") § 15-1444, and

WHEREAS, the JTED, through its Governing Board, is empowered and authorized to contract with COLLEGE, for the provision of educational services and/or programs pursuant to A.R.S. §15-393(K)-(L) and A.R.S. §15-701.01(G), and

WHEREAS, it would further the public interest if this educational opportunity is provided to JTED to enroll designated students for COLLEGE courses, and

WHEREAS, JTED and the COLLEGE desire to enter into an Intergovernmental Agreement for the implementation and administration of an educational program;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, JTED and the COLLEGE do hereby agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide COLLEGE courses to JTED students eligible for enrollment in courses offered by JTED. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements. Specific arrangements will be documented as needed.

ARTICLE II. OBLIGATIONS OF THE COLLEGE

A. All curriculum and instruction is under the control of the COLLEGE per standard concurrent enrollment agreements with secondary districts; however, soft skill standards required by the JTED per statute are not an integral part of the existing COLLEGE CTE curriculum approved by the Higher Learning Commission.

B. The COLLEGE will provide administrative support for all educational activities required to implement the terms of this Agreement, including but not limited to supervision, coordination, direction, and professional development to all appropriate instructional staff, faculty and instructional aides.

C. COLLEGE will encourage Instructors who are teaching JTED courses/sections to participate in all JTED sponsored Professional Development Trainings, JTED Staff Meetings, Career and Technical Student Activities, and Public Events. COLLEGE will permit JTED instructors and staff to participate in COLLEGE sponsored Professional Development Trainings, COLLEGE Staff Meetings, Technical Student Activities, and Public Events upon request by JTED. JTED shall be responsible for any additional costs incurred by COLLEGE in permitting JTED Instructors and staff to participate in the activities outlined in this section.

D. COLLEGE will allow JTED students' access to the computer lab provided the lab is not scheduled for classes at COLLEGE's campuses.

E. ARS §15-1823 directs state universities and community colleges to use student identification numbers that correspond to or reference Arizona Department of Education (ADE) assigned Student Accountability Information System (SAIS) numbers. The COLLEGE is required to collect the SAIS number for any high school student who is enrolled in a course offered by COLLEGE. The COLLEGE will retain these numbers as part of the student electronic file as required by ARS §15-1823. Information will be safeguarded in accordance with all provisions of the Federal Education Rights and Privacy Act (FERPA).

F. COLLEGE shall inform JTED of all changes related to programs, courses, sections, credits, fees, and required materials no later than six months prior the last day of the then current fiscal year. JTED recognizes that changes in course instructors may necessitate the need for changes in programs/courses; such changes shall be discussed and agreed upon by the PARTIES. As a courtesy, if JTED has any issues pertaining to faculty, JTED may express those concerns to the appropriate COLLEGE Dean at which time, and upon determination of all facts, corrective actions will be taken if deemed appropriate and necessary as mutually agreed upon by the parties.

ARTICLE III. OBLIGATIONS OF THE JTED

THE JTED AGREES:

A. To confirm eligibility of JTED student enrollment for Average Daily Membership ("ADM") reimbursement from ADE for JTED-eligible COLLEGE courses.

B. To provide tuition and fee reimbursement, at in-state student rates, to the COLLEGE for all concurrent enrolled courses, and provide support services, as agreed between the Parties, to eligible students enrolled in JTED-eligible College courses. JTED will not be responsible for out-of-state tuition unless agreed to in writing by JTED. College shall notify JTED of all out-of-state registered JTED students as soon as possible but prior to the end of the tuition refund period.

C. To provide student course records in accordance with COLLEGE guidelines and applicable state or federal law, and to provide to COLLEGE the SAIS number for each student enrolled under this Agreement.

D. Students attending COLLEGE courses under the terms of this Agreement will either provide their own transportation or will be provided transportation by JTED's member school districts. JTED will arrange with its member school districts for the provision of transportation to and from COLLEGE's courses provided under the terms of this Agreement.

E. A COLLEGE Instructor who serves as a student organization ("CTSO") advisor of a JTED/CTE student organization will be eligible for an additional pay stipend from COLLEGE not to exceed \$1500.00 per person per semester. JTED shall reimburse COLLEGE for the cost of pay stipends issued to COLLEGE instructors pursuant to the terms of this section.

F. COLLEGE shall be primarily responsible for imposing student discipline upon JTED students enrolled in COLLEGE courses pursuant to the terms of this Agreement for incidents occurring on COLLEGE's campuses. Any student discipline imposed by COLLEGE pursuant to this section shall not impede or restrict the right of JTED to impose alternate or additional forms of student discipline.

ARTICLE IV. JOINT OBLIGATIONS OF THE COLLEGE AND JTED

A. The COLLEGE and the JTED will develop a joint schedule for all JTED programs offered at the COLLEGE attached as Addendum 4. The COLLEGE will provide the JTED with a list of course times, locations, and instructors as agreed upon by both Parties.

B. Before the publication of promotional materials, advertisements, expectations, and other printed materials generated to promote the educational programs established by the terms of this Agreement, both Parties agree to consult with the other Party to ensure that each Party's respective names, logos, taglines, and related marketing tools are incorporated into said publication. Neither Party may publish any materials pursuant to this section without the advanced written approval of the other Party.

C. The COLLEGE and JTED will notify the other Party of any event that would cause a scheduled course to be cancelled or delayed by either Party. The JTED shall be responsible for the notification of such cancellations to the satellite schools, students, and non-COLLEGE personnel. The COLLEGE will notify all COLLEGE students, staff and support personnel of such cancellations or delays.

D. COLLEGE and JTED staff will share daily course attendance information as required for JTED to receive funding based on Average Daily Attendance or Average Daily Membership as required by the Arizona Department of Education and/or Arizona Revised Statutes. The COLLEGE will require instructors to submit student attendance records to the JTED on a daily basis as required by JTED. JTED will provide each instructor with login and password credentials to allow the COLLEGE instructors remote access into the JTED student management program. Student Management System training will be provided by JTED on an annual basis.

E. Minimum enrollment of 15 students per course counted on the first meeting date of the Course is required unless otherwise agreed to in writing by COLLEGE and JTED. Any courses enrolled with less than 15 students must have approval by the COLLEGE Vice President of Instruction and Student Services.

F. The COLLEGE and JTED will use the same principles as agreed upon through Yavapai County POS Consortia pertaining to state standards for CTE courses. The COLLEGE recognizes that JTED standards include soft skills (Work Place Readiness Skills) not currently covered in COLLEGE CTE course outcomes. The College agrees to provide facilities for CTSO related activities as needed and agreed upon by both PARTIES.

G. COLLEGE shall not register or enroll any student in a JTED program without recommendation and/or approval by JTED. JTED agrees to use its best efforts to have its students register timely with the COLLEGE.

H. JTED shall deliver to COLLEGE a signed parent release of information form, including release of the COLLEGE, (form attached as Addendum 6) permitting JTED to receive student information including but not limited to grades, attendance, enrollment information, and residency status from the COLLEGE for JTED students enrolled in concurrent programs with the COLLEGE. COLLEGE shall promptly, but no later than the end of the COLLEGE business week following the conclusion of the COLLEGE course, deliver grades to JTED for their records using the JTED student management system.

I. COLLEGE and JTED shall meet annually to review program data including program evaluation data, instructor evaluations for JTED sections, CTE assessment data, placement data and reporting and industry assessment results.

ARTICLE V. STANDARD PROVISIONS

A. Each Party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the Parties hereto.

B. Students enrolled under this Agreement shall be responsible for the payment of all required tuition and fees in amounts set by the COLLEGE pursuant to A.R.S. § 15-1445(3). Provisions for tuition payments for students may be made by JTED as a part of this Agreement. JTED will not be responsible for out-of-state tuition unless agreed to ahead of time in writing by JTED.

C. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year in which this Agreement is in effect. The COLLEGE will refund tuition and fees paid by JTED back to the JTED if a student drops the class within the first 5 academic days of the semester.

D. The Parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, or national origin, and in this regard the Parties will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.

E. The term of this Agreement shall commence on the 1st day of July, 2014, and shall expire on the 30th day of June, 2020, with future addendums added as determined necessary and as executed in writing by both parties. This Agreement terminates and supersedes all prior understandings and agreements, whether written or oral, between the Parties on the subject matter hereof. Thereafter the Agreement may be extended for additional periods by written approval of both Parties, and subject to applicable law and the provisions of Section F, below. Either Party may at any time cancel this Agreement or renewal thereof, with or without cause, by giving seven hundred twelve (712) days or two (2) years advance written notice to the other Party prior to the end of the then current academic year. The Parties agree that should cancellation occur, the COLLEGE will complete the instruction to students for the semester prior to the date on which termination is suggested. Thereafter, this Agreement shall terminate, except for those duties and responsibilities which accrued prior to the termination of this Agreement.

F. The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may, by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

G. Upon termination of this Agreement, equipment furnished or purchased by the COLLEGE for the program shall be retained by the COLLEGE, and equipment furnished or purchased by JTED for the program shall be retained by JTED. Each Party is responsible for the inventory of equipment and shall provide a list to the other Party of such equipment that is shared as part of this Agreement, herein attached as Addendum #7.

H. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Yavapai County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the Parties; if the Parties fail to agree to an arbitrator, then by striking from a list provided by an organization such as the American Arbitration Association. In the event either Party institutes arbitration under this Agreement, the Party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The Parties shall share the expense of the arbitrator, but each Party shall bear the cost of its presentation before the arbitrator, including attorney fees if the Party desires such representation. The decision of the arbitrator shall be final and binding upon the Parties.

I. JTED agrees to indemnify and hold harmless the COLLEGE from all injuries to persons or property caused by negligence or willful misconduct of JTED arising out of JTED'S obligations under this Agreement. The COLLEGE agrees to indemnify and hold harmless JTED from all injuries to persons or property caused by acts or omissions of the COLLEGE arising out of the COLLEGE'S obligations under this Agreement. In the event of concurrent liability, the Parties shall have the right of contribution from each other. This indemnification provision shall survive termination of the Agreement and remain in effect.

- J. COLLEGE agents, employees, students, instructors, or other staff participating in this program shall not be considered as employees of JTED, and agents, employees, students, instructors, or other staff of JTED shall not be considered employees of the COLLEGE. Accordingly, employees of one Party shall not be entitled to employee benefits normally provided to bona fide employees of the other Party.
- K. Statutory Right of Cancellation – This Agreement may be terminated in accordance with the provisions of A.R.S. §38-511, which are fully incorporated herein.
- L. This document and its eight Addenda contain the entire Agreement between the Parties concerning the subject matter of this Agreement. This Agreement may not be modified, amended, altered or extended except through a written instrument signed by both Parties.
- M. Pursuant to A.R.S. §15-393(L)(8), the services provided by JTED and COLLEGE shall be proportionally calculated in the cost of delivering the service.
- N. Pursuant to A.R.S. §15-393(L)(9), payment for services provided under the terms of this Agreement shall not exceed the cost to the Party providing those services.
- O. **Legal Workers.** As mandated by Arizona Revised Statutes § 41-4401, each Party:
- a. warrants the Party's compliance with all federal immigration laws and regulations that relate to the Party's employees and their compliance with Arizona Revised Statutes § 23-214(A);
 - b. acknowledges that a breach of the warranty in subsection a of this section shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement; and
 - c. retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this Agreement to ensure compliance with the warranty.
- P. If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.
- Q. If either Party fails to comply with the terms of this Agreement, such failure shall be deemed a default, and the non-defaulting Party shall have all rights and remedies available in law or in equity.
- R. Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.
- S. The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.
- T. No failure to enforce any condition or covenant of this Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach hereunder.
- U. The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.
- V. This Agreement may be signed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

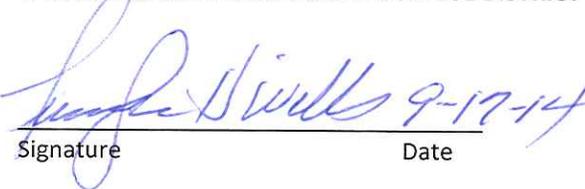
W. Except as provided in this Agreement, employees of one Party shall not be deemed employees of the other Party, and the employing Party shall be responsible for all wages, withholding and payment of employment taxes, and the provision of all employee benefits, if any offered by the employer to the employee.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature Page Follows

IN WITNESS WHEREOF, the Parties have executed this Agreement on this ___ day of _____ 2014.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

MOUNTAIN INSTITUTE JTED


Signature _____ Date 9-17-14

 9-8-14
Signature _____ Date

Penelope H. Wills, PhD
Printed or Typed Name of Signatory

Jeremy R. Plumb
Printed or Typed Name of Signatory

President
Title

Superintendent
Title

All notices, requests, demands, or other communication permitted or required to be given under this Agreement shall be in writing and shall be deemed given or made when sent by United States certified or registered mail, return receipt requested and postage prepaid, or by a nationally recognized overnight courier, delivery fee prepaid, and in either case to the persons and at the addresses specified below:

COLLEGE MAILING ADDRESS:
1100 East Sheldon,
Prescott, AZ 86301

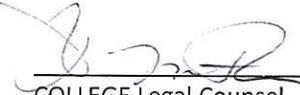
JTED Mailing Address:
3003 Centerpointe East Drive
Prescott, AZ 86301

Phyllis Lewellen (928) 776-2190
Contact: _____
Phone #

Contact: Jeremy R. Plumb, (928) 771-0791

INTERGOVERNMENTAL AGREEMENTS:

Pursuant to A.R.S. §11-952(D), the attorney for each of the Parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Party which such attorney represents.

 9/3/14
COLLEGE Legal Counsel Date

 9/10/14
JTED Legal Counsel Date

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #1

DESCRIPTION OF SERVICES

I ENROLLMENT INTO REGULARLY SCHEDULED COURSES

INSTRUCTION:

1. JTED students eligible for COLLEGE courses will be identified and referred by JTED and the Satellite District high schools into regularly scheduled COLLEGE courses provided that all COLLEGE and JTED enrollment requirements have been satisfied. Enrollment in COLLEGE courses may be restricted to High School juniors and seniors. However, sophomore students may seek admission, but must obtain permission from the COLLEGE underage review panel and the JTED prior to enrolling in COLLEGE courses.
2. JTED will provide tuition and fee reimbursement to the COLLEGE for concurrent courses on behalf of eligible JTED students at current in-state tuition and fee rates.
3. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year(s) in which this Agreement is in effect.

II ENROLLMENT INTO NEW SECTIONS FOR JTED STUDENTS ONLY

1. COLLEGE will add new course sections as agreed to by both Parties, which meet the obligations set forth in this Agreement. A listing of courses, fees, and books is attached as Addendum #4.
2. Eligible JTED students will be identified and referred by JTED and the Satellite District high schools to the COLLEGE for admission into COLLEGE courses.
3. JTED will reimburse COLLEGE for its costs as follows:
 - a. JTED will provide tuition and book reimbursement to the COLLEGE on behalf of eligible JTED students at current in-state tuition and fee rates.
 - b. Tuition paid by JTED shall cover the cost of all consumable supplies for all programs under this Agreement.
 - c. JTED will provide welding safety apparel for students including helmet, skull cap, jacket, safety glasses, chipping hammer, pliers and a lock. COLLEGE will provide students with lockers for storage.
4. JTED agrees that equipment paid for by JTED may be shared with COLLEGE'S non-JTED students.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #2

Academic Calendars

PLEASE SEE ACADEMIC CALENDARS

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #3

JTED Master Schedule

PLEASE SEE JTED MASTER SCHEDULE

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #4

Program Courses Fees agreed to by COLLEGE and JTED under this Agreement.

<u>ERN #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Tuition</u>
AHS114	Certified Nursing Assistant	5	\$460.00
AHS130	Medical Terminology	3	\$276.00
AUT100	Auto/Diesel Preventative	2	\$184.00
AUT109	Auto/Diesel Electrical Systems	4	\$368.00
AUT122	Automatic Transmission/Transaxles	4	\$368.00
AUT123	Automotive Brakes	4	\$368.00
AUT124	Auto Manual Drive	4	\$368.00
AUT126	Auto/Diesel Steering & Suspension	4	\$368.00
AUT128	Auto/Diesel Heat and Air	4	\$368.00
AUT131	Auto Engine Diagnostics	5	\$460.00
AUT151	Auto Engine Repair	2	\$184.00
AVT104	Private Airplane Ground I	2	\$1200.00
AVT105	Private Airplane ground II	2	\$1200.00
AVT109	Private Helicopter Ground I	2	\$1200.00
AVT110	Private Helicopter Ground II	2	\$1200.00
AVT113	Private Helicopter Simulation	1	\$662.00
AVT117	Private Airplane Simulation	1	\$662.00
AVT125	Fundamentals of Air Traffic Control	1	\$92.00
AVT126	Air Traffic Control Procedures	1	\$92.00
AVT127	Fundamentals of ATC Radar	1	\$92.00
AVT130	Private Pilot Glider Ground	1	\$92.00
AVT235	Airplane Pilot Preventative Maintenance	1	\$662.00
AVT260	Fundamentals of Instruction	1	\$92.00
CNC101	Introduction to CNC Machining/Operator	2	\$184.00
CNC102	CMC Machine Set Up	2	\$184.00
CNC201	CNC Computer Aided Programming	3	\$276.00
CNC202	3-D Program and Rapid Prototyping	3	\$276.00
CPD104	Career and Personal Development	3	\$276.00
EGR102	Introduction to Engineering	3	\$276.00

ELT101	Basic Electricity: AC & DC	4	\$368.00
ELT141	Electrical Apparatus	4	\$368.00
ELT130	Introduction to Robotics	3	\$276.00
ELT183	Digital Circuits	3	\$276.00
ELT201	Introduction to Linework I	2	\$184.00
ELT202	Field Training I (Lineworker)	6	\$552.00
HIM173	Legal and Ethical Issues	2	\$184.00
MET100	Introduction to Manufacturing Tech.	4	\$368.00
NTR135	Human Nutrition	3	\$216.00
PPT120	Energy Industry Fundamentals	3	\$276.00
WLD112	Basic Welding I	2	\$184.00
WLD113	Basic Welding II	2	\$184.00
WLD130	Oxy-Acetylene Welding	4	\$368.00
WLD140	Arc I	4	\$368.00
WLD145	Arc II	4	\$368.00
WLD156	Blueprint Reading	4	\$368.00
WLD210	MIG Welding	4	\$368.00
WLD250	Welded Metal Fabrication	4	\$368.00
WLD282	Pipe Welding I	4	\$368.00

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #5

JTED Statutes - ARS § 15-391

15-391. Definitions

In this article, unless the context otherwise requires:

1. "Joint board" means a joint technical education district governing board.
2. "Joint district" means a joint technical education district.
3. "Joint technical education course" means a course that is offered by a joint technical education district as part of a joint technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Is part of a program that requires students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.
 - (c) Is part of an approved joint technical education district program.
4. "Joint technical education district" means a district that is formed pursuant to this article and that offers joint technical education courses.
5. "Joint technical education district program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Requires an assessment that demonstrates a level of skill or competency in a vocation or industry or that leads to certification in and acceptance by that vocation or industry.
 - (c) Requires specialized equipment or instructional materials that exceed the scope and cost of a standard educational course.
 - (d) Requires work-based learning components, career and technical student organization participation and laboratory experience as determined by the career and technical education division of the department of education.
 - (e) Meets the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
 - (f) Had a defined pathway to career and postsecondary education.
 - (g) Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph within one hundred twenty days after the submission of all required documentation.
 - (h) Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.
 - (i) Is offered only to students in grades nine, ten, eleven and twelve.
6. "State board" means the state board of education.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #6

JTED Release of Information Form

RELEASE OF INFORMATION

STUDENT: _____ DOB: _____

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Yavapai College to furnish any and all student records concerning my child, including special education records (IEP), grades, transcripts, attendance records, discipline files, etc., if requested, to:

Mountain Institute JTED District #2

3003 Centerpointe East Dr.

Prescott, Arizona 86301-8492

FAX 928-771-0793

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Mountain Institute JTED #2 to furnish any and all student records concerning my child, as necessary for my child's enrollment in college courses, to Yavapai College.

DISCLOSURE OF THIS INFORMATION IS REGULATED BY AND SHALL BE IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), ARIZONA REVISED STATUTES SECTION 15-1043 AND OTHER APPLICABLE PRIVACY LAWS AND REGULATIONS.

SIGNATURE PARENT/ GUARDIAN (please specify) _____ DATE _____

ADDRESS PARENT/GUARDIAN _____

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #7

JTED Inventory located on YC Campuses

PLEASE SEE INVENTORY ATTACHED

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN MOUNTAIN
INSTITUTE TECHNICAL EDUCATION DISTRICT NO. 02
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
FOR EDUCATIONAL PROGRAMS**

THIS FIRST AMENDMENT TO AGREEMENT is made by and between Mountain Institute Joint Technical Education District No. 02 (hereinafter called "JTED") and Yavapai County Community College District ("COLLEGE").

Witnesseth:

Whereas, on September 10, 2014, JTED and the COLLEGE entered into an Intergovernmental Agreement for the implementation and administration of an educational program and;

Whereas, JTED and the COLLEGE each desire to replace in full ADDENDUM #4 with the attached Exhibit "A" to this FIRST AMENDMENT to update Program Course Fees;

NOW, THEREFORE, IT IS MUTUALLY AGREED BY JTED AND COLLEGE THAT SAID AGREEMENT IS AMENDED AS FOLLOWS:

1. Addendum #4 is updated in revised Exhibit "A" to this FIRST AMENDMENT, which is attached hereto and incorporated herein by reference.
2. Except as expressly amended herein, the pricing, terms, and conditions set forth in said original AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS FIRST AMENDMENT TO AGREEMENT TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

FOR MOUNTAIN INSTITUTED JTED:

FOR YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

By: _____
Jeramy Plumb

By: _____
Dr. Patricia McCarver

Title: Superintendent

Title: District Governing Board Chair

ATTORNEY DETERMINATION

In accordance with the requirements of A.R.S. §11-952(D), each of the undersigned attorneys acknowledges that: (1) he reviewed the above Agreement on behalf of his/her client; and, (2) as to his/her respective client only, each attorney has determined that this Agreement is in proper form and is within powers and authority granted under the laws of the State of Arizona.

Name:

Name:

JTED Legal Counsel

COLLEGE Legal Counsel

Date: _____

Date: 
ON BEHALF OF C. Benson
Hufford

EXHIBIT A

UPDATED ADDENDUM #4

JTED Programs

Program Courses Fees agreed to by COLLEGE and JTED under this Agreement.

<u>ERN #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Tuition</u>
ACC131	Principles of Accounting	3	\$237.00
AHS114	Certified Nursing Assistant	5	\$500.00
AHS130	Medical Terminology for Patient Care	3	\$300.00
AUT100	Auto/Diesel Preventative	2	\$200.00
AUT 105	Intro to Auto Body Repair	4	\$400.00
AUT 106	Auto/Motorcycle Custom Paint	3	\$300.00
AUT 107	Autographic/Airbrushing	3	\$300.00
AUT109	Auto/Diesel Electrical Systems	4	\$400.00
AUT110	Advanced Airbrushing Technique	3	\$300.00
AUT111	Auto Body Weld/Collision Repair	3	\$300.00
AUT122	Automatic Transmission/Transaxles	4	\$400.00
AUT123	Automotive Brakes	4	\$400.00
AUT124	Auto Manual Drive	4	\$400.00
AUT126	Auto/Diesel Steering & Suspension	4	\$400.00
AUT128	Auto/Diesel Heat and Air	4	\$400.00
AUT131	Auto Engine Diagnostics	5	\$500.00
AUT151	Auto Engine Repair	2	\$200.00
AUT275	Basic Automotive Upholstery	3	\$300.00
AVT104	Private Airplane Ground I	2	\$1150.00
AVT109	Private Helicopter Ground I	2	\$1150.00
AVT113	Private Helicopter Simulation	1	\$575.00
AVT117	Private Airplane Simulation	1	\$575.00
AVT122	Fundamentals of Air Traffic Control	3	\$300.00
AVT123	Air Traffic Control Procedures	3	\$300.00
AVT124	Fundamentals of ATC Radar	3	\$300.00
AVT128	Enroute Operations and Procedures	3	\$300.00
AVT236	Aircraft Preventative Maintenance	1	\$575.00
AVT260	Fundamentals of Instruction	1	\$100.00
CNC101	Introduction to CNC Machining/Operator	2	\$200.00
CNC102	CNC Machine Set Up	2	\$200.00
CNC201	CNC Computer Aided Programming	3	\$300.00
CNC202	3-D Program and Rapid Prototyping	3	\$300.00
CNT100	Intro to Computer Networking	3	\$300.00
CNT115	Network+:Network Tech Certification	4	\$400.00
CNT110	A+Computer Tech Certification	4	\$400.00
CNT120	Intro to Windows Server	3	\$300.00
EGR102	Introduction to Engineering	3	\$300.00
ELT101	Basic Electricity: AC & DC	4	\$400.00
ELT141	Electrical Apparatus	4	\$400.00

ELT130	Introduction to Robotics	3	\$300.00
ELT183	Digital Circuits	3	\$300.00
ELT201	Introduction to Linework I	2	\$200.00
ELT202	Field Training I (Lineworker)	6	\$600.00
MET100	Intro to Manufacturing Technology.	4	\$400.00
PPT120	Energy Industry Fundamentals	3	\$300.00
TBD	Skills USA	1 to 3	\$100 - \$300
UAS100	Intro to Manufacturing Technology	3	\$300.00
UAS200	UAS History, Regulation & Law	3	\$300.00
WLD112	Basic Welding I	2	\$200.00
WLD113	Basic Welding II	2	\$200.00
WLD130	Oxy-Acetylene Welding	4	\$400.00
WLD140	Arc I	4	\$400.00
WLD145	Arc II	4	\$400.00
WLD156	Blueprint Reading	4	\$400.00
WLD210	MIG Welding	4	\$400.00
WLD250	Welded Metal Fabrication	4	\$400.00
WLD282	Pipe Welding I	4	\$400.00

Presenter : Patricia McCarver

Start Time : 1:56 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/29/2016

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College - RECEIPT, DISCUSSION AND/OR DECISION

Details : For Consideration for Approval of the intergovernmental Agreement (IGA) between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College for election services.

Attachments :

Title	Created	Filename
Election Services IGA.pdf	Sep 06, 2016	Election Services IGA.pdf

INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

THIS AGREEMENT, by and between the YAVAPAI COUNTY BOARD OF SUPERVISORS and the YAVAPAI COUNTY RECORDER (collectively the "COUNTY") and Yavapai County Community College District, (the "JURISDICTION").

WHEREAS, pursuant to A.R.S. §§11-952, 15-302(A)(7) and (8), 16-205(C), 16-225, or 16-408(D), the governing body of any election district authorized to conduct an election may enter into an agreement with a County Board of Supervisors and County Recorder for election services with the contracted cost of such election to be a charge against the election district; and

WHEREAS, the COUNTY is willing to provide election services to election districts wishing to conduct vote-by-mail elections, but, with the exception of state primary and general elections, will not provide election services to districts wishing to conduct vote center elections unless a vote center election is expressly required by state or federal statute; and

WHEREAS, the JURISDICTION wishes to enter into an agreement with the COUNTY for the provision of elections services subject to the terms and conditions set forth herein,

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Provision of Election Services.** The COUNTY hereby agrees to provide election services to the JURISDICTION for all consolidated election dates set forth by A.R.S. §16-204 during the effective term of this Agreement. The Agreement shall apply to all categories of elections including, but not limited to, primary, general, and special elections. Services to be provided by the COUNTY, and those that remain the responsibility of the JURISDICTION, are set forth in the Elections Task Schedule attached to this Agreement as Exhibit 1.
- 2. Limitation on Eligible Elections.** It is understood and agreed that the services to be provided pursuant to this Agreement shall be provided exclusively for vote-by-mail elections with the exception of state primary and general elections and elections expressly required by state or federal statute to be conducted at vote centers. It shall be the responsibility of the JURISDICTION to establish the legal basis for a requirement that an election is required by state or federal statute to be conducted at vote centers. The COUNTY may, in its sole discretion, decline to provide services for any election that it concludes is not required to be conducted at vote centers. The COUNTY will not provide services for exclusively vote-by-mail elections during the state primary and general elections.
- 3. Special Taxing Districts.** As provided in A.R.S. §§48-802(D)(4), 48-1012(E), 48-1082(E), 48-1092(E), 48-1908(C), and 48-2010(A), if the number of candidates is less than or equal to the number of vacancies, the Yavapai County Board of Supervisors may cancel the election for the position and appoint the person(s) who filed the nominating petition(s) to fill the position(s).

4. Compensation.

- a. **Fees.** The JURISDICTION shall compensate the COUNTY for election services provided pursuant to this Agreement in accordance with the fees set forth in the most current fiscal year Election/Voter Registration section of the Yavapai County Special Districts Fee Schedule posted online at www.yavapai.us. The fee schedule is for base services only. Any additional services required by the JURISDICTION will result in additional charges. Additional services include, but are not limited to, the following: hand count audit, court preparation, court appearances, supplemental mailings, recounts, or any service which will cause the COUNTY to incur increased costs or expenses. In the event that additional services are requested, the JURISDICTION should refer to unit and hourly pricing information as set forth on the fee schedule. The COUNTY reserves the right to adjust election service fees annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY's website. Revised schedules will supersede prior schedules and be incorporated into this Agreement in effect at the time of revision.

- b. **Late Fees.** Payment for all costs associated with the provision of services pursuant to this Agreement shall be made in full no later than 30 days following the date of the election. In the event that the required payment is not made by the due date deadline specified herein, the COUNTY shall impose a late charge of 2% of the unpaid balance for each 30-day period or portion thereof following the specified deadline for which any portion of the required payment, including unpaid late charges, remains unpaid.

- c. **Termination.** Failure to make payments as required by this Section shall be deemed a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 8 of this Agreement.

5. Discounts. The COUNTY has established a discounted fee rate for JURISDICTIONS that provide assistance, meeting sites free of charge or rent, or other services for COUNTY-administered elections.

- The JURISDICTION has elected to decline to receive discounted rates for providing assistance, meeting sites free of charge or rent, or other services.

- The JURISDICTION has elected to receive these discounted rates subject to the terms and conditions set forth herein and will provide the two services indicated below.

- a. **Services the JURISDICTION Will Provide.** The JURISDICTION and the COUNTY agree that the following two checked services will be provided by the JURISDICTION as consideration for the COUNTY's provision of election services at the discounted rates as set forth in the Special Districts Fee Schedule posted online at www.yavapai.us.

JURISDICTION will provide (check 2)	Service	COUNTY Approval (Initials)
<input type="checkbox"/>	The JURISDICTION will serve as a ballot drop-off site for any election that the COUNTY requests. Duties are outlined in Exhibit 2.	_____ _____
<input type="checkbox"/>	The JURISDICTION will serve as a ballot replacement site for any Election that the COUNTY requests. Duties include: supplying replacement ballots and/or affidavit envelopes to voters, auditing and logging replacement ballots, verifying correct voter registration, and securing all ballots.	_____ _____
<input checked="" type="checkbox"/>	The JURISDICTION agrees to provide at least one vote center or poll worker training site at no charge for any statewide or countywide election cycle. Vote centers and training sites are subject to review by the COUNTY.	_____ _____
<input checked="" type="checkbox"/>	The JURISDICTION agrees to provide at least five poll workers or two Election Day Technicians (EDTs). A poll worker must be able to perform any of the following duties: voter check-in, ballot distribution, voter assistance, equipment setup, and/or poll worker supervision. An EDT provides information technology support to poll workers. Such workers will be trusted employees of the JURISDICTION who are eligible to serve as poll workers or EDTs. Poll workers and EDTs will receive from the JURISDICTION the normal compensation for the position worked.	_____ _____
<input type="checkbox"/>	The JURISDICTION agrees to act as a conditional provisional ID check site in accordance with A.R.S. §16-584 at no cost to the COUNTY. This check involves verifying voters' identification when they have not provided sufficient ID at their vote center. This will be required for 3 to 5 business days after election day for any vote center election.	_____ _____

- b. **Advance Notice.** The COUNTY hereby agrees to provide the JURISDICTION with at least 30 days notice of any election where the services agreed to above are required.
- c. **Discounted Fee Rates; Adjustment of Fees.** The COUNTY hereby agrees to provide election services to the JURISDICTION at the discounted fee rate for all consolidated election dates during the effective term of this Agreement. The Agreement shall apply to all categories of elections including, but not limited to primaries, generals, and special elections. The COUNTY reserves the right to adjust election service fees

and discounts annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY's website. Revised schedules will supersede prior schedules and be incorporated into the Election Services Agreement in effect at the time of revision. Failure by the JURISDICTION to provide the agreed-upon services selected under this Agreement shall result in the discounted fee rate being null and void.

6. **Conduct of Elections.** While the COUNTY will use its best efforts to provide election services pursuant to this Agreement in a capable and competent manner, it shall ultimately be the responsibility of the JURISDICTION to confirm that all legal requirements have been met and that all other activities related to a given election are carried out as required. The COUNTY will provide to the JURISDICTION, in advance, all forms, schedules, documents, and other information pertaining to each election conducted pursuant to this Agreement for the JURISDICTION's review and approval. The JURISDICTION shall provide to the COUNTY all informational materials or other election-related documents generated by the JURISDICTION for review and approval by the COUNTY prior to the distribution of such materials or documents.
7. **Term of Agreement.** The initial term of this Agreement shall expire on December 31, 2017. Thereafter, the Agreement shall be automatically renewed for successive one year terms and shall continue in full force and effect until terminated as provided herein.
8. **Termination**
 - a. **Unilateral Termination.** This Agreement may be terminated by either Party upon 30 days written notice to the other Party of intent to terminate, provided, however, that the Agreement may not be unilaterally terminated by either party within 90 days of the date of an election for which the COUNTY would otherwise be providing services pursuant to this Agreement.
 - b. **Termination by Mutual Agreement.** This Agreement may be terminated at any time by mutual agreement of the Parties.
 - c. **Termination for Breach.** In the event of a breach of any term or condition of this agreement, the Party claiming breach shall provide written notice to the other Party specifying the factual basis for the claim that a breach has occurred. If the breach is not remedied within fifteen (15) days after notice is mailed to the Breaching Party at the address provided herein, the Non-breaching Party may terminate this Agreement without further notice.
9. **Conflict of Interest.** This Agreement is subject to the cancellation provisions of A.R.S. §38-511.
10. **Non-Discrimination.** The Parties shall comply with Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that

applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin, or disability.

- 11. E-Verify; Government Procurement.** The Parties are required to comply with A.R.S. §41-4401, and hereby warrants that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with the e-verification requirements of A.R.S. §23-214(A) (together the “state and federal immigration laws”). The Parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws.

A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement.

The Parties retain the legal right to inspect the papers of any contractor or subcontract employee working under the terms of the Agreement to ensure that the other party is complying with the warranties regarding compliance with the state and federal immigration laws.

- 12. Worker’s Compensation.** For purposes of workers’ compensation, an employee of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this specific intergovernmental agreement, is deemed to be an employee of both the party who is his primary employer and the party under whose jurisdiction or control or within whose jurisdictional boundaries he is then working, as provided in A.R.S. §23-1022(D). The primary employer party of such employee shall be solely liable for payment of workers’ compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the public notice required.

- 13. Indemnification.** Each Party (as “indemnitor”) agrees to indemnify, defend, and hold harmless the other Party (as “indemnitee”) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney’s fees) (hereinafter collectively referred to as “claims”) arising out of or as a result of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. The obligations under this Paragraph shall survive the termination of this Agreement.

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14. Contact Information. Communications regarding services provided pursuant to this Agreement shall be directed to the following:

COUNTY:

Lynn Constabile
 Yavapai County Elections Director
 1015 Fair Street, Room 228
 Prescott, AZ 86305

Phone: (928) 771-3250

E-mail: web.elections@yavapai.us

JURISDICTION:

Contact: Ryan Bouwhuis

Title: Director of Purchasing

Mailing Address: 1100 East Sheldon Street

Prescott, AZ 86301

Phone: (928) 776-2195

E-mail: ryan.bouwhuis@yc.edu

APPROVALS

COUNTY:

JURISDICTION:

 Leslie Hoffman, County Recorder Date

 Dr. Patricia McCarver 9/13/16 Date

 Lynn A. Constabile, Elections Director Date

 District Governing Board Chair Title

In accordance with A.R.S. §11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the COUNTY.

In accordance with A.R.S. §11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the JURISDICTION.

 Deputy County Attorney Date

[Handwritten Signature] 8/31/2016

 Legal Counsel for the JURISDICTION Date
on behalf of C. Benson Hufford

Exhibit 1

**INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES
ELECTIONS TASK SCHEDULE**

Responsibilities for the conduct of elections pursuant to the Yavapai County Election Services Agreement are allocated as follows:

TASK	TO BE PERFORMED BY:	
	County	Jurisdiction
If applicable, obtain pre-clearance of election changes from Department of Justice (Copy of submission to be forwarded to the COUNTY)		X **
Publish Call of Election (May be forwarded to the COUNTY for review)		X *
Publish Legal Advertising, Notices, etc. (May be forwarded to the COUNTY for review)		X *
Approve final ballot proof (Required JURISDICTION signoff)		X **
Attend and certify official Logic and Accuracy (L&A) Test		X
If applicable, submit agenda item to County Board of Supervisors for election cancellation	X	
Order ballots (Invoices will be sent directly to jurisdiction for all elections except biennial Primary and General)	X	
If applicable, obtain vote centers and poll workers	X	
Publish Logic & Accuracy Test notice	X	
Perform Logic & Accuracy Test	X	
Mail Vote by Mail Ballots and Early Ballots	X	
Process ballots which includes testing, tabulation, and audit	X	
Perform signature verification on ballot affidavits and provisional ballots	X	

* For a countywide election, the COUNTY is responsible for this task.

** For a countywide election, the JURISDICTION is only responsible for its portion.

PERFORMANCE OF TASKS AS OUTLINED ABOVE MAY HAVE SIGNIFICANT IMPACTS ON THE CONDUCT OF AN ELECTION AND MAY HAVE SIGNIFICANT LEGAL CONSEQUENCES AS WELL. PARTICIPATING JURISDICTIONS ARE ADVISED TO:

1. CAREFULLY REVIEW THE ALLOCATION OF TASKS AND TO DIRECT ANY QUESTIONS TO THE COUNTY CONTACT.
2. MAINTAIN CLOSE CONTACT WITH THE YAVAPAI COUNTY ELECTIONS DEPARTMENT PRIOR TO, DURING, AND AFTER ELECTIONS.
3. REFER ANY QUESTIONS REGARDING ELECTION-RELATED LEGAL ISSUES TO THE JURISDICTION'S LEGAL COUNSEL.

Exhibit 2

**INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES
BALLOT DROP BOXES**

JURISDICTIONS who are provided with COUNTY ballot drop boxes hereby agree to the following additional responsibilities:

1. The COUNTY will issue ballot drop box keys to the JURISDICTION. These keys remain COUNTY property and must not be duplicated. The JURISDICTION agrees to keep keys in a secure location and allow only authorized staff or COUNTY-designated employees access to keys.
2. The JURISDICTION shall “open” all COUNTY ballot boxes on the first day of early voting as instructed by the COUNTY, depending on the specific election.
3. The JURISDICTION shall maintain and check for ballots in all COUNTY ballot boxes periodically throughout the early voting period and on election night at 7 p.m.
4. The JURISDICTION shall promptly notify the COUNTY if a ballot box is at risk of becoming full and a ballot pickup needs to be scheduled.
5. The JURISDICTION shall “close” and secure all COUNTY ballot boxes from accepting any more ballots promptly at 7:00 p.m. on election night.
6. The JURISDICTION may be instructed to call the COUNTY with the number of ballots dropped off on election night, depending on the specific election.
7. The JURISDICTION shall promptly report to the COUNTY any damage and/or graffiti to the COUNTY ballot drop box.
8. The JURISDICTION shall provide written, advance notice to the COUNTY of any additional uses of the COUNTY ballot drop boxes.

Presenter : Patricia McCarver

Start Time : 1:57 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 3/30/2016

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:07 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/30/2016

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 : 2:07 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 3/30/2016

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 Convocation; Verde Valley Post-Secondary Forum; President's Leadership Team (PLT) Retreat; Southwest Wine Center; College Highlights; Facilities Management News; Yavapai College Staff Association Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Convocation - August 15, 2016
- Verde Valley Forum - Post-Secondary Education - September 9-10, 2016
- President's Leadership Team (PLT) Retreat
- Southwest Wine Center
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Yavapai College Staff Association (YCSA) Newsletter - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Board Highlights.pdf	Aug 31, 2016	Board Highlights.pdf
September 2016 Facilities Management News.pdf	Sep 02, 2016	September 2016 Facilities Management News.pdf
YCSA Update-Sept. 2016.pdf	Sep 08, 2016	YCSA Update-Sept. 2016.pdf

September 2016 College Highlights

Arts and Humanities

- **Laura Bloomenstein**, Professor of Art, reports over a dozen potters gathered in the YC Ceramics Lab on August 20th to make about 300 bowls for the annual Empty Bowls event. More volunteers will glaze and fire all those clay bowls at the YC Ceramics Lab before Sept 11th when the Empty Bowls event takes place downtown on the square.
- **Laraine Herring**, Creative Writing and Psychology Professor, says her book, *Writing Begins with the Breath* (2007), was translated into Chinese through Shambhala Publications and is now distributed on mainland China and Taiwan.
- **Katherine LaTorraca**, Voice Instructor, sang suffragette songs in honor of the 96th anniversary of women's right to vote at the League of Women Voters Greater Verde Valley celebration August 18th at Vino de Sedona. Ms. LaTorraca is an international award-winning vocalist with extensive credits performing opera, musical theater, popular and inspirational music throughout the United States and Europe.

Business, Education and Social Sciences

- **Dr. Michael Davis**, Administration of Justice and Paralegal Programs Coordinator, was invited to speak at the Arizona Justice Educators Association Conference at Northern Arizona University on October 7th. Davis' presentation "Neural Profile of the Criminal Mind" explored the differences between brain scans of violent criminals and the general public. His presentation also examined the challenges that advances in Neuroscience are creating for the criminal justice system. Davis is a recognized expert in the field of Neuroscience and the Law and is a frequent lecturer on the topic.
- **Dr. Terry Lovell**, Professor of Business, and host of weekly radio show, KYCA Talks, reports recent Yavapai College guests have included **Ken Krebbs**, Fire Science and Emergency Management Services Programs Director, and Brandon Nargessi, Fire Science and Emergency Management Services Faculty. In particular, Krebbs and Nargessi discussed the importance of applying scientific knowledge and critical thinking skills in assessing and addressing fire and other emergency situations and how a college education is invaluable preparation for a career in these fields. The following week, **Dr. Joy D'Angelo**, Management Program Director, was on the radio show to discuss the Associate of Applied Science in Management as well as the very successful Fast-Track Management Certificate Program. Back-to-back seven-week courses allow

students to upgrade skills and acquire knowledge and thus move ahead more quickly in their chosen profession.

- **Jan McFarland**, Adjunct Psychology Faculty, reports that the Mental Health Coalition Verde Valley (MHCVV) just hosted its third Annual Summit on August 26th in Sedona. The MHCVV is a non-profit organization that is entirely managed by volunteers of which Ms. McFarland is a part. This year's summit featured two keynote speakers, Robert Whitaker, "Challenges in Today's Mental Health System," and Dr. Grace Jackson, MD, "Are We Treating Essential Causes as Well as We Should?" In addition, Ms. McFarland is active with the American Foundation for Suicide Prevention and hopes to host a walk in Sedona in the next year or two. The walks are big events that take a year of planning. UA, ASU, local high schools, and community colleges are involved and active in volunteering and walking/fundraising for this organization. This year, it will have registered pet walkers, so four-legged furry friends will be able to join in and earn the prevention bandana.

Career and Technical Education

- **Robert Smith**, Welding Professor, successfully completed a pair of internships in manufacturing this summer where he learned advanced production techniques as well as how to utilize water jets for high speed cutting. Professor Smith plans to take this information and utilize it in the classroom to continue to provide his students with industry current information.
- The Career and Technical Division experienced 14.5% growth for fall 2016 with the largest growth coming in Welding, Automotive, Agriculture, Canine, Culinary, Engineering Technician and the Film programs. Other programs grew as well, but these areas showed the largest increases. Culinary was fueled by substantial dual enrollment gains across the county.
- **John Morgan**, Dean for the Career and Technical Division, is working with Printpack to determine if the same arrangement can be struck with them that has been done with Freeport McMoran for many years, i.e. student scholarships and paid internships. Printpack is currently discussing this proposal with their corporate headquarters in Atlanta. Printpack plans on retrofitting their Prescott Valley operation in 2018, and will require advanced manufacturing techs or upskilling of their existing workforce.

Sciences, Health & Public Safety

- **Mary Brown**, Nursing Program Director, was granted Emeritus Faculty status at her former college, Ivy Tech, Indianapolis, IN.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

September 2016

Greetings from Facilities!

The September issue of this newsletter contains the latest information related to Facilities Management programs and projects, along with general information concerning the campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please e-mail me at david.laurence@yc.edu. The newsletter will also be posted on the Facilities web site.

College Wide Campus Master Plan Phase 1b

Prescott and Verde Valley Campus Wayfinding and Open Space

Wayfinding

Directional signage and directories are being installed at the Prescott and Verde Valley campuses. This phase of wayfinding will be signage at parking lot entrances to the campus and building identification signs.



Building Identification Sign at Verde Valley



Campus Directory Sign at Prescott

This project is in the first phase of a four phase, four-year implementation schedule.

Open Space

Work is nearing completion at the Mabery Pavilion on the Verde Valley Campus. Pavers are being installed, outdoor grill station being constructed and plants being installed and the masonry work nearing completion. The completion date for this project is September 9.



New Concrete and Planter Beds



New Walkway and Accents



Installation of Pavers at Mabery Pavilion

Phase 2 of the open space will be the amphitheater located between Buildings 3 and 4 on the Prescott Campus scheduled for summer 2017.



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.

Prescott Trail Improvements

The college is partnering with CrossFit, Inc. to make significant improvements to the YC Trail. CrossFit will be providing exercise stations at various increments along the trail for trail users interested in adding another level of physical activity when on the trail. The new exercise stations along with a trail head gazebo are scheduled to be installed and ready for use by the end of October.



Constructing Gazebo at Roughrider Park

Allied Health/EMS/JTED Health Occupation Programs

Programming is nearing completion as design continues for the EMS garage, Prescott Valley Center expansion and Building 2, floor 2 renovation. Surveying and utility locating is complete for upcoming construction.

This capital improvement project will consist of moving programs and associated support to the Prescott Valley Center and Prescott Campus. EMS will move to the second floor of Building 2 to be in close proximity to Nursing. A garage will be constructed between Lot J and Building 3 on the Prescott campus to house ambulances and other EMS instructional equipment. A two story structure will be constructed at the Prescott Valley center with the first floor of the expansion being finished space for Allied Health and JTED Medical Assistant and Nurse Assistant programs. The second floor will be “roughed in” with an elevator and stairwell with the intension of finishing this space out as needed.

The parking lot between the Prescott Valley Center and Glassford Hill Road will be expanded to accommodate additional students.

At this time, the construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – November 2016
2. Prescott Valley Center Parking Expansion – November 2016
3. Prescott Valley Center Addition – December 2016 through July 2017
4. Prescott Valley Center Addition Floor 2 Completion - December 2017
5. Building 2 Interior Remodel – May through August 2017
6. Prescott Valley Center Existing Space Remodel – May through August 2017
7. Move JTED from Centre Pointe to Prescott Valley – July/August 2017
8. Move Allied Health to Prescott Valley Center – July/August 2017
9. Move EMS from Prescott Valley Center to Building 2 – July/August 2017

The goal of the construction and design team is to ensure that class and lab space is ready for students at the start of the fall 2017 semester.



Prescott Valley Center



Location of Prescott Valley Center Expansion

Building 15 Renovation

Programming continues and the design team is planning on having preliminary concepts available to review at the conclusion of programming. 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

Programming is nearing completion as the floor plan is beginning to take shape. In addition to college personal, members of the community and local culinary professionals have participated in the programming process.

Some of the spaces planned include Teaching and Pastry Kitchens, 150 seat multi-purpose/classroom, ITV room, storage and redesign of existing classrooms to increase usefulness of each space.

If the next phases of design go relatively quickly, construction could begin as early as December 2016. Stay tuned for more details as the design process unfolds.

CONSTRUCTION PROJECTS

The Chino Valley Center Greenhouses have received a new concrete walk way to address accessibility issues, an automated control system update and are now being retrofitted with new roof panel. This work is scheduled for completion by September 9.

Project Manager: Chris Larson



Roof Panel Replacement In-Process



New Controls and Walkway System

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 – Substantial Completion

CTEC Parking Lot Replacement – Substantial Completion

Building 7 Restroom/ADA Renovation – September 15, 2016 completion

Building 1 Roof Replacement – May 2017

Chino Valley Parking Lot and Roadway Rehabilitation – Obtaining bids

Building 7 Parking and Roadway Re-alignment – Summer 2017

Prescott Parking Lot Rehabilitation – Summer 2017

CTEC Restroom Upgrades – Fall 2016



CTEC North Parking Lot



CTEC South Parking Lot



Building 7 Restroom ADA Renovation

Michael Taylor Architects, Inc.
Project Manager: Bruce Hustedt

Haley Construction

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

Welcome to Fall semester! It's great to see the College come to life as faculty and students return. For those who were off on vacation or just taking time away from campus, I hope it was a time to relax, recharge and think about campus safety.

Wait, you didn't spend the summer thinking about campus safety? No problem, we did (actually, we never stopped).

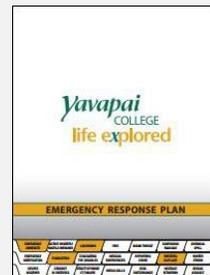
Here's a reminder of some campus safety essential information:

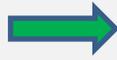
1. Hollywood is buzzing about the latest Risk and Emergency Management video on campus safety titled: Campus Emergency! Do you know what to do?



The video stars YC students, faculty and staff and is a must see! It covers situational awareness, evacuations, shelter-in-place and lockdowns. Watch it now at: www.yc.edu/risk then scroll to the bottom of the page or click: [Campus Emergency!](#) (popcorn not included)

1. Notice the Emergency Response Guides in every building. This is your quick reference for what to do in a wide variety of emergency situations.
2. Building Evacuation Route Maps on every floor guide you to the nearest exit and identify your emergency assembly area outside.





- Blue Light Phones are located throughout the Prescott and Clarkdale campuses and are a quick and easy way to contact Campus Police. Maps of their locations are available at the Risk and Emergency Management webpage: www.yc.edu/risk.



- The Yavapai College Risk and Emergency Management webpage www.yc.edu/risk is your destination for safety resources and training, unsafe condition reporting, personal preparedness checklists and tips and contact information.

The screenshot shows the Yavapai College Risk and Emergency Management webpage. The page includes a navigation menu with links to Home of Facilities Management, FAQ, Sustainability at YC, Financial & Administrative Services, and Risk Management. The main content area features a 'Risk Management Safety Tips' section with three bullet points: 'Don't check doors open with recks', 'Don't daisy chain surge protectors', and 'Don't allow technology to make you unaware of your surroundings'. Below this is a pink button for the 'Unsafe Condition / Behavior Reporting Form'. The 'Risk Management Safety Resources & Training' section lists various PDF documents such as 'Monsoon Safety', 'How to Prepare for a Wildfire', and 'Blue-Light Emergency Phone Locations'. A 'Contact Us' section provides emergency hours, main office address (821 E. Sheldon St., Prescott, AZ 86301), and front desk contact information.

Stay safe and have a great semester!

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Welcome Jorge Alvarez as the new Manager, Custodial Services. Jorge has worked at both the Verde Valley and Prescott Campuses. Facilities would also like to welcome Michael Anderson as the new CTEC Custodian/Safety Officer and Roy Frias Prescott Custodian. Michael comes to Yavapai after serving in the United States Air Force and Roy previously worked at SODEXO. Welcome gentlemen!

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

IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ WELCOME NEW STUDENTS
- ◇ FALL SEMESTER KICKS OFF WITH CONVOCATION
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WELLNESS UPDATE
- ◇ MY SUMMER VACATION
- ◇ HAVE YOU HEARD OF I AM YC
- ◇ JUGGLING UPDATE
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Greetings Yavapai College Staff!

I hope everyone had a wonderful summer. I would first of all like to welcome our new YCSA Board Members: Janice Soutee was elected as Vice President and Jennifer Taylor was elected as our Secretary. I would also like to welcome Jerry Zaryczny who stepped up to be our Web Developer after Fernando's unexpected departure.

I would like to extend a thank you to everyone who came to our general meeting on Convocation Day. What a turn out! I feel that the staff association is really doing a great job when we can engage so many people. So please continue to participate and join committees and voice your opinions. If you have any issues you would like addressed, please visit the YCSA webpage at www.yc.edu/ycsa and fill out our form.

Finally, thank you to all staff who stepped out of their comfort zone and helped with the call campaign. By the looks of things, you all made a big difference in increasing our enrollment this semester.

James Elphick, TRIO Veterans Upward Bound

Welcome New Students

Members of the YCSA Social/Community Service Committee participated in the Welcome Riders event at the Residence Halls on the Prescott Campus.

They assisted students and their families with move-in and helped welcome them to the beginning of Fall 2016 semester.

Thanks for your help in letting our students know there are friendly staff and familiar faces around campus!



Fall Semester Kicks off With Convocation

Convocation Day kicked off the fall semester on August 15. Thank you to Dr. Ron Liss, Monica Belknap, Billie Norris, Connie del Castillo, the Marketing Department, Sodexo and everyone that helped present a great day.

At Yavapai College, Convocation Day is like a class reunion; it gives staff the opportunity to connect or reconnect with colleagues from all campuses. Here are some of the comments we received from attendees as they participated in the day's activities:

- Liked the lei's the new employees wore. Gave us all a chance to welcome them.
- Dr. Liss was funny and informative! It was great to learn more about him as many of us hadn't had the chance to get to know him.
- The administrators were very approachable.
- Breakout sessions offered good cross perspectives from staff, faculty, and students.
- Some breakout groups didn't have enough representation from faculty and students.
- Convocation Day helped me see the bigger picture of Yavapai College.
- Thanks to the administrators for serving lunch! After your retirement from YC, you have a new career opportunity.
- This day really helps staff and faculty connect.
- Steve Walker needs more questions.
- Being able to interact with staff and faculty that I don't normally work with.
- Chance to meet with people across departments: Fire Science, Nursing, Student Development, OLLI, Arts & Humanities, Facilities

(Continued on page 2)

Celebrating Our Employees

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

New Employees

Name	Department	Campus
Jerald Monahan	Campus Police	Prescott
Jennifer Zwak	Police Department	Prescott
James Haile	Mail Center	Prescott
Michael Anderson	Custodial-Facilities/Campus Safety	CTEC
Lori McIntyre	Biology	Verde
Charlotte Dunnigan	Mail Center	Prescott
Mitchell Goldberg	Purchasing	Prescott
Ryan Gastonguay	PAC	Prescott
Giovani Donaldson	TRIO	Prescott

New Positions/Status Changes

Name	Department	Campus
Lisa Mauldin	Student Development	Verde
Harlee Welch	Financial Aid/Student Dev.	Prescott
Petra Bresee	Allied Health	Prescott
Cheryl Williams	Mail Center	Prescott
Barb Waak	Verde Valley Campus Dean	Verde
Kaitlin Gruber	Residence Life	Prescott

welcome!

Fall Semester Kicks off With Convocation *Continued*

- It was great to have a huge attendance at the YCSA meeting. YCSA participation is growing.
- Convocation days at my past jobs welcomed students; this was a new type of Convocation Day for me.
- It was interesting to hear different opinions on what is “student success.”
- It was wonderful to have students as part of the break out session conversations.

Wellness Update



What's new this month in the YCT Wellness Program?

On September 12 we are starting the Second Annual “I’m Totally Losing It!” Body Fat Loss Challenge. The challenge runs from September 12 through November 20. The object of the challenge is to lose as much body fat as possible while retaining, or even gaining, muscle mass. Every participant that loses at least 2% body fat (for example, starting at 35%, finishing at 33%) will be eligible for the grand prize drawing: a 4-week membership to Blue Apron!

Also coming in September are the Healthwaves Wellness Screenings and Flu Shot Clinics. YCT members can make an appointment to get various health screenings done, as well as their annual flu shot.

The POP (Prostate Onsite Project) cancer screenings are going to be held in Prescott on September 16 and 17. These screenings are available to all YCT benefit eligible employees and spouses.

For more information on the body fat challenge, Wellness Screenings, and the POP screenings, please visit www.yctwellness.com. Paula Tomitz, YCT Wellness Coordinator, can be reached by phone at 928-776-2238, or by email at paula.tomitz@yc.edu. Also, to be kept updated on all YCT Wellness events, please like us on Facebook: Yavapai Combined Trust Wellness Program.

There is no life I know to compare with the imagination. Living there you'll be free, if you truly wish to be.
— Willy Wonka

My Summer Vacation

How did you spend your summer? While not all of us were able to get away this summer and enjoy some time away from Arizona and the surrounding communities, some YC employees did get away and took a moment to share their vacations and photos with us. Please enjoy!

This was my second visit back to Oahu since moving here from there in 2009, and it was so amazing to see the development taking place in the downtown Honolulu and Waikiki areas. So many high rise buildings are being squeezed into such small spaces. On this trip, we survived driving through the torrential rains and flooded highways from Hurricane Darby on July 24, but it cleared the next morning and was beautiful for the remainder of our



I went to the beautiful island of Kaua'i for my summer vacation. Kaua'i is my second home and I always have a great time visiting my family and friends, kicking back on the gorgeous beaches, hiking my favorite trails with breathtaking views and eating the local cuisine.



For those who would like to visit, Kaua'i is the oldest island, and is called the Garden Island, because of the lush tropical vegetation and fragrant, exotic flowers. The beaches are gorgeous and never over-crowded. In the summer, the water and waves are perfect for boogie boarding, surfing, kayaking and many other water sports. There are also numerous hiking and mountain biking trails. And, the local residents are friendly and helpful.



the summer, the water and waves are perfect for boogie boarding, surfing, kayaking and many other water sports. There are also numerous hiking and mountain biking



visit. We were so happy to attend our niece's wedding and truly enjoyed our time with family and friends, swimming at the beach, talking story and eating lots of ono food!

Paige Ruggles-Kruger

Aloha!
Gina Hutchison



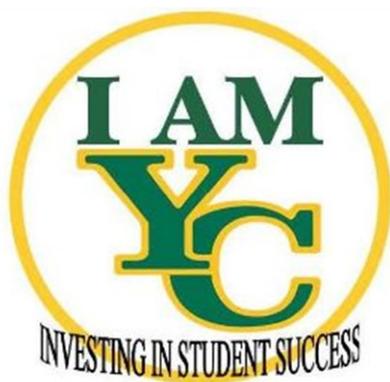
SUMMER Vacation



Kelli Jones, HR Specialist (and Geography Adjunct), took off to Montana this summer and made time to visit neighboring Wyoming and South Dakota. From hiking, biking, caving, camping and fishing to ghost hunting and road tripping, Kelli made sure to take in all of the natural, historic and tourist sites along the way!



Have You Heard of I AM YC?



We are a student run philanthropy club on your campus focused on student success. This is our second year and we are asking faculty and staff, full and part-time, to join us in the fight for student retention.

We know that finances are one of the main reasons students drop out of higher education. Partnering with you, we can help keep those students in school. I AM YC has started two funds to help students do just that. The first is a Scholarship Fund. Eventually, we hope to have an endowed scholarship for YC students. What does that mean? With a lump sum of \$10,000, we can have our scholarship invested. This investment then pays for at-risk YC students in the form of scholarships.

We have also started a YC Student Success Grant. That's just a fancy term for an emergency fund. We do not want our YC students dropping out for a short-term financial crisis. If we can help our students get over this financial bump, and continue in school, we have helped them stay on track for their educational goals. This last year we helped four families with a crisis. They needed food, medicine, tires and help on their electric bill. The need is real and as we move forward, it will grow. If we help them now, we have helped them succeed.

Please consider joining us in this fight. We would love to partner with you. Our goal is 100% participation at YC. We know we can reach this goal if everyone does a little bit. You can submit a payroll deduction form choosing either the scholarship or the success grant, or both. You choose. We are asking for a donation of at least \$5 a pay period, which totals \$120 a year as a tax-deductible gift.

Thank you sincerely, from the I AM YC students.

Hi Folks,

The Yavapai jugglers from Yavapai College, Prescott College and Embry-Riddle University are sponsoring our 2nd Annual Juggling Festival on the weekend of September 9, 10 and 11 in the YC Walraven Gym.

The workshops will include: introduction to learning to juggle all the way through to advanced passing pins patterns and learning numbers juggling. We are really fortunate to have great jugglers here in Arizona. There will also be games and we are working to be able to do giveaways for participants.

As a service project we hope to collect food donations for a local food bank and another project is collecting monetary donations to support the "I am YC Emergency Fund" to assist students who encounter unexpected emergencies that require quick funding.

The general hours will be:

Friday, September 9, 5:00pm – 10:00pm

Saturday, September 10, 7:00am – 10:00pm

Sunday, September 11, 7:00am – 12:00noon

Saturday, September 10, Performance 7:00pm – 8:00pm

If there is some way you would like to assist in making the festival happen, we could use your help. Your support is, and would be, greatly appreciated. Contact Frankie at frank.cardamone@yc.edu or call 928-776-2085.

Set-up, welcoming folks, giving a workshop, soliciting gift cards from local vendors as donations to Yavapai College Juggling Club, sharing a juggling game, performing on Saturday evening, clean-up, provide housing for guests from out-of-town, advertise the event in your community.

In the meantime, juggling opportunities here in Prescott are:

Every other Monday at 5:30pm – 6:30pm on the south side of the Prescott Courthouse Square

Saturday's from 8:30ish to 10:30ish am at the Farmer's Market held at the Yavapai College parking area through October.



If you would like to share your juggling group information, please let me know and we'll get it out there. I've been meeting folks from Phoenix and Flagstaff at the Saturday juggling.

More to come, Frankie

Yavapai

Juggling Festival



September
9th, 10th, & 11th



In the
Walraven Gym
at
Yavapai College
1100 E Sheldon St
Prescott, AZ 86301



Games

Free

Performances

Learn & share many styles of juggling

Make new friends & enjoy exhilarating fun

For more information contact Frankie Cardamone in The Learning Center or at Frank.Cardamone@yc.edu

Workshops



YCSA Committee Updates

Employee Benefits & Professional Development

The Employee Benefits & Professional Development Committee will meet next on September 23, 2016 at 3:00 pm, in Building 1, Room 120 on the Prescott Campus. We can conference in a non-Prescott attendee if you let Karen Leja know you would like to attend so she can make arrangements. We are looking for members from all campuses in the District. If you have anything that you would like the Committee to address, please email Daintry.Donovan@yc.edu or send in your query via the YCSA website.

Executive Board

Would you like to recognize a peer for going above and beyond the call of duty? Please consider visiting our website www.yc.edu/ycsa to have a certificate of gratitude sent to them. It doesn't take long and a simple "I appreciate you!" is usually enough to brighten someone's day.

This is open to all staff members, full-time, part-time...it doesn't matter. Let's celebrate the hard work and dedication our staffers give every day!

We look forward to seeing your nominations!

Social/Community Service

Thanks to all that have joined the SCS Committee this academic year. Our first meeting will be September 9, 2016 at 10:00am in building 30 room 126, to discuss the direction the committee would like to take, along with nominating a Chairman. Come join us for great coffee and great conversation!

One event we will be supporting in September is the Pokemon Go Event on Saturday, September 24, 2016 from 10am to 2pm, Prescott Campus. This event will bring individuals from all over the state to show off our amazing college and various YC programs. Interested in volunteering? Please contact Kelli Jones at kelli.jones@yc.edu or ext. 2098.



Newsletter

The Newsletter Committee will meet next on October 4 at 12:00pm to discuss and plan the November issue which should come out the week of November 14. Meetings are usually held in Building 3, Room 125A on the Prescott Campus. If you have an article or an item you would like included in the next newsletter, please email katherine.anderson@yc.edu.

YCSA Committees 2016

Employee Benefits & Professional Development

Social/Community Service (SCS)

Newsletter

Daintry Donovan, Chair

daintry.donovan@yc.edu ext. 2114

Janice Soutee, Interim Chair

janice.soutee@yc.edu ext. 2025

Katherine Anderson, Interim Chair

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YCSA Board 2016

James Elphick — President

Janice Soutee — Vice President

Jennifer Taylor — Secretary

Jerry Zaryczny — Web Design

Karen Leja — Alternative Representative

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928-776-2025

928-776-2304

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Presenter : Patricia McCarver

Start Time : 2:22 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 25

Proposed : 3/30/2016

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 Faculty Senate Update; Student Recruitment Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Dr. Ron Liss, Vice President for Instruction and Student Development, will provide an update to include:

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate President
- Student Recruitment - Heather Mulcaire, Director of Recruitment and Early College Programs
- Other Related Issues

Attachments :

Title	Created	Filename
On the Road Recruitment and Early College.pdf	Sep 07, 2016	On the Road Recruitment and Early College.pdf



ON THE ROAD WITH RECRUITMENT AND EARLY COLLEGE PROGRAMS

JUNE 2016

Early College and Recruitment

Chelsie Klaine- Early College Academic Advisor

Brandi Fabian- Early College Specialist

Chorissa Karstens- Recruitment Specialist



2015-16 RECAP

THE YEAR OF BUILDING FROM THE GROUND UP

DO WE EVER GO INTO THE HIGH SCHOOLS?

- Early College Orientations
 - Mass admissions events
 - Group advising sessions
 - Fall Tour
 - 9 weeks of out of county high school visits
 - 3 Regional College Fairs
 - College Fairs outside of Fall Tour
 - College Access Forum
 - College Application Campaign
 - PHS Monthly Table Visits
 - High school senior spring campaign
- **Where did we go?**
 - **ALL** Yavapai County Public Schools
 - Wickenburg
 - Deer Valley
 - Ganado
 - Mingus MTN Academy
 - Trinity Christian
 - PV Charter
 - South Verde Charter
 - Kingman
 - Sedona
 - PHS

DO WE EVER GO INTO THE HIGH SCHOOLS?

ACADEMIC ADVISING SCHEDULE

Once a month: Ashfork, Bagdad, Camp Verde

Twice a month: Chino Valley, Tri City Prep, Mingus Union

Weekly: AAEC, Bradshaw MTN

Academic Advising in the high schools is offered from 8-12:00pm, Monday- Friday. Daily Advising is offered at Prescott, Verde & PV campuses from 1-4pm.



WE WANT MORE HIGH SCHOOL STUDENTS ON THE YC CAMPUS!

- 15 Early College Days
 - 80 students
 - Assessment testing, tour, advising session
- 10 Discover Yavapai Programs
 - 1.5 hr program
 - Includes Admissions, Financial Aid, Residence Life information and Campus Tour
- Group Testing Sessions
- Daily Campus tours led by Student Ambassadors
- CTE Day

- **Who came?**
- AAEC
- Salt River
- Northpoint
- Mayer
- South Verde
- PV Charter
- American Heritage
- Tri City Prep
- Basis
- Chino Valley Honors Program
- BMHS Gear Up
- Camp Verde
- PHS
- Homeschool students
- NAU Upward Bound
- Ashfork
- Mingus
- Sedona
- Camp Verde
- BMHS
- Chino Valley



WE SHOULD REACH DOWN TO THE LOWER GRADES...

- Ruff Rider Middle School Program
- PAC Tours
- Elementary School Tours
- Tech Savvy
- **Who Came?**
 - Beaver Creek
 - Clarkdale/Jerome
 - Kingman
 - Wickenburg
 - Cottonwood Oak Creek School District
 - St. Josephs
 - Kirkland
 - Tuba City
- LEAP Juvenile Probation

A cartoon bulldog mascot is shown on the left side of the slide, wearing a graduation cap and gown. The text "Winslow High School College Signing Day" is displayed in large, yellow, sans-serif font against a red background.

Winslow High School College Signing Day

LET'S DIVERSIFY OUR STUDENT POPULATION

Winslow HS Inaugural College
Signing Day

Gila River Reservation College
Night

NABI College Fair

NYK 2.0 Forum

White Cone College Fair

Yavapai Apache College Fair &
cultural events

ARE WE OUT IN THE COMMUNITY?

- Sent YC Care packages to AZ Military Education Centers
- Prescott Teen Maze
- Verde SciTech Fest
- Prescott SciTech Fest
- Verde Valley Chamber Mixer
- CASA Education Fair
- Big Brothers/Big Sisters
- Cottonwood Youth Center
- LDS Community College Planning Event
- Clarktober Fest
- Hopefest
- Earth Day
- AZ Technical College EXPO
- Treehouse Learning Community Partnership

WEB INQUIRES

Average 40 requests/week

Request Information about Yavapai College

We are happy to provide customized contact if you complete the form below. When you submit the form, you will be taken to an [information page](#) for immediate assistance. Choose to receive your additional customized information by email or phone from our Answer Center staff, and **we will respond within 2 business days**. See our [Academic Calendar](#) for closure information.

Interested in visiting a YC Campus? [Fill out our form](#) to make your request.

I would like to be contacted by:

Email Phone Call

First Name:

Last Name:

Phone:

Mailing Address:

City:

State: Zip Code:

High School: Grad Year:

Email Address:

How Did You Hear About YC?

Primary Area of Interest

CRM MANAGEMENT

- Prospect Cards
- Bar Code Scanner
- Imported Lists
 - Initial Email- program specific
 - **56.8% open rate**
 - Moved to New Campaigns as they complete Admissions, Financial Aid and NSO and registration
- Counselors- Breakfast invitation
- YC Wire Newsletter: **63% open rate**



K - 12 Current Events and Updates

News, Dates and Deadlines:

- Want to live on campus Fall 2016? Contact [Residence Life](#) about a [Housing Application](#)
- See the [Summer 2016](#), and [Fall 2016](#) Academic Calendars for registration dates and other deadlines
- [2016-17 Tuition and Fees](#)

Dual Enrollment Early College Days

At [Early College Days](#) high school students visit a YC campus, prepare for the next year's dual enrollment classes by taking the [Skills Assessment](#), take a tour, and attend a group advising session. Students have the opportunity to interact with current college students, learn how DE classes count towards a degree/certificate, and some even have time to get their YC ID's. We are thrilled with the student response and support from our high school partners! Thank you for spending countless hours sending out reminders and collecting permission slips for this event. It is worth it! We hope that all of our Dual Enrollment High Schools will be able to participate next year.



WHAT'S DOWN THE ROAD FOR 2016-17?

- Focus recruitment efforts on Non- Traditional students
- Native American Day : Partnership with AZ Native American Commission
- Open House Event: 200-400 HS students
- Go Big: HS Counselor, Admin, Teacher Events
- Present to 12 New Community Organizations
 - Prescott Young Professionals, DES Employment Services, AZ Women's Education & Employment
- 1:1 Prospect Cultivation
- Utilize Student Ambassadors to increase outreach campaigns
- Mingus 300
- 24 Early College Days Events

Presenter : Patricia McCarver

Start Time : 2:47 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 9/7/2016

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 : Capital Improvement Plan Update - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services will present updates to the Capital Improvement Plan for the Prescott Valley Center and the Sedona Center.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:57 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/30/2016

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:57 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/30/2016

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565
3.6.1	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	558884

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

Details : Policy 3.6 - Board Committee Purpose and Principles

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

Policy 3.6.1 - May Not Speak or Act for the Board

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

Attachments :

Title	Created	Filename
3.6 Compilation.pdf	Sep 08, 2016	3.6 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board Policies
Policy 3.6 Board Committee Purpose and Principles**

Compilation - September 2016

3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board’s role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees shall normally not have direct dealings with current staff operations.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does credible data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
<p>Comments:</p> <p>Sigafoos: Until the creation of the VVBAC the Board rarely, if ever, used committees. The VVBAC needs to re-evaluated as to its role going forward.</p>		
3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does credible data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
<p>Comments:</p> <p>Sigafoos: See the comment above regarding the VVBAC.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:02 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/30/2016

Item Type : Monitoring Item

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

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

Details : Policy 4.1 - Unity of Control

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

Policy 4.1.1 - Decision or Instructions of Individual Board Members

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

Policy 4.1.2 - Request from Board Members and Board Committees

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

Attachments :

Title	Created	Filename
4.1 Compilation.pdf	Sep 08, 2016	4.1 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board-President Linkage Policies
Policy 4.1 Unity of Control**

Compilation - September 2016

4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO 1
Does credible 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 3	NO 1
Comments: McCarver: Generally, the President would inform the Board if there are concerns in this area. McCasland: What are we assessing?		
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO 1
Does credible 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 1
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: McCarver: The President normally keeps track of any concerns and would inform the Board if needed. McCasland: Why are these all separate?		
4.1.2 Requests From Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO 1
Does credible 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 1
Is this policy still relevant or useful to the Board?	YES 3	NO 1
Comments:		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:07 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 4/26/2016

Item Type : Procedure Item

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

Description : Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION

Details : 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. Filardo acted as the Board Evaluator and completed the assessment of the Board's overall performance from for June 2016 through August 2016.

Attachments :

Title	Created	Filename
Qtrly Eval Worksheet (4) AMF.pdf	Sep 01, 2016	Qtrly Eval Worksheet (4) AMF.pdf

Yavapai College District Governing Board

Meeting Self-Evaluation (Quarterly)

Months of: June and August 2016

Date Completed: September 2016

During this evaluation, have we acted consistently with Policy Governance to which we have committed ourselves?

1- Never 2- Rarely 3 - Some of the time 4- Most of the time 5 -Always	Brief comment of specific examples to support your response
The Board provided strategic leadership by focusing on ENDS <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5	
The Board communicated expectations through Executive Limitations and monitored the President’s performance accordingly. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
The Board obtained and/or considered ownership input <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5	The DGB made tremendous positive efforts in this area.
The Board encouraged diversity of viewpoints <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5	
Decisions were made collectively <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	
The Board was proactive and future-focused <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5	

During this evaluation, did we fall into any of the following behaviors that need to be improved?

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 Board focused on administrative/internal operations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 Board involved in making decisions in areas already delegated to CEO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 Decisions without whole ownership input, or led by a few vocal owners
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4 Decisions without whole Board input, or led by a few vocal members
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 Board automatically approving decisions of individuals or committees without due consideration
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6 Board focused on present and/or past
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7 Board making reactive decisions rather than pro-active decisions

If answered “Yes” for any number above, give a brief example.

What is the most important thing the board could do to improve our function as a board? Be as objective as possible. Make decisions based on accurate, relevant, and reliable data/information

Presenter : Patricia McCarver

Start Time : 3:17 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/30/2016

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:17 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 3/30/2016

Item Type : Information Item

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

Description : Review and Summary of the September 12, 2016 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will recap the September 12, 2016 Board Retreat.

- District Governing Board Ends Statements
- District Governing Board 2016-2017 Ownership Linkage Plan
- Review and possible discussion of the District Governing Board's Annual Calendar.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:32 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 9/7/2016

Item Type : Decision Item

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

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

Details : Recommend that the Board appoint Deb McCasland as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 5 - 8, 2016.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:37 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/30/2016

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> <ol style="list-style-type: none">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	560681

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

Title	Created	Filename
Minutes_DGB VVAC 2016 July 13 AMENDED APPROVED.pdf	Aug 12, 2016	Minutes_DGB VVAC 2016 July 13 AMENDED APPROVED.pdf

Verde Valley Board Advisory Committee

Schoolhouse Restaurant, Vista Hall (Above Restaurant)

The Collective Sedona

7000 Highway 179

Village of Oak Creek, AZ 86351

July 13, 2016

8:30 AM

VVBAC Members present:

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

VVBAC Members absent:

Mr. Paul Chevalier, Chair, Sedona

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

1. Call to Order

Vice Chair Regner called the meeting to order at 8:30 a.m. A quorum was present (6 members).
Vice Chair Regner recognized mayors and council members and welcomed guests and DGB McCasland.

2. Approval of Meeting Minutes - June 15, 2016

Motion – On a motion by Member Garrison and second by Member Sandoval, the minutes of June 15, 2016, were approved unanimously.

3. Member Updates - Brief summaries from members regarding their activities and events attended

Member Aniol stated that just as there is no equity in the distribution of college funds for the Verde Valley, this also happens with other services as well, such as with the allotment of food distributed from different food banks.

4. Review of answers to questionnaire responses and possible advice to the Yavapai College District Governing Board

Vice Chair Regner stated he would like to begin the discussion by asking how the committee wanted to treat the information they have received. The committee fulfilled the direction of the DGB, which was to solicit, collect and submit the responses to the DGB. The committee added a 5th question, which they might want to analyze with the other questions or just analyze question 5. Additionally, Vice Chair reiterated his question as to how the committee wanted to use the information - for the committee's own understanding of its mission, goals and direction and/or to use the question(s) as a foundation for possible recommendations or suggestions.

DBG Filardo stated he wanted to clarify that the DGB is currently collecting information for

ownership linkage in four different ways: 1) open call during DGB regular meetings; 2) on the DGB website as feedback; 3) focus group feedback (five - one for each district); and 4) the collection of VVBAC surveys.

DGB Filardo challenged information presented in the local newspaper that indicated there were not enough responses and they were not delivered on time. He stated the VVBAC obtained more feedback than by the other methods and it was delivered by the deadline, end of June. The goal, DGB Filardo continued, was to get feedback from the community and the committee has met the DGB's goal. He concluded by noting the committee can look at this feedback for possible recommendations; however, that was not the goal given to the committee by the DGB.

Vice Chair Regner then asked the committee to share their impressions of what they learned from the responses. After a couple of members shared their impressions, Vice Chair Regner stated there should be discussion and decision to begin the process of updating the June 2015 report. He then discussed the tool (matrix) he used in his evaluation that included the June 2015 recommendation report, any recommendations previously made to the DGB, possible future recommendations that are on the current agenda (Items A-F), and new items that appeared in the survey responses. The matrix, he explained, has the following headings: Access, Sustainability and Structure. He stated the survey results reflect what the committee has been discussing and what the committee thinks is important in a number of areas.

DGB Filardo stated the survey garnered more feedback from this side of the mountain than any other area of Yavapai County and this feedback is a good representation of the approximately 60,000 residents in the Verde Valley. He thanked the committee for their work. 15:27

Vice Chair Regner stated a survey should be done by a professional independent consultant; however, since the committee had the feedback, Vice Chair Regner then outlined the major issues based on the feedback and utilizing his tool (i.e., his matrix):

Access: Most of the responses fell into the access area; most of the comments indicated respondents are very aware of secondary education access issues.

Sustainability: This was the second highest category and dealt with funding to allow for sustainability over the long term.

Structure: He noted a number of responses dealt with local decision making. Vice Chair Regner stated there was some sentiment regarding having Verde Valley funds protected and showed there was not much understanding about whether or not the Carver model is working for the Verde Valley.

He also stated there was feedback attributable to three of the possible recommendations on the agenda (Items 1, 3 and 6).

Member Sandoval questioned how the committee process works with regard to marketing (as an example). DGB Filardo responded by clarifying the DGB develops ends statements are goals, which are at a high level. He commented that unless committee members from other areas of the Verde Valley establish groups similar to the group in Sedona that is identifying what that need is for the community and the center, specific needs will be difficult to identify.

Member Aniol stated they have started a needs assessment group in Beaver Creek having received some ideas from DGB member, District 2, and the school superintendent. They have also asked for outside help.

Vice Chair Regner stated there were comments in the survey feedback regarding having a professional needs assessment done in the communities paid for by the college.

After further discussion, Vice Chair Regner suggested this discussion be continued and placed on next month's agenda.

Motion: On a motion by Member Aniol, with a second by Member Fisher, that this item be carried forward to next month's agenda: Review of answers to questionnaire responses and possible advice to the Yavapai College District Governing Board.
Motion passed unanimously.

5. Review of possible advice to the Governing Board continued

Vice Chair Regner read the questions to the committee and audience. He then asked the committee members if there were any of these items they wished to discuss for clarification or possible wording for advice to the DGB.

I. Possible advice regarding an YC-DGB "End" that, at a minimum, percentage 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 designated period.
Not addressed

II. Possible advice concerning the Sedona culinary arts and hospitality programs being developed.
Not addressed

III. Possible advice regarding a separate administrative college.

After discussion as to whether the committee wished to be on the record in support of DGB Filardo's previous DGB agenda item regarding this topic, which the DGB has already voted upon, the committee agreed to carry this item onto the next agenda.

Action: Vice Chair Regner will obtain the exact wording of the DGB agenda item brought forward by DGB Filardo and previously voted upon by the DGB and will place it on the next committee agenda for discussion and/or action.

IV. Possible updated advice on the College's latest 2015-2019 Strategic Plan response to our first 15 recommendations.
Not specifically addressed; however, it was generally agreed the committee should begin the process of updating the June 2015 VVBAC recommendations.

V. Request for Representative of College Marketing & Recruitment to meet with our committee.

Member Fisher questioned as to whether the marketing and recruitment department representatives were coming to another VVBAC committee meeting. Vice chair Regner responded their request has been denied and they were to obtain updated information from Dr. Perey, Executive Dean/Campus Executive Officer.

Action: DGB Filardo will ask to have an item placed on the next DGB agenda to have marketing and recruitment provide an update.

It was generally agreed this item remain on the committee's next agenda.

VI. Advice on domicile of future new hires for dean positions.

Vice Chair Regner stated there was a search for a new Assistant Dean for the Verde Valley Campus and asked the committee if they wished to provide any advice/suggestions to the DGB (Item 6) regarding the importance of the domicile of this person in the hiring process.

Member Garrison stated Clint Ewell responded to this question posed by Sedona Council at a recent meeting that the domicile of new administrative hires for the Verde Valley Campus will be considered in the hiring practices moving forward.

Vice Chair Regner noted this committee had never formally made a suggestion to the DGB with regard to Item 6 nor the other items (1-5) and asked whether the committee should be on record by making a suggestion or providing advice on any of these items.

Action: DGB Filardo in noting the committee's concern over locally hired administrators will make a request to the president of the college that particular attention be given to a local hire.

Vice Chair Regner stressed that if the committee thinks this is an important issue, then the committee needs to be on the record regardless of the action to be taken by DGB Filardo.

MOTION: On a motion by Member Fisher with a second by Member Garrison the committee recommends to the Chair of the DGB that when hiring for administrative positions within the Verde Valley to consider domicile in the Verde Valley as a preference. Motion passed unanimously.

6. Open Call - Max 2 minutes per person

Dick Dahl, Sedona – Verde Valley Open Forum update and NAU post-secondary survey
Dan Mabery, Cottonwood – Executive Dean's Verde Valley Campus
Ruth Wicks, Clarkdale – Student Services' role on the Verde Valley Campus
Bob Oliphant, Cottonwood – Scholarships
Deb McCasland, Prescott – Capital Improvement Plan (2017 – 2018)
Carol German, Camp Verde – Various
Amadeus Larew, Village of Oak Creek – first time attendee, recognized mayors in attendance, complemented Member Fisher.

7. Future Meeting Schedule

W August 10	8:30 a.m.	Tentative - Representative from NAU
W Sept 14	8:30 a.m.	Steve Dockray, V'ACTE Board President
W Oct 12	8:30 a.m.	Tentative - Dr. James Perey, Yavapai College
W Nov 9	8:30 a.m.	
W Dec 14	8:30 a.m.	

Note: All meetings at Yavapai College, Verde Valley Campus

8. Adjourn

MOTION: On a motion by Member Fisher and a second by Member Aniol, Vice Chair Chevalier adjourned the meeting at 10:27 a.m.

Presenter : Patricia McCarver

Start Time : 3:42 PM

Item No : 30

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 3/30/2016

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:42 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/30/2016

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 : 3:47 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 3/30/2016

Item Type : Decision Item

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

Description : District Governing Board Dates and Places of Future Meetings for Fiscal Year 2016 - 2017 - DISCUSSION AND/OR DECISION

Details : Board Members will review and update the District Governing Board Calendars for Fiscal Year 2016 - 2017.

Request for change as follows:

- November regular meeting date and location to be Tuesday, November 1, 2016 at the Sedona Center - President out of state

Attachments :

Title	Created	Filename
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Aug 26, 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
DECEMBER 2016 – NO BOARD MEETING	
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 : 3:52 PM

Item No : 33

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 3/30/2016

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