



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, October 11, 2016
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	636203
2	Call to Order - PROCEDURAL	1	1:00 PM	636204
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	636205
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	636206
5	Approval of District Governing Board September 12, 2016 Retreat and September 13, 2016 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	636207
6	Adoption of Agenda - DECISION	1	1:07 PM	636208
7	OWNERSHIP LINKAGE - HEADING	0	1:08 PM	638164
8	Open Call - PROCEDURAL	15	1:08 PM	636209
9	CONSENT AGENDA - HEADING	0	1:23 PM	636210
10	Receipt of Report on Revenues and Expenditures -- Month of September 2016 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:23 PM	636211

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:24 PM	636212
12	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:25 PM	636213
13	INFORMATION - HEADING	0	1:26 PM	636214
14	Information from the President to include Fall 2016 Community Outreach; Board Education; Marketing Study; Vice President for College Advancement and Foundation; Yavapai College Tennis Complex; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:26 PM	636215
15	Information from Instruction and Student Development to Include Faculty Senate; Student Retention Efforts; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:41 PM	636216
16	Information from Yavapai College Advancement and Foundation - INFORMATION AND/OR DISCUSSION	15	1:56 PM	638643
17	Sabbatical Report From Richard Peters - INFORMATION AND/OR DISCUSSION	10	2:11 PM	658786
18	Sabbatical Report From Cynthia DeCecco - INFORMATION AND/OR DISCUSSION	10	2:21 PM	651983
19	SHORT RECESS - PROCEDURAL	10	2:31 PM	636220
20	MONITORING REPORTS - HEADING	0	2:41 PM	636221
21	Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:41 PM	651280
22	Board Evaluation of Governance Policy 3.2 - Board Job Description - MONITORING, DISCUSSION, AND/OR DECISION	10	2:51 PM	648538
23	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:01 PM	636228
24	2016-2017 Ownership Linkage Plan - DISCUSSION AND/OR DECISION	30	3:01 PM	636230
25	East Yavapai County Ownership Linkage - DISCUSSION	5	3:31 PM	673822
26	Review of the District Governing Board Annual Calendar - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:36 PM	667021
27	Reports from Board Liaisons - Association of Community College Trustees (ACCT) and Yavapai College Foundation - INFORMATION, DISCUSSION AND/OR DECISION	5	3:46 PM	636232
28	OTHER INFORMATION - HEADING	0	3:51 PM	636233
29	Correspondence to the Board - RECEIPT	5	3:51 PM	636234
30	District Governing Board Dates and Places of Future Meetings for Fiscal Year 2016 - 2017 - DISCUSSION AND/OR DECISION	5	3:56 PM	636235
31	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:01 PM	636236

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/25/2016

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 : 1

Proposed : 4/25/2016

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 : 4/25/2016

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

Item No : 3

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/25/2016

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

Item No : 4

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:04 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 4/25/2016

Item Type : Decision Item

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

Description : Approval of District Governing Board September 12, 2016 Retreat and September 13, 2016 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions, motions made and approved by the District Governing Board at the September 12, 2016 Retreat and the September 13, 2016 Regular Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

Attachments :

Title	Created	Filename
Unapproved Retreat Minutes -Sept12.pdf	Oct 03, 2016	Unapproved Retreat Minutes - Sept12.pdf
Unapproved Regular Meeting Minutes - Sept13.pdf	Oct 03, 2016	Unapproved Regular Meeting Minutes - Sept13.pdf



**Yavapai College District Governing Board
Board Retreat
Unapproved Minutes of Board Retreat
Monday, September 12, 2016
9:00 AM
Prescott Campus - Rock House
1100 E. Sheldon Street
Prescott, Arizona**

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

Guests:

Richard Stringham, Senior Associate from Governance Coach

Administration Present:

Dr. Penelope H. Wills, President
Dr. Ron Liss, Vice President for Instruction and Student Development
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
Mr. Steve Walker, Vice President for College Advancement and Foundation
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 9:05 a.m.

3. Welcome to Guests and Staff – PROCEDURAL

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

4. Adoption of Agenda – DECISION

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

5. INFORMATION - HEADING

6. Environmental Scan and Review Student Pathways - INFORMATION AND/OR DISCUSSION

Tom Hughes, Director of Institutional Effectiveness and Research, and Alexandria Wright, Director for Regional Economic Development Center, provided an Environmental Scan to include trends and challenges of Higher Education (refer to the Environmental Scan Handout and Power Point).

Dr. Ron Liss, Vice President for Instruction and Student Development, provided an update on Yavapai College Student Pathways (refer to the Pathway Handout and Power Point).

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 10:05 a.m.; reconvened at 10:18 a.m.

8. OWNERSHIP LINKAGE – HEADING

9. Review of Yavapai College District Governing Board Ends Statements - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham, Senior Associate from Governance Coach, led the Board in a review the Yavapai College District Governing Board Ends Statements.

- Defining Ends Statements:
 - Ends policies are unique by being general statements to direct the organization against interpretations of the organization (resources) and outcome/results focused.
 - Ends lead the strategic plan, focused on external results/outcomes to the organization, and must be achievable (for a reasonable interpretation).
 - Ends include three components:
 1. What benefits the organization to produce on the owners' behalf?
 2. Who are the primary intended beneficiaries?
 3. What is it worth to produce those benefits (what is the cost) and what is the relative value of different benefits?
 - Ends are not goals, traditional mission or vision statements, programs/projects/plans, statement of efforts, or slogans/mottos.
 - Ends are the responsibility of the President through any reasonable interpretation.
- Measuring Ends Statements is not at the Board level but defining the value provides a clear focus for the CEO to find a way to measure.
- Ends review referencing the Environmental Scan and Pathway project: Competition & Economics,

Demographics, Labor Force, Education, Technology, and Political.

- Suggested possible gaps in the current Ends Statements
 1. Defining access
 2. Workforce component for Transfer students
 3. Defining skills (hard and soft)
- Suggested possible revisions to current Ends statements
 1. Ends priorities needs clarification at each level
 - a. Suggested priority order Ends 1.1, 1.2, and 1.3
 - b. Suggested Ends 1.1.1, 1.1.2, and 1.1.3 are equal
 2. Cannot be everything for everybody (affordable/cost)
 3. Success at the next educational institution and/or workforce
- Suggested possible gaps in the current Executive Limitation policies included implementing processes to offset cyber threats

10. RECESS AND POSSIBLE WORKING LUNCH - PROCEDURAL

Meeting recessed at 11:45 a.m.; reconvened at 12:18 p.m.

11. OWNERSHIP LINKAGE - OWNERSHIP LINKAGE (CONTINUED) - HEADING

12. Review of Yavapai College District Governing Board Ends Statements - INFORMATION, DISCUSSION, AND/OR DECISION

Tom Hughes provided the Ownership Linkage Survey Findings (refer to Ownership Linkage Handout and Power Point).

Richard Stringham continued the Ends review based on the ownership input.

- Existing Ends have the broad support of your ownership
 - Prioritized and allocation of assets
 - Various respondents had differing priorities
- Proposed subjects/concerns that need further exploration (either linkage or study)?
 - Access/serving the lower socioeconomic population
 - Under served population

13. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:02 p.m.; reconvened at 2:11 p.m.

14. OWNERSHIP LINKAGE (CONTINUED) – HEADING

15. Review of Yavapai College District Governing Board Ends Statements - INFORMATION, DISCUSSION, AND/OR DECISION

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

1 Ends

Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost.

1.1 Education Ends - This is the first priority.

Students achieve their educational goals at an affordable price.

1.1.1 Job Seekers Ends

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

1.1.2 Transfer Student Ends

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

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

1.2 Economic Ends - This is the second priority.

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

1.3 Community Ends - This is the third priority.

Yavapai County residents have access to social and cultural opportunities.

Member Sigafoos moved, seconded by Member Filardo, to approve the Ends Statements as revised. Motion carried unanimously.

16. Proposed 2016-2017 Ownership Linkage Plan - INFORMATION, DISCUSSION, AND/OR DECISION

The Board discussed and developed the 2016-2017 Ownership Linkage Plan

- Evaluating Linkage to Ownership
 - Often get operational responses
 - Conversation focuses on taxes – difficult to go beyond
 - Use input to determine Ends
 - Focus Forums useful
 - Segment of population receives updates through recording of meeting, posted on website, Annual Report, Semi-annual community Plan, and connection with other Boards

17. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:52 p.m.; reconvened at 3:01 p.m.

18. OWNERSHIP LINKAGE (CONTINUED) – HEADING

19. Proposed 2016-2017 Ownership Linkage Plan (Continued) - INFORMATION, DISCUSSION, AND/OR DECISION

The Board discussed and developed the 2016-2017 Ownership Linkage Plan

- Proposed Ownership Linkage projects:
 - Community/Town Hall Forums – 20 invited persons; various locations – cross section (background) – RSVP – follow up reminders. – Spring 2017
 - Community Survey – Spring/Summer 2017
- Desired feedback/input/questions from Owners
 - Focus study groups regarding underserved - needs and gaps
 - What does “Access” mean to Owners?
 - Are the Owners aware of the difference that YC makes in our community?
 - Why are you engaged at Yavapai College, or why are you not engaged at Yavapai College?
 - What are the educational needs of our community?
 - How effective is our linkage process with our Owners?
 - Any educational concerns that need to be addressed?
- Sample of Ownership Linkage questions:
 - What do you value about Yavapai College?
 - How does Yavapai College meet the educational, economic, and cultural needs of our communities?
 - What do you believe will be the three most significant challenges facing your Yavapai College (Higher Education) in the next five years?

With consideration of the above analysis, the Board proposed the following revision to the 2016-2017 Ownership Linkage Plan:

Member Irwin moved, seconded by Member Sigafoos, because it has completed the mission provided to it by the Board, the Verde Valley Board Advisory Committee will be suspended as part of the Ownership Linkage Plan for the 2016-2017 fiscal year, as of September 30, 2016. The Board thanks them for their input and services. Motion carried 3 yes votes and 2 no votes from Members Filardo and McCasland.

With consideration of the above analysis, the Board proposed the following 2016-2017 Ownership Linkage Plan:

- News Releases
- Monthly Meetings (various locations)
 - o Open Call, Educational Presentations, Video Recording on Channel 13 and Website
- Website
 - o Minutes and agendas, online comments, news and information
- Community Outreach Communication (bi-annual)
- Annual Report
- Board Liaisons for AADGB and YC Foundation
- Budget process
- Community Forums (Spring 2017)
- Community Survey (Spring/Summer 2017)

Member Sigafoos moved, seconded by Member Irwin, to adopt the District Governing Board 2016-2017 Ownership Linkage Plan as revised. Motion carried unanimously.

The Board will continue to review and finalize the Community Forums and Community Survey at future meetings to be implemented during the Spring/Summer of 2017.

20. Review of the Board's Annual Calendar - INFORMATION, DISCUSSION AND/OR DECISION

The Board will discuss and review their Annual Calendar at a future meeting.

21. Summary of September 12, 2016 Retreat - DISCUSSION AND/OR DECISION

The Board reviewed the information, discussion, and decisions from the September 12, 2016 Retreat including:

- Environmental scan information
- Academic Pathways information
- Review and revisions of Ends Statements
- FY 2016-2017 Ownership Linkage Plan
- Board Calendar will be reviewed at a future meeting

22. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

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

Board Retreat adjourned at 4.32 p.m.

Respectfully submitted:

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

Date: October 11, 2016

*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.*



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, September 13, 2016
1:00 PM**

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

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver called the Yavapai College District Governing Board meeting to order at 1:01 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Filardo

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of the Minutes From the August 9, 2016 District Governing Board Regular Meeting - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)

Member Filardo moved, seconded by Member Sigafoos, to approve the Minutes from the August 9, 2016 District Governing Board Regular Meeting as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Sigafoos moved, seconded by Member Filardo, to adopt the agenda with the item #27 - Review and Summary of the September 12, 2016 District Governing Board Retreat moved to follow item #6. Motion carried unanimously.

7. OWNERSHIP LINKAGE – HEADING

27. Review and Summary of the September 12, 2016 District Governing Board Retreat - INFORMATION, DISCUSSION AND/OR DECISION

Dr. McCarver recapped the September 12, 2016 District Governing Board Retreat as follows:

- Facilitator: Richard Stringham, Governance Coach

- Topics:

1. Review of an environmental scan, Pathways project, and Ownership Linkage survey results presented by Administrative Staff.
2. Analysis of Yavapai College District Governing Board Ends Statements including the impact of the environmental scan and Ownership Linkage survey results. The Ends Statements were revised as recorded in the Retreat minutes.
3. Planning for the 2016-2017 Ownership Linkage Strategy which will focus on the smaller outlying areas through Community Forums along with a County wide survey. The full plan will be finalized at a future meeting.
4. The Board's Annual Calendar was held for a future meeting.

8. Open Call - PROCEDURAL

The following owners addressed the Board:

Verde Academy for Career and Technology Education – Robert Weir
Human Capital – John O'Donnell
Verde Valley Board Advisory Committee – Bob Oliphant, Gary LaMaster, Darlene Rubio,
Verde Valley Campus – Barbara Duncan
College for Kids – Barbara U'Ren
Sedona Center – Sandy Moriarty
Prescott Valley Center – Harvey Skoog

9. Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION, AND/OR DISCUSSION (refer to Board handout VVBAC Four Items to Consider)

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, and Bill Regner, Vice Chair, provided an update of the committee's work and four items for the

District Governing Board to consider as provided in the VVBAC Handout.

SHORT RECESS - PROCEDURAL

Meeting recessed at 1:55 p.m.; reconvened at 2:12 p.m.

10. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Irwin, to approve Consent Agenda items #12 and #13 as written.

Motion carried unanimously.

11. Receipt of Report on Revenues and Expenditures – Month of August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 13-22)

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda item #11: Report on Revenues and Expenditures – August 2016 as written. Motion carried unanimously.

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 23-25)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

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 (refer to Board agenda, pgs. 29-36)

For consideration for approval 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.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #14: Intergovernmental Agreement Between Yavapai College and the Arizona Board of Regents, University of Arizona as written. Motion carried unanimously.

15. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and Mountain Institute Joint Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 37-56)

For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Mountain Institute Joint 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.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #15: Intergovernmental Agreement Between Yavapai College and Mountain Institute Joint Technical Education District (JTED) as written. Motion carried unanimously.

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 (refer to Board agenda, pgs. 57-65)

For consideration for approval the intergovernmental agreement (IGA) between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College for election services.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #16: Intergovernmental Agreement Between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College as written. Motion carried unanimously.

18. INFORMATION - HEADING

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 (refer to Board agenda, pgs. 67-89)

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

- Convocation was held on August 15, 2016 with Dr. Ron Liss as the Keynote speaker followed by a Day of Conversation.
- Verde Valley Forum - Post-Secondary Education was held on September 9-10, 2016 with several Yavapai College Administrators attending. Dr. Clint Ewell, Vice President for Finance and Administrative Services, recapped the forum and concluding recommendations:
 - o Improve higher education access in the Verde Valley.
 - o Improve communication regarding Yavapai College programs and services.
 - o Feasibility study of separate administrative college.
 - o Improve workforce training in the Verde Valley.
- President's Leadership Team (PLT) Retreat was held on August 31 and September 1, 2016 with four (4) charges: Pathways, Program Mix and Delivery, Student Support Services through Completion, and Diversify Revenue

Sources. All of these charges were guided by our Vision Statement of Yavapai College makes our community a premier place to learn, work, and live.

- Southwest Wine Center (SWC) – Dr. James Perey, Executive Dean for the Verde Valley Campus, reported that the SWC has exceeded projected revenues. This program is able to meet educational expectations as well as generating revenues.
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

20. Information from Instruction and Student Development to Include Faculty Senate Update; Student Recruitment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 90-102)

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

- Faculty Senate Update, Dr. Selina Bliss, Faculty Senate President, reported faculty are currently working on key projects that address recruitment and retention; and several faculty are participating in the Assessment and Pathway projects on September 23rd. Other ventures are Compensation Committee; Faculty Affair Committee to recalculate faculty load; and Dr. Bliss and Dr. Liss are visiting faculty around campus. Some faculty concerns are getting Dual Enrollment students to campus (physically or virtually) and class cancellations.
- Student Recruitment - Heather Mulcaire, Director of Recruitment and Early College Programs, presented the YC's recruitment strategy and recap of the 2015-2016 recruitment campaign:
 - o High School Recruitment, Advising and visiting Yavapai College Campuses/Sites
 - o Elementary and Middle School Recruitment and visiting Yavapai College Campuses/Sites
 - o High School Recruitment beyond Yavapai County
 - o Yavapai County Outreach through multiple programs
 - o Student Web Inquiries
 - o CRM Management

21. Capital Improvement Plan Update - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board handout FY17 Capital Budget)

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

- Prescott Valley Renovation is currently budgeting \$4m and requesting an additional \$1.8m for a second floor.
- Sedona Center is currently budgeted for \$3.8m and requesting an additional \$1.7m to enclose the patio.

Member Sigafoos moved, seconded by Member Filardo, to approve the request of additional capital improvement funds of \$1.8M for the Prescott Valley Site and \$1.7M for the Sedona Center. Motion carried unanimously.

22. MONITORING REPORTS – HEADING

23. Board Self-Evaluation of Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 104-105)

24. Board Self-Evaluation of Governing Board Policy 4.1 - Unity of Control - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 106-107)

25. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 108-109)

The Board evaluates 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 June 2016 through August 2016 as attached.

26. OWNERSHIP LINKAGE (CONTINUED) - HEADING

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

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

Member Filardo moved, seconded by Member Sigafoos, to appoint Member McCasland as the Yavapai College Voting Board Representative for the Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.

29. 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 Sigafoos reported that the last meeting was held on September 8th prior to the ACCT Government Institute for Student Success session on September 9th. AADGB will be sponsoring a breakfast meeting at the ACCT Annual Leadership Congress on October 6, 2016.
- Verde Valley Board Advisory Committee – Member Filardo reported the last committee meeting will be September 14, 2016. The committee will be suspended as of September 30, 2016. The Board thanks the members for their work over the past two years.
- Yavapai College Foundation – Chair McCarver reported that the last meeting was held on August 10, 2016 which included reports on the College's strategic plan, and the Foundation's end of year contributions. Coming events are

the AAUW *Author's Luncheon* on October 22, 2016; South West Center *Wine & Dine* on October 22, 2016; and Family Enrichment Center *Framing the Future* on September 17, 2016.

30. OTHER INFORMATION - HEADING

31. Correspondence to the Board – RECEIPT

Correspondence received included: Association of Community College Trustees Advisor and Invitation for the United Way Kick-off Event.

32. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 118-119)

Request to change the November Regular meeting date and location to Tuesday, November 1, 2016 at the Sedona Center due to the President being out of state.

The Board agreed to the move the November District Governing Board meeting as suggested.

33. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:25 p.m.

Respectfully submitted:

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

Date: October 11, 2016

*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 : 1:07 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/25/2016

Item Type : Decision Item

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:08 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 5/3/2016

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/25/2016

Start Time : 1:08 PM
Time Req : 15
Item Type : Procedure Item

Item No : 8

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

Description : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/25/2016

Start Time : 1:23 PM
Time Req : 0
Item Type : Heading

Item No : 9

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:23 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/25/2016

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 September 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 third month of Fiscal Year 2016-2017 ending September 30, 2016 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Sept 2016 in Oct.pdf	Oct 06, 2016	Financial Update - Sept 2016 in Oct.pdf
YCFS September 2016 - Governing Board Budget Report.pdf	Oct 06, 2016	YCFS September 2016 - Governing Board Budget Report.pdf
YCFS September 2016_Summary.pdf	Oct 06, 2016	YCFS September 2016_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

September 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. We expect this trend to continue.
- 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.

- Total Auxiliary Enterprises are projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a slight surplus. In the upcoming months we expect it to swing to a deficit position after a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) are encumbered for the fiscal year. The supporting revenues to cover the deficit will be received over the remaining fiscal year.

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

**For the Three Months Ended September 30, 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	\$ 9,363	\$ 22,638	\$ 32,001	
Association of Community College Trustees	Membership Dues	5,239	-	5,239	
Deborah McCasland	Travel	1,645	-	1,645	
HF Group LLC	Binding	106	1,394	1,500	
Karen Jones	Travel	50	-	50	
Osborn Maledon PA	Legal Counsel	100	37,400	37,500	
Ourboardroom Technologies	Software Maintenance	6,250	6,250	12,500	
Penelope Wills	Travel	250	-	250	
Sodexo Inc.	Food Supplies	636	4,364	5,000	
Steve Walker	Travel	250	-	250	
The Governance Coach	Consulting	-	5,000	5,000	
Supplies/Other	Various Vendors	173	-	173	
VVTV	Board Meeting Broadcasts	250	-	3,000	
YC Printing Services	Printing	24	-	24	
				<u>104,132</u>	
<u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	201	4,799	5,000	
				<u>5,000</u>	
Remaining Budget - September 30, 2016					<u>\$ 61,036</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 September 30, 2016 - 25.0% 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	\$ 8,591,376		\$ 8,591,376	\$ 34,538,200	24.9%	\$ 34,538,200	\$ -
Primary Property Taxes - Contingency	(37,500)		(37,500)	(150,000)	25.0%	(142,500)	7,500
Tuition and Fees	4,953,234		4,953,234	10,751,000	46.1%	10,751,000	-
Tuition and Fees - Contingency	(137,500)		(137,500)	(550,000)	25.0%	(430,040)	119,960
State Appropriations	200,050		200,050	800,000	25.0%	800,000	-
Other Revenues	74,197		74,197	442,900	16.8%	442,900	-
Interest Income	5,762		5,762	55,000	10.5%	55,000	-
Fund Balance Applied to Budget	517,500		517,500	2,070,000	25.0%	2,070,000	-
General Fund Transfer Out	(1,086,525)		(1,086,525)	(4,346,100)	25.0%	(4,346,100)	-
TOTAL REVENUES	13,080,594		13,080,594	43,611,000	30.0%	43,738,460	127,460

	<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	\$ 3,239,244	\$ 7,220,829	\$ 6,782,042	\$ 3,678,031	\$ 17,516,000	21.0%	\$ 17,340,840	\$ (175,120)
Academic Support	1,192,514	1,945,470	1,764,672	1,373,312	4,745,000	28.9%	4,650,100	(94,900)
Institutional Support	2,483,324	4,393,910	3,518,994	3,358,240	8,775,000	38.3%	8,643,375	(131,625)
Student Services	1,067,636	1,879,575	1,795,418	1,151,793	5,021,000	22.9%	4,945,685	(75,315)
Operation/Maintenance of Plant	1,351,052	2,494,144	2,034,205	1,810,991	6,270,000	28.9%	6,207,300	(62,700)
Scholarships	435,116	8,552	-	443,668	878,000	50.5%	878,000	-
Public Service	43,665	76,769	76,769	43,665	156,000	28.0%	153,660	(2,340)
Prop 301 Contingency	-	-	-	-	250,000	0.0%	-	(250,000)
TOTAL EXPENDITURES	9,812,551	18,019,249	15,972,100	11,859,700	43,611,000	27.2%	42,818,960	(792,000)
SURPLUS/(DEFICIT)				\$ 1,220,894	\$ -			

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.).

Scholarships at 50.5% of budget due to fall 2016 financial aid awards.

The Budget currently has a surplus of \$1,220,894.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2016 - 25.0% 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	\$ 3,987,513		\$ 3,987,513	\$ 11,805,000	33.8%
State Grants and Contracts	23,043		23,043	211,000	10.9%
Private Gifts, Grants and Contracts	333,823		333,823	783,000	42.6%
Proposition 301 Funds	276,821		276,821	675,000	41.0%
State Appropriation - STEM Workforce	193,600		193,600	774,400	25.0%
Fund Balance Applied to Budget	-		-	27,000	0.0%
Reimbursement Due	42,978		42,978	N/A	N/A
TOTAL REVENUES	4,857,778		4,857,778	14,275,400	34.0%

	<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	\$ 285,321	\$ 517,844	\$ 437,144	\$ 366,021	\$ 2,814,600	13.0%
Academic Support	-	-	-	-	2,000	0.0%
Student Services	270,538	484,061	471,783	282,816	1,144,200	24.7%
Scholarships	3,924,821	-	-	3,924,821	10,202,600	38.5%
Public Service	40,788	79,730	79,730	40,788	112,000	36.4%
TOTAL EXPENDITURES	4,521,468	1,081,635	988,657	4,614,446	14,275,400	32.3%
SURPLUS/(DEFICIT)				\$ 243,332		

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 38.5% 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 September 30, 2016 - 25.0% 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	\$ 700,206		\$ 700,206	\$ 1,182,400	59.2%	\$ 1,182,400	\$ -
Bookstore Rental and Commissions	85,879		85,879	210,000	40.9%	200,000	(10,000)
Food Services Sales	5,580		5,580	33,000	16.9%	33,000	-
Vending	2,408		2,408	35,000	6.9%	35,000	-
Edventures	316,700		316,700	310,000	102.2%	320,000	10,000
Winery - Tasting Room	17,366		17,366	75,000	23.2%	75,000	-
Family Enrichment Center	127,714		127,714	582,300	21.9%	582,300	-
Public Services							
Community Events	97,983		97,983	479,000	20.5%	479,000	-
Regional Economic Development Center - Training	10,225		10,225	55,000	18.6%	55,000	-
Other Revenues							
Yavapai College Foundation	86,792		86,792	410,000	21.2%	410,000	-
Other	194,501		194,501	324,300	60.0%	324,300	-
Fund Balance Applied to Budget	-		-	100,000	0.0%	-	-
General Fund Transfer In	226,625		226,625	906,500	25.0%	906,500	-
Auxiliary Fund Transfer Out	(100,400)		(100,400)	(401,600)	25.0%	(401,600)	-
TOTAL REVENUES	1,771,579		1,771,579	4,300,900	41.2%	4,200,900	-

	<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	\$ 37,467	\$ -	\$ -	\$ 37,467	\$ 171,900	21.8%	\$ 171,900	\$ -
Student Services	147,493	275,292	243,341	179,444	616,000	29.1%	616,000	-
Auxiliary Enterprises	566,570	480,264	372,254	674,580	1,528,700	44.1%	1,528,700	-
Public Service	246,300	327,063	247,994	325,369	819,000	39.7%	819,000	-
Facilities & Administrative Allocation Expense	266,324	-	-	266,324	1,065,300	25.0%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	1,264,154	1,082,619	863,589	1,483,184	4,300,900	34.5%	4,200,900	(100,000)
SURPLUS/(DEFICIT)				\$ 288,395	\$ -			

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 \$288,395.

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 September 30, 2016 - 25.0% 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	\$ 1,237,482		\$ 1,237,482	\$ 4,974,800	24.9%
Secondary Property Taxes - Contingency	(7,500)		(7,500)	(30,000)	
Investment Income	1,619		1,619	10,000	16.2%
General Fund Transfer In	359,900		359,900	1,439,600	25.0%
Auxiliary Fund Transfer In	100,400		100,400	401,600	25.0%
Fund Balance Applied to Budget	33,333		33,333	100,000	33.3%
TOTAL REVENUES	1,725,234		1,725,234	6,896,000	25.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 1,073,750	\$ -	\$ 1,073,750	\$ 4,295,000	25.0%
Interest Payments	-	189,200	-	189,200	756,800	25.0%
Pledged Revenue Obligations						
Principal Payments	-	256,250	-	256,250	1,025,000	25.0%
Interest Payments	-	103,650	-	103,650	414,600	25.0%
Revenue Bonds						
Principal Payments	-	75,000	-	75,000	300,000	25.0%
Interest Payments	-	25,400	-	25,400	101,600	25.0%
Bank Fees	1,300	-	-	1,300	3,000	43.3%
TOTAL EXPENDITURES	1,300	1,723,250	-	1,724,550	6,896,000	25.0%
SURPLUS/(DEFICIT)				684	-	

COMMENTS:

Through the third month, 25.0% of budget has been committed (excluding labor encumbrances) compared to 25.0% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:24 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/25/2016

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 President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitations 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Policy 2 3 1 Sept in Oct.pdf	Oct 06, 2016	Policy 2 3 1 Sept in Oct.pdf

Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
September 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 three months ended September 30, 2016, the General Fund has a surplus of \$1,221,000. 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 above budget by \$127,000 and expenditures are projected to be under budget by \$792,000, resulting in a net surplus of \$919,000 — a 2.1% 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 three months ended September 30, 2016, the Unexpended Plant Fund has a small surplus of \$33,000. In the upcoming months we expect it to swing to a deficit position after a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) are encumbered for the fiscal year. The supporting revenues to cover the 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 September 30, 2016, the Restricted Fund has a moderate 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 three months ended September 30, 2016, there were no variances from budget.

President's Conclusion:

I report compliance.

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

Presenter : Patricia McCarver

Start Time : 1:25 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/25/2016

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 President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.2 - Reserves

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

Attachments :

Title	Created	Filename
Policy 2.3.2 Sept in Oct.pdf	Oct 06, 2016	Policy 2.3.2 Sept in Oct.pdf

Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
September 2016

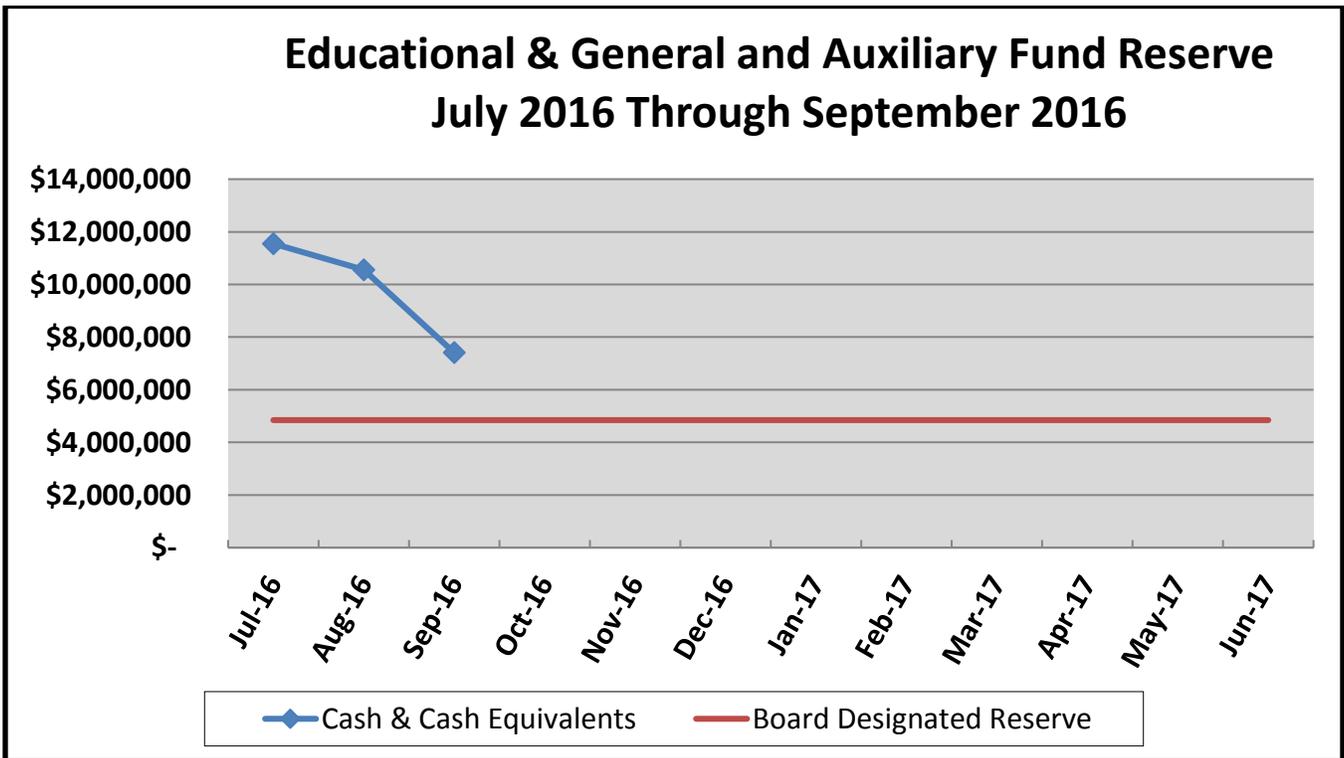
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

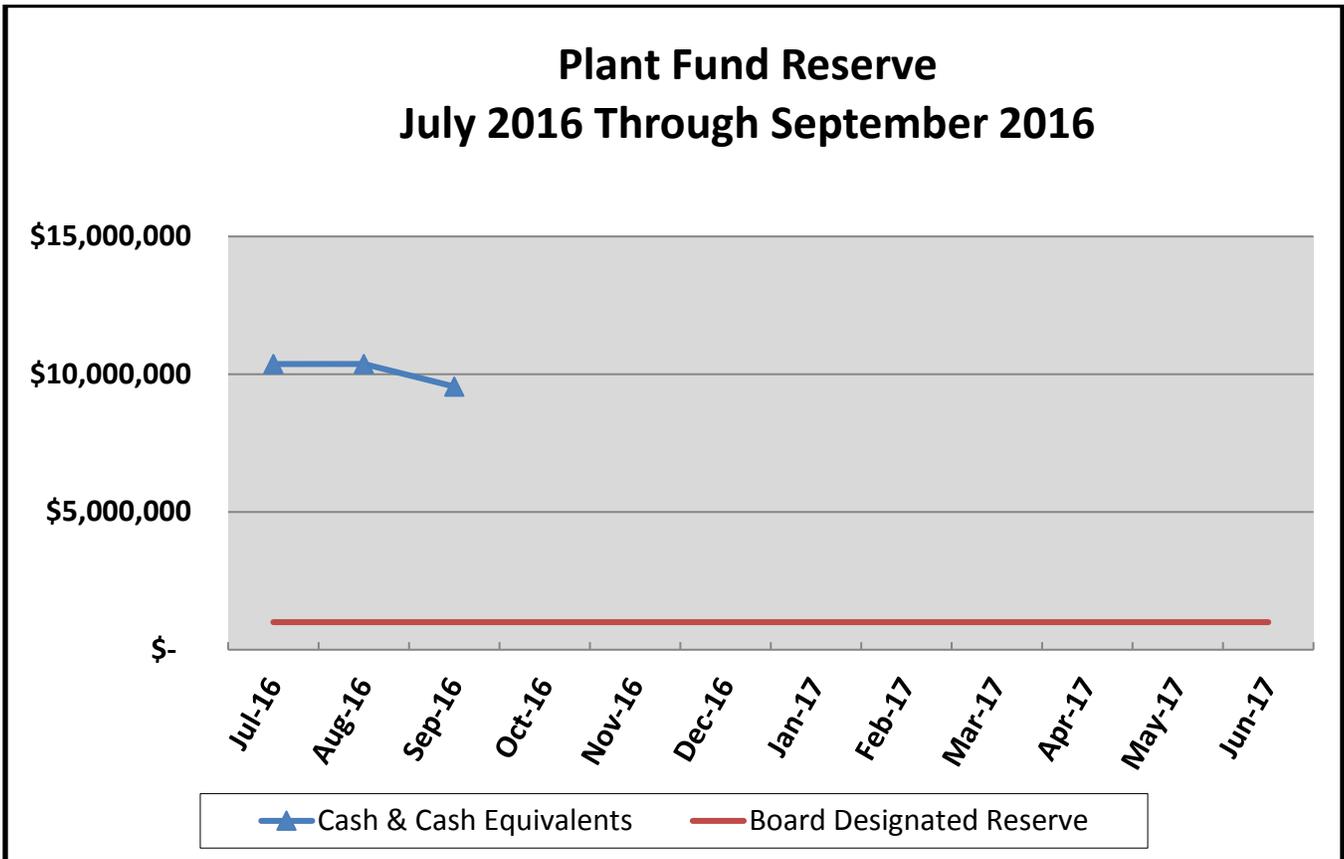
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2016, through September 30, 2016, Plant Fund reserves have exceeded the **Board's** designated reserve. As of September 30, 2016, Plant Fund reserves exceed the **Board's** designated reserve amount by \$8,552,200.

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 : 1:26 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/25/2016

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:26 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 4/25/2016

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 Fall 2016 Community Outreach; Board Education; Marketing Study; Vice President for College Advancement and Foundation; Yavapai College Tennis Complex; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Community Outreach for Fall 2016
- Board Education - Lower Socioeconomic and Underserved Populations
- Marketing Study
- Vice President for College Advancement and Foundation
- Yavapai College Tennis Complex
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Fall-CommunityOutreach.pdf	Sep 20, 2016	Fall-CommunityOutreach.pdf
October 2016 Board Highlights.pdf	Sep 29, 2016	October 2016 Board Highlights.pdf
October 2016 Facilities Management News.pdf	Oct 05, 2016	October 2016 Facilities Management News.pdf

YAVAPAI COLLEGE

COMMUNITY UPDATE



FROM THE DESK OF DR. PENNY WILLS

Other schools mark fall semester with the turning of leaves or a chill in the air. Here at Yavapai College, I see fall in the arrival of our new students, brimming with energy and anticipation;

I see it in the faces of our returning students, determined and confident. And, I see it in our faculty and staff – reinvigorated and ready to play their role in student success.

This academic year brings challenges, as well. Like many colleges across the country, we are managing constant change in our budgeting and enrollment; in the makeup of our districts, and in the needs of our communities. We will embrace the changes ahead while remaining true to our core purpose. At Yavapai College, our mission is our students' success.

That means focusing on improving outcomes. As an institution, we are exploring ways to increase retention and graduation rates. Our faculty mentorship project is already underway and will offer personalized support for first-time college students. Our Strategic Enrollment Management committee has identified the need to focus on personal enrichment and strengthening ties to high school counselors and teachers.

Keeping pace with our community, and its needs, also requires clear communication. At Yavapai College, we are listening: through our Focus Forum series, key stakeholders from across the district have offered recommendations and insights related to their expectations of the college. We were heartened by positive feedback: YC responds to community priorities with flexible programming, serves as an economic driver, and enhances cultural enrichment opportunities for the district.

At our August convocation ceremony, I challenged our faculty and staff to think about what each of us can do, as individuals, to provide greater support to our students, our college, and our community as a whole. Together we can make the 2016-17 academic year the time to grow Yavapai County's "education capital." A concerted effort will lead us to our vision: Yavapai College makes our community a better place to learn, work and live.

Let's continue the conversation:

If you want to know more about any of our projects at Yavapai College, please reach out. We're always happy to meet with you or your group to answer questions and hear ideas. Just call Karen Jones at 928-776-2307 to invite a Yavapai College rep to one of your meetings.



Yavapai College Nursing Program



Yavapai College Career Fair



Verde Valley Ceramics



AROUND OUR DISTRICT

PRESCOTT CAMPUS

The campus is alive this fall with classes, events and new services for our community. The art gallery begins the academic year with the Fall Faculty Exhibition; the library offers the Naxos Music Library, a free streaming music database offering nearly 2 million tracks of music; and YC's highly anticipated, inaugural Pokemon Go Invitational Tournament will be held on Sept. 24th. It promises to be a great introduction to the campus for many of the attendees.

Good news for the business community and lifelong learners: building renovations for the Regional Economic Development Center (REDC) and the Osher Lifelong Learning Institute (OLLI) are now complete. The REDC staff can now work more effectively with business professionals, and the OLLI building offers an attractive, comfortable space for its growing ranks of lifelong learners.

Join us on October 21 for an open house event: participants of all ages will have the opportunity to attend college-level sessions hosted by YC faculty and staff. Attendees will learn more about subjects like nursing, viticulture, financial aid, application preparation, and many others. Attendance is limited to the first 200 participants. The online registration form will be available soon at yc.edu.

VERDE VALLEY CAMPUS

Student success was the underlying theme of the summer. Fourteen high school students participated in the early-college LEAD program, earning college credits and getting a preview of campus life. The result: all enrolled at YC for the fall semester, either as full or part-time students. And, the popular College For Kids program hit an all-time high with 485 registrations!

This fall, thanks to a new partnership with the Valley Academy for Career and Technology Education, Verde Valley high school students will be able to earn college credits while taking YC courses in Welding, Fire Science and Media Arts.

Improvements to the campus include new maps, directories, and signs designed to simplify navigating the grounds. Plus, the Mabery Pavilion will launch its fall season with a new paved floor to compliment lighting and landscape work.

SEDONA CENTER

Community teams have shared their ideas for the future of the Sedona Center. Highlights included: adding culinary and pastry kitchens to support the development of a culinary/hospitality program; redesigning classrooms to accommodate lifelong learning, community education, and general education programming; and exploring a partnership with Sedona Red Rock High School to enhance their performing arts program.

CAREER & TECHNICAL EDUCATION CENTER (CTEC)

Career & Technical Education (CTE) programs continue to thrive with a robust 90.5% job placement percentage. By pairing high job placement with career coaching assistance, CTE gives our students a competitive edge in Arizona's job market.

With a National Science Foundation grant of \$855,350 to fund high-quality engineering technician training, work-based student internships, instructor training and technical equipment enhancements for the next three years, CTEC will continue to remain one of the top facilities of its kind in Arizona.

In an effort to promote increased collaboration and efficient use of public monies, the Mountain Institute Joint Technical Education District administration has relocated to the Yavapai College Career & Technical Education Center. The campus typically hosts more than 200 high school students who attend courses in Pre-Engineering, Welding, Automotive, Auto Body and Paint, and Aviation.



Prescott Campus



Verde Valley Campus



CTEC Robot Camp

CTE Program Highlights

Computer Numerical Control
The Computer Numerical Control (CNC) Machining certificate program provides an introduction to manufacturing technology and allows the student to program and operate a CNC mill and lathe, design a product for CNC machining, reverse engineer a product for 3D replication, and set tools for the CNC machining of a given product.

Industrial Machine Mechanic
The Industrial Machine Mechanic (IMM) program offers six certificates and a degree in the millwright trade and prepares the student for careers in industrial plant and production machinery installation, maintenance, repair, and fabrication. The types of machines taught include pumps, valves, hydraulic/pneumatic, and bulk material handling (e.g., conveyer systems).

CHINO VALLEY AGRIBUSINESS CENTER

Through two successful summer horticulture classes, students prepared the tomato bay for fall students, built a straw-bale garden, planted the pumpkin patch, cleaned up the outdoor gardens and erected a trellis for the grape vines. Meanwhile, canine students tested their handling skills while learning about canine sports such as barn hunt, flyball and agility.

Among the community activities on tap at the center this fall is an all-breed, multi-discipline horse show on Saturday, Oct. 8. The event is in partnership with the Arizona Agribusiness & Equine Center.

The Electrical Utility Lineworker program is in full swing with its third cohort. Students are learning the basics of electricity and line skills in preparation for well-paying careers in the energy industry. If you stop by the campus, you may see our students at the top of 40' poles installing equipment, operating utility trucks, or conducting mock rescues.

PRESCOTT VALLEY CENTER

The center will undergo renovations and expansion over the next year. Many YC allied health and JTED programs will relocate to the campus once construction is complete. The renovations will provide dedicated classrooms and labs, which will contribute to student learning and success.

FINANCIAL AID

Parents and students, take note. Financial aid may be awarded earlier this year. The 2017-18 Free Application Form for Student Aid (FAFSA) will be available starting Oct. 1, 2016 -- three months early! YC financial aid staff will present several workshops at area high schools this fall to ensure that college-bound students are aware of the latest FAFSA filing information.

YAVAPAI COLLEGE PERFORMING ARTS CENTER (YCPAC)

It's hard to imagine a more exciting fall/winter season of entertainment. The Yavapai College Music Department will follow up its September production of "Little Women: The Musical" with the holiday classic "It's a Wonderful Life" in December. Celebrated artists appearing live at the YCPAC include Art Garfunkel and Rita Rudner. Plus, the center will continue to offer satellite broadcasts of the Metropolitan Opera, National Theatre Live, the Bolshoi Ballet performances, and others.

In the Verde Valley, the YCPAC will present Australian jazz sensation Matt Baker & the Trio at the Phillip England Center on Oct. 22 and Windham Hill: Winter Solstice will usher in the holidays at the Sedona Performing Arts Center, Nov. 20. The Broadway favorite Golden Dragon Acrobats will amaze in the final winter season performance at the Sedona Performing Arts Center in March, 2017.

As always, for the full season schedule and ticket information, visit the Yavapai College Performing Arts Center website at www.ycpac.com.

REGIONAL ECONOMIC DEVELOPMENT CENTER (REDC)

Fostering employer/job-seeker connections, the REDC has been a principal collaborator in a series of career fairs around the district. The next scheduled event will be held at the Prescott Valley Event Center, Sept. 27, 9 a.m. - 1 p.m.

"Mobile Small Business Counseling for Rural Yavapai County" is now available thanks to a \$68,000 grant. The funding will expand small business technical assistance including personalized counseling services through the Small Business Development Center (SBDC). The geographic areas of focus for the grant include Yarnell, Black Canyon City, and the Town of Chino Valley.

In addition, the SBDC will continue to offer a variety of low-cost entrepreneurship workshops, as well as free one-on-one small business counseling. For workshop schedules and information, visit the SBDC web page at www.yc.edu/sbdc.



Chino Valley Agribusiness Center



Prescott Valley Campus



Financial Aid Support



Yavapai College Performing Arts Center



REDC Workshop

ATHLETICS

The Roughrider baseball and softball teams this spring were the pride of the county. Baseball capped a stellar season by winning the National Junior College World Series. Softball capped an outstanding season with a fourth-place finish in the NJCAA national championship tournament.

Academics were also a source of pride for YC athletes. Five student athletes earned a perfect 4.0 GPA. Seventeen student-athletes earned NJCAA academic awards and 45 of 78 student athletes were named to the Athletic Director's Honor Roll for earning a 3.0 GPA or higher.

The Roughrider soccer and volleyball fall seasons are now underway and both teams are off to a solid start and on their way to post-season appearances. Visit www.goroughriders.com for game schedules.

IN CLOSING

I hope this letter brings you up to date on just some of YC's recent and upcoming activity. I'd like to leave you with an infographic (below) that reminds us why Yavapai College is the best place to receive a high-quality education through both credit and non-credit programming.

If there's anything you'd like to know more about, please call Karen Jones at (928) 776-2307. We look forward to hearing from you.



Dr. Penny Wills
President
Yavapai College



National Junior College World Series Champions



YC Softball

YC By the Numbers

\$10,146

Average tuition cost for 15 credit hours (typical for one semester) among the four largest Arizona universities.

\$1,185

Tuition cost for 15 credit hours (typical for one semester) at Yavapai College.

\$13.8M

Tuition assistance provided to Yavapai College students in 2015-16 through grants, loans, scholarships and other sources.

2,849

Number of Yavapai College students that received financial aid in 2015-16.

18,917

Number of students served in the Lifelong Learning Programs at Yavapai College (OLLI, Community Education, EDventures and College for Kids), 2011-16.

FOLLOW US TODAY.



October 2016 College Highlights

Arts and Humanities

- **Aaron Rizzieri**, Philosophy Instructor, will be giving a paper entitled, "Must the evidentialist embrace character reliabilism?" at the Northwest Philosophy Conference in Spokane, WA on October 15th.

Business, Education and Social Sciences

- **Jeri Denniston**, Adjunct Management Faculty, reports that her one credit, 7-week MGT 232: Internet & Social Media Marketing class, new this fall, has been a big success. The class began on August 22nd and already students have created beautiful landing pages and Twitter profiles. Amazing results were obtained very quickly!
- **Carolyn Shelley**, Raising A Reader Grant Coordinator, reports that this August marks the sixth year for the Raising A Reader (RAR) program offered by Yavapai College. RAR is offered to early childhood providers throughout the county, with sites located in Bagdad, Camp Verde, Chino Valley, Cottonwood, Peoples Valley, Prescott Valley, and Prescott. Additional sites in Sedona and Camp Verde will begin in January. RAR's main goal is to help families understand the importance of reading aloud to their children as it promotes brain development, school readiness, and parent-child bonding. The RAR program is funded by First Things First, a voter approved initiative passed in 2006 as a tax on tobacco to support early childhood (birth to five) in the state of Arizona. New to the program this year is the Yavapai-Apache Nation's Childcare Center which, several years ago, received a grant to translate children's books into their native language. These books have been incorporated into the red RAR bags that the children take home each week, and the feedback about these books has been wonderful.

Career and Technical Education

- **Karla Phillips**, Associate Dean for the Chino Valley Center, reports YC Horticulture I students completed a service learning project for the Chino Area Chamber of Commerce. The students designed and planted a bed in the front of the Chamber building that previously had nothing but weeds. Attached below is a photo of the students at work.



- The Chino Valley Center hosted a Chamber mixer on September 29th, from 5-6:30 pm. This was an outdoor “garden party” where area business owners and community members came to enjoy some refreshments, meet YC faculty, tour the greenhouse, and enjoy a canine training demo by **Andy Lloyd**, YC canine instructor.
- Each year, the students and faculty of the Yavapai College Equine Department and Arizona Agribusiness & Equine Center high school team up to host an all-breed, multi-discipline horse show. This year’s event took place on October 8th at the Chino Valley Center. The committee confirmed the classes, judge, show secretary, volunteers, and concessions. For information please visit www.yc.edu/horseshow .
- Sixteen high school students came from Chandler-Gilbert to tour the Chino Valley Center in mid-September. The group spent three hours participating in a dog training demo, trying out some line worker activities, and checking out the plants and fish in the greenhouse.

Computer Technologies & Instructional Support

- The **Student Learning Outcomes & Assessment (SLOA) Committee** hosted the annual Assessment Day on September 23, 2016. It was a very successful (about 100 faculty, staff and administrators attended) work-day that allowed faculty throughout the district to work together on General Education assessment and Pathways.



The morning began with breakfast and an overview of our General Education assessment process presented by **Dr. Molly Beauchman**, Math Professor and SLOA Coordinator, and **Dr. Suzanne Waldenberger**, Liberal Arts Professor and Gen Ed Coordinator. General Education and AAS Degree Program faculty then worked together in groups based on the different General Education categories and the point in which each category is in the assessment cycle. Six groups analyzed data comparing attainment of General Education outcomes in the Gen Ed courses and AAS program courses where the concepts are applied, six groups discussed the data collection process and planned for data collection this year, and two groups created rubrics for data collection next year.

The afternoon session was hosted by the Pathways Steering Committee and focused on implementing Pathways. The afternoon session started with a presentation about pathways by **Scott Farnsworth**. AA, AS, AAS, and Certificate Program faculty started working on degree progression plans that contain the best order to take courses to complete a certificate or for transferability to a university and/or career and industry options.

- **TeLS** conducted their first Mini-institute in August at the Verde Valley and Prescott campuses. Each Mini-institute consisted of an afternoon of 30-minute trainings by staff and faculty covering academic technologies including Canvas, Panopto and Turnitin plagiarism checker. Over 30 faculty members were able to attend.
- **TeLS** is currently hosting the 4th annual [9x9x25 Blogging Challenge](#). Faculty pledge to write one 25-sentence blog post each week for 9 weeks. So far the challenge has produced 20 blogs about the educational experience at Yavapai College. This year there are also students and an academic advisor participating in the challenge as well. To see the submissions, visit <http://www.telswebletter.com/2016/>.
- Our Library Technician, **James Rider**, has been nominated for the Arizona Library Association's 2016 *Outstanding Library Service Award*.
- The LibGuides (subject specific library guides) Canvas external app is making faculty very happy. This app allows faculty to embed the Library's subject guides directly into their Canvas courses. We have already received requests for new guides and content additions.
 - "Thanks for the time, effort and organization to create such an EFFICIENT resource for everyone at YC! I've updated all my classes and also look forward to what I'll find for classes I'm taking this year." – **Kara Giannetto**, Physical Education Professor

- “These are wonderful! I was able to embed it into the Modules for a course I have next Spring that has a large research component. “– **Nichole Wilson**, Social Sciences Professor
- The **Library** held its annual Welcome Back Event on August 31st. This year’s theme was the Zombie Apocalypse.



Sciences, Health & Public Safety

- **Mary Brown**, Nursing Program Director, reports three of her Nursing Faculty have earned new credentials. **Nancy Mitchell** earned her Doctor of Nursing Practice from Grand Canyon University. **Jennifer Ritter** earned her Doctor of Nursing Practice from Chamberlain University. **Katie Windsor** earned her Certified Nurse Educator credentials from the National League for Nursing.
- **Ken Krebbs**, Fire Science (FSC) Program Director, reports the following updates from the Prescott Valley Center:
 - The FSC105 Firefighter Certification Academy volunteered at the Prescott Valley Patriot Run on September 10th. The Patriot Run is a patriotic-themed event that highlighted the Prescott Valley Healing Field of Northern Arizona. The 10K, 5K and 1-mile fun run started and finished at the Healing Field, where YC Fire Science students helped take down more than 300 flags honoring victims of the 9/11 terrorist attacks.
 - On September 24th the FSC/EMA programs participated at the Guns and Hoses Softball event at Bill Vallely Field.
 - Ken Krebbs discussed FSC, EMA, and EMS programs with the Crown King Fire District Meeting on September 26th.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

October 2016

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1b

Prescott and Verde Valley Campus Wayfinding and Open Space

Wayfinding

The first phase of a four phase, four-year implementation schedule of directional signage and directories is installed at the Prescott and Verde Valley campuses. The next phase is in design and will consist of parking lot banners and building specific exterior signage. This phase will begin in July 2017.

Open Space

Work is complete at the Mabery Pavilion on the Verde Valley Campus including the installation of the outdoor grill station.

Design is underway for the next phase which will be the construction of an amphitheater between Buildings 3 and 4 at the Prescott Campus. This work is scheduled to begin in the summer of 2017.



New Outdoor Grill Station



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

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.



New Gazebo Under Construction at Roughrider Park

Allied Health/EMS/JTED Health Occupation Programs

A faculty review meeting and project open house occurred on September 22. Programming is complete as schematic design continues for the EMS garage, Prescott Valley Center expansion and Building 2, floor 2 renovation.

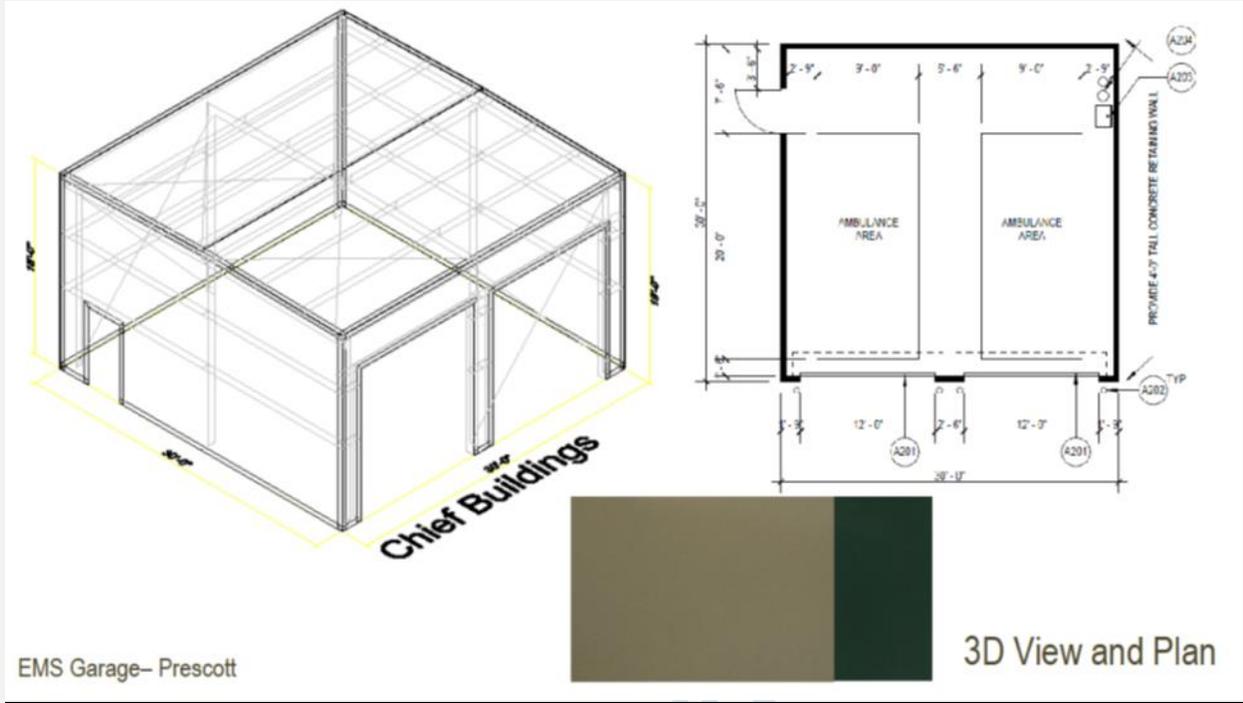
This capital improvement project will consist of moving programs and associated support to the Prescott Valley Center and Prescott Campus. EMS will move to the second floor of Building 2 to be in close proximity to Nursing. A garage will be constructed between Lot J and Building 3 on the Prescott campus 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

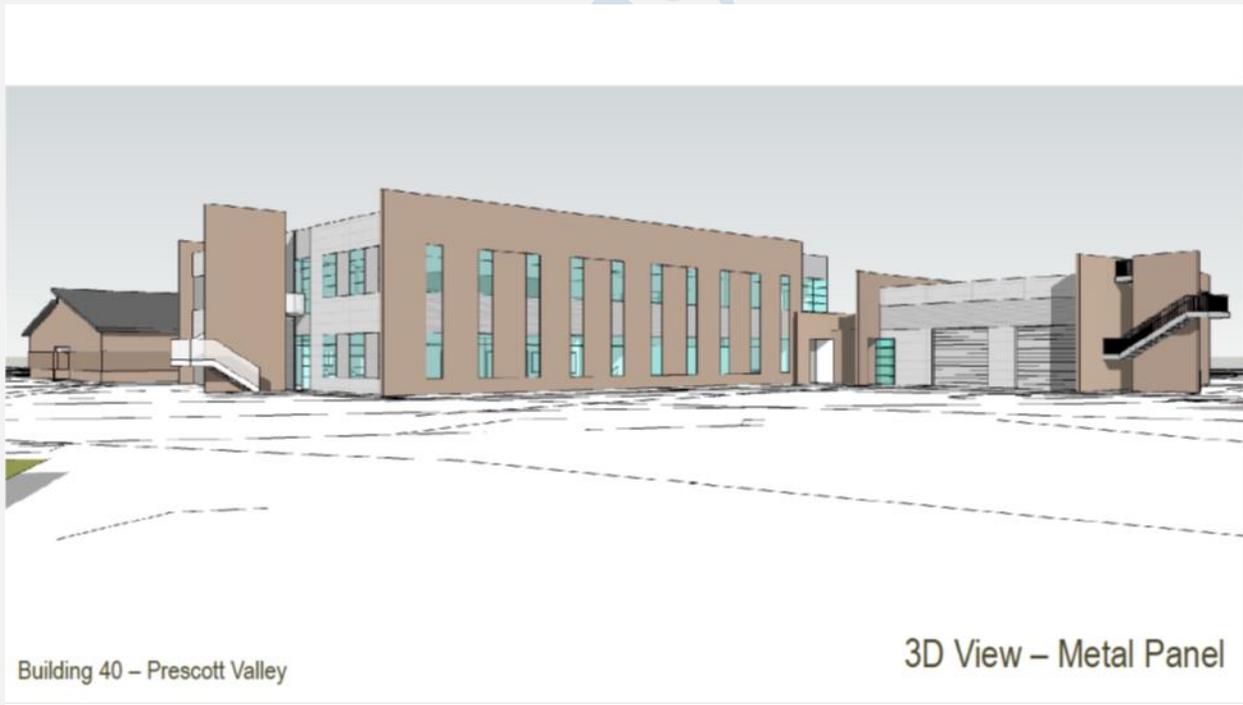
The goal of the construction and design team is to ensure that class and lab space is ready for students at the start of the fall 2017 semester.



EMS Garage - Prescott

3D View and Plan

Rendering of New EMS Garage



Building 40 - Prescott Valley

3D View - Metal Panel

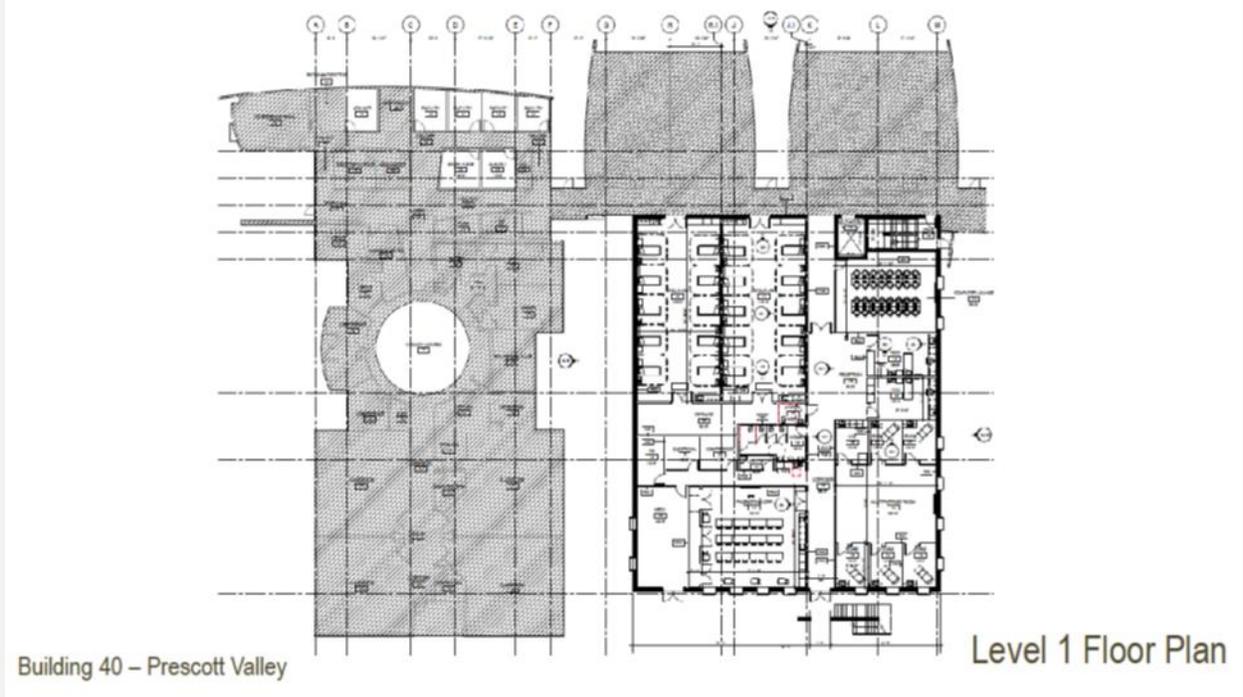
Rendering of Prescott Valley Expansion



Building 40 – Prescott Valley

Site Plan

Site Plan Showing Prescott Valley Center Expansion and New Parking



Building 40 – Prescott Valley

Level 1 Floor Plan

Proposed First Floor Prescott Valley Center

Building 15 Renovation

A faculty review meeting and project open house occurred on September 22. Programming is nearing completion for Building 15 which will contain performing art programs while the second floor of Building 1 will house visual arts. Stay tuned for more information as the design process continues.

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

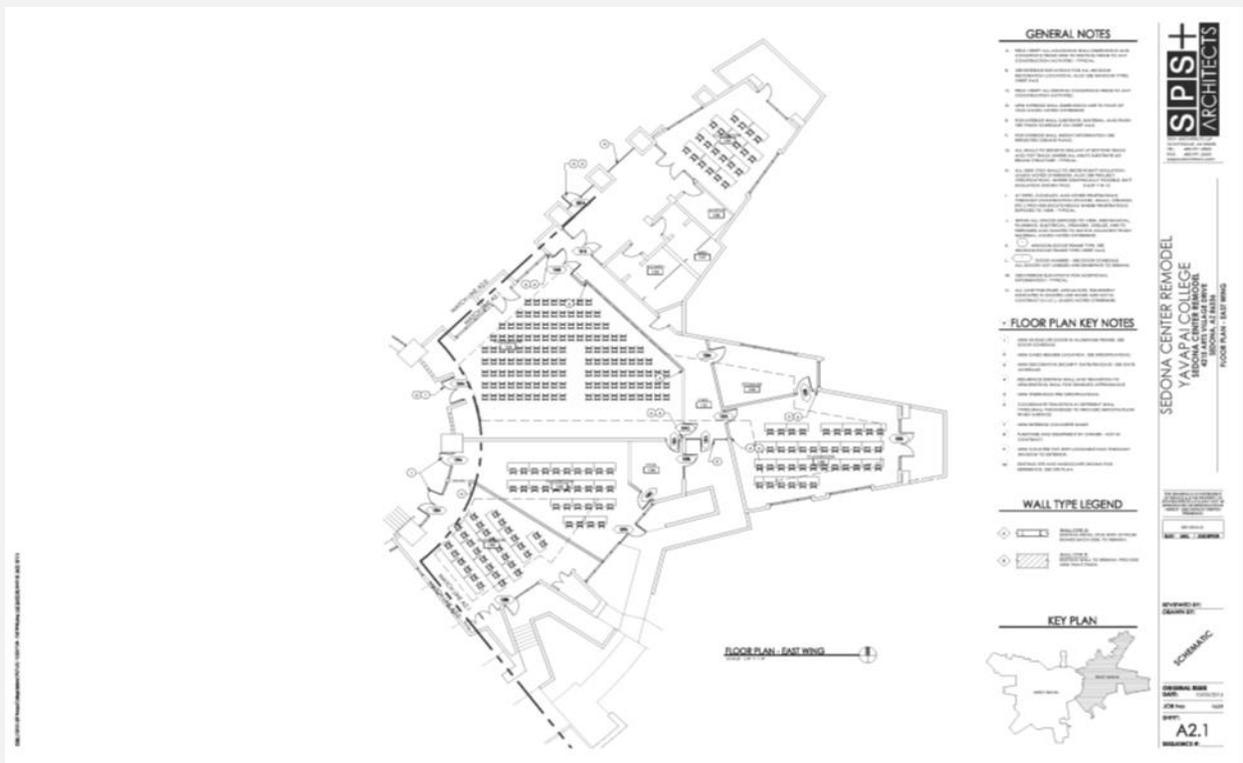
Programming is complete and the project is now in schematic design. If your schedule allows, please plan on attending one of the Sedona Center Renovation open houses scheduled for October 7:

Sedona 40 9-10:30 a.m.

Verde Valley Campus M-137 1-2:30 p.m.

Please stop in and visit with the design and construction teams

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.



Sedona Center East Classroom Renovation



Sedona Center West Culinary Arts Renovation



Rendering of Sedona Center Kiva Enclosure

SPS+

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

CONSTRUCTION PROJECTS

Retrofitting of the roof panels for the Chino Valley Center greenhouses is complete. Additional work including a new concrete walk way to address accessibility issues, and automated control system update is also complete.

Project Manager: Chris Larson

Verde Valley Campus upper vineyard storage extension is underway and is expected to be complete by mid-October.

Project Manager: James Crockett



Roof Panel Replacement



Verde Valley Campus Upper Vineyard Storage Expansion



Chino Valley Center Annual Campus Mowing Project

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:

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



Building 7 Restroom ADA Renovation

Michael Taylor Architects, Inc.
Project Manager: Bruce Hustedt

Haley Construction

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

October is National Preparedness Month! There's no better time to create your family preparedness kit and communication plan. Having a "go kit" in case of evacuation or shelter-in-place is essential for having the things you may need in an emergency. Plan to be home-bound or without services for 3 days. You may want to consider one kit for the car and one for home. Creating a kit is easy. Here's how:

Be Prepared, Build a Kit

Being prepared for an emergency isn't just about staying safe during a disaster. It's about how to stay comfortable, clean, fed, and healthy afterwards – when a storm or disaster may have knocked out electricity.

If you lost power, how would you eat? The refrigerator can't keep foods cold. The microwave can't warm things up. You might not get clean water out of your faucets. How would you find out whether it was safe to go outside? Not from the TV or computer!

That's why it's important for families to work together to build an emergency kit before an emergency strikes. There should be enough food, water, clothing, and supplies to last for at least three days.



Emergency Supplies List

- 3-day supply of non-perishable food (dried fruit, canned tuna fish, peanut butter, etc.)
- Can opener
- Paper plates, plastic cups and utensils, paper towels
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Water – at least a gallon per person, per day for drinking and hygiene
- First aid kit
- Prescription medication and glasses
- Sleeping bag or warm blanket for everyone in your family
- Change of clothes to last for at least 3 days, including sturdy shoes; consider the weather where you live
- Matches in a waterproof container
- Toothbrush, toothpaste, soap and other personal items
- Feminine hygiene supplies
- Fire extinguisher
- Wrench or pliers to turn off utilities
- Dust mask, and plastic sheeting and duct tape, to help filter contaminated air
- Battery-powered or hand-cranked radio and extra batteries
- Flashlights and extra batteries
- Cell phone with charger, extra battery and solar charger
- Whistle to signal for help
- Household chlorine bleach and medicine dropper (when diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.)
- Local maps
- Cash or traveler's checks
- Emergency reference material such as first aid book or information from www.ready.gov
- Important family documents such as copies of insurance policies, ID, and bank records in a waterproof, portable container
- Pet supplies
- Infant formula and diapers
- Paper and pencil
- Books, games or puzzles (let your kids pick these out themselves!)
- Your child's favorite stuffed animal or security blanket
- Pet food and extra water for your pet

Don't forget to think about infants, elderly, pets, or any family members with special needs!

Just as important is your communication plan. Keep in mind that cellular circuits may be busy from high volume or damage. Texting, which uses much less data than voice calls, is your best bet for connecting.

Call a Family Meeting and Make a Plan!

Some disasters strike without any warning, and family members may not all be in the same place. How will you get in touch with each other? Where will you meet? How will you get out of your house in case of a fire? What if your neighborhood is being evacuated? It's important to make a plan now so that you will know what to do, how to find each other, and how to communicate in an emergency.



The illustration features three cartoon children against a yellow background with a dotted pattern. On the left, a boy with brown hair and a red shirt has his hand behind his head, with a speech bubble saying "Let them know you're OK!". In the middle, a girl with red curly hair and a green cap has a speech bubble saying "Where do we meet?". On the right, a girl with brown hair and a green shirt has a speech bubble saying "Got the numbers?". Below each child is a teal rounded rectangle containing a list of bullet points.

- Pick the same person for each family member to call or email. It might be easier to reach someone who's out of town.
- Text, don't talk, unless it's an emergency. It may be easier to send a text, if you have a phone, and you don't want to tie up phone lines for emergency workers.

- Create a fire escape plan that has two ways out of every room and practice it twice a year.
- Choose a meeting spot near your home, then practice getting there.
- Choose a spot outside of your neighborhood in case you can't get home. Practice getting there from school, your friends' houses, and after school activities.

- Keep your family's contact info and meeting spot location in your backpack, wallet, or taped inside your school notebook. Put it in your cell phone if you have one.

Taking the time to prepare now reduces stress, empowers those who help you get ready, and assures that you'll have medications, water, food and other essentials when you need them. A stocked "go kit" will allow for faster evacuations and reduced reliance on emergency services (which may be stretched thin during and after a major event).

Take control and prepare your family today!

Additional resources and checklists can be found at:

www.yc.edu/risk and www.ready.gov

FACILITIES MANAGEMENT NEW TEAM MEMBERS

No new team members this month, however Facilities is looking to fill the open position of Lead Custodian at the Prescott Campus.

Well that's all for this edition of Yavapai College Facilities Management News. Please stay tuned for the next edition containing the latest information related to projects and programs around the college.

Under Construction

Presenter : Patricia McCarver

Start Time : 1:41 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 4/25/2016

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; Student Retention Efforts; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Dr. Selina Bliss, Faculty Senate President, will share pertinent information regarding Faculty Senate, Faculty Association, and committee updates.
- Student Retention Efforts - Tania Sheldahl, Associate Vice President for Student Development, will share information regarding student retention efforts.
- Adjunct Advisor - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Student Retention.pdf	Oct 05, 2016	Student Retention.pdf
AA Vol 5 Issue.pdf	Oct 06, 2016	AA Vol 5 Issue.pdf

Retention At Yavapai College

High Touch – Individual Contact

- Student Ambassadors
- Student Development Staff
- YC Staff

Retention/Outreach Efforts Prospects

- Admitted- New Student Orientation not completed
- New Student Orientation complete – not registered
- FAFSA completed – financial aid file not complete
- Financial aid awarded – not registered
- AP scores sent to YC – has not applied
- ACT/SAT scores sent to YC – has not applied
- Web request for information – did not apply
- Applied for Residence Halls but not registered
- Early College students not enrolled after graduation

Retention Efforts Continuing Students

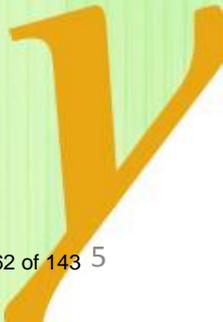
- Students on Academic Warning and Probation
- Students who do not meet financial aid rate of progression
- Financial aid suspended students
- Students on our IPEDS report starting with Fall 2015
- Students enrolled Fall 2015 and Spring 2016– did not graduate – did not re-enroll Fall 16
- Students dropped for non-payment –initial July cohort and daily drops
- Academic early alert
- Developed behavioral early alerts
- Chino Valley outreach – Dr. Karla Phillips

Initial Results



Fall 2016 Retention Campaigns

- 30% of the students contacted enrolled for fall
- This represents 644 students
- On average took 10 credit hours for a total of 6,303 credit hours
- Chino Valley Project –
 - 13/14 degree and certificate completion 20
 - 14/15 degree and certificate completion 50
 - 15/16 degree and certificate completion 54



Future Plans

life explored

- Expand Chino retention model to other programs across the district
- Deliberate tracking mechanism of students rather than numbers
- Call campaigns started earlier – better training and access for staff
- Involve faculty at the course and program level for retention purposes
- Develop proactive rather than reactive systems to support students
- High touch connections with our students

Questions?



In this Issue

FTSE Day – Monday, October 17	page 1
Adjunct Faculty Meeting Friday, October 21, 12:00 Noon Dr. N. Mark Shelley, Presenter <i>Naked without my Cellphone</i>	page 1
Resources for Student Success:	
Academic Early Alerts	page 2
Learning Center	page 3
Library	page 4
Computer Lab Extended Hours	page 3
Exploring Majors Fair	page 3
Adjunct Faculty Trainings	page 4
University Transfer Day	page 4



If the freedom of speech
is taken away then dumb
and silent we may be led,
like sheep to the slaughter.
-George Washington



**Adjunct Faculty Meeting Friday, October 21
12:00 Noon ~1:30 in M – 203
Guest Speaker – N. Mark Shelley, Ph.D.**



Naked without My Cellphone

...Research on Digital Technology and Student Success. 636 students were surveyed. The session will include sharing the findings, conclusions of the implications.

OCT 5th - FTSE Date! IMPORTANT!

October Highlights

- 10-5 Learning Styles Workshop
- 10-5 University Transfer Day
Verde Valley Campus
10:00 a.m. – 1:00 p.m. M-137
- 10-6 University Transfer Day
Prescott Campus
10:00 -1:00 Bldg. 19-147
- 10-7 First Friday Training – Sign up today!
- 10-10 Last day for student-initiated withdrawals
- 10-11 Grand Canyon University on Campus
- 10-11 Writer's Workshop
Discover your Genre
- 10-12 Writer's Workshop
Discover your Genre
- 10-13 Prescott College-University on Campus
- 10-17 Prescott College-University on Campus
- 10-17 FTSE – All Campuses
- 10-18 Reading Comprehension Workshop
- 10-19 Majors Fair!
- 10-19 MLA Style Workshop
- 10-20 NAU-Yavapai University on Campus
- 10-21 Adjunct Faculty Meeting – Dr. Mark Shelly
- 10-24 Spring 2017 Registration Continuing and Degree Seeking Students
- 10-25 Prescott College-University on Campus
- 10-25 APA Style Workshop
- 10-26 Test Anxiety Workshop

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

WEDNESDAY, OCTOBER 5 IS FTSE DAY!

FTSE is an acronym for Full Time Student Equivalency and a FTSE roster is a legal affidavit. Every instructor must complete a FTSE roster for every class unless that class has already ended or if it has not yet begun.

Start preparing for FTSE day by logging into our website www.yc.edu and opening **My Class Roster** for each class. Any remaining no shows must be dropped immediately—**do not wait**. Students who have not met attendance requirements per your syllabus should be withdrawn before FTSE day. Use the **Faculty Withdraw** link to withdraw students.

By taking these simple steps now, completing FTSE rosters will be a stress free process!

Note: Monday, Oct. 17 - last day for student-initiated withdrawals.

The Adjunct Advisor

Published for Yavapai College Adjunct Faculty
Yavapai College

1100 E. Sheldon Street—Prescott, AZ 86301

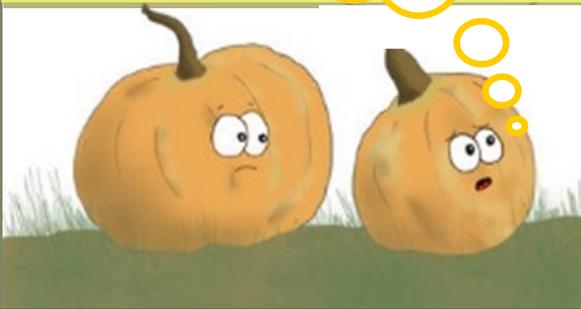
601 Black Hills Drive—Clarkdale, AZ 86324

Phone: 928-646-2018

Elsie Freeman, Editor

AF Coordinator, Verde/Sedona Campuses

But if you had
the choice...
Jack-O-Lantern
or Pumpkin Pie?



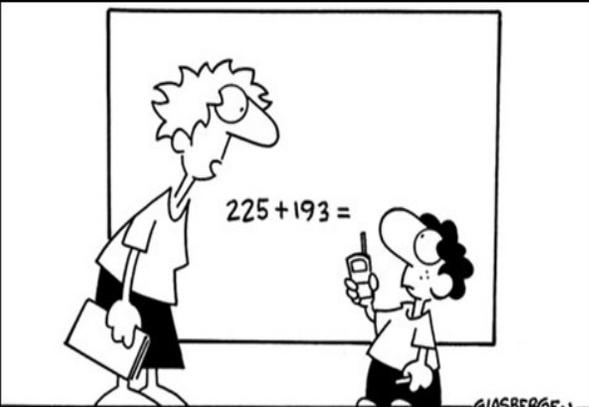
Reminder...

You have until the end of October to complete these three training courses:

- Code of Conduct for Higher Education
- Discrimination & Harassment Prevention for Higher Education
- Preventing Discrimination & Sexual Violence: Title IX VAWA and Clery Act

If you have any questions, contact

hrtraining@yc.edu



"You have to solve this problem by yourself. You can't call tech support."



Student Success Resources

At the August convocation, Yavapai College declared its commitment to Student Success. Student retention goes hand-in-hand with achieving success and there are a lot of resources available

to teachers and students. Some of these include:

- Academic Early Alerts
- The Learning Centers
 - ◆ Workshops
- The Libraries
- The Computer Lab Extended Hours

Academic Early Alerts—do you sometimes wonder if all the feedback you provide to your students and all your e-mail messages fall into a dark well? In the interest of improving students' abilities to attain their educational goals, Yavapai College has an Academic Early Alert system. Faculty may request additional support from Academic Advising for students who are struggling in a class. Requests may come anytime during the semester.

The advisor responding to the request will attempt to contact the student via email and phone. When you submit a request for your students, they need to be responsive and take advantage of the support offered. This system is meant to help them understand their options and hopefully get on track in time to succeed in class.

To submit an Academic Early Alert:

Log in to the YC website

Go to My Services

My Web Applications Early Alert

An Academic Early Alert Advisor will be contacting the student within two days of receiving the alert and you will get updates via the system. If you have any questions or concerns, please feel free to contact [Andrea Riffel](#) (Verde Valley area) and/or [Meghan Paquette](#) (Prescott area).



Students Improve through Tutoring



“Aiming Higher” is the motto of the Yavapai College Learning Centers...their services are not just for students who are struggling and/or failing, but for anyone who wants to improve. Statistics show students who regularly use the Learning Center facilities generally earn at least one grade higher than many of their peers.

Learning Center Services extend far beyond **traditional peer tutoring**. Resources include:

Back-to-Basics—tools for sharpening all important basic skills for college success

Supplemental Instruction—peer assisted study session for students taking historically challenging courses

Test Preparation—help needed to prepare for the Accuplacer, HESI, and GED exams

Computer Help—the tools needed to build basic computer skills—save your work, retrieve it, and submit in Canvas

Subject / Content Help—resources to help students understand concepts of specific subject areas

Workshops & Study Skills—develop a repertoire necessary to study efficiently and effectively

Frequently Asked Questions???Drop in anytime

Prescott Learning Center – Bldg I-207
Mon-Thurs – 8:00 a.m. – 8:00 p.m.
Fri: 9:30 a.m. – 5:00 p.m.
(928) 776-2085 prescott.lc@yc.edu

Verde Valley Learning Center – Building M-122
Mon-Thurs – 8:00 a.m. – 5:30 p.m.
Fri: 9:30 a.m. – 5:00 p.m.
(920) 634-6562 verde.lc@yc.edu



Encourage Your Students to Learn about YC Degrees & Certificates
Courses - Degrees - Certificates - Transfer Programs



WEDNESDAY, OCTOBER 19, 2016
11:00 a.m. to 1:00p.m. | Prescott Campus, Room 19-147

Questions - Need more Info?

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

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



Computer Lab – Verde Valley Campus
Mon —Thurs
9:00 a.m. until 7:00 p.m.
Saturday
10:00 a.m. until 4:00 p.m.



YC LIBRARY HERE FOR YOU!

Did you **KNOW** the YC Library...

- **Is open evenings and Saturdays?**
Verde Library Hours
Monday –Thursday, 8:00am to 7:00pm
Friday, 8:00am to 4:00 pm
Saturday, 11:00am to 3:00pm
Sunday, Closed

Prescott Library Hours
Monday –Thursday, 8:00am to 8:00pm
Friday, 8:00am to 4:00pm
Saturday, Noon to 4:00pm
Sunday, Closed
- **Provides tutorials online?**
The library resource, InfoBits, provides tutorials for research, finding articles, citing sources, and accessing websites on the library website.
- **Allows faculty to embed subject guides or tutorials in Canvas?**
Contact a Reference librarian or TELS if you require assistance.
- **Provides access to the Chronicle of Higher Education and Mind, Brain, Education?**
These are available online through the library website.
- **Offers library instructions and tours?**
Instructions and tours are tailored to compliment class instruction and may include research techniques, scholarly articles, databases, and ebooks.

For locations in the quad-city area, contact
Prescott Campus Library
928-776-2261

For locations in the Verde Valley, contact
Verde Valley Campus Library
928-634-6540



New Adjunct Faculty Training

Monday, October 10th — 5:30
Emotional Intelligence
Verde—G 103
Prescott — 19 - 224
Wednesday, October 26— 5:50
Library Tour, Plagiarism, and Turnitin
Verde—G 103
Prescott — 19 - 224



Did you know those who attend meetings and trainings are more connected with their students!

University Transfer Day can help nurture student motivation and help them define their goals. Students talk to universities and get important information about bachelor's programs and admission requirements.

Please encourage students to attend.

[Fall 2016 UTD Student Guide](#)

Verde Valley Campus

Wednesday, Oct 5th, 2016
10:00 am – 1:00pm
Bldg. M Lobby & Community Rm
601 Black Hills Drive
Clarkdale, AZ 86324

Prescott Campus

Thursday, Oct 6th, 2016
10:00 am – 1:00pm
Bldg. 19 Lobby & Community Rm
1100 E. Sheldon Street
Prescott, AZ 86301

Presenter : Patricia McCarver

Start Time : 1:56 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 5/18/2016

Item Type : Information Item

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

Description : Information from Yavapai College Advancement and Foundation -
INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President for College Advancement and Foundation will provide a report regarding the Yavapai College Foundation Annual Report for FY 2016 and the Fall Focus Magazine.

Attachments :

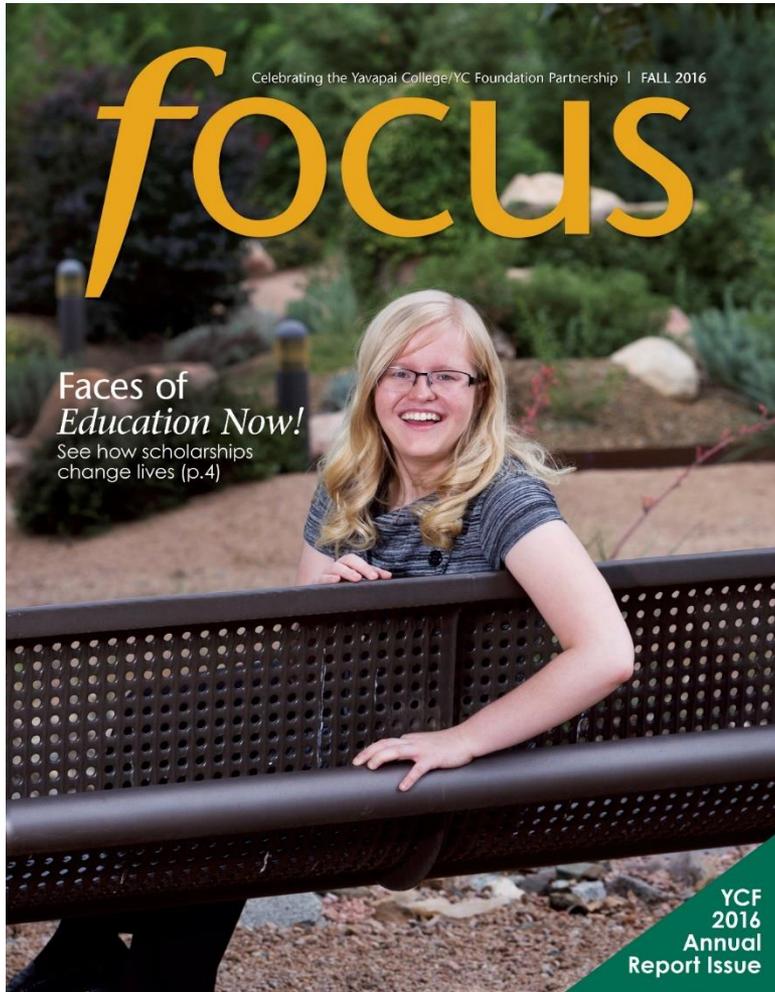
Title	Created	Filename
Foundation report 4 3.pdf	Oct 04, 2016	Foundation report 4 3.pdf

Advancement Report

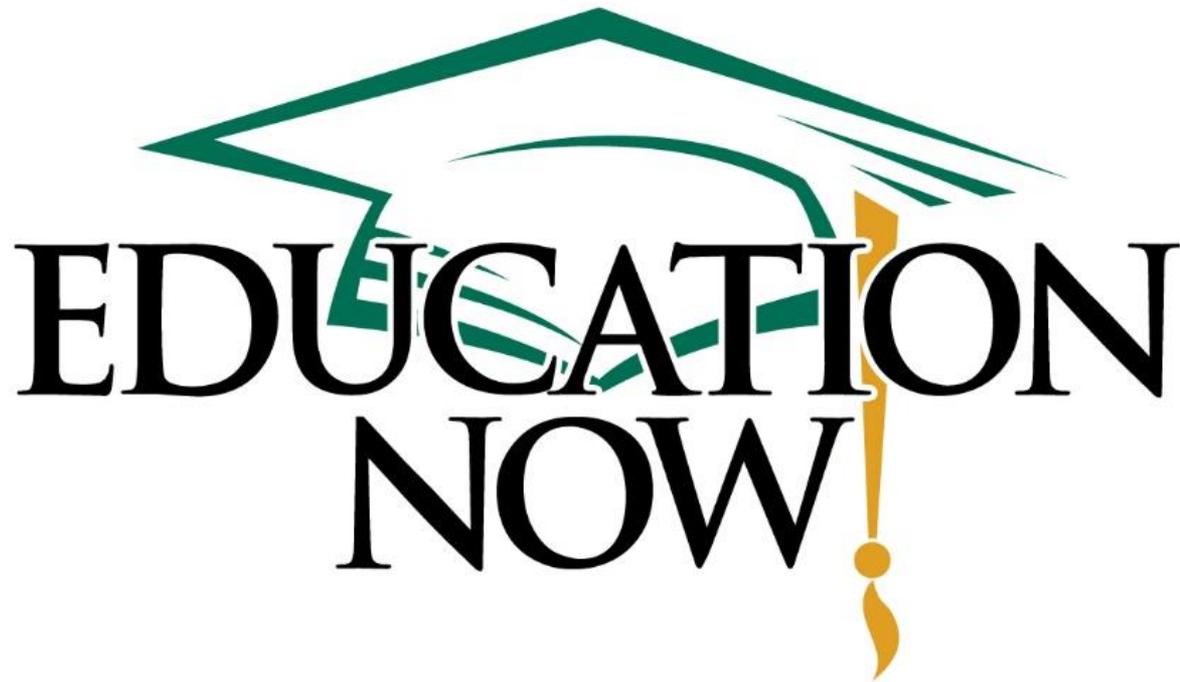
Mr. Steve Walker

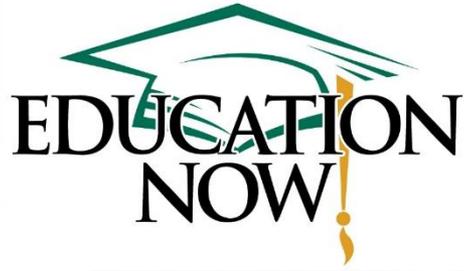
Vice President for College Advancement Yavapai College
Executive Director, Yavapai College Foundation

Education, cultural enrichment, economic
development



focus





EDUCATION NOW!



Education Now!
recipient Christine
Hoekstra on the
Prescott Campus.



Education Now!
recipient Alyssa Ebel
celebrates on the
Verde Valley Campus.

YCF Annual Meeting, May 2016

Award Winners



Local businessman & civic leader, Ben Andre (with YCF Executive Director, Steve Walker)



YRMC Human Resources Director, Mark Timm

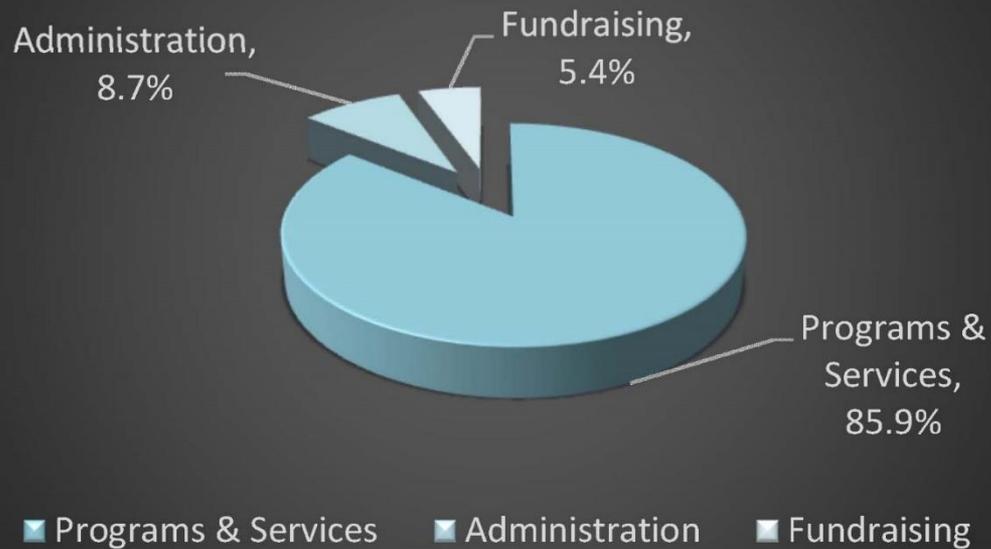


Retired FEC Director, Vickey La Motte (with husband Paul Mitchell)



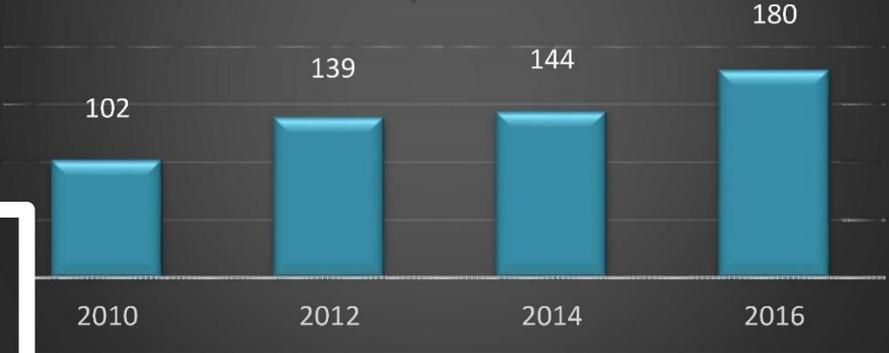
YCF volunteer Anne Babinsky (with YCF Development Director, Paul Kirchgraber)

FY 2016 Expenditures

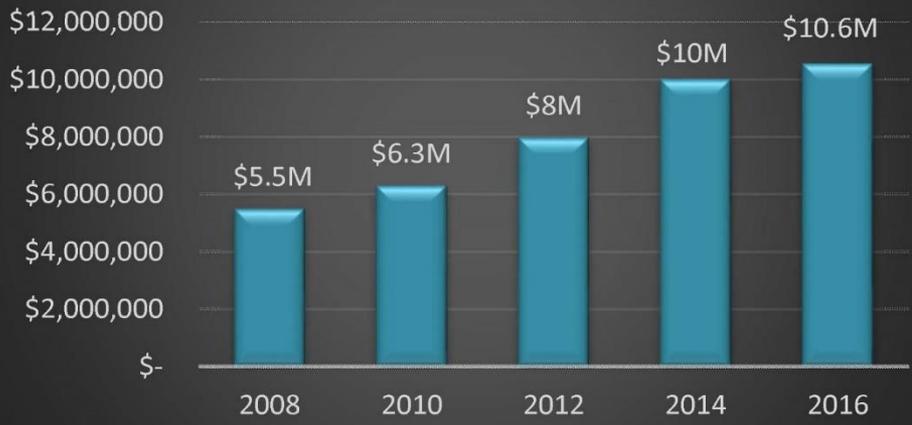


2015-2016 Annual Report

Number of Named Student Scholarships (annual and endowed)



Growth of Endowment





CLOSING THE GAP: Chuck Walker, Angela Walker-Weber and the FEC



Recent grant awards:

National Science Foundation -- Advanced Technological Education

Engineered for Success: Engineering Technician Training for Rural Arizona

(Applied Pre-Engineering Program enhancements including equipment, robotics camps, tutors, career coaches, and paid student internships)

\$855,350 over 3 years (awarded June 2016)

U.S. Department of Education – TRIO Educational Talent Search

Talent Search Program in Yavapai County (10 participating middle and high schools in Camp Verde, Chino Valley, Mayer, and Prescott Valley)

\$1,634,000 over 5 years (awarded July 2016)

U.S. Department of Agriculture -- Rural Business Development Grant

Mobile Small Business Counseling for Rural Yavapai County (Yarnell, Black Canyon City, Chino Valley, and Camp Verde)

\$68,350 for 1 year (awarded July 2016)

National Science Foundation -- Scholarships for STEM Students

Engineering Recruitment and Transfer (95 student scholarships for STEM and pre-engineering students)

\$125,000 over 5 year (awarded September 2016)



Comments and Questions



Education, cultural enrichment, economic development



Presenter : Patricia McCarver

Start Time : 2:11 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/29/2016

Item Type : Information Item

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

Description : Sabbatical Report From Richard Peters - INFORMATION AND/OR DISCUSSION

Details : Richard Peters, Professor of Electrical & Instrumentation Technology, was awarded a sabbatical during Spring 2016 to complete coursework for a Masters in Electronic Engineering Technology. His sabbatical presentation will include information regarding:

- Completion of his Master's of Science Degree in Electronic Engineering Technology
- Improved Curriculum
- Updates for Robotics Labs
- Improved ISCET ESA Modules
- Outreach to local middle and high school teachers regarding training and student recruitment

Attachments :

Title	Created	Filename
Richard Peters 4 3.pdf	Sep 27, 2016	Richard Peters 4 3.pdf



SABBATICAL PRESENTATION

Rick Peters, Yavapai College Spring 2016

CTEC: Electrical & Instrumentation Technology, Electronics, Robotics, & Pre-Engineering

RESULTS OF SABBATICAL

There are five products that resulted from my sabbatical:

1. Graduate degree completed.
 2. Improved curriculum for our EGR 102: Introduction to Engineering course.
 3. Updated curriculum and labs for both our robotics courses and the new integrated systems engineering technician curriculum.
 4. Improved ISCET ESA modules for both our students and electronics students worldwide.
 5. High school math and science teachers trained in fundamentals of robotics.
- (Ongoing) Middle and high school students competing locally and internationally at the MATE underwater robot challenges (ongoing).

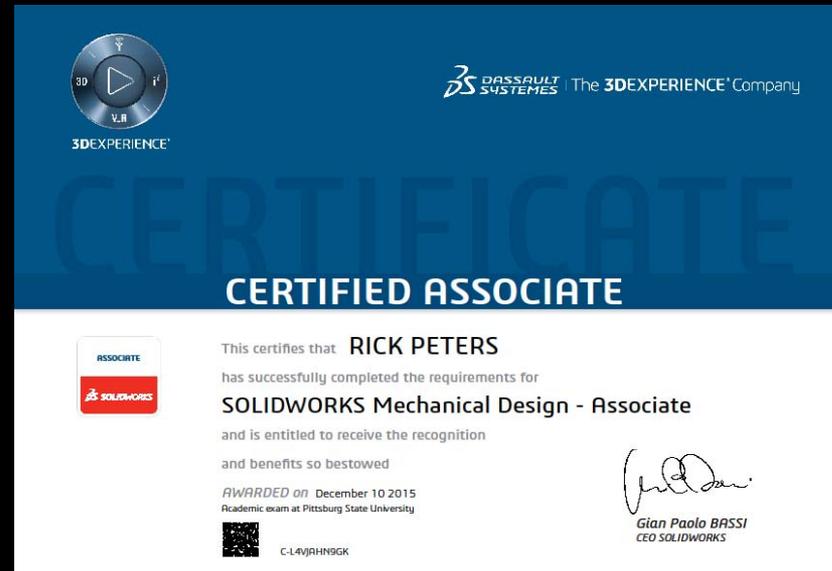
GRADUATE DEGREE COMPLETE

- I received my Master's of Science degree in Electronic Engineering Technology from Pittsburg State University in May 2016.
- Cumulative GPA was 4.0.
- Selected for Dean's List



IMPROVED CURRICULUM FOR EGR 102

- Courses in graduate work allowed me to add the following to EGR 102:
- VHDL
- Value Engineering
- LCC analysis
- Upgraded SolidWorks knowledge (CSWA, certified SW educator)



UPDATED ROBOTICS LABS

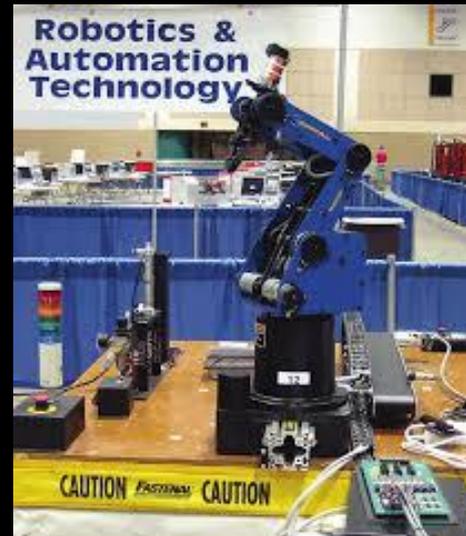
- Created ten (10) new labs for our robotics/integrated engineering technician courses featuring our ScorBot integrated manufacturing work cell.

- Intro

<https://youtu.be/UoljHxOuDBE>

- robot in action

<https://youtu.be/x9IS4uHleoc>



IMPROVED ISCET ESA MODULES

- We use ISCET's online ESA (Electronics Systems Associate) learning modules.
- But they were riddled with errors.
- So I went through every slide of all four modules and sent ISCET corrections so they remove the errors.
- Final page count was 492 page document.



MS MATH/SCIENCE TEACHERS ROBOTICS WORKSHOP

- Hosted a two-day intensive ROV building workshop for local middle school math and science teachers.



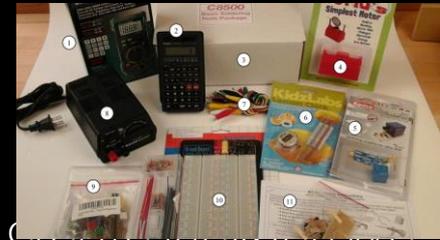
ADDITIONAL WORK COMPLETED

- Attended CES in January 2016
- Attended ISA Process Control Bootcamp in March 2016
- Presented “Teaching the Art of Troubleshooting” at IWCE expo in March.
- Working along with Liz we created online versions of all of our freshmen electronics classes to better serve our community.



1ST YEAR COURSES ONLINE

- The YC Electronics department now offers all of its freshmen courses online!
 - ELT 111: DC Electrical Systems
 - ELT 112: AC Electrical Systems
 - ELT 126: Solid State Devices
 - ELT 161: Microprocessors & Programmable Controllers
 - ELT 183: Digital Circuits
- Because all of these are lab based courses we had to create inexpensive lab kits that replicated the equipment we have in our lab.
- Then we wrote and video-taped the labs, created narrated lectures as well as whiteboard lectures, online, tests and lab assessments.
- Now anyone, anywhere can take our classes!



WRAP UP

1. Graduate degree completed.
2. Improved curriculum for our EGR 102: Introduction to Engineering course.
3. Updated curriculum and labs for both our robotics courses and the new integrated systems engineering technician curriculum.
4. Improved IS CET ESA modules for both our students and electronics students worldwide.
5. High school math and science teachers trained in fundamentals of robotics.
6. CES
7. ISA Process control training
8. Freshmen courses on line



For 10 weeks of my 16 week sabbatical I was in a mobilizer sling recovering from rotator cuff surgery!

Presenter : Patricia McCarver

Start Time : 2:21 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/24/2016

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 : Sabbatical Report From Cynthia DeCecco - INFORMATION AND/OR DISCUSSION

Details : Cynthia DeCecco, Professor of Studio Arts in the Arts and Humanities Division, was awarded a sabbatical during Spring 2016 for a research project entitled, "Invention and Form". Her travels to Rome, Italy allowed her to study works of art from the Renaissance, Baroque, and also industrial designers of today.

Her sabbatical presentation will include photos of art in Rome.

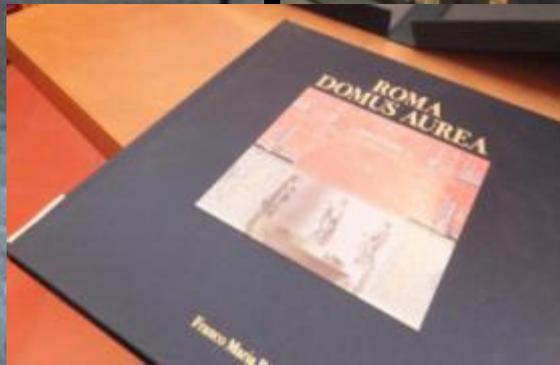
Attachments :

Title	Created	Filename
Cindy DeCecco 4.3.pdf	Oct 03, 2016	Cindy DeCecco 4.3.pdf

Rome's secrets flow like water
- now to apply them -



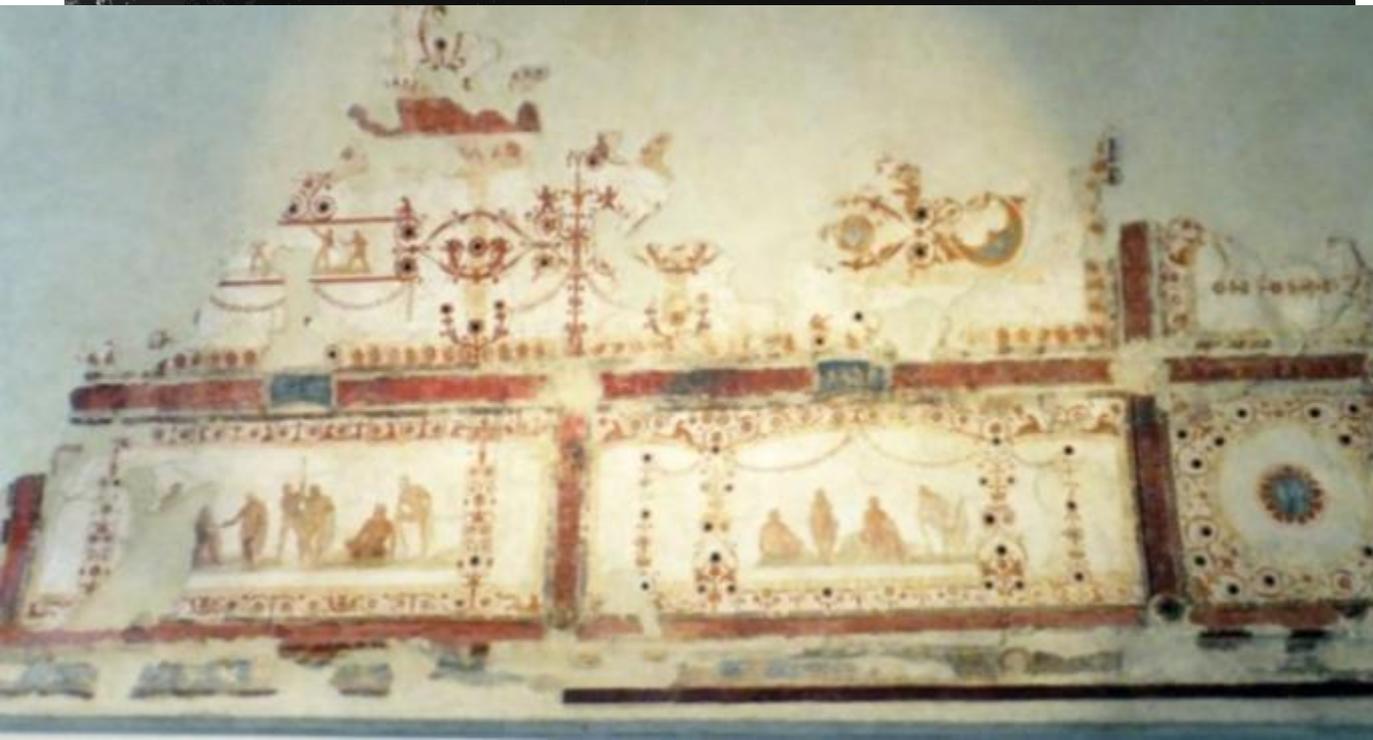
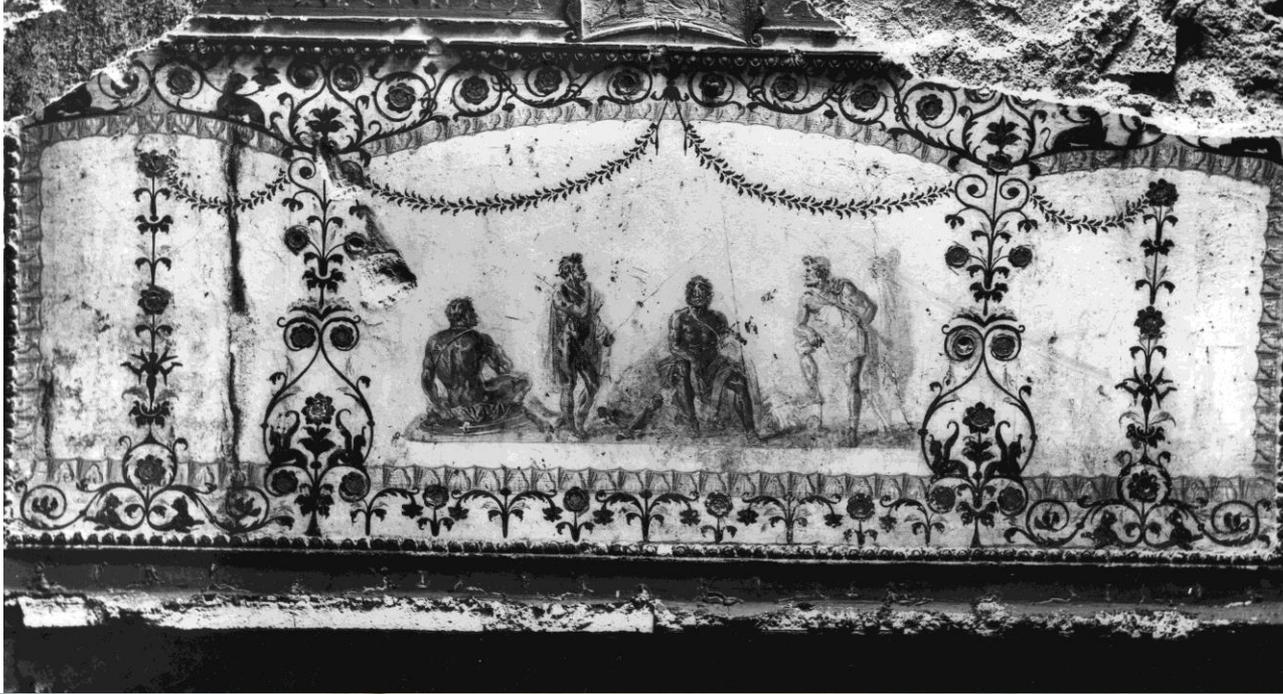




DOMUS AUREA



Nero's Domus Transitoria













Presenter : Patricia McCarver **Start Time :** 2:31 PM **Item No :** 19
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 4/25/2016 **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 :** 2:41 PM **Item No :** 20
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 4/25/2016 **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 :** 2:41 PM **Item No :** 21
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 8/22/2016 **Item Type :** Monitoring & Decision

Policy No.	Description	Ref 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. The College will achieve these results at a justifiable cost. The following Ends are listed in priority order.	586133

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

Details :

1 Ends

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

1.1 Education Ends

Students achieve their educational goals at an affordable price.

1.1.1 Job Seekers Ends

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

1.1.2 Student Ends

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

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

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

2. If Board intends to not accept Monitoring Report:

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

or If For Insufficient Evidence:

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

Attachments :

Title	Created	Filename
Report 1.1.pdf	Sep 23, 2016	Report 1.1.pdf
Report 1.1.1.pdf	Sep 23, 2016	Report 1.1.1.pdf
Report 1.1.2.pdf	Sep 23, 2016	Report 1.1.2.pdf
Report 1.1.3.pdf	Sep 23, 2016	Report 1.1.3.pdf
Compilation-Ends-1 1.pdf	Oct 05, 2016	Compilation-Ends-1 1.pdf

**President's Preliminary Monitoring Report
End Statement 1.1 Education Ends
October 2016**

End Statement:

1.1 Students achieve their educational goals at an affordable price.

President's Interpretation:

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

Supporting Evidence:

Following the establishment of the President's Interpretation of this End Statement in 2012, the Board received the first report of data in the 2013 Monitoring Report. This year we have aligned the metrics with the Key Performance Indicators identified 2 years ago. For continuity purposes, this report addresses the College's progress on the key projects that advance those performance indicators as well as the metrics themselves. The varying levels of educational attainment and diverse educational goals with which students enter Yavapai College continue to require a comprehensive approach. The College provides credit and non-credit options for students to access courses and programs ranging from Adult Basic Education (ABE) to career preparation, transfer to universities, and personal enrichment. The College served an average of 549 Adult Basic Education (ABE) students per year over the past five years with 79% working towards a GED and 21% focused on English language learning. There has been an average of 117 GED completers each year from the ABE program over the past five years¹. The number of career and technical education students completing applied science associate degrees and certificates is summarized in the End Statement 1.1.1 monitoring report. The number of students completing associate degrees for transfer is summarized in the End Statement 1.1.2 monitoring report. Community member participation in credit and non-credit courses and programs for personal enrichment and interest is summarized in the End Statement 1.1.3 monitoring report.

A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in Arizona Community Colleges Strategic Vision Report² and the federal Integrated Postsecondary Educational Data Survey³. Retention measures link directly to Board End 1.1. Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 56% in fall 2014 (source IPEDS). Yavapai College's fall 2011 to fall 2012 retention rate of all credential seeking students was 78% which is above the state median average of 68%.



Retention Trends
1.1-2016.xlsx



Retention Indicators -
Strategic Vision 2015.



ABE GED ESL
2010-2016.xlsx



GED Pass Rates
2010-2016.xlsx

Source:

¹ABE Program Federal Compliance Data

²Arizona Community Colleges Strategic Vision Report: Yavapai College 2015

³Integrated Postsecondary Educational Data Survey, 2007 – 2014

Status and Plans:

Students are successful at Yavapai College when they are able to meet their educational goals. The College has a number of on-going projects focused on improving student success through educational goal attainment. Collaboration across the College is required for successful implementation of these projects and this supports a College-wide focus on improving student success and educational goal attainment. These projects are included within the strategic initiative areas of “Student Success and Satisfaction” and “Quality and Effectiveness of Instruction”. These efforts also directly support Board End 1.1. The following key projects directly support student success through improving educational goal attainment by Yavapai College students:

1. Accreditation of Programs - The College’s Emergency Medical Services program hosted a Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) reaccreditation visit in June 2016. The CoAEMSP team report is expected to be available in fall 2016.

Yavapai College completed a successful Higher Learning Commission (HLC) multi-location visit on November 9 & 10, 2015 at the Career and Technical Education Center (CTEC) and the Sedona Center.

Yavapai College is preparing for its four-year Assurance Review by the HLC scheduled for June 5, 2017. This is a distance review conducted entirely online.

The College is compliant with the Higher Learning Commission’s criteria for accreditation and maintains an affiliation status of accredited with no stipulations.

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

2. First Year Experience - The First Year Experience (FYE) Council continues to provide successful resources for students with New Student Orientation (NSO) and the FYE 103 Student Success Course. All new degree and certificate seeking students admitted to Yavapai College are required to attend the orientation to receive critical information about resources as well as orienting them to college in general.

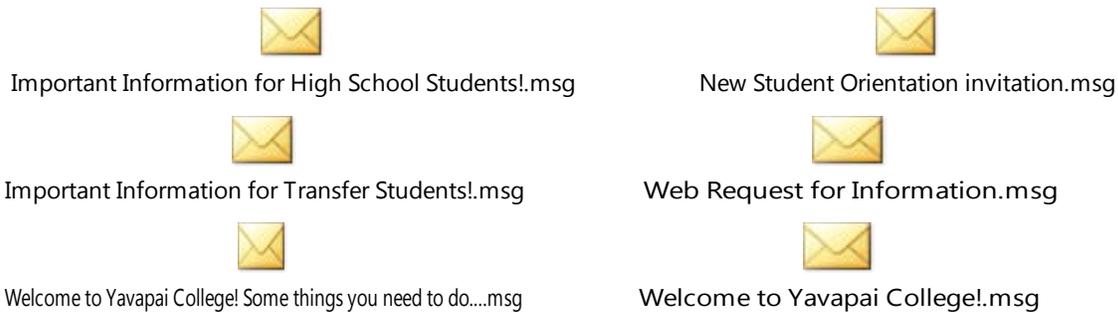
Our retention rates for the fall 2014 cohort continue to look positive without any other intervention other than orientation and FYE103 course. Students who receive guidance through the NSO or FYE course are much more likely to persist, and if they take advantage of both resources their persistence almost doubles.

Fall 2014 cohort:

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

The First Year Experience Course continues to thrive under the leadership of faculty.

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



4. Conversion of Blackboard Learning Management System to Canvas - After careful evaluation of emerging trends and developments in providing online education, the College embarked on updating its Learning Management system. For over a decade Blackboard had been utilized by College faculty to conduct online and hybrid instruction. A task force was developed in fall 2014 to evaluate other providers of LMS’s to see if a change was prudent. After reviewing RFP’s from well-respected LMS providers and incorporating input from faculty and staff the College adopted CANVAS as its new LMS. In-service training was conducted during the Summer 2015 Institute, as well as identifying faculty mentors who were available to assist other faculty in this transition. Faculty and instructors have transferred course material from Blackboard over to Canvas.
5. Verde Valley Executive Dean Advisory Group - Representatives from across the greater Verde Valley were selected to assist the Executive Dean in developing a strategic plan that addressed the needs and desires of the east county. The Advisory Group also provides advice on skills, knowledge and attitudes required for occupations and identifies opportunities worth further exploration. Further, they assist in providing relevant information as to current and future educational, vocational and community program needs.
6. Strategic Plan - Yavapai College engages in strategic planning to assure that the College is forward looking in serving our students and community needs. Planning is guided by the District Governing Board’s End Statements and the College mission. 2015-2016 highlights of strategic actions and projects include:

Student Success

- Decision to pursue and begin work on the development of Academic Pathways
- Faculty mentorship project to improve student success
- Strategic Enrollment Management identified personal enrichment and recruitment of middle-achieving high school students as priority recruitment populations
- YC participated in the Community College Survey of Student Engagement (CCSSE)

Economic Responsiveness

- Established a system to track job placement for YC graduates
- YC Workforce reports developed and distributed to businesses and economic development professionals

Engaged Community

- Media Preference Survey conducted
- Development of community “Open House” concept to engage and inform residents about YC offerings

Organizational Development

- Day of Conversation
- Development of Employee Engagement/Satisfaction survey process

Fiscal Stewardship

- Strategic Space Planning and Utilization
- Ad Astra Strategic Scheduling Analysis
- Faculty Budget/Compensation Meetings

A 2016 strategic planning progress report and brochure detailing 2016-2017 strategic priorities will be available in October.

7. Stackable Certificates - In order to offer students milestones of success along the path to their AAS degrees, this year we are offering the following “stackable” certificates:
 - Administrative Professional- Advanced and Basic certificates (new)
 - Electronics- Advanced, Analog, Digital and Industrial certificates (new)
 - Industrial Machine Mechanic- Hydro Utility Tech, Machine Bearing and Gear Tech, Machine Fabrication Tech, Machine Set and Alignment Tech and Mechanic Assistant certificates (new)
 - Management certificate (updated)
 - Medical Assistant certificate (updated)
 - Paralegal-Post Degree certificate (updated)
8. Verde Valley Community Outreach - The College has an established full time position on the Verde Valley Campus to develop community education and community relations in order to assess and meet the needs of the residents of Eastern Yavapai County.
9. Community Education - is target-marketing credit courses that may naturally follow from non-credit courses offered during the year. Examples include Digital Photography, Computer Fundamentals, Tai Chi Chuan and Yoga.

10. New and Revised Programs and Curriculum - In addition to the new stackable certificates, the college has developed a new certificate program in Animation and an AAS in Medical Assistant beginning Fall 2016. Extensive updates were made to the AAS degrees in Health Information Technology, Management, Paralegal Studies and Video Game Development. The updates were made based on the review of, and to maintain, industry and affiliation standards.
11. Pathways - A cross-functional team began work during the summer 2016 to implement Guided Pathways for degree and certificate seeking students. The implementation and utilization of Guided Pathways identifies and clarifies course/program maps and wrap around support services that provide students with the most direct sequence of courses with built in feedback and support which contribute to degree or certificate completion and student success.

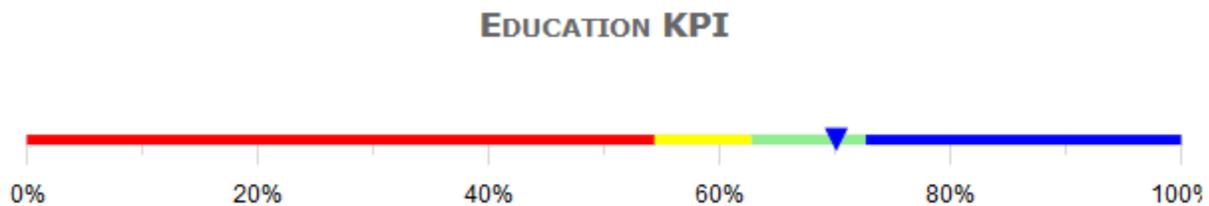
Key Performance Indicators (KPI's):

The College continues to measure and benchmark progress toward achievement of the Board's Education Ends. The key performance indicators (KPIs) compare YCs outcomes to state and national peers. The KPIs allow the College to identify areas of strength, as well as areas where the College needs to focus efforts to improve. For example, **Red** represents the range of scores for the bottom 25% of community colleges; **Yellow** represents the 26th to 49th percentile; **Green** starts at the State or National median score and goes through the 74th percentile; **Blue** begins at the 75th percentile.

- Red = Poor
- Yellow = Caution
- Green = Good
- Blue = Excellent

Education

The Education key performance indicator (KPI) is a composite measure of 14 important core indicators. The core indicators include admissions yield, enrollment trends, number of residents served, student engagement, success in remedial coursework, college-level course success rates, retention, completion, third-party certifications, transfer to four-year colleges and universities, transfer success, student satisfaction, and community satisfaction.



Economic Development

The Economic Development key performance indicator (KPI) is a composite measure of 11 important economic indicators. The core indicators are grouped into three distinct areas: Small Business Development Center Services, Economic Analysis and Labor Force Participation, and Yavapai College's Economic Impact. Core indicators include business startups, jobs created, capital creation, jobs retained, educational events, event attendees, number trained, direct placement, revenue generated, economic impact, and YC's operating impact.

ECONOMIC DEVELOPMENT KPI



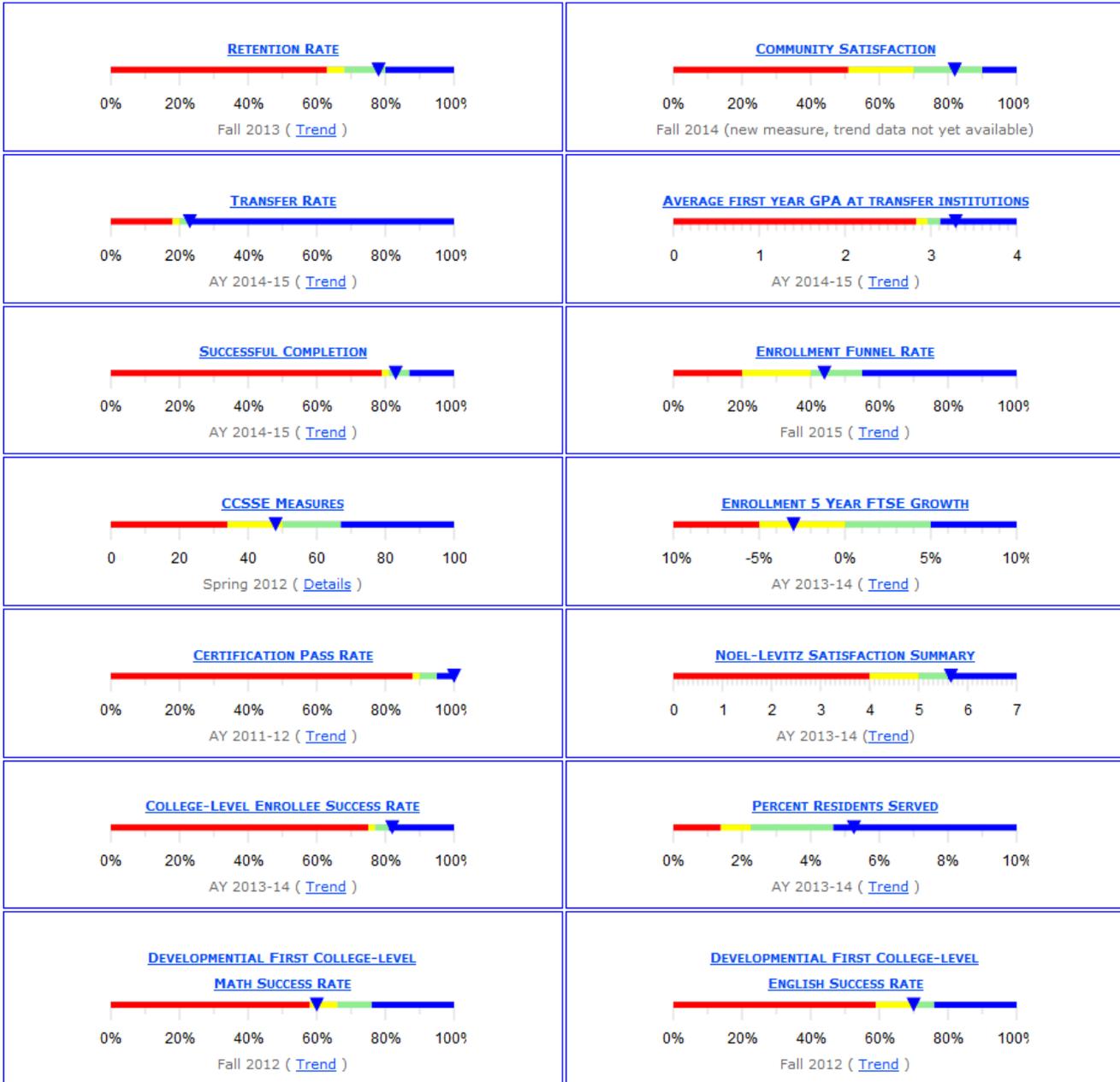
Social and Cultural

The Social and Cultural key performance indicator (KPI) is a composite measure of 3 important cultural indicators. The core indicators include personal enrichment courses (community education, OLLI, ABE, FEC, and personal interest credit), cultural, and athletic events. The dashboard allows YC to identify areas of strength, as well as areas where the College needs to focus efforts to improve.

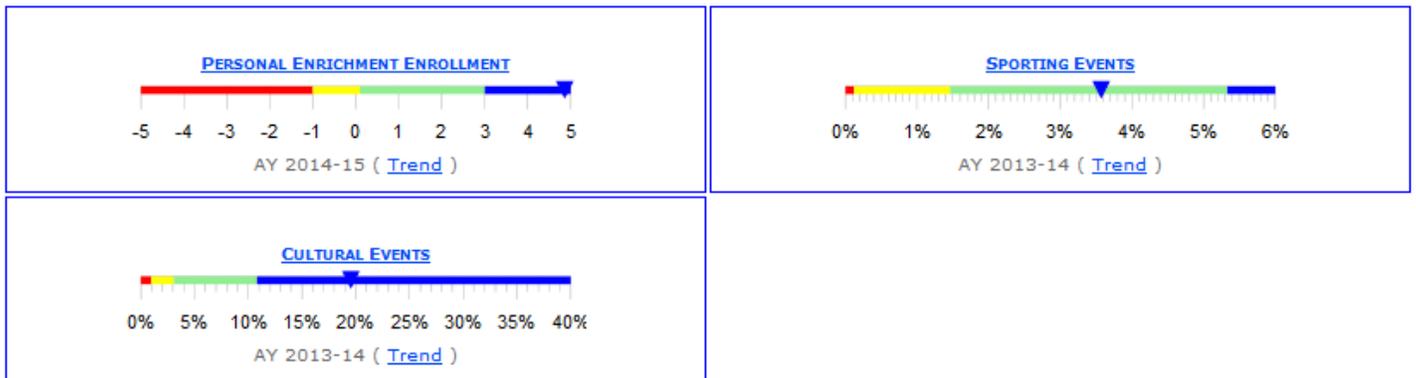
SOCIAL & CULTURAL KPI



Education KPI Details



Social and Cultural KPI Details



President's Conclusion: I report compliance.

**President’s Preliminary Monitoring Report
End Statement 1.1.1 Job Seekers Ends
October 2016**

End Statement:

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

President’s Interpretation:

1.1.1 Yavapai College will provide high-quality educational programs that meet industry needs and standards. This includes both transfer and career technical programs.

Supporting Evidence:

Career and Technical students’ success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 10.5% for career and technical awards. The total number of career and technical conferrals in 2014-2015 represents the second largest number awards in YC’s history. 2015-16 awards are not included in this report as conferrals for the academic year are not complete. Yavapai College enjoys strong partnerships with Joint Technology and Education Districts within the county, as such, area High School students are afforded earlier (dual and concurrent enrollment) and increased opportunities to attain qualifications, skills and abilities in technical fields. While overall credit enrollment has trended down in recent years, Career and Technical areas have remained relatively stable averaging 42,927 student credit hours for the past five years. Yavapai College degree and certificate completers have licensure exams and/or industry certification pass rates that regularly are higher than state and/or national averages, indicating that their level of skill attainment and qualifications prepare them for the workplace. This success is due, in part, to industry advisory boards that many of our Career and Technical programs utilize. These advisory boards meet regularly with faculty and staff in an effort to evaluate and ensure the relevance of college curriculum in these areas. As such, those completers were prepared for the work place.

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

Career Coach:

The Career Coach position has been redefined to include activities that will facilitate the movement of students from education and training to the workplace. These services include direct job placement and facilitation of internships and apprenticeships. To provide the College with an additional measure of accountability, Career Coaches also track job placement and report placement and retention figures to Institutional Research and Effectiveness on an annual basis.

Compilation of AAS and Certificate Completers at Yavapai College:

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate of Applied Science ¹	239	268	258	289	263
Certificates ¹	400	398	650	744	758

Total 639 666 908 1033 1021

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ² (2015)	93%	85%	87%
First-time pass rate for Radiological Tech license ³ (2015)	100%	89%	82%
Pass rate for third-party industry certification ⁴ (2011-12) (most recent data available)	100%	83%	92%

 2010-2015 Graduate by Program Summary
 ~~2008-2015 statewide-nclex-results.pdf~~
 ARRT ExamResults_RAD_2
 Percent Occupational Earning Industry Cre
 CHART Occupational Students SCH 2011-16

Sources:

- ¹Office of Institutional Effectiveness and Research
- ²National Council of State Boards, National Council Licensure Examination (NCLEX)
- ³American Registry of Radiologic Licensure Examination (ARRT) 9-8-15
- ⁴Strategic Vision Student Progress and Outcomes Report - Carl Perkins Measurement – Technical Skills Attainment

Strategic Planning and End Statement 1.1.1

The College’s 2015-2020 Strategic Plan addresses End Statement 1.1.1 in strategic initiative 2, Economic Responsiveness. In 2015-2016, YC completed and made significant progress on a number of strategic initiative actions related to job seekers. Completed actions include:

- Developed and launched a job posting website for students and employers
- Designed a protocol to track job placement of YC graduates
- Collected job placement information on fall 2015 and spring 2016 YC graduates
- Developed protocol to assist employers in tracking student progress through apprenticeship programs
- Developed and distributed “YC Workforce Reports” to private sector employers, economic development organizations, and schools

Ongoing projects started in 2015-2016 include:

- Joint project between the Regional Economic Development Center (REDC) and Institutional Effectiveness and Research (IER) to develop web software to capture and track graduate placement information
- Developing database to record progress of YC students participating in registered apprenticeship programs

President’s Conclusion:

Due to continued growth in enrollments in CTE programs and continued above average pass rates, I report compliance.

**President’s Preliminary Monitoring Report
End Statement 1.1.2 Students Ends
October 2016**

End Statement:

1.1.2 Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.

President’s Interpretation:

1.1.2 Yavapai College will provide high-quality accredited degree and certificate programs that will transfer into and advance the completion of baccalaureate programs.

Supporting Evidence:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. Complete 2015-16 conferrals are not available at this time. The following is based on the most recent complete academic year data (2014-15). YC Students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.96¹. Comparing Yavapai College transfer students’ first year GPA (3.29) to the National Community College Benchmark cohort places YC transfer students in the 90th percentile. As reported in the Arizona Community College 2015 Outcomes report, the transfer rate of Yavapai College students (credential-seeking cohort) to universities was 24%, which is comparable to the national average of 25%². Almost 7 in 10 (67%) of the 2010-11 full time transfer students to in-state public universities completed a bachelor’s degree within four years². YC students were modestly better than the state average when looking at all transfers to public, private, in and out of state institutions, 48% compared to 43% respectively².

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate Degrees ³	226	270	266	278	297
Arizona General Education Certificates ³	243	278	274	298	269
Average first-year grade point average (GPA) at transfer institutions ⁴	3.14	3.15	3.12	3.10	3.29

			
Associate Degrees & Transfer Certificates a	YC Transfers--First Year GPA.xlsx	Yavapai 2015 Student Progress and	YC Transfer Rate Summaries-2015.pdf

Sources:

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

President’s Conclusion: I report compliance.

**President's Preliminary Monitoring Report
End Statement 1.1.3 Lifelong Learners Ends
October 2016**

End Statement:

1.1.3 Lifelong learners have access to a variety of learning opportunities.

President's Interpretation:

1.1.3 Yavapai College will provide credit and non-credit courses and programs for personal enrichment and interest.

Supporting Evidence:

Community members take non-credit courses and participate in the Osher Lifelong Learning Institute (OLLI) for personal enrichment and interest.

The Division of Lifelong Learning's unduplicated headcount reached 4,126 for FY 2015-2016.

Community Education headcount was 2,125 and district-wide OLLI enrollments were 2,001 in 2015-16.

Non-Credit enrollments have grown 8% annually on average between 2011-2012 and 2015-2016.

In 2015-16, there were 1,181 personal interest students registered in credit courses. Examining fall and spring credit enrollment, personal interest students make up 11.5% of YC's credit students. Data reported by the National Community College Benchmark Project shows YC's non-credit student penetration rate ranks at the 77th percentile for public community colleges.



Personal Interest
Enrollments - 1.1.3.xls



NCCBP 2015 -
Non-Credit Market Pe

Division of Lifelong Learning Statistics, 2011-2016, Unduplicated Head Counts

Community Education & College for Kids	Unduplicated Students Served 2011-2012	Unduplicated Students Served 2012-2013	Unduplicated Students Served 2013-2014	Unduplicated Students Served 2014-2015	Unduplicated Students Served 2015-2016
Community Education (Prescott)	1,093	1,353	1,560	1,575	1,500
College for Kids (Prescott)	265	183	243	248	289
EDventures	222	278	189	317	336
Osher Lifelong Learning Institute (OLLI)					
Prescott OLLI	886	850	1,151	1,203	971
Verde Valley/Sedona OLLI	620	680	870	1,005	1,030
Totals	3,086	3,344	4,013	4,348	4,126

Sources:

Office of Institutional Effectiveness and Research, Division of Lifelong Learning enrollment report

President's Conclusion: I report compliance.

Presidential Monitoring Worksheet for Ends Policies

1 Ends: 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. The College will achieve these results at a justifiable cost.

**Policies: 1.1 – Education Ends; 1.1.1 – Job Seekers Ends; 1.1.2 – Student Ends;
1.1.3 – Lifelong Learners Ends**

Compilation - October 2016

1.1 Education Ends	Students achieve their educational goals at an affordable price.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: The data for job seekers, transfer students, and life-long learners show that we are meeting our goal to help students to achieve their educational goals. In particular, in many areas, Yavapai College is leading the state and is at or above National benchmarks.		

1.1.1 Job Seekers Ends	Job seekers have the qualifications, skills, and abilities to succeed.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 3	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 3
Comments/Remarks: McCarver: The data for job seekers demonstrates that our career and technical education programs are preparing students to succeed in their chosen field. The support services created to support job seekers in meeting their goals appear to be successful as well.		

Presidential Monitoring Worksheet for Ends Policies

1.1.2 Student Ends	Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: The report on student ends shows that we are a state and national leader in meeting student's goals to complete coursework at Yavapai College and transfer to a 4 year university successfully. In particular, the completion data is impressive. Students are doing well based on the foundational education they receive at Yavapai College.		

1.1.3 Lifelong Learners Ends	Lifelong learners have access to a variety of learning opportunities.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: The community education, OLLI, personal interest credit courses, and other non-credit offerings are to be meeting an identified need in the county. With Edventures offering travel opportunities, and College for Kids reaching into the public schools to promote educational opportunities at a young age, we are providing a wide variety of experiences for our residents.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:51 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/11/2016

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.2	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	429130

Description : Board Evaluation of Governance Policy 3.2 - Board Job Description - MONITORING, DISCUSSION, AND/OR DECISION

Details :

Governance Policy 3.2 - Board Job Description

As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

- 3.2.1 - Ownership Linkage

And its Ownership shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.

-3.2.1.1 - Commitment to Arizona Community College

Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:

- a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;
- b) Assist one another in meeting high standards of public accountability; and
- c) Build the capacities of all our institutions.

-3.2.1.2 - Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:

- a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
- b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
- c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
- d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.

-3.2.1.3 - Assurance

Shall monitor the President's performance in order to ensure successful fulfillment of Ends.

-3.2.1.4 - Other Activities

Shall also approve names for District real property as recommended by the President.

Attachments :

Title	Created	Filename
3.2 Compilation.pdf	Oct 05, 2016	3.2 Compilation.pdf

District Governing Board Policy Review
 Evaluation of Board Policies
 Policy 3.2 Board Job Description

Compilation - October 2016

3.2 Board Job Description	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments:		
3.2.1 Ownership Linkage	And its ownership link shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCarver: The Board has developed an annual Ownership Linkage plan each year, and has used the information gathered from the community to form the development of Ends statements. In addition, community feedback has been incorporated into the College's Strategic Plan.		
3.2.1.1 Commitment to Arizona Community Colleges	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to: a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively; b) Assist one another in meeting high standards of public accountability; and c) Build the capacities of all our institutions.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO

Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 4	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCarver: The Board's participation in AADGB has allowed us to communicate with our Arizona community college counterparts, and share information, common concerns and challenges.			
3.2.1.2 Governing Policies	Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following: a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority. b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence. c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks. d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Does the data show accomplishment of the interpretation?		YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 4	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCarver: We review Ends annually, and just completed that process in September, 2016.			
3.2.1.3 Assurance	Shall monitor the President's performance in order to ensure successful fulfillment of Ends.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Does the data show accomplishment of the interpretation?		YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 4	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCarver: The President is monitored and evaluated annually.			

3.2.1.4 Other Activities	Shall also approve names for District real property as recommended by the President.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCarver: The Board's most recent opportunity to name real property was for the Mayberry Pavilion, on the Clarkdale campus.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver **Start Time :** 3:01 PM **Item No :** 23
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 4/25/2016 **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 :** 3:01 PM **Item No :** 24
Proposed By : Patricia McCarver **Time Req :** 30
Proposed : 4/25/2016 **Item Type :** Decision Item

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671
3.4.2.1	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	558931

Description : 2016-2017 Ownership Linkage Plan - DISCUSSION AND/OR DECISION

Details : The Board will discuss implementation of the 2016-2017 Ownership Linkage Plan to incorporate:

- Community Conversations - locations, participants, and dates.
- Community Survey - questions, participants, and dates.

Attachments :

Title	Created	Filename
2016-2017 Ownership Linkage Plan Full.pdf	Oct 05, 2016	2016-2017 Ownership Linkage Plan Full.pdf
DGB Outreach fy17r1.pdf	Oct 05, 2016	DGB Outreach fy17r1.pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
2016/2017 OWNERSHIP LINKAGE PLAN**

The following Ownership Linkage plan was adopted at the September Board Retreat in accordance with the Board’s Governance Process Policy 3.4.2.1: *Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.*

Purpose

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

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

Defining Ownership Linkage

The primary purposes of ownership linkage are:

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

Implementing Ownership Linkage

The Board can choose to link with its owners:

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

Approved 2016-2017 Ownership Linkage Plan

2016-2017 Annual Plan	Ownership Linkage Tools/Techniques
	News Releases
	Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
	Website – Minutes and agendas Online comments News and Information
	Brochures/Information on “How the Board Works”
	Board Liaisons for AADGB and YC Foundation
	Community Outreach Communication (bi-annual)
	Annual Report
	Budget process and adoption
	Community Conversations
	Community Survey (suggested to be conducted every 3 rd year 2017/2020/2023)

DGB Outreach

FEEDBACK IN FY2016-17

DGB Feedback Mechanisms

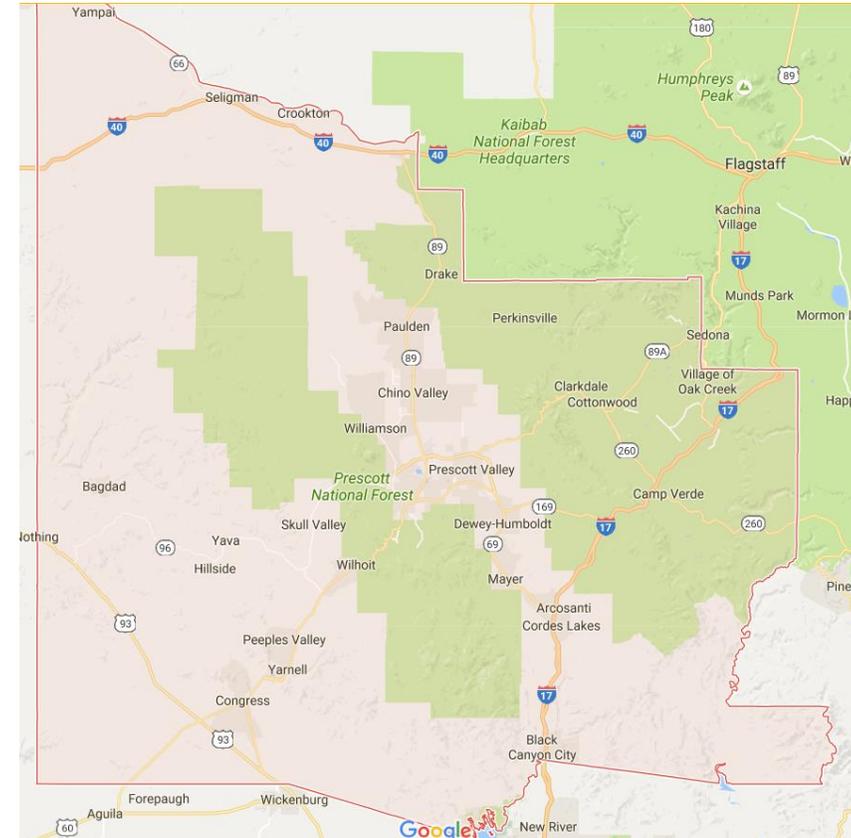
DGB Members

Web form

Open Call

Community Conversation

County-wide survey



Community Conversation

- Community Conversation on specific topics
- Focus on rural, outlying areas of Yavapai County
- Groups of 20, with purposeful selection
 - Principals
 - Business
 - Community leaders
 - Civic Leaders
 - Service group
- Topic Prompts:
 - What do you believe will be the 3 most significant challenges facing your community in the next 5 years?
 - What are the 3 most important things YC could do to help your community in that regard?
 - How does your community access YC classes and services?

Potential Locations

Select people from smaller communities that feed into High School Districts

- Ashfork Other
- Bagdad Other
- Camp Verde East
- ~~◦ **Chino Valley** West~~
- ~~◦ **Dewey/Humboldt** West~~
- Mayer West
- ~~◦ **Mingus** East~~
- ~~◦ **Prescott** West~~
- Red Rock East
- Seligman Other

Rural Areas of Yavapai County

<p><u>District 1</u></p> <ul style="list-style-type: none"> • Bagdad (Bagdad HS) • Congress (Wickenburg) • Hillside (Bagdad HS) • Kirkland (Bagdad HS) • Skull Valley (Bagdad HS) • Yarnell (Wickenburg) • Yavapai Prescott Indian Tribe 	<p><u>Population</u></p> <ul style="list-style-type: none"> • 1876 • 1717 • 1637 • 743 • 649 	<p><u>District 2</u></p> <ul style="list-style-type: none"> • Black Canyon (Mayer HS) • Cordes Lakes (Mayer HS) • Cornville (Camp Verde or Mingus HS) • Dewey (Mayer HS) • Mayer (Mayer HS) • Lake Montezuma: McGuireville & Rimrock (Camp Verde HS) • Spring Valley (Mayer HS) 	<p><u>Population</u></p> <ul style="list-style-type: none"> • 2697 • 2058 • 3280 • 4580 • 1408 • 3334 • 1019
<p><u>District 3</u></p> <ul style="list-style-type: none"> • Big Park (Red Rock HS) • Yavapai-Apache Indian Tribe 	<p><u>Population</u></p> <ul style="list-style-type: none"> • 6147 	<p><u>District 4</u></p> <ul style="list-style-type: none"> • Ash Fork (Ash Fork HS) • Paulden (Chino Valley HS) • Seligman (Seligman HS) 	<p><u>Population</u></p> <ul style="list-style-type: none"> • 457 • 5231 • 456

Survey Overview

Repeat of 2014 Survey

- Demographics: Age, Gender, Geography, Length of Residency
- Support for Ends
- Participation in YC Services
- Satisfaction with YC Services
- Progress toward Vision
- Open ended: What can YC do to improve?

Community Ends Survey Questions

1. Support for Ends
 - a) Yavapai College should help job seekers acquire the qualifications, skills and knowledge needed to obtain a job or to progress in their career
 - b) In addition to awarding certificates and degrees, Yavapai College should prepare students to be successful at their next school should the students decide to pursue additional academic credentials
 - c) Yavapai College should provide affordable access to a variety of high-quality learning opportunities to people of all ages for personal enrichment
 - d) Yavapai College should use its educational resources to help attract new business to Yavapai County.
 - e) Yavapai College should enhance residents' access to a vibrant social and cultural life
 - f) In addition to Education, Economic Development, and Cultural Activities, please tell us if there are any other goals the college should be pursuing
2. Demographics
 - a) Gender
 - b) Your age category
 - c) I have lived in Yavapai County for
 - d) Residency: Please indicate the zip code of your current residence
 - e) Other associations with Yavapai College (please explain below)
3. Participation in & Satisfaction with YC Services
 - a) In the past 3 years, I, or one of my family members, have participated in one of the following YC programs, services, or activities
 - b) For "yes" responses to the previous question, please explain your level of satisfaction with any of the activities listed above which you have participated in the past 3 years
4. Progress Toward Vision: Yavapai College is making Yavapai County a better place to learn, to work, and to live
5. Please tell us if there is anything we could do better

Presenter : Patricia McCarver

Start Time : 3:31 PM

Item No : 25

Proposed By : Albert Filardo

Time Req : 5

Proposed : 10/3/2016

Item Type : Discussion

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
3.3.4	Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.	26039

Description : East Yavapai County Ownership Linkage - DISCUSSION

Details : The Board will discuss community engagement with East Yavapai County.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:36 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 9/26/2016

Item Type : Decision Item

Policy No.	Description	Ref No
3.4.1	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.	558882
3.4.2.2	Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.	560676

Description : Review of the District Governing Board Annual Calendar - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will review the 2016-2017 Annual Calendar to determine and arrange Policy Governance activities regarding Monitoring, Policy Decisions, Board Education, and Ownership Linkage.

Attachments :

Title	Created	Filename
DGB Annual Agenda Calendar 9-27.pdf	Sep 27, 2016	DGB Annual Agenda Calendar 9-27.pdf

District Governing Board Annual Agenda Calendar

Information	Monitoring			Policy	Ownership		
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
July				No Meeting in July			
August	Yavapai Combined Trust Qtrly Rpt <i>Aug/Nov/Feb/May</i> Strategic Plan Update <i>Aug/Jan</i> <u>Monthly</u> *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>)	Policy 4.0 Global Board – President Linkage Policy 4.7 President Succession Board Meeting Qtrly Evaluation <i>(Jan/Apr/Aug/Oct)</i>		Dual Enrollment IGA(s) submitted June or Aug with Legal Counsel's review	Plan for Annual Board Retreat in Sept: <ul style="list-style-type: none"> • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies 	<u>Ownership Linkage Qtrly Update:</u> Recap Previous Year <i>(Nov/Feb/May/Aug)</i> Submit Qtrly Ownership Feedback Question for the Webpage <i>(Nov/Feb/May/Aug)</i>
September	<u>Monthly</u> *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>)	Policy 3.6 Board Committee Principles Policy 4.1 Unity of Control			Annual Board Retreat <ul style="list-style-type: none"> • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies Finalize Dates & Places of Future Meetings for next year.	Develop Ownership Linkage Plan (refer to Sept Retreat) - Annual Report (submit timeline to be completed Jan) - Community Survey (<i>2017/2020/2023</i>) - Community Outreach & Feedback - Board Education Needs Review Redistricting Information/File & consider recommendations to Legislators 2015

District Governing Board Annual Agenda Calendar

Month	Information	Monitoring			Policy	Ownership	
	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
October	Advancement & Foundation Report <i>Jan/Apr/Oct</i> Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>)	Policy 3.2 Board Job Description Board Meeting Qtrly Evaluation (<i>Jan/Apr/Aug/Oct</i>)	1 Ends 1.1 & 1.1.1 1.1.2 & 1.1.3 Education (<i>VP Instruction</i>) Full year reporting July to June		Arrange for Board Education over the next year (in support of the Ownership Linkage Plan)	Finalize Ownership Linkage Plan (refer to Sept Retreat) - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback - Board Education Needs
November	FTSE Report – Institutional Research Yavapai Combined Trust Qtrly Rpt <i>Aug/Nov/Feb/May</i> Student Leadership Council <i>Nov/Feb/Apr</i> Sabbatical Report Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>) Policy 2.1 Service to the Public (<i>VP Finance</i>) Policy 2.4 Asset Protection (<i>VP Finance</i>)	Policy 4.2 Accountability to the President Policy 4.3 Delegation to President	Ends 1.2 Economic (<i>VP Foundation</i>) Ends 1.3 Community (<i>VP Instruction</i>) Full year reporting July to June	Review DGB Legal Services Contract (every 3-5 yrs.) Due 12/31/17	Plan for Annual Board Workshop in February: <ul style="list-style-type: none"> • Draft Budget • Review of Executive Limitations • Assessment of Board's Performance (<i>Review Board Self-Evaluation Process</i>) Identify Potential Board Officers and Liaisons to be appointed in January New Board Member Orientation (<i>post-November election as needed</i>)	Implement Ownership Linkage Plan - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback - Board Education Needs <u>Ownership Linkage Qtrly Update:</u> Recap 1 st Quarter (<i>Nov/Feb/May/Aug</i>) Submit Qtrly Ownership Feedback Question for the Webpage (<i>Nov/Feb/May/Aug</i>) Certify Election results (if applicable) Plan for January Oath of Office for newly elected Board members
December	No Meeting in December						

District Governing Board Annual Agenda Calendar

Month	Information	Monitoring			Policy	Ownership	
	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
January	<p>Advancement & Foundation Report <i>Jan/Apr/Oct</i></p> <p>Capital Plan <i>June/Jan</i></p> <p>Academic Calendar</p> <p>Strategic Plan Update <i>Aug/Jan</i></p> <p>Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights</p>	<p>Policy 2.5 Communication & Support to the DGB <i>(Executive Assist)</i></p> <p>Policy 2.5.1 Compliance <i>(Executive Assist)</i></p> <p>Policy 2.6 Presidential Continuity and Absences <i>(Executive Assist)</i></p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves <i>(VP Finance)</i></p>	<p>Policy 3.1 Governing Style</p> <p>Policy 3.7 Cost of Governance</p> <p>Board Meeting Qtrly Evaluation <i>(Jan/Apr/Aug/Oct)</i></p>		<p>Oath of Office for New Board Members</p> <p>Board Elections: Chair & Secretary – 2 yr. term</p> <p>Liaison Selections: AADGB; YC Foundation; Others as Needed</p> <p>Review Environment Analysis & Preliminary Budget Assumptions <i>(VP Finance)</i></p>	<p>Ethical Standards/ Training/Open Meeting Law <i>(Attorney)</i></p> <p>Completion of Annual Conflict of Interest Declarations <i>(All Board Members)</i></p> <p>Plan for Annual Board Workshop in February:</p> <ul style="list-style-type: none"> • Draft Budget • Review of Executive Limitations • Assessment of Board's Performance <i>(Chr. compile & discuss results of Board Self-Evaluation)</i> 	<p><u>Board Member Terms</u> <i>McCasland 2016</i> <i>Filardo 2018</i> <i>Sigafoos 2018</i> <i>McCarver 2020</i> <i>Irwin 2020</i></p> <p>Determine recruiting materials for prospective Board candidates for the County School Superintendent's orientation meeting to be held in March (applicable for 2018/2020)</p> <p>Finalize Annual Report</p>
February	<p>Student Leadership Council <i>Nov/Feb/Apr</i></p> <p>Yavapai Combined Trust Qtrly Rpt <i>Aug/Nov/Feb/May</i></p> <p>Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights</p>	<p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves <i>(VP Finance)</i></p> <p>Policy 2.3.3 Certification Financial Records Internal Report & External audit (CAFR) <i>(VP Finance)</i></p> <p>Policy 2.1.2 Treatment of Students <i>(VP of Instruction)</i></p>	<p>Policy 3.3 Board Members Code of Ethics</p>		<p>Budget Work Study Session <i>(VP Finance)</i></p> <p>Review Preliminary Capital Budget <i>(VP Finance)</i></p>	<p>Disclose Completed Annual Conflict of Interest Declarations</p> <p>Annual Board Workshop:</p> <ul style="list-style-type: none"> • Draft Budget • Review - Executive Limitations • Assessment of Board's Performance 	<p><u>Ownership Linkage</u> <u>Qtrly Update:</u> Recap 2nd Quarter <i>(Nov/Feb/May/Aug)</i></p> <p>Submit Qtrly Ownership Feedback Question for the Webpage <i>(Nov/Feb/May/Aug)</i></p>

District Governing Board Annual Agenda Calendar

Month	Information	Monitoring			Policy	Ownership	
	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
March	Sabbatical Requests YC Staff Assoc. Update Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.3.4 Real Property <i>(VP Finance)</i> Policy 2.3.4.1 Lease Limits & Delegation of Lease Authority for Real Property <i>(VP Finance)</i> Policy 2.3.4.2 Improvements to Leased Property <i>(VP Finance)</i> Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves <i>(VP Finance)</i>	Policy 3.5 Board Chair Role Policy 4.4 Monitoring President Performance		Develop DGB Budget for next fiscal year <i>(VP Finance)</i> Review Revenue Plan <i>(VP Finance)</i> Review & Approve Revenue Plan <i>(if needed include Tuition/Fee changes)</i> <i>(VP Finance)</i>	Review of President's Evaluation Process (review previous evaluation packet)	Determine recruiting materials for the Prospective Board Candidate Information packet distributed by County School Superintendent (applicable for 2018/2020) -College Fact Sheet -DGB How It Works -Policy Gov. Fact Sheet
April	Student Leadership Council <i>Nov/Feb/Apr</i> Advancement & Foundation Report <i>Jan/Apr/Oct</i> Faculty Emeritus College Honors Program Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights	Policy 2.1.1 Treatment of Employees <i>(VP Finance)</i> Policy 2.2 Compensation & Benefits <i>(VP Finance)</i> Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves <i>(VP Finance)</i>	Policy 4.6 President Emeritus/a Status (only reviewed, if needed) Board Meeting Qtrly Evaluation <i>(Jan/Apr/Aug/Oct)</i>		Approval of Preliminary Budget <i>(VP Finance)</i>	Discussion/revision of President's Evaluation Process (review previous evaluation packet)	County School Superintendent issues publicity for Orientation meeting to recruit prospective Board candidates (applicable for 2018/2020)

District Governing Board Annual Agenda Calendar

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
May	<p>Yavapai Combined Trust Qtrly Rpt <i>Aug/Nov/Feb/May</i></p> <p>Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights</p>	<p>Policy 2.0 Executive Limitations & Ends Monitoring (<i>President</i>) <i>Annual summary results prior to meeting for review</i></p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>)</p>	<p>Policy 3.0 Global Governance Process</p> <p>Policy 3.4 Agenda Planning</p>		<p>Truth in Taxation, Tax Levy Meeting (<u>if needed</u>)</p> <p>Financial Budget Adoption Meeting (<u>Must be completed by June 15</u>) (<i>VP Finance</i>)</p> <p>Staff will distribute President's Evaluation packet as directed in April meeting</p> <p>Determine the timeline and process for completion of the President's Evaluation packet (<i>Attorney</i>)</p>	<p>Plan for Annual Board Retreat in Sept:</p> <ul style="list-style-type: none"> Review of Ends Statements Ownership Linkage Plan Annual Calendar Review Board Policies 	<p><u>Ownership Linkage Qtrly Update:</u> Recap 3rd Quarter (<i>Nov/Feb/May/Aug</i>)</p> <p>Submit Qtrly Ownership Feedback Question for the Webpage (<i>Nov/Feb/May/Aug</i>)</p> <p>County School Superintendent will conduct prospective candidate orientation meetings (applicable for 2018/2020)</p>
June	<p>Capital Plan <i>June/Jan</i></p> <p>Monthly *President Info *Student Info *Facilities News *College Highlights *No Faculty Senate Report in June</p>	<p>Policy 2.3 Financial Management-Planning Include summary of 2.3.1 & 2.3.2 (<i>VP Finance</i>)</p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves (<i>VP Finance</i>)</p> <p>Executive Session for Annual President Evaluation & Compensation</p>	<p>Policy 4.5 President Compensation & Benefits</p>		<p>Dual Enrollment IGA(s) submitted June or Aug with Legal Counsel's review</p>	<p>Impact of Legislative Issues; Changes to AZ Statutes that Govern Community College Board; and Relevant Public Policy Issues (<i>Attorney</i>)</p> <p>Plan for Annual Board Retreat in Sept:</p> <ul style="list-style-type: none"> Review of Ends Statements Ownership Linkage Plan Annual Calendar Review Board Policies 	

District Governing Board Annual Agenda Calendar

NOTES:

Board Meeting Quarterly Evaluation

January – October/November

April – January/February/March

Aug – April/May/June

October – August/September

Presenter : Patricia McCarver

Start Time : 3:46 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/25/2016

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 - Association of Community College Trustees (ACCT) and Yavapai College Foundation - INFORMATION, DISCUSSION AND/OR DECISION

Details : Association of Community College Trustees (ACCT) Leadership Congress Report - Ms. Deb McCasland

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:51 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/25/2016

Item Type : Heading

Policy No.	Description	Ref No
3.4	<p>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.</p>	558881

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/25/2016

Start Time : 3:51 PM
Time Req : 5
Item Type : Information Item

Item No : 29

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
Proposed By : Patricia McCarver
Proposed : 4/25/2016

Start Time : 3:56 PM
Time Req : 5
Item Type : Decision Item

Item No : 30

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 the FY 2016 - 2017 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings - attached

Attachments :

Title	Created	Filename
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Sep 22, 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 1, 2016, Tuesday, 1:00 p.m. Location: Sedona Center - Rm 34
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 change - request of Board Member

*November changed due to scheduling conflict

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 : 4:01 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/25/2016

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