



**Regular Board Meeting  
Agenda Summary  
District Governing Board Regular Meeting  
Tuesday, February 14, 2017  
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	644022
2	Call to Order - PROCEDURAL	0	1:00 PM	644023
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	644024
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	644025
5	Approval of January 10, 2017 District Governing Board Budget Workshop and the Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	644026
6	Adoption of Agenda - DECISION	1	1:05 PM	644027
7	OWNERSHIP LINKAGE - HEADING	0	1:06 PM	651215
8	Appointments of 2017 Board Member Liaison - DISCUSSION AND/OR DECISION	5	1:06 PM	692750
9	Open Call - PROCEDURAL	20	1:11 PM	644028
10	CONSENT AGENDA - HEADING	0	1:31 PM	644029

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of Report on Revenues and Expenditures - January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:31 PM	644030
12	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:32 PM	644031
13	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:33 PM	644032
14	For Consideration for Approval the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College for the Purpose of Renovating Educational Facilities - RECEIPT, DISCUSSION AND/OR DECISION	2	1:34 PM	701548
15	For Consideration for Approval and Deletion of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:36 PM	702029
16	INFORMATION - HEADING	0	1:38 PM	644035
17	Information from the President to Include: Community Outreach Letter; Search for Vice President for Community Relations; Verde Valley Executive Dean's Advisory Committee; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; YCSA Newsletter; and Other Related Information- INFORMATION AND/OR DISCUSSION	10	1:38 PM	644036
18	Information from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; Enrollment Update; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION	25	1:48 PM	644037
19	POLICY - HEADING	0	2:13 PM	644038
20	Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2016 - INFORMATION AND/OR DISCUSSION	15	2:13 PM	644040
21	SHORT RECESS - PROCEDURAL	10	2:28 PM	644041
22	POLICY - HEADING (CONTINUED)	0	2:38 PM	644042
23	For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2017-2018 - INFORMATION, DISCUSSION, AND/OR DECISION	30	2:38 PM	679778
24	MONITORING REPORTS - HEADING	0	3:08 PM	644045
25	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION	10	3:08 PM	648535
26	Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITOR, DISCUSSION, AND DECISION	5	3:18 PM	644046
27	Board Self-Evaluation - Governance Process Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING AND DISCUSSION	5	3:23 PM	644047
28	BOARD EDUCATION - HEADING	0	3:28 PM	698234

Item No.	Item	Time Req.	Start Time	Ref No.
29	Review and Summary of the February 13, 2017 Board Retreat - INFORMATION AND/OR DISCUSSION	15	3:28 PM	644039
30	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:43 PM	644048
31	Review of Completed Board Members' 2017 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION	5	3:43 PM	701748
32	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION	5	3:48 PM	644050
33	Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:53 PM	644051
34	Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION	5	4:03 PM	670727
35	OTHER INFORMATION - HEADING	0	4:08 PM	644056
36	Correspondence to the Board - RECEIPT	5	4:08 PM	644057
37	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	5	4:13 PM	644058
38	EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(3) and (A)(4) - Receive Legal Advice from Legal Counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - INFORMATION AND DISCUSSION	30	4:18 PM	694492
39	Convene in Public Session with Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - DISCUSSION AND/OR DECISION	5	4:48 PM	694493
40	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:53 PM	644059

**Presenter :** Ray Sigafoos                      **Start Time :** 1:00 PM                      **Item No :** 1  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 7/7/2016                      **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 :** Ray Sigafoos                      **Start Time :** 1:00 PM                      **Item No :** 2  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 7/7/2016                      **Item Type :** Procedure Item

Policy No.	Description	Ref No
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**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**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 :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**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 :** Welcome to Guests and Staff - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 7/7/2016

**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 January 10, 2017 District Governing Board Budget Workshop and the Regular Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the January 10, 2017 Budget Workshop and the Regular District Governing Board Meeting. As part of the Board Agenda, the record and 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 the all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

**Attachments :**

Title	Created	Filename
Unapproved Budget Workshop Minutes - Jan10.pdf	Feb 02, 2017	Unapproved Budget Workshop Minutes -Jan10.pdf
Unapproved Regular Meeting Minutes Jan10.pdf	Feb 02, 2017	Unapproved Regular Meeting Minutes Jan10.pdf



**Yavapai College District Governing Board  
Unapproved Minutes of Board Budget Workshop**

**Tuesday, January 10, 2017  
10:00 AM**  
Rock House, Prescott Campus  
1100 E. Sheldon Street  
Prescott, Arizona

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

**Members Present:**

Dr. Patricia McCarver, Chair  
Dr. Connie, Harris, Board Member  
Mr. Ray Sigafoos, Board Member

Mr. Steve Irwin, Secretary  
Ms. Deb McCasland, Board Member

**Administration Present:**

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

Lynne Adams, Board Attorney

**1. CALL TO ORDER - HEADING**

**2. Call to Order – PROCEDURAL**

Chair McCarver called the Yavapai College District Governing Board meeting to order at 10:01 a.m.

**3. Welcome to Guests and Staff – PROCEDURAL**

Chair McCarver welcomed all guests and staff.

**4. Adoption of Agenda – DECISION**

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

**5. POLICY ISSUES – HEADING**

**6. Overview of Yavapai County and Yavapai College - INFORMATION AND/OR DISCUSSION** (refers Yavapai College Budget Work Study Handout)

- Dr. Tom Hughes, Director of Institutional Effectiveness and Research presented an environmental scan of Yavapai County and Yavapai College to include: populations, site locations, full-time student enrollment, total enrollment, population trends of gender/ethnicity/poverty, education and degree attainment, unemployment trends, and economic drivers.
- Dr. Ron Liss, Vice President of Instruction and Student Development, presented full vs part-time status, career technical education programs, student intent, early college enrollment, access, 2016 completions, 2015-2020 Strategic Plan, and KPIs (Key Performance Indicators).

**7. SHORT RECESS – PROCEDURAL**

Meeting recessed at 10: 46 a.m.; reconvened at 11: 01 a.m.

**8. POLICY ISSUES – HEADING - CONTINUED**

**9. Overview of Yavapai College Historical Revenues and Expenditure- INFORMATION AND/OR DISCUSSION**

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented an overview of Yavapai College historical revenues and expenses as follows:

Revenue

- State Appropriations
- Property Tax Levy
- Tuition and Fees
- Revenues at risk

Expenses

- 2015-2016 Actual Expenditures
- Operating costs per full-time enrollment and state/national trends
- General fund expenses by function: instructions, public service, academic support, student services, institutional support, plant operations & maintenance, and auxiliaries
- Operating costs by labor and non-labor

**10. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

Member Sigafoos moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously. Board Workshop adjourned at 11:34 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Karen Jones, Recording Secretary

Date: February 14, 2017

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: [www2.yc.edu](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*



**Yavapai College District Governing Board  
Regular Board Meeting  
Unapproved Minutes of Regular Meeting  
Tuesday, January 10, 2017  
1:00 PM  
Rock House – Prescott Campus  
1100 E. Sheldon Street  
Prescott, Arizona**

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**Members Present:**

Dr. Patricia McCarver, Chair                      Mr. Steve Irwin, Secretary  
Dr. Connie Harris, 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 12:58 p.m.

**3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Member Irwin.

**4. Welcome to Guests and Staff – PROCEDURAL**

Chair McCarver welcomed all guests and staff.

**5. Oath of Office - Administered to Board Members Ms. Deb McCasland and Dr. Connie Harris - PROCEDURAL**

Mr. Tim Carter, Yavapai County School Superintendent, announced the following appointments and administered the Oath of Office to the following Yavapai College District Governing Board members:

- Re-election of Ms. Deb McCasland, Yavapai College Board Representative for District 2. This 6-year term is from January 1, 2017 through December 31, 2022.
- Appointment of Dr. Connie Harris, Yavapai College Board Representative for District 3. This 2-year term is from January 1, 2017 through December 31, 2018.

**6. Approval of the District Governing Board November 1, 2016 Regular Meeting Minutes- DISCUSSION AND DECISION (refer to Board agenda, pgs. 11-14)**

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board November 1, 2016 Regular Meeting Minutes as written. Motion carried unanimously.

**7. Adoption of Agenda – DECISION**

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

**8. OWNERSHIP LINKAGE – HEADING**

**9. Election of Board Officers - Chair, Secretary, and Board Member Liaison Appointments for 2017 - DISCUSSION AND/OR DECISION**

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. Dr. Patricia McCarver, Chair, and Steve Irwin, Secretary, are concluding the second year of their two-year term in these executive roles, therefore the Board elected both the Chair and Secretary with the following motions:

Member Irwin moved, Member McCarver seconded, in accordance with A.R.S §15-1443(B) the Board elects Mr. Ray Sigafoos the Board Chair for the 2017 term. Motion carried with three (3) yes votes, one (1) no vote from Member McCasland, and one (1) abstention from Member Harris.

Member Sigafoos moved, Member McCarver seconded, in accordance with A.R.S §15-1443(B) the Board elects Mr. Irwin the Board Secretary for the 2017 term. Motion carried with three (3) yes votes, one (1) no vote from Member McCasland, and one (1) abstention from Member Harris.

Mr. Sigafoos, Chair will appoint Board Liaisons at the February meeting to serve one-year terms for the following committees:

- Yavapai Foundation Liaison
- Arizona Association for District Governing Boards Representative
- Board Spokesperson

**10. Open Call - PROCEDURAL**

The following owners addressed the Board:  
2016 Summary – Bob Oliphant

Verde Valley – Ruth Wicks  
Chino Valley Motor Sports Track – Kathleen Rafters  
Board – Jessica Williamson

#### 11. CONSENT AGENDA – HEADING

Member McCasland requested that all items be removed from the Consent Agenda for discussion.

#### 12. Receipt of Report on Revenues and Expenditures – Month of December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 18-27)

Member McCasland moved, seconded by Member McCarver, to approve Report on Revenues and Expenditures – December 2016 as written. Motion carried unanimously.

#### 13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member McCasland moved, seconded by Member Harris, to approve the President's Monthly Monitoring Report – Executive Limitation 2.3.1 – Budget Deviation – December 2016 as written. Motion carried unanimously.

#### 14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-33)

The President reported compliance.

Member McCasland moved, seconded by Member McCarver, to approve President's Monthly Monitoring Report – Executive Limitation 2.3.2 – December 2016 as written. Motion carried unanimously.

#### 15. For Consideration for Approval of the Third Amendment to the Intergovernmental Agreement Between Yavapai College and the City of Prescott for use of the Yavapai College Performing Arts Center - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 34-55)

For consideration for approval of the third amendment to the intergovernmental agreement (IGA) between Yavapai College and the City of Prescott for the purpose of sharing public facilities. The amendment changes Exhibit A regarding the conditions of use of the Yavapai College Performing Arts Center (YCPAC) to allow the City use of the YCPAC for up to three days per Fiscal Year and rental fees will be waived.

Member McCarver moved, seconded by Member Harris, to approve the Third Amendment to the Intergovernmental Agreement between Yavapai College and the City of Prescott for use of the Yavapai College Performing Arts Center as written. Motion carried unanimously.

#### 16. For Consideration for Approval the Intergovernmental Agreement Between Yavapai College and the City of Prescott for use of the City's Grace Sparks Memorial Activity Center - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 56-63)

For consideration for approval of the intergovernmental agreement (IGA) between City of Prescott and Yavapai College the purpose of authorizing use of the Grace Sparks Memorial Activity Center under emergency circumstances. The City will allow the College use of the Facility as an information and reunification center in the event that the College Emergency Operations Center Manager, law enforcement or fire/rescue order a full or partial evacuation of the Prescott campus or close the campus to traffic (including vehicle and/or pedestrian). The Facility will provide a secure location for families to reunite following a campus evacuation. It will also serve as a place for interested parties and media to gather for statements and updates and other purposes as outlined in the IGA. The agreement will continue in effect until June 30, 2021. The IGA may be extended for an additional five years upon mutual written consents.

Member McCasland moved, seconded by Member Irwin, to approve the intergovernmental agreement between City of Prescott and Yavapai College for the purpose of authorizing use of the Grace Sparks Memorial Activity Center under emergency circumstances as written. Motion carried unanimously.

#### 17. For Consideration for Approval the Intergovernmental Agreement Between Valley Academy for Career and Technology Education (VACTE) and Yavapai College for Educational Programs - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 64-78)

For consideration for approval of the intergovernmental agreement (IGA) between Valley Academy for Career and Technology Education (VACTE) and Yavapai College for the implementation and administration of educational services and/or programs. The agreement will be in effect until June 30, 2020 with future addendums added as determined necessary and as executed in writing by both parties.

Member McCasland moved, seconded by Member Harris, to approve the intergovernmental agreement between Valley Academy for Career and Technology Education (VACTE) and Yavapai College as written. Motion carried unanimously.

#### 18. Approval of Faculty Sabbatical Requests for 2017-2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 79-127)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Four faculty members applied for a Sabbatical leave during FY 2017-2018 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College will recommend that the District Governing Board approve the support of all four (4) requests.

- Mr. Mike Davis, Administration of Justice and Paralegal Studies, Business, Education and Social Sciences

Division, requests a sabbatical leave for Spring Semester 2018.

- Dr. Karly Way Schauwecker, Business, Education and Liberal Arts Division, requests a sabbatical leave for Fall Semester 2017 and Spring Semester 2018.
  - Mr. Josh Schmidt, Sciences, Health and Public Safety Division, requests a sabbatical leave for Fall Semester 2017.
  - Mr. Jason Whitesitt, Foundation Studies Division, requests a sabbatical leave for Fall Semester 2017.
- Member McCasland moved, seconded by Member McCarver, to approve the faculty sabbatical requests for 2017-2018 as written. Motion carried unanimously.

#### 19. INFORMATION - HEADING

#### 20. Information from the President to Include Spring 2017 Convocation; Update on Advancement Division; 2017 All Arizona Academic Team; Cash for College; Stand With Me, Be Drug Free Week Proclamation; Yavapai College Staff Association Newsletter; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 129-170)

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

- Spring 2017 Convocation will be held on January 11, 2017 with Dr. Rob Johnstone as the keynote presenter that will be speaking to Pathways
- Update on the Advancement Division - search for the Vice President of Advancement expected to be complete in April 2017 with the new hire arriving in June 2017. Also introduced Paul Kirchgraber as the Interim Executive Director of the Foundation
- Announcement of the Yavapai College 2017 All Arizona Academic Team that will be honored at a statewide luncheon to be held on March 9, 2017
- Cash for College was held on December 5<sup>th</sup> and 6<sup>th</sup> on both the Prescott and Verde Valley campuses to provide scholarship information to Yavapai College students and the event was well attended
- Stand With Me, Be Drug Free Week Proclamation - Officer James Tobin presented the Proclamation
- Yavapai College Staff Association Newsletter - Attached, Information Only
- Facilities Management News - Attached, Information Only
- College Highlights - Attached, Information Only
- Other Related Issues – Yavapai College Southwest Wine Center received a gold medal for the Best Sauvignon Blanc at the Arizona Grand Wine Festival

#### 21. Information from Instruction and Student Development to Include Faculty Senate Update; Professional Development for Faculty; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 171- 188)

Dr. Penny Wills presented an update on the following:

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate President, reported on the progression of the Pathways Project and Strategic Enrollment Management committees, along with the work that faculty will be undertaking during Convocation and throughout the Spring semester to promote student success.
- Professional Development for Faculty - Stacey Hilton, Dean for Computer Technology and Instructional Support provided information regarding professional development opportunities for faculty to include: new faculty orientation, quality matters, summer/winter institute, and Teaching & eLearning Support.
- Adjunct Advisor – Information Only - Attached

#### 22. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:57 p.m.; reconvened at 2:10 p.m.

#### 23. POLICY ISSUES – HEADING

#### 24. Consideration of Preliminary Assumptions for 2017-2018 Budget Planning – INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 190-196)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented FY 2018 Preliminary Assumptions for budget planning for the Fiscal Year Ending June 30, 2018.

#### 25. Acceptance of FY 2015-2016 Budget Modification–Expenditure Limitation – INFORMATION, DISCUSSION, AND OR DECISION

##### REASON FOR CONSIDERATION BY THE BOARD

Compliance with Expenditure Limitations, Arizona Revised Statutes (A.R.S. 41-1279.07)

Currently, before a budget modification/reduction, the budgeted expenditures (less exclusions for fiscal year 2015-2016) exceeded the expenditure limitation by \$3,895,549 (largely due to unexpended contingency funds, vacancy savings in the General Fund and amounts that were budgeted for capital projects that were not used during the fiscal year). Since the District's actual expenditures came in under budget it is advantageous to adjust the budget to actual. The proposed Budget Amendment for fiscal year 2015-2016 is shown in the attached document.

Member McCarver moved, seconded by Member Harris, to approve revisions to the General Fund, Restricted Fund, Auxiliary Fund, Unexpended Plant Fund, and Retirement of Indebtedness Fund budget for fiscal year 2015-2016 including the acknowledgement of any unbudgeted gifts, cash and capital, from private parties as presented on the ABELR. Motion carried with four (4) yes votes and one (1) no vote by Member McCasland.

#### 26. Consideration to Amend Policy 2.3.2 Reserves - INFORMATION, DISCUSSION, AND/OR DECISION

At the August 9, 2016 District Governing Board Meeting, Administration requested that Policy 2.3.2 - Reserves be amended to increase the current fund target. Upon approval, the amended policy reads as follows:

### 2.3.2 Reserves

The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range. The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

Member McCarver moved, seconded by Member Harris, to approve Policy 2.3.2 be amended as written. Motion carried unanimously.

## 27. Consideration of Revision to Board - President Linkage Policy 4.3.2 - INFORMATION, DISCUSSION, AND/OR DECISION

At the November 1, 2016 District Governing Board Meeting, the Board requested that Policy 4.3.2 - Executive Limitations Policies, be revised to roll the sub-policies 4.3.2.1 and 4.3.2.2 into 4.3.2. Upon approval, the amended policy reads as follows:

### 4.3.2 Executive Limitations Policies

The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.

Member Irwin moved, seconded by Member McCarver, to approve Policy 4.3.2 be amended as written. Motion carried unanimously.

## 28. MONITORING REPORTS – HEADING

### 29. Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 204-208)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.5 and 2.5.1. Motion carried with four (4) yes votes and one (1) no vote by Member McCasland.

### 30. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 209-211)

Member Irwin moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.6, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.6. Motion carried unanimously.

### 31. Board Evaluation of Governance Policy 3.1 - Governing Style - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 212-217)

The Board requested that this policy be reviewed for further clarification based upon Board member comments within the evaluation.

### 32. Board Evaluation of Governance Policy 3.7 - Cost of Governance- RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 218-219)

The Board requested that this policy be reviewed for further clarification based upon Board member comments within the evaluation.

## 33. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

### 34. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 221-267)

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members were asked to complete the Annual Conflict of Interest Declaration, as required by Board Policy 3.3. Conflict of Interest forms were provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2017. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 14, 2017 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

### 35. February 13, 2017 District Governing Board Annual Workshop – DISCUSSION AND/OR DECISION

Board members discussed the February 13, 2017 District Governing Board Annual Workshop.

– Location: Rock House - Prescott Campus

– Time: 9:00 a.m. to 3:00 p.m.

– Facilitator: Dr. Pam Fisher, Association of Community College Trustee (ACCT)

– Proposed Topics: Role and Responsibilities of the Board, Trustee Orientation, Board Ethics, And Best Practices.

The Board requested to postpone the review of Executive Limitations and Governance Process Policies for a later date.

Member Irwin moved, seconded by Member McCarver, to move forward with the Workshop facilitator, Dr. Pam Fisher and topics regarding Board relations.

**36. OWNERSHIP LINKAGE (CONTINUED) - HEADING**

**37. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) – Member Sigafos reported the next meeting will be in the spring of 2017.
- Yavapai College Foundation – Dr. Pat McCarver reported the Foundation did not convene in December and the next meeting will be January 18, 2017.

**38. OTHER INFORMATION - HEADING**

**39. Correspondence to the Board – RECEIPT**

Correspondence received included: Greater Prescott Area Prayer Breakfast Invitation, YC 2016-2017 Strategic Actions, and Osher Lifelong Learning Institute Spring Schedule.

**40. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 270-271)

The Board reviewed proposed meetings, dates, times, and locations for Fiscal Year 2016-2017 District Governing Board meetings.

The International Policy Governance Association (IPGA) Conference is being held in San Diego, CA from June 22-24, 2017. Registration is open and early bird registration ends January 31<sup>st</sup>.

**The Board requested that staff register the following members for the IPGA Conference: Harris, Irwin, McCarver, and McCasland.**

**41. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

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

Regular meeting adjourned at 3:42 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Karen Jones, Recording Secretary

Date: February 14, 2017

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: [www.yc.edu](http://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 :** Ray Sigafoos

**Start Time :** 1:06 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 1/5/2017

**Item Type :** Policy & Decision

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"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol>	560681

**Description :** Appointments of 2017 Board Member Liaison - DISCUSSION AND/OR DECISION

**Details :** Board Chair Sigafoos will appoint Board Liaisons to serve one-year terms for the following committees:

- Board Spokesperson
- Arizona Association for District Governing Boards Representative (AADGB)
- Yavapai College Foundation

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:11 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 7/7/2016

**Item Type :** Procedure Item

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

**Description :** Open Call - PROCEDURAL

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:31 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**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 :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:31 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**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 - January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenue and Expenditures for the seventh month of FY 2016 -2017 ending January 31, 2017 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - Jan in Feb.pdf	Feb 10, 2017	Financial Update - Jan in Feb.pdf
Gov Brd Budget YCFS Jan 2017.pdf	Feb 10, 2017	Gov Brd Budget YCFS Jan 2017.pdf
YCFS Jan 2017_Summary.pdf	Feb 10, 2017	YCFS Jan 2017_Summary.pdf

# YAVAPAI COLLEGE

## FINANCIAL UPDATE

January 2017

### FY2015-2016 Close and Audit

- The year-end close for FY2015-2016 was completed in November 2016.
- The auditors began their field work on October 17, 2016. The audit report (Comprehensive Annual Financial Report) was 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 February 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 and spring 2017 enrollment. This shortfall will be covered by the tuition and fees contingency budget.
- 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.

- Total Auxiliary Enterprises is projected to be within budget for the fiscal year.
- Community Events show sales are projecting below budget.

#### Unexpended Plant Fund

- The Unexpended Plant Fund currently has a large deficit due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year.

For the fiscal year ended June 30, 2017, the Unexpended Plant Fund is projected to have a deficit due to the scope of the Prescott Valley building expansion and Sedona Center remodel projects being increased, as approved by the DGB on September 13, 2016. The deficit is expected to less than the \$3.7M scope increase.

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

**For the Month Ended January 31, 2017 - 58.3% of the Fiscal Year Complete  
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>	
<b>EXPENDITURES (note 1):</b>					
Salary Expenses	Staff Support	\$ 23,536	\$ 13,582	\$ 37,118	
Association of Community College Trustees	Membership Dues	5,239	6,000	11,239	
Deborah McCasland	Travel	3,029	-	3,029	
EMI Print Works	Printing Services	280	-	280	
HF Group LLC	Binding	310	1,190	1,500	
IPGA	Dues & Conference	2,060	-	2,060	
Karen Jones	Travel	109	-	109	
Osborn Maledon PA	Legal Counsel	11,417	26,083	37,500	
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500	
Penelope Wills	Travel	471	-	471	
Ray Sigafoos	Travel	94	-	94	
Sodexo Inc.	Food Supplies	1,467	3,533	5,000	
Steve Walker	Travel	250	-	250	
The Governance Coach	Consulting	4,615	-	4,615	
Supplies/Other	Various Vendors	805	-	805	
VVTV	Board Meeting Broadcasts	1,135	2,000	3,135	
Yavapai County Elections	Board Elections	38,405	-	38,405	
YC Printing Services	Printing	824	-	824	
				<u>158,934</u>	
<b><u>Verde Valley DGB Advisory Committee</u></b>					
Osborn Maledon PA	Legal Counsel	435	-	435	
				<u>435</u>	
<b>Remaining Budget - January 31, 2017</b>					<b><u><u>\$ 10,799</u></u></b>

**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 January 31, 2017 - 58.3% of the Fiscal Year Complete**

**Fiscal Year 2016-2017**

**SUMMARY - ALL FUNDS**

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>					
General Fund	\$ 28,832,155		\$ 28,832,155	\$ 43,611,000	66.1%
Restricted Fund	10,231,513		10,231,513	14,275,400	71.7%
Auxiliary Fund	2,973,236		2,973,236	4,300,900	69.1%
Unexpended Plant Fund	7,960,863		7,960,863	11,648,400	68.3%
Debt Service Fund	4,022,392		4,022,392	6,896,000	58.3%
<b>TOTALS</b>	<u><b>54,020,159</b></u>		<u><b>54,020,159</b></u>	<u><b>80,731,700</b></u>	<u><b>66.9%</b></u>

		<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>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 24,338,877	\$ 10,535,601	\$ 9,119,844	\$ 25,754,634	\$ 43,611,000	59.1%
Restricted Fund		9,886,370	788,308	550,852	10,123,826	14,275,400	70.9%
Auxiliary Fund		2,613,637	635,127	460,597	2,788,167	4,300,900	64.8%
Unexpended Plant Fund		3,877,247	8,807,862	-	12,685,109	11,648,400	108.9%
Debt Service Fund		637,729	3,384,489	-	4,022,218	6,896,000	58.3%
<b>TOTALS</b>		<u><b>41,353,860</b></u>	<u><b>24,151,387</b></u>	<u><b>10,131,293</b></u>	<u><b>55,373,954</b></u>	<u><b>80,731,700</b></u>	<u><b>68.6%</b></u>
<b>SURPLUS/(DEFICIT)</b>					<u><u><b>(1,353,795)</b></u></u>	<u><u><b>-</b></u></u>	

**COMMENTS:**

Through the seventh month, 68.6% of budget has been committed (excluding labor encumbrances) compared to 66.9% of revenues received.

The Budget currently has a deficit of \$1,353,795.

**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 January 31, 2017 - 58.3% 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>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 20,046,544		\$ 20,046,544	\$ 34,538,200	58.0%	\$ 34,538,200	\$ -
Primary Property Taxes - Contingency	(87,500)		(87,500)	(150,000)	58.3%	(142,500)	7,500
Tuition and Fees	9,697,285		9,697,285	10,751,000	90.2%	10,751,000	-
Tuition and Fees - Contingency	(320,833)		(320,833)	(550,000)	58.3%	(547,500)	2,500
State Appropriations	600,150		600,150	800,000	75.0%	800,000	-
Other Revenues	207,944		207,944	442,900	47.0%	442,900	-
Interest Income	16,290		16,290	55,000	29.6%	45,000	(10,000)
Fund Balance Applied to Budget	1,207,500		1,207,500	2,070,000	58.3%	2,070,000	-
General Fund Transfer Out	(2,535,225)		(2,535,225)	(4,346,100)	58.3%	(4,346,100)	-
<b>TOTAL REVENUES</b>	<b>28,832,155</b>		<b>28,832,155</b>	<b>43,611,000</b>	<b>66.1%</b>	<b>43,611,000</b>	<b>-</b>

	<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>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 9,630,958	\$ 3,874,438	\$ 3,561,705	\$ 9,943,691	\$ 17,516,000	56.8%	\$ 17,165,680	\$ (350,315)
Academic Support	2,613,765	1,165,246	1,066,525	2,712,486	4,745,000	57.2%	4,650,100	(94,900)
Institutional Support	5,212,480	2,712,763	2,108,145	5,817,098	8,775,000	66.3%	8,643,375	(131,625)
Student Services	2,606,905	1,212,253	1,135,766	2,683,392	5,021,000	53.4%	4,920,580	(100,420)
Operation/Maintenance of Plant	3,399,298	1,519,469	1,222,047	3,696,720	6,270,000	59.0%	6,207,300	(62,700)
Scholarships	770,935	25,776	-	796,711	878,000	90.7%	878,000	-
Public Service	104,536	25,656	25,656	104,536	156,000	67.0%	153,660	(2,340)
Prop 301 Contingency	-	-	-	-	250,000	0.0%	-	(250,000)
<b>TOTAL EXPENDITURES</b>	<b>24,338,877</b>	<b>10,535,601</b>	<b>9,119,844</b>	<b>25,754,634</b>	<b>43,611,000</b>	<b>59.1%</b>	<b>42,618,695</b>	<b>(992,300)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 3,077,521</b>	<b>\$ -</b>			

**COMMENTS:**

Third quarter State Aid was received in January 2017.

Tuition and Fees revenues above budget due to spring 2017 tuition payments being recorded. This will even out over the next few months.

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 90.7% of budget due to spring 2017 financial aid awards being disbursed.

The Budget currently has a surplus of \$3,077,521.

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

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended January 31, 2017 - 58.3% 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>
<b>REVENUES:</b>					
Federal Grants and Contracts	\$ 8,492,547		\$ 8,492,547	\$ 11,805,000	71.9%
State Grants and Contracts	130,057		130,057	211,000	61.6%
Private Gifts, Grants and Contracts	466,241		466,241	783,000	59.5%
Proposition 301 Funds	413,013		413,013	675,000	61.2%
State Appropriation - STEM Workforce	580,800		580,800	774,400	75.0%
Fund Balance Applied to Budget	-		-	27,000	0.0%
Reimbursement Due	148,855		148,855	N/A	N/A
<b>TOTAL REVENUES</b>	<b>10,231,513</b>		<b>10,231,513</b>	<b>14,275,400</b>	<b>71.7%</b>

	<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>
<b>EXPENDITURES (note 1):</b>						
Instruction	\$ 1,184,381	\$ 469,894	\$ 219,944	\$ 1,434,331	\$ 2,814,600	51.0%
Academic Support	-	-	-	-	2,000	0.0%
Student Services	705,159	289,603	283,070	711,692	1,144,200	62.2%
Scholarships	7,933,431	-	-	7,933,431	10,202,600	77.8%
Public Service	63,399	28,811	47,838	44,372	112,000	39.6%
<b>TOTAL EXPENDITURES</b>	<b>9,886,370</b>	<b>788,308</b>	<b>550,852</b>	<b>10,123,826</b>	<b>14,275,400</b>	<b>70.9%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 107,687</b>		

**COMMENTS:**

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

Third quarter STEM Workforce appropriation was received in January 2017.

Scholarships at 77.8% of budget due to spring semester 2017 financial aid awards being disbursed.

Public Service expenditures/encumbrances above budget due to a new grant received from the National Science Founda

**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 January 31, 2017 - 58.3% 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>
<b>REVENUES:</b>							
<b>Auxiliary Enterprises</b>							
Residence Halls and Summer Conferences	\$ 1,130,279		\$ 1,130,279	\$ 1,182,400	95.6%	\$ 1,182,400	\$ -
Bookstore Rental and Commissions	101,260		101,260	210,000	48.2%	192,000	(18,000)
Food Services Sales	18,901		18,901	33,000	57.3%	33,000	-
Vending	26,324		26,324	35,000	75.2%	40,000	5,000
Edventures	324,792		324,792	310,000	104.8%	335,000	25,000
Winery - Tasting Room	50,633		50,633	75,000	67.5%	78,000	3,000
Family Enrichment Center	315,269		315,269	582,300	54.1%	582,300	-
<b>Public Services</b>							
Community Events	210,012		210,012	479,000	43.8%	435,000	(44,000)
Regional Economic Development Center - Training	40,010		40,010	55,000	72.7%	55,000	-
<b>Other Revenues</b>							
Yavapai College Foundation	160,091		160,091	410,000	39.0%	385,000	(25,000)
Other	301,140		301,140	324,300	92.9%	344,300	20,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	-	-
General Fund Transfer In	528,792		528,792	906,500	58.3%	906,500	-
Auxiliary Fund Transfer Out	(234,267)		(234,267)	(401,600)	58.3%	(401,600)	-
<b>TOTAL REVENUES</b>	<b>2,973,236</b>		<b>2,973,236</b>	<b>4,300,900</b>	<b>69.1%</b>	<b>4,166,900</b>	<b>(34,000)</b>

	<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>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 76,444	\$ 3,025	\$ -	\$ 79,469	\$ 171,900	46.2%	\$ 165,024	\$ (6,876)
Student Services	365,450	157,891	137,595	385,746	616,000	62.6%	616,000	-
Auxiliary Enterprises	892,279	235,696	170,627	957,348	1,528,700	62.6%	1,503,700	(25,000)
Public Service	658,042	238,515	152,375	744,182	819,000	90.9%	859,000	40,000
Facilities & Administrative Allocation Expense	621,422	-	-	621,422	1,065,300	58.3%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>2,613,637</b>	<b>635,127</b>	<b>460,597</b>	<b>2,788,167</b>	<b>4,300,900</b>	<b>64.8%</b>	<b>4,209,024</b>	<b>(91,876)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 185,069</b>	<b>\$ -</b>			

**COMMENTS:**

Residence Halls and Summer Conferences revenues are above budget due to spring 2017 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. Community Events show sales are trending below projections.

The Budget currently has a surplus of \$185,069.

**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 January 31, 2017 - 58.3% of the Fiscal Year Complete**

**Fiscal Year 2016-2017**

**UNEXPENDED PLANT FUND**

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>		
<b>REVENUES:</b>							
Primary Property Taxes	\$ 5,043,997		\$ 5,043,997	\$ 8,690,300	58.0%		
Primary Property Taxes - Contingency	(26,250)		(26,250)	(45,000)	58.3%		
Yavapai College Foundation Donation	-		-	50,000	0.0%		
Investment Income	18,040		18,040	15,000	120.3%		
Other	6,976		6,976	20,000	34.9%		
Fund Balance Applied to Budget	918,100		918,100	918,100	100.0%		
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%		
<b>TOTAL REVENUES</b>	<b>7,960,863</b>		<b>7,960,863</b>	<b>11,648,400</b>	<b>68.3%</b>		
		<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>
<b>EXPENDITURES (note 1):</b>							
Preventative Maintenance		\$ 649,483	\$ 2,152,056	\$ -	\$ 2,801,539	\$ 3,028,000	92.5%
Unplanned Maintenance		158,363	114,373	-	272,736	400,000	68.2%
Capital Improvement Projects		2,147,550	6,400,037	-	8,547,587	5,549,300	154.0%
Equipment		855,546	107,470	-	963,016	2,072,400	46.5%
Furniture and Fixtures		26,001	-	-	26,001	250,000	1.3%
Library Books		40,304	33,926	-	74,230	98,700	29.7%
Operating Contingency		-	-	-	-	250,000	0.0%
<b>TOTAL EXPENDITURES</b>		<b>3,877,247</b>	<b>8,807,862</b>	<b>-</b>	<b>12,685,109</b>	<b>11,648,400</b>	<b>108.9%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>(4,724,246)</b>	<b>-</b>	

**COMMENTS:**

The Budget currently has a deficit of \$4,724,246 as a result of several significant Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The Plant Fund is expected to be in a deficit at year-end due to the scope of the Prescott Valley building expansion and Sedona Center remodel projects being increased, as approved by the DGB on September 13, 2016.

**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 January 31, 2017 - 58.3% 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>
<b>REVENUES:</b>					
Secondary Property Taxes	\$ 2,888,395		\$ 2,888,395	\$ 4,974,800	58.1%
Secondary Property Taxes - Contingency	(17,500)		(17,500)	(30,000)	58.3%
Investment Income	3,930		3,930	10,000	39.3%
General Fund Transfer In	839,767		839,767	1,439,600	58.3%
Auxiliary Fund Transfer In	234,267		234,267	401,600	58.3%
Fund Balance Applied to Budget	73,533		73,533	100,000	73.5%
<b>TOTAL REVENUES</b>	<b>4,022,392</b>		<b>4,022,392</b>	<b>6,896,000</b>	<b>58.3%</b>

	<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>
<b>EXPENDITURES (note 1):</b>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,505,417	\$ -	\$ 2,505,417	\$ 4,295,000	58.3%
Interest Payments	378,375	63,092	-	441,467	756,800	58.3%
Pledged Revenue Obligations						
Principal Payments	-	597,917	-	597,917	1,025,000	58.3%
Interest Payments	207,278	34,572	-	241,850	414,600	58.3%
Revenue Bonds						
Principal Payments	-	175,000	-	175,000	300,000	58.3%
Interest Payments	50,776	8,491	-	59,267	101,600	58.3%
Bank Fees	1,300	-	-	1,300	3,000	43.3%
<b>TOTAL EXPENDITURES</b>	<b>637,729</b>	<b>3,384,489</b>	<b>-</b>	<b>4,022,218</b>	<b>6,896,000</b>	<b>58.3%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>174</b>	<b>-</b>	

**COMMENTS:**

Through the seventh month, 58.3% of budget has been committed (excluding labor encumbrances) compared to 58.3% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:32 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**Item Type :** Consent Item

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

**Description :** Receipt of President's Monthly Monitoring Report - Executive Limitation  
2.3.1 - Budget Deviation - January 2017 - RECEIPT, DISCUSSION,  
AND/OR DECISION

**Details :** Executive Limitation 2.3.1 - Budget Deviation  
The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget.

**Attachments :**

Title	Created	Filename
2 3.1_Jan in Feb.pdf	Feb 10, 2017	2 3.1_Jan in Feb.pdf

Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
January 2017

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 seven months ended January 31, 2017, the General Fund has a surplus of \$3,077,500. This is primarily the result of tuition and fee revenues for the spring 2017 semester. This will level out over the next few months.

For the fiscal year ended June 30, 2017, General Fund revenues are projected to be flat and expenditures are projected to be under budget by \$992,300, resulting in a net surplus of \$992,300 — a 2.3% 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 seven months ended January 31, 2017, the Unexpended Plant Fund has a large deficit of \$4,724,200 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year.

For the fiscal year ended June 30, 2017, the Unexpended Plant Fund is projected to have a deficit due to the scope of the Prescott Valley building expansion and Sedona Center remodel projects being increased, as approved by the DGB on September 13, 2016. The deficit is expected to be less than the \$3.7M scope increase.

### 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 January 31, 2017, 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 seven months ended January 31, 2017, 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 :** Ray Sigafoos

**Start Time :** 1:33 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**Item Type :** Consent Item

Policy No.	Description	Ref No
2.3.2	<p>The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.</p> <p>The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.</p>	694486

**Description :** Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 2.3.2 - Reserves

The President shall not allow the Current Fund Reserves to drop seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.

The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

**Attachments :**

Title	Created	Filename
2 3.2_Jan in Feb.pdf	Feb 10, 2017	2 3.2_Jan in Feb.pdf

Monitoring Report - Monthly  
Executive Limitations Policy 2.3.2 – Reserves  
January 2017

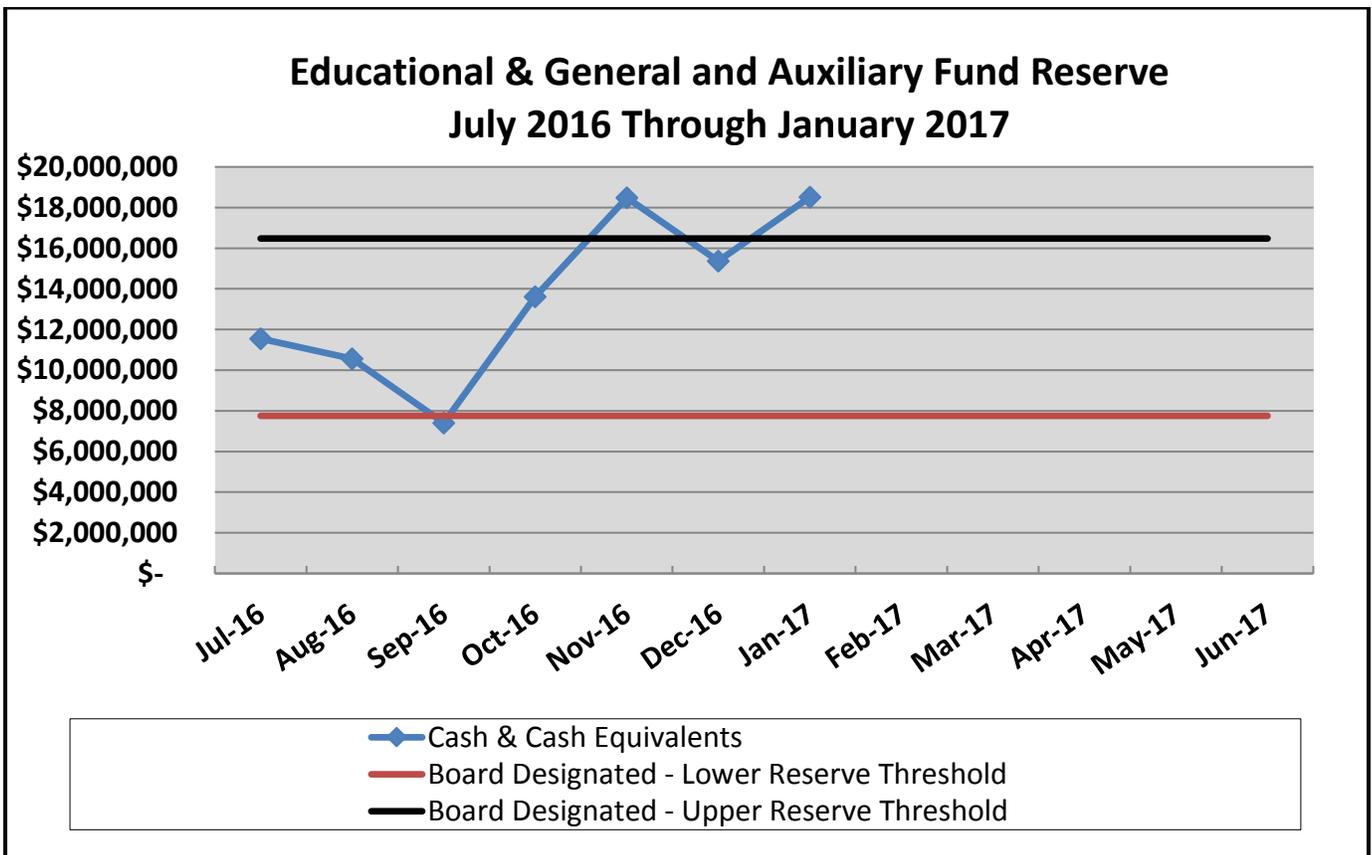
The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range. The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

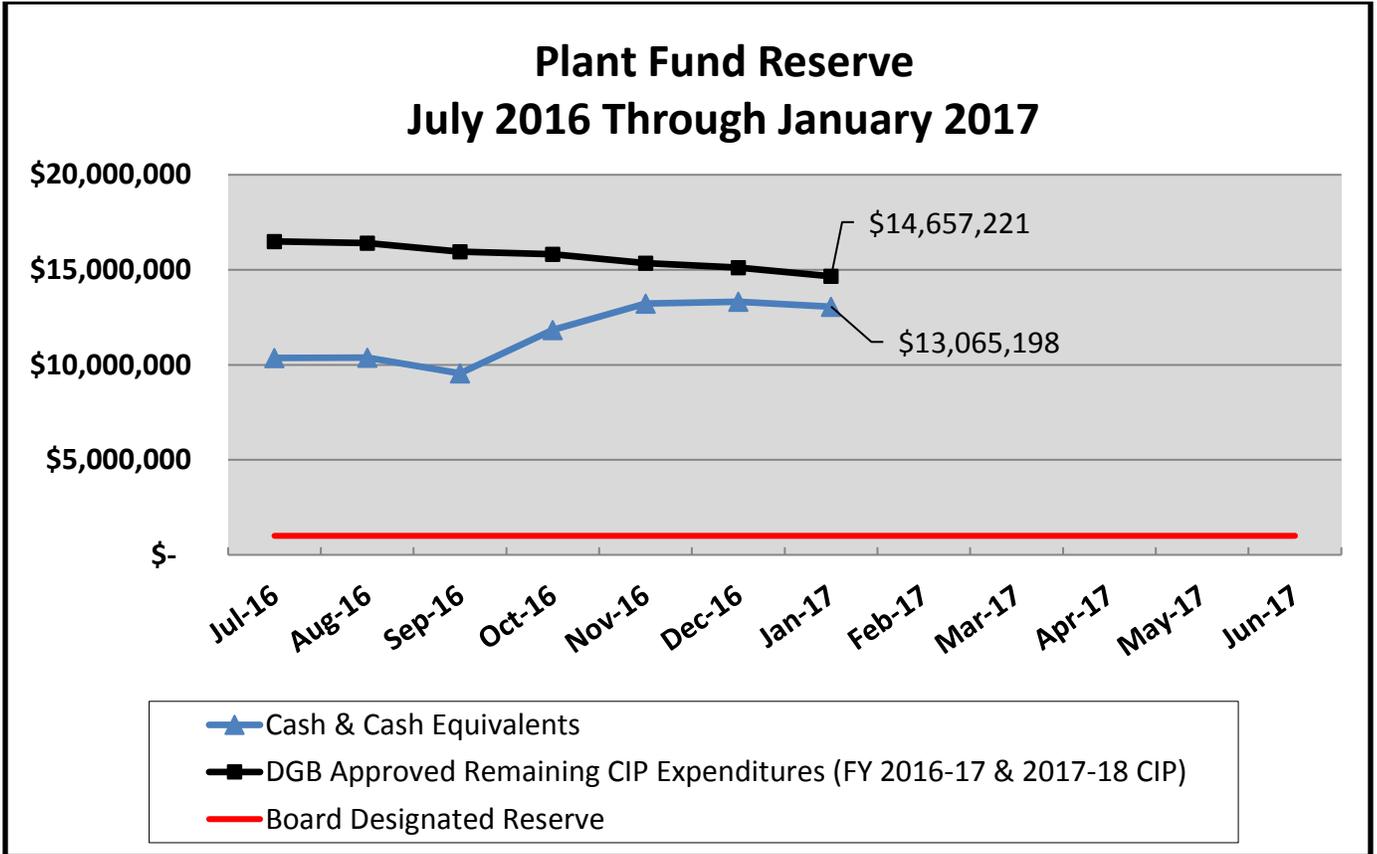
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves for more than a three-month period, either above or **below the Board’s range**/or the Plant Fund Reserves below \$1 million, the college must seek Board approval. In the adjustment request, the administration must include a realistic plan to bring the reserves within the range or specific Board authorization to remain outside the range.

Supporting Evidence:

Source: Banner Finance



For the period July 1, 2016, through January 31, 2017, Current Fund reserves have been within the **Board’s** designated range.



For the period July 1, 2016, through January 31, 2017, Plant Fund reserves have exceeded the **Board's** designated reserve and are reasonably close to the amount of monies needed to cover the next two years of CIP that have been approved by the Board.

**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 :** Ray Sigafoos

**Start Time :** 1:34 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 2/3/2017

**Item Type :** Consent Item

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

**Description :** For Consideration for Approval the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College for the Purpose of Renovating Educational Facilities - RECEIPT, DISCUSSION AND/OR DECISION

**Details :** For consideration for approval of the intergovernmental agreement (IGA) between the Town of Prescott Valley and Yavapai College for the purpose of renovating educational facilities. The College will pay to the Town all Town fees and charges applicable to construction of the addition to the College's Prescott Valley Center at 6955 East Panther Path. The Town will pay the College a sum representing the Building Fees. The agreement will be in effect from February 2017 until December 31, 2018.

**Attachments :**

Title	Created	Filename
PV YC IGA Reimburse Build.pdf	Feb 10, 2017	PV YC IGA Reimburse Build.pdf

Upon recording, return to:  
Town of Prescott Valley FOLDER

**INTERGOVERNMENTAL AGREEMENT  
TO RENOVATE EDUCATIONAL FACILITIES**

**TOWN OF PRESCOTT VALLEY  
AND  
YAVAPAI COMMUNITY COLLEGE**

THIS AGREEMENT, entered into this 9<sup>th</sup> day of February, 2017, by and between the TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona (hereinafter the "Town"), and YAVAPAI COMMUNITY COLLEGE, a community college district of the State of Arizona (hereinafter the "College");

WITNESSETH:

WHEREAS, the Prescott Valley General Plan 2025 has a goal of supporting a diverse education, training and job placement system that will develop and maintain a high quality work force through a policy of ensuring that workforce development programs are offering comprehensive job readiness training based on proactive cooperation with educational institutions like Yavapai College on issues related to phasing of development and service standards and demands (ED-A9.2); and

WHEREAS, the Town is authorized by ARS §9-500.11 to appropriate public monies for and in connection with economic development activities, including any project, assistance, undertaking, program or study involving improvement of real or personal property or other activity that the Town finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the inhabitants; and

WHEREAS, in 1997 the College constructed the first building in its Prescott Valley Extension Campus at 6955 East Panther Path, located adjacent to the Bradshaw Mountain High School/Glassford Middle School Campus and near the Town center; and

WHEREAS, in 2001, the College constructed a second building in its Prescott Valley Campus, comprising 12,550 sq. feet to be used primarily for the Northern Arizona Regional Training Academy (NARTA) for peace officers, a cooperative endeavor between the College, the Town, and other area jurisdictions; and

WHEREAS, the College is now in the process of designing and constructing an addition to the Prescott Valley Campus, comprising 19,306 sq. feet to be used, among other things, to provide additional workforce training opportunities in the Prescott Valley area; and

WHEREAS, ARS §34-461 normally requires buildings built in whole or in part with public monies (except "state-owned buildings") to be constructed in compliance with applicable

local building, plumbing, electrical, fire prevention and mechanical codes (including local building fees and charges); and

WHEREAS, the College and the Town have disagreed about whether the buildings in the Prescott Valley Campus qualify as "state-owned buildings" per State ex rel. State Community College Bd. v. Sargent, Hauskins & Beckwith, Inc., 27 Ariz. App. 469 (App. 1976); and

WHEREAS, the College and the Town desire to resolve this disagreement by focusing on the acknowledged economic benefit to the Town of this expansion of the Prescott Valley Campus; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the College and the Town) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11-952;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. TERM. The term of this Agreement shall be from the date first-above written to December 31, 2018, unless sooner terminated as set forth in Section 5 herein.

Section 2. PURPOSE. The purpose of this Agreement is for the Town to remit to the College an amount equal to the costs incurred by the College for the building fee component of the total fees and charges applicable to construction of the addition to the Prescott Valley Campus.

Section 3. PERFORMANCE. The performance commitments of the respective parties are as follows:

The College shall--

- (a) pay by June 30, 2017 all Town fees and charges applicable to construction of the addition to the Prescott Valley Campus, as follows –

Building Permit Fee	\$ 4,652.50
Plan Review Fee	\$ 4,153.53
Mechanical/Electrical/Plumbing Fees	\$ 1,737.54
Zoning Fee	<u>\$ 500.00</u>
<i>Subtotal, Building Fees</i>	<i>\$11,043.57</i>
Circulation System Fee	\$12,162.78
Public Safety Fee	\$ 8,494.64
Recreation, Parks & Open Space Fee	<u>\$ 1,158.36</u>
<i>Subtotal, Development Impact Fees</i>	<i>\$21,815.78</i>
In-Lieu-Of-Assessment Fee (wastewater)	\$ 4,468.20

Wastewater System Capacity Charge	\$24,114.00
Water System Capacity Charge	\$11,928.00
Water Resource Charge	\$12,208.00
Water Tap Application Fee	\$ 199.50
3" Meter and 2" Bypass Meter Installation Fee	\$ 3,864.00
Permit Deposit (deduct)	<u>\$ 300.00</u>
<i>Subtotal, Utility Fees</i>	<i>\$56,481.70</i>
<b>TOTAL FEES</b>	<b>\$89,341.05</b>

The Town shall--

(a) remit to the College the sum of \$11,043.57 (representing all Building Fees) within forty-five (45) days after the College pays the Building Fees to the Town.

Section 4. BUDGETING AND FINANCING. The College and the Town shall each take reasonable steps and conduct such processes as may be necessary to provide for the required expenditures within its budget limitations.

Section 5. DEFAULT. Failure or unreasonable delay by any party to perform or otherwise act in accordance with any provision of this Agreement for a period of thirty (30) days ("Cure Period") after written notice thereof from any other party, shall constitute a default under this Agreement. Provided, however, that if the failure or delay is such that more than thirty (30) days would reasonably be required to perform such action or comply with any term or provision hereof, then such party shall have such additional time as may be necessary to perform or comply so long as such party commences performance or compliance within said 30-day period and diligently proceeds to complete such performance or fulfill such obligation. Said notice shall specify the nature of the alleged default and the manner in which said default may be satisfactorily cured, if possible. In the event such default is not cured within the Cure Period, the non-defaulting party shall have all rights and remedies which may be available under law or equity, including (without limitation) the right to terminate this Agreement on thirty (30) days' written notices, to pecifically enforce any provision of this Agreement, and/or the right to institute an action for damages.

Section 6. INSURANCE AND LIABILITY. The parties hereto shall maintain such insurance programs (including policies of insurance, participation in risk retention pools, and self-insurance plans) as they individually deem necessary to indemnify against liability resulting from actions taken by their respective employees and officers under this Agreement. In the event of any claim, action, settlement or judgment against any party based upon acts pursuant to this Agreement, that party shall bear sole responsibility for defense and payment of the same.

Section 7. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the College and the Town, or the personnel of the Town and the College.

Section 8. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Yavapai Community College  
1100 E. Sheldon Street  
Prescott, Arizona 86301  
Attn: Purchasing & Contracting

Town: Town of Prescott Valley  
7501 East Civic Circle  
Prescott Valley, AZ 86314  
Attn: Town Manager

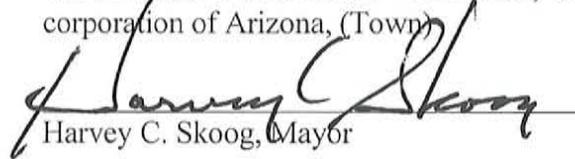
Section 9. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, have acknowledged and delivered to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 10. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

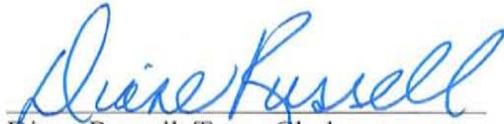
Section 11. CONFLICT-OF-INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict-of-interest as described therein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

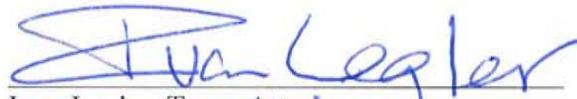
TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona, (Town)

  
Harvey C. Skoog, Mayor

ATTEST:

  
Diane Russell, Town Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott Valley Town Attorney for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the Town under the laws of Arizona.

  
Ivan Legler, Town Attorney

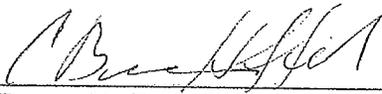
**YAVAPAI COMMUNITY COLLEGE**, a  
community college district of the State of Arizona  
(hereinafter "College");

\_\_\_\_\_  
Mr. Ray Sigafoos, College District Governing Board  
Chair

ATTEST:

\_\_\_\_\_  
Karen Jones, College Executive Assistant

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for the Yavapai Community College for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of Arizona.

  
\_\_\_\_\_  
C. Benson Hufford, College Attorney

**Presenter :** Ray Sigafoos

**Start Time :** 1:36 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 2/9/2017

**Item Type :** Consent Item

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

**Description :** For Consideration for Approval and Deletion of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration for approval of new curriculum for Service Dog Certificate Program and deletion of the Certificate Program for Exercise Science/Sports Medicine.

**Attachments :**

Title	Created	Filename
Curriculum Addition Service Dog.pdf	Feb 10, 2017	Curriculum Addition Service Dog.pdf
Curriculum Deletion Exercise Science.pdf	Feb 10, 2017	Curriculum Deletion Exercise Science.pdf

# New Program Proposal

**INSTRUCTIONS:**

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

<b>1.</b>	<b>Date:</b>	August 6, 2016	<b>Last saved: 2/3/2017</b>
<b>2.</b>	<b>Initiator:</b>	Andrea E. Lloyd	
<b>3.</b>	<b>E-mail address:</b>	alloyd01@instructor.yc.edu	
<b>4.</b>	<b>Phone:</b>	928 778 2033	
<b>5.</b>	<b>Initiating division:</b>	Career Technical Education	
<b>6.</b>	<b>Program type:</b>	Certificate	
<b>7.</b>	<b>Degree/certificate program name:</b>	Service Dog	
<b>8.</b>	<b>Program description:</b> (brief/this will appear in the College Catalog)	For Canine Care and Handling Certificate Graduates the Service Dog Program continues with advanced canine handling skills needed for service dogs. It provides basic canine health care and focus on public interactions and laws for service dogs. It includes specific service task training so dogs are able to fulfill service responsibilities and specialized tasks for the handler or a designated recipient. Students pursuing the Service Dog Certificate are expected to work with one designated canine throughout the program. American with Disabilities Act states that only a person with a recognized medical disability may have a Service Dog.	
<b>9.</b>	<b>Program learning outcomes:</b> (List outcomes with course or courses)	<p><b>Identify which courses within the program will meet each outcome.</b> (see guidelines within <u>New Program Proposal Components</u>)</p> <ol style="list-style-type: none"> <li>1. Use positive canine training and handling skills (AGS 190, AGS 192, AGS 195, AGS 210, AGS 212 AGS 220, AGS 222)</li> <li>2. Identify canine behavior and psychology to analyze and train <del>and a dog's body presentations</del> (AGS 190, AGS 192, AGS 195, AGS 210, AGS 212 AGS 220, AGS 222)</li> <li>3. Articulate and use canine training concepts and skills for working with service dogs (AGS 190, AGS 192, AGS 195, AGS 210, AGS 212 AGS 220, AGS 222)</li> <li>4. Exhibit the training of service dog tasks (AGS 220, AGS 222)</li> <li>5. Communicate issues of handling a service dog with the general public (AGS 195, AGS 194, AGS 210, AGS 215)</li> <li>6. Identify and Articulate laws for handling a service dog (AGS 197)</li> <li>7. Adhere to ADI Minimum Standards (AGS 197, 212, 222)</li> <li>8. Recognize the difference between laws and ethics (AGS 197)</li> <li>9. Use canine handling skills for service dogs in highly diverse and distracting public environments (AGS 195, AGS 210, AGS 212)</li> <li>10. Identify, analyze, and articulate health related needs of canines: general anatomy, disease control, first aid, nutrition, grooming, breeding (AGS 193) (197)</li> <li>11. Use Veterinary vocabulary to authorize and facilitate optimal canine</li> </ol>	

---

health care (AGS 194)

12. Explain the available boarding requirements needed for service dogs (AGS 194)

13. Prepare and understand legal documents for service dogs (AGS 194, AGS 197)

14. Describe service dog air and boat travel needs and travel with a service dog nationally and internationally. (AGS 197 ags 212)

---

**10. Projected start semester: Fall 2017**

---

**11. Online delivery only: No**

---

**12. Special admission required: No**

---

**13. Financial Aid: Yes**

Does the program meet requirements for Title IV funding?

**\*\*Minimum of 16 credit hours and a minimum of 15 weeks of instruction\*\***

---

**14. Program sequence Program Progression Plan**

**Attach form prior to submission**

**\*\*2-year plan for course offerings/ Include course and program prerequisites\*\***

---

\*\*\*\*\*Gainful Employment Requirements – Contact Institutional Research for Assistance\*\*\*\*\*

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

<b>15.</b>	<b>CIPC Code:</b>	
<b>16.</b>	<b>SOC Codes:</b> (Standard Occupational Classification(s) that this certificate helps prepare for:	
<b>17.</b>	<b>Minimum completion time in months:</b> (assumes Fall semester start)	<b>20</b>
<b>18.</b>	<b>Program Costs:</b> In-State Tuition Books & Supplies Lab Fees Other Special Fees/Expenses	
<b>19.</b>	<b>Narrative description of the need for the program:</b> (For example, describe what need this program will address and how the institution became aware of that need)	This program is the capstone to the Therapy and Service Dog Team Skills and Canine Care and Handling Certificates. This final piece allows those who need a service dog or would like to provide a service dog to a needy recipient to take the training and handling to the service dog level. Inquiry to Yavapai County Animal Control, Yavapai County Health Department, managers of various grocery stores, department stores and restaurants imply there is a huge need for quality Service Dog Training in this area. Prescott Daily Courier has had several articles regarding the abuse of Service Dog Law and the need for guidelines to provide quality service dogs. Internet articles from across the country imply a need for competent training of service dogs.
<b>20.</b>	<b>Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:</b> (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)	Yavapai College is located in a district where many veterans and retirees reside who need supportive services. Yavapai College presently has several Service Dogs attending. Some lack even standard skills as observed by instructors and administration. The Chino Valley Campus already houses the prerequisite canine training program to launch a handler and canine into service dog training. Yavapai College has the potential to reach many outlying community members to enhance both lives and model for other community colleges.

21. **Narrative description of any wage analysis the institution may have performed:**  
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:**

This program was reviewed by Dr Karla Phyllips, Associate Dean of the Chino Campus with Andrea Lloyd Canine Program Instructor after thorough inquiry of public need and interest. It was high. The Service Dog Program utilizes all requirements of the most regarded Service Dog Training Schools in the country with much more doable availability for community members. The plan and program details were carefully considered to meet and cover all requirements. Note that an established Service Dog Program from Chandler Arizona contacted YC with an interest in making the Canine Care and Handling Crgificate a prerequisite for their Service Dog Training Program. There is great need in this district for highly trained service dogs due to lace of funding and lack of adequate training.

23. **Advisory Committee:**

Names of members and expertise:  
Number of times met to plan the program:  
Future meeting plans:

---

Review Recommendations and Signatures

---

**Division Curriculum Representative - Curriculum Committee**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed

Reviewed/Change Noted: \_\_\_\_\_

**Institutional Research (IR must verify all submitted employment projections)**

Name: \_\_\_Per academic program planning form\_\_\_ Date: \_\_\_\_\_

Gainful Employment Information Verified

Resources: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

**General Education Committee Chair**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Associate Dean/s or Program Director/s**

Name: \_\_\_\_\_ Karla Phillips \_\_\_\_\_ Date: 1/24/17

**Division: Career Technical Education**

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Instructional Dean/s**

Name: \_\_\_\_\_ John Morgan \_\_\_\_\_ Date: 2/3/17

**Division: Career Technical Education**

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: \_\_\_\_\_ *Janet Bluff* \_\_\_\_\_ Date: 2/7/17

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: \_\_\_\_\_ *[Signature]* \_\_\_\_\_ Date: 2/9/17

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**President**

Name: \_\_\_\_\_ *[Signature]* \_\_\_\_\_ Date: 2-9-17

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Financial Aid (If required)**

Department of Education Submission Date: \_\_\_\_\_

Approved  Not Approved



# Program Deletion Proposal

## INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1. Date: **nvn09/13/16**
2. Initiator: **Kgiannetto**
3. E-mail address: **kara.giannetto@yc.edu**
4. Phone: **x7237**
5. Initiating division: **Science, Health Public Safety**
6. Certificate or degree program name: **Exercise Science/Sports Medicine**
7. Last year offered: **2016-17**  
(Will be effective end of the catalog year)

STVMAJR (Banner): \_\_\_\_\_  
SMAPRLE (Banner): \_\_\_\_\_  
SOACURR (Banner): \_\_\_\_\_  
AUD027 (Surecode): \_\_\_\_\_  
STU023 (Surecode): \_\_\_\_\_  
STU316 (Surecode): \_\_\_\_\_  
SCRIBE: \_\_\_\_\_  
CURRULE (Transit-RAD30): \_\_\_\_\_  
PLANNER (DW): \_\_\_\_\_  
WEBSITE: \_\_\_\_\_

8. Reason/s for deleting the program:
- Program content and learning outcomes outdated
  - No longer meets needs of employers
  - Has been replaced by another program (indicate replacement program):
  - Enrollment not adequate
  - Other (specify): With Pathways being developed this certificate will not be the foundation path for students seeking to transfer and earn 4 year or higher degree in Kinesiology, Exercise Science, Sports Medicine, Health promotion, etc.
9. Number of students currently in program who need time to complete: unknown but our history of completers for three years is 1, 4, and 3.
10. Plan to accommodate students currently enrolled in program: (include courses that still need to be offered and timeline for completion) we do offer these classes every year so a student could technically still complete if needed in 2017-2018

---

## Review Recommendations and Signatures

---

### Division Curriculum Representative - Curriculum Committee

Name: \_\_\_\_\_ Jennifer Ritter \_\_\_\_\_ Date: \_\_\_\_\_ 10/14/16 \_\_\_\_\_

Reviewed

Reviewed/Change Noted: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

**Associate Dean/s or Program Director/s**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Division: Click box to select ---->**

- Recommended  Not Recommended
- Recommended/Change Noted: \_\_\_\_\_

**Instructional Dean/s**

Name: \_\_\_\_\_ Scott Farnsworth \_\_\_\_\_ Date: 9/21/16

**Division: Science, Health Public Safety**

- Recommended  Not Recommended
- Recommended/Change Noted: \_\_\_\_\_

**Manager, Instructional Support**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Recommended  Not Recommended
- Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: [Signature] Date: 11/1/16

- Approved  Not Approved
- Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: [Signature] Date: 11/4/16

- Approved  Not Approved
- Approved/Change Noted: \_\_\_\_\_

**President**

Name: [Signature] Date: 2-9-17

- Approved  Not Approved
- Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  Not Approved
- Approved/Change Noted: \_\_\_\_\_

**Presenter :** Ray Sigafoos

**Start Time :** 1:38 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**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 :** Ray Sigafoos

**Start Time :** 1:38 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 7/7/2016

**Item Type :** Information Item

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

**Description :** Information from the President to Include: Community Outreach Letter; Search for Vice President for Community Relations; Verde Valley Executive Dean's Advisory Committee; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; YCSA Newsletter; and Other Related Information- INFORMATION AND/OR DISCUSSION

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

- Community Outreach Letter
- Search for Vice President for Community Relations
- Verde Valley Executive Dean's Advisory Committee - Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- YCSA (Yavapai College Staff Association) Newsletter - Attached - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
Spring Newsletter Jan31.pdf	Feb 01, 2017	Spring Newsletter Jan31.pdf
YCT - Monthly Report - Nov 2016.pdf	Feb 01, 2017	YCT - Monthly Report - Nov 2016.pdf
February 2017 Board Highlights.pdf	Feb 01, 2017	February 2017 Board Highlights.pdf
February 2017 Facilities Management News.pdf	Feb 06, 2017	February 2017 Facilities Management News.pdf
YCSA.pdf	Feb 08, 2017	YCSA.pdf

# YAVAPAI COLLEGE

## SPRING 2017 UPDATE



### FROM THE DESK OF DR. PENNY WILLS

Every year, YC students pass through our doors in pursuit of their best possible future. This year, along with our impressive curriculum and talented faculty, Yavapai College students will have a new system to help them.

Our guided academic pathways system – Pathways, for short – will be implemented for the fall 2017 semester. Pathways streamlines each student’s academic journey by identifying the courses needed for a desired degree, then structuring a clear route to that goal. By aligning their interests with career requirements, we can accelerate each student’s degree program – saving them time and money, and increasing the likelihood of a successful outcome.

This makes us more effective without changing who we are. Yavapai College will always be a place of exploration for students still discovering their talents, and a resource for lifelong learners who enjoy the wonders of education. Now, with Pathways, YC will be even more valuable to students who come to us with an established career goal in mind.

Pathways is just one way our faculty and administrators have made us a better place. 2016 was rich with such accomplishments. I encourage you to look at our “By the Numbers” section for the many ways we are positioning YC to remain effective now, and in the future.

To that end, I would like to welcome Dr. Connie Harris to our District Governing Board. Dr. Harris is a fantastic individual – professional and focused – and I understand she is already hard at work representing District 3 in the Verde Valley. I look forward to her leadership as we work together to improve higher education in Yavapai County.

I am so proud of our student body, faculty and staff. I have seen them all working together to assist fellow students in financial need. They do this, eager to maintain a spirit of dignity and respect, as we greet this new year on campus. I am now more confident than ever that we are providing a College that serves all of our students well.

### AROUND OUR DISTRICT

Here’s what we’re working on as we begin our Spring 2017 semester.

#### PRESCOTT CAMPUS

As you might expect, YC staff members were busy early in the new year, assisting current and future students with federal student aid and scholarship applications. A longer FAFSA application period, looming YC scholarship deadlines, and better communication about the ways to acquire financial support have all led to a surge in student interest.

#### 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 & hear ideas. Call Karen Jones at 928-776-2307 to invite a YC rep to one of your meetings.



YC is for everybody



Dr. Connie Harris



Prescott Campus students



Meanwhile, YC's Honors Program, early-college LEAD program and Student Leadership Council are all aggressively recruiting for their summer and fall programs. Each program enhances the student experience and we look forward to amazing results in 2017.

We'd like to draw your attention to "Woman to Woman," a mentoring program from the American Association of University Women, and one of the many partnerships YC cultivates for student success. "Woman to Woman" provides extra support and encouragement for adult women who are returning to college.

The Yavapai College Prescott Art Gallery is already off and running in 2017 with its new exhibit, "Altered Realities: Toward Atonement," featuring the photography-based prints of Albuquerque artist Randy Waln.

### VERDE VALLEY CAMPUS

Verde Valley Community Education's non-credit enrollment increased 11% (240 participants) this fall. The Verde campus features regional-interest courses — like the Viticulture Irrigation and Soil workshop — which draw industry professionals together from across Arizona. YC's innovative Verde Riparian Habitat program, in association with Arizona Conservation Corps, has been nominated for national recognition as Corps Network Project of the Year.

Dr. Wills and Dr. Perey welcomed the Yavapai-Apache Nation to campus in December. Yavapai and Apache members offered ceremonial blessings as the Nation launched a highly-technical, grant-funded, GPS Mapping project of the historical 1875 Exodus route from Clarkdale to San Carlos.

In January, the Southwest Wine Center (SWC) was awarded a prestigious Gold Medal for Best Sauvignon Blanc at the Arizona Republic's Arizona Grand Wine Festival in Phoenix. Judging was conducted by an elite group of Arizona sommeliers, chefs and wine professionals. SWC wines garnered five additional awards, including a Bronze Medal for Petite Sirah and four Wine of Distinction medals.

The Verde Valley campus will be offering Administration of Justice (AJS) and Paralegal Studies (LAW) classes for a March 20 late start. The courses include LAW 100: Introduction to Paralegal Studies, AJS 101: Introduction to Admin of Justice, AJS192: Serial Killers and Mass Murderers, and AJS 225: Criminology.

### SEDONA CENTER

Community teams have been sharing their ideas for the future of the Sedona Center. Highlights include: 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.

After the scheduled summer renovations, the College will launch both culinary and hospitality programs at the Sedona Center in the fall of 2017. These programs will help meet the county's growing workforce demand, while also providing a variety of general interest classes for the community.

### CAREER & TECHNICAL EDUCATION CENTER (CTEC)

The Career and Technical Education Center is seeking external funding to help create paid internships for students in the programs at CTEC or the Chino Valley campuses.

To date, the division has received three grants, totaling more than \$1.2 million. These will allow 19 students – in our Engineering, Engineering Technician, Electrical Instrumentation, Diesel, Welding, Automotive, and Agriculture programs – to be placed in paid internships with Yavapai County companies.

The program has been successful so far. Several of our early interns have been able to use the experience to land good jobs in their chosen technical fields. Interns are paid \$12 per hour, for up to 20 hours per week, in local companies including: Tesoro, Chino Valley Farms, City of Prescott Motor Pool, Toro Manufacturing, Bent River Machine, Drake Cement, Centerpointe, and Whipstone Farms. Students must be



Student Leadership Council (SLC)



Verde Valley Campus



Southwest Wine Center awarded gold medal



Sedona Center remodel - core interior



CTEC automotive repair

enrolled in programs affiliated with the placement opportunities to participate. The program is modeled around our very successful Yavapai College/Freeport-McMoRan Apprenticeship program, now in its tenth year, which allows students to explore internships while pursuing their degrees.

### CHINO VALLEY AGRIBUSINESS AND TECHNOLOGY CENTER

The Chino Valley Center continues to improve its technologies and teaching tools, thanks to grant funding and the enthusiasm of students and staff. J.W. Kieckhefer and Margaret T. Morris Foundation grants, awarded in late 2016 and totaling \$17,300, are funding a new utility vehicle, building materials for two additional composting bins and a chicken-coop kit. And a new mechanized hanging plant system has been installed in the ceiling of the horticulture program's greenhouses. Modeled after a similar device at Color Spot (our industry partner and CV Center neighbor), this new system saves space and helps students monitor their plants more efficiently. The Center's strawberries and herbs were the first crops to benefit from the mechanism, and a system expansion is planned during spring semester. Stay tuned!



Chino Valley Agribusiness Center

The Electric Utility Technology program continues to thrive. Currently, six high school JTED students and 15 adults are enrolled in the popular career training program. They've been busy rebuilding the pole training field where they continue to refine their skills, and prepping for First Aid and CPR certification ahead of the application process for Arizona utility jobs in February.



PV Center renovation

### PRESCOTT VALLEY CENTER

Renovations are underway for the two-story expansion of the Prescott Valley Center. Once completed, the Center will be able to consolidate all of YC's Allied Health, Emergency Services and JTED health occupation programs into one convenient location. Work is moving apace and we anticipate that the renovation will be complete by the start of the Fall 2017 semester.

### REGIONAL ECONOMIC DEVELOPMENT CENTER

Yavapai College's Regional Economic Development Center (REDC) was recently awarded funding to provide paid internships at businesses throughout Yavapai County. REDC Career Coaches are working with industry professionals to provide students with work-based learning opportunities that lead to greater proficiencies and increased placement into permanent jobs. The Center is also staging its annual Prescott and Verde Valley Job Fairs – on March 31 and April 5 respectively – and has added a new Chino Valley Job Fair, on February 24.



Small Business Development Center team

The Small Business Development Center (SBDC) now provides counseling and workshops at The Peak Business Hub, the Prescott Valley Library's business incubator. With the SBDC's assistance, small businesses in Yavapai County increased sales by over \$2.6 million last year, and captured \$6.3 million in financing.

For more information on any of these programs, please call 928-776-2008.

### YAVAPAI COLLEGE PERFORMING ARTS CENTER (YCPAC)

Yavapai College Performing Arts Center has stacked 2017 with headline performers, hidden gems and a little something for everyone.

**Cantus**, one of America's finest male vocal ensembles, salutes the odyssey of our soldiers in song, Feb. 9. **Rhythm of the Dance** tells the saga of the Celts in music and dance, Feb. 11. And on Feb. 25, **The Glenn Miller Orchestra** takes us back to the heyday of swing. March brings **The Golden Dragon Acrobats**, and their death-defying antics, Mar. 3 in Prescott and Saturday, Mar. 4, at the Sedona Performing Arts Center. **Art Garfunkel**, one of the defining voices of the '60's and '70's, will take the YCPAC stage March 10. Then, "The play's the thing" when the National Players offer a modern staging of Shakespeare's **Hamlet**, Mar. 31.



The Glenn Miller Orchestra

In **Stage & Screen**, Apr. 2, flute virtuoso Gary Arbuthnot celebrates the art of the musical score. Then comedienne **Rita Rudner** brings her sly, hysterical take on relationships Apr. 15. New York jazz favorite **Catherine Russell** shares her remarkable voice in Camp Verde Apr. 21, then again at YCPAC Saturday night, Apr. 22.



Little Women

YCPAC closes its season with **Ballet West II**, the elite touring ensemble, dancing Apr. 28, at YCPAC and the following night at the Sedona Performing Arts Center.

For tickets or more information, please contact the YCPAC Box Office at 928-776-2000 (or 877-928-4253 toll free) or visit [www.ycpac.com](http://www.ycpac.com).

**Osher Lifelong Learning Institute (OLLI) / COMMUNITY EDUCATION**

Looking for a little new year’s inspiration? Try browsing the YC Community Education and Osher Lifelong Learning Institute class schedules that were recently delivered to your mailbox. The sheer number and variety of classes for all ages is amazing, and Yavapai College is always pleased to be a catalyst for personal discovery, enlightenment and adventure. Speaking of adventures, if you’re up for a small one, the YC Art Galleries are always an engrossing visit. Up for something larger? Say, a trip around the world? Consider joining the adventurous souls heading for New Zealand with the 2017 fall YC EDventure. Check your catalog or visit the YC website for all the pertinent details.

**ATHLETICS**

Yavapai College athletes were a hit in the academic arena again. Last fall, the YC Athletic Director’s Honor Roll added 37 names. These 37 student athletes were honored for achieving a 3.0 GPA or higher.

On deck for spring: YC’s Roughrider baseball team – the defending NJCAA National champs – and our nationally ranked softball team take their respective fields in late January. The first softball home game of the 2017 season is Tuesday, Jan. 31, against South Mountain Community College. Baseball’s home opener is on Monday, Feb. 6, against Salt Lake Community College. See you at a game this spring!

**IN CLOSING**

I hope this brings you up to speed on YC’s Spring 2017 plans. As always, we have a lot going on and we want to continue improving our communication with the communities we serve. So please, stay connected! I encourage you to subscribe to our monthly YC e-Newsletter ([yc.edu/signup](http://yc.edu/signup)), follow us on social media and check in at [yc.edu](http://yc.edu) for the latest news, events and class schedules.

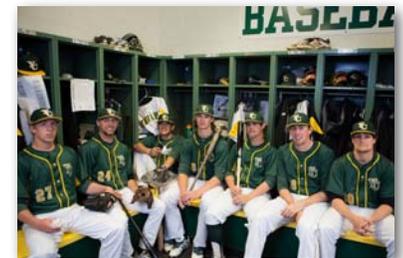
If there’s anything you’d like to know more about, please call Karen Jones at 928-776-2307. We look forward to hearing from you.



Dr. Penny Wills  
President  
Yavapai College



Osher Lifelong Learning Institute



Baseball national champs



Softball division champs

**YC By the Numbers**

<b>91.28%</b>	Yavapai College nursing graduates scored an impressive first-time NCLEX-RN pass rate of 91.28%, compared to the state of Arizona universities average of 85.10%, and the national average of 82.29%.
<b>3.1 GPA</b>	YC students who transferred to ABOR universities earned a cumulative 3.10 GPA, ranking them in the 85th percentile of all community college transfer students nationwide.
<b>\$1.6M</b>	YC was awarded \$1.6 million for the TRIO Program, providing students with opportunities for academic development and successful completion of post-secondary education.
<b>\$850K</b>	The college also won a prestigious \$850,000 National Science Foundation grant, to focus on engineer technician training in rural Arizona.
<b>90%</b>	CTEC posted a pass rate exceeding 90%, and the Electrical & Instrumentation program achieved a 100% job placement rate.
<b>\$250K</b>	Thanks to a \$250,000 Marley Foundation award for “High-Tech STEM training for Middle Skills,” CTEC is funded for new equipment, supplies, and student internships with local employers.

**FOLLOW US TODAY.**      



# Yavapai Combined Trust

## Monthly Report

**Reporting Period: July 2016 through June 2017**

(Updated November 2016)

 Segal Consulting

# Table of Contents

	<u>Page</u>
• Executive Summary	2
• Summary of Self-Funded Plan Costs	3
• Summary of Medical/Pharmacy Self-Funded Plan Costs	4
• Summary of Dental Self-Funded Plan Costs	5
• Summary of Vision Self-Funded Plan Costs	6
• Summary of Short Term Disability Self-Funded Plan Costs	7
• Medical Paid Claims and Enrollment by Plan	8
• Dental Paid Claims and Enrollment by Plan	9
• Self-Funded Plan Expense Detail	10
• Large Medical Claims (> \$125,000) Summary	11
• Interim Fund Balance	12



# Yavapai Combined Trust Executive Summary



- During November 2016, contributions exceeded expenses by \$565,252 (27.7% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$978,571 (9.7% of contributions).
- The medical plan loss ratio YTD is 95.2% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 89.3% when they are included.
- One large claimant has exceeded the individual stop-loss deductible of \$250,000 through November 2016. Anticipated recovery of \$55,870 is expected after applying the aggregating specific deductible of \$100,000.

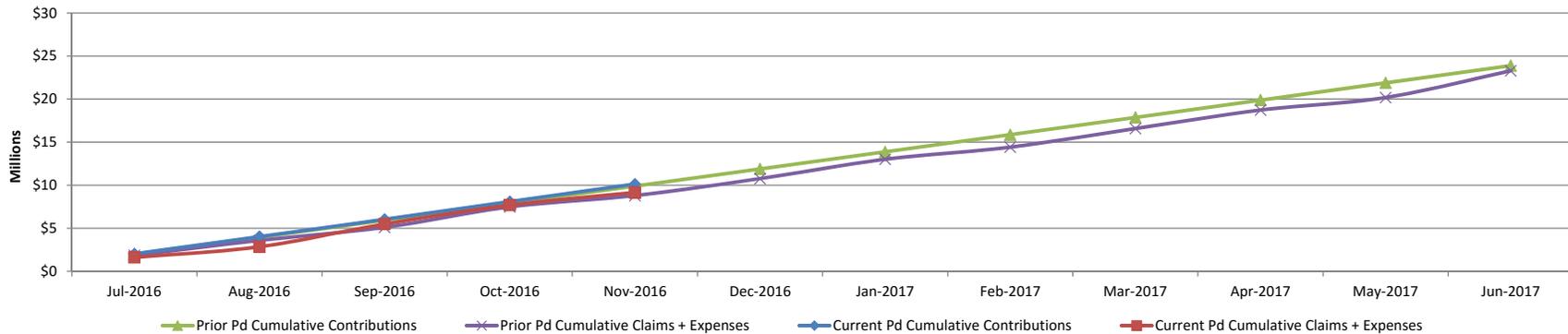


# Yavapai Combined Trust Monthly Contributions vs. Expense Report



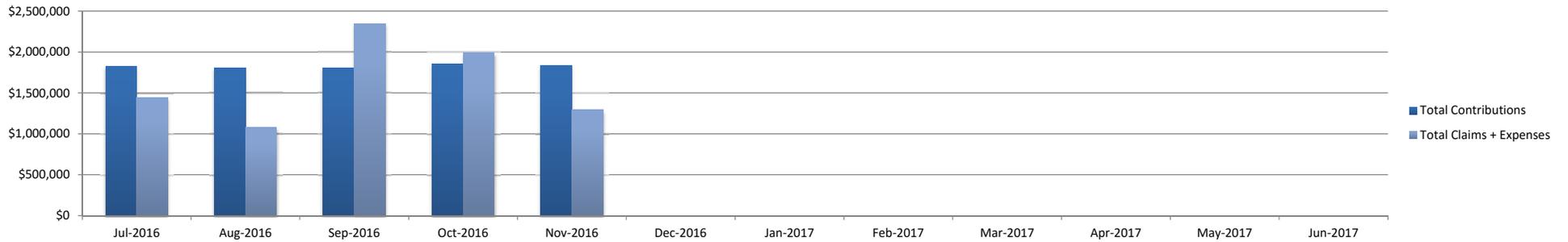
	Medical Enrollment	Contributions <sup>(1)</sup>	-----Paid Claims-----					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical <sup>(2)</sup>	Pharmacy <sup>(3)</sup>	Dental	Vision	STD				
Jul-2016	2,366	\$2,028,240	\$946,345	\$343,649	\$109,752	\$47,985	\$5,219	\$1,452,950	\$161,233	\$414,057	79.6%
Aug-2016	2,338	\$2,003,910	\$673,990	\$241,114	\$105,473	\$40,521	\$9,779	\$1,070,876	\$168,633	\$764,402	61.9%
Sep-2016	2,356	\$2,005,139	\$1,882,178	\$302,913	\$222,262	\$52,416	\$14,048	\$2,473,818	\$165,612	(\$634,291)	131.6%
Oct-2016	2,388	\$2,059,932	\$1,475,510	\$329,947	\$158,642	\$30,033	\$6,718	\$2,000,850	\$189,929	(\$130,847)	106.4%
Nov-2016	2,387	\$2,039,287	\$1,004,578	\$101,946	\$139,629	\$31,189	\$4,878	\$1,282,220	\$191,815	\$565,252	72.3%
Dec-2016											
Jan-2017											
Feb-2017											
Mar-2017											
Apr-2017											
May-2017											
Jun-2017											
<b>TOTAL</b>	<b>11,835</b>	<b>\$10,136,508</b>	<b>\$5,982,600</b>	<b>\$1,319,569</b>	<b>\$735,758</b>	<b>\$202,144</b>	<b>\$40,642</b>	<b>\$8,280,714</b>	<b>\$877,223</b>	<b>\$978,571</b>	<b>90.3%</b>
<b>Average</b>	<b>2,367</b>	<b>\$2,027,302</b>	<b>\$1,196,520</b>	<b>\$263,914</b>	<b>\$147,152</b>	<b>\$40,429</b>	<b>\$8,128</b>	<b>\$1,656,143</b>	<b>\$175,445</b>	<b>\$195,714</b>	<b>90.3%</b>
<b>Prior Pd (5 month) Avg</b>	<b>2,359</b>	<b>\$1,979,321</b>	<b>\$1,096,742</b>	<b>\$257,589</b>	<b>\$155,588</b>	<b>\$40,476</b>	<b>\$11,036</b>	<b>\$1,561,430</b>	<b>\$198,462</b>	<b>\$219,429</b>	<b>88.9%</b>
Change from Prior Pd	0.4%	2.4%	9.1%	2.5%	-5.4%	-0.1%	-26.3%	6.1%	-11.6%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,372</b>	<b>\$1,990,476</b>	<b>\$1,272,953</b>	<b>\$259,788</b>	<b>\$141,140</b>	<b>\$31,950</b>	<b>\$9,830</b>	<b>\$1,715,661</b>	<b>\$224,847</b>	<b>\$49,968</b>	<b>97.5%</b>
Change from Prior PY Avg	-0.2%	1.9%	-6.0%	1.6%	4.3%	26.5%	-17.3%	-3.5%	-22.0%	n/a	n/a

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



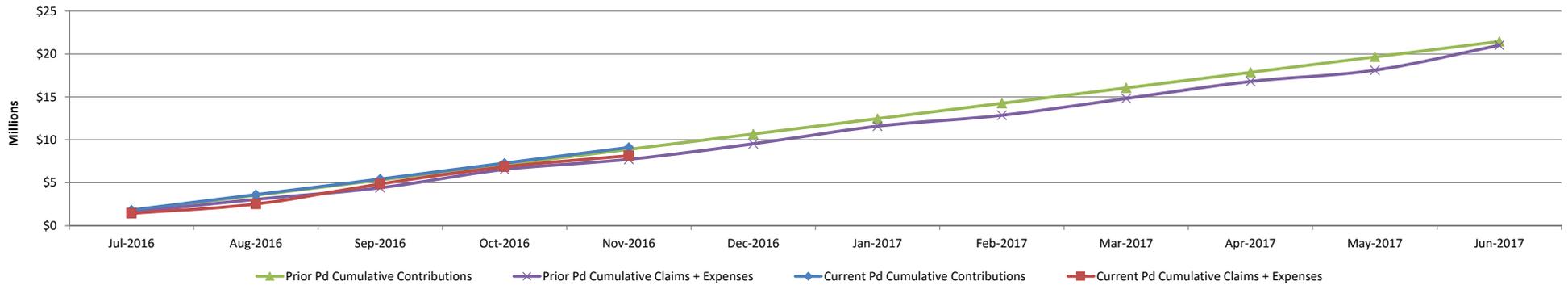


# Yavapai Combined Trust Monthly Contributions vs. Expense Report - Medical / Pharmacy



	Enrollment	Contributions <sup>(1)</sup>	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Pharmacy						
Jul-2016	2,366	\$1,825,614	\$591,117	\$361,621	\$75,928	\$1,028,665	\$343,649	(\$82,320)	\$0	\$154,273	\$1,444,267	\$381,347	79.1%
Aug-2016	2,338	\$1,802,159	\$375,448	\$310,883	\$47,217	\$733,548	\$366,491	(\$59,558)	(\$125,376)	\$161,733	\$1,076,837	\$725,322	59.8%
Sep-2016	2,356	\$1,803,512	\$940,059	\$760,721	\$181,397	\$1,882,178	\$302,913	\$0	\$0	\$158,684	\$2,343,775	(\$540,263)	130.0%
Oct-2016	2,388	\$1,855,530	\$996,975	\$430,558	\$90,045	\$1,517,578	\$329,947	(\$42,068)	\$0	\$182,898	\$1,988,355	(\$132,825)	107.2%
Nov-2016	2,387	\$1,834,845	\$660,500	\$216,438	\$127,639	\$1,004,578	\$333,231	\$0	(\$231,285)	\$184,776	\$1,291,300	\$543,545	70.4%
Dec-2016													
Jan-2017													
Feb-2017													
Mar-2017													
Apr-2017													
May-2017													
Jun-2017													
<b>TOTAL</b>	<b>11,835</b>	<b>\$9,121,660</b>	<b>\$3,564,100</b>	<b>\$2,080,221</b>	<b>\$522,225</b>	<b>\$6,166,547</b>	<b>\$1,676,231</b>	<b>(\$183,946)</b>	<b>(\$356,662)</b>	<b>\$842,364</b>	<b>\$8,144,534</b>	<b>\$977,126</b>	<b>89.3%</b>
<b>Average</b>	<b>2,367</b>	<b>\$1,824,332</b>	<b>\$712,820</b>	<b>\$416,044</b>	<b>\$104,445</b>	<b>\$1,233,309</b>	<b>\$335,246</b>	<b>(\$36,789)</b>	<b>(\$71,332)</b>	<b>\$168,473</b>	<b>\$1,628,907</b>	<b>\$195,425</b>	<b>89.3%</b>
<b>Prior Pd (5 month) Avg</b>	<b>2,359</b>	<b>\$1,778,096</b>	<b>\$717,527</b>	<b>\$322,319</b>	<b>\$71,408</b>	<b>\$1,111,253</b>	<b>\$263,248</b>	<b>(\$14,512)</b>	<b>(\$5,659)</b>	<b>\$191,579</b>	<b>\$1,545,910</b>	<b>\$232,187</b>	<b>86.9%</b>
Change from Prior Pd	0.4%	2.6%	-0.7%	29.1%	46.3%	11.0%	27.3%	153.5%	1160.4%	-12.1%	5.4%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,372</b>	<b>\$1,788,342</b>	<b>\$749,670</b>	<b>\$412,666</b>	<b>\$116,664</b>	<b>\$1,279,000</b>	<b>\$287,664</b>	<b>(\$6,047)</b>	<b>(\$27,877)</b>	<b>\$217,915</b>	<b>\$1,750,656</b>	<b>\$37,686</b>	<b>97.9%</b>
Change from Prior PY Avg	-0.2%	2.0%	-4.9%	0.8%	-10.5%	-3.6%	16.5%	508.4%	155.9%	-22.7%	-7.0%	n/a	n/a

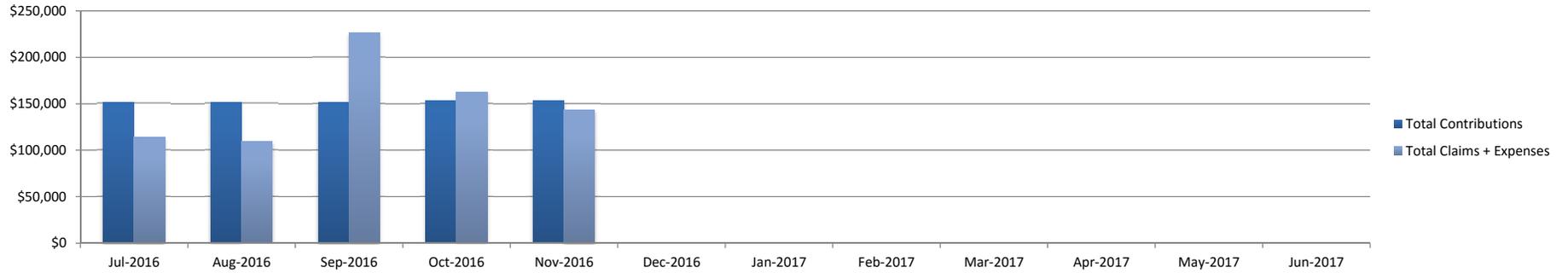
(1) Includes COBRA contributions



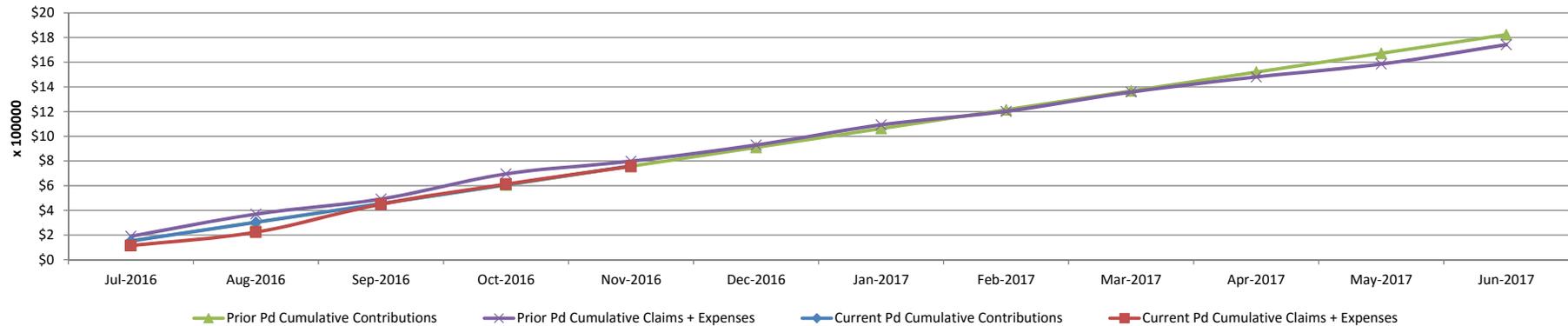
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# Yavapai Combined Trust Monthly Contributions vs. Expense Report - Dental

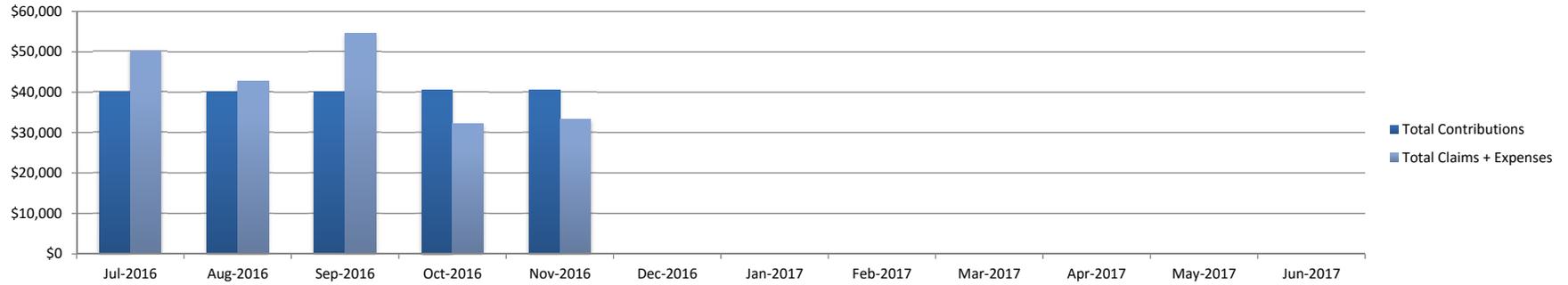


	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2016	2,316	\$151,895	\$104,452	\$5,300	\$109,752	\$4,053	\$113,805	\$38,090	74.9%
Aug-2016	2,295	\$151,273	\$101,914	\$3,559	\$105,473	\$4,016	\$109,489	\$41,784	72.4%
Sep-2016	2,307	\$151,083	\$211,543	\$10,719	\$222,262	\$4,037	\$226,300	(\$75,217)	149.8%
Oct-2016	2,344	\$153,244	\$153,914	\$4,728	\$158,642	\$4,102	\$162,744	(\$9,500)	106.2%
Nov-2016	2,343	\$153,229	\$134,142	\$5,487	\$139,629	\$4,100	\$143,729	\$9,500	93.8%
Dec-2016									
Jan-2017									
Feb-2017									
Mar-2017									
Apr-2017									
May-2017									
Jun-2017									
<b>TOTAL</b>	<b>11,605</b>	<b>\$760,724</b>	<b>\$705,965</b>	<b>\$29,793</b>	<b>\$735,758</b>	<b>\$20,309</b>	<b>\$756,067</b>	<b>\$4,657</b>	<b>99.4%</b>
<b>Average</b>	<b>2,321</b>	<b>\$152,145</b>	<b>\$141,193</b>	<b>\$5,959</b>	<b>\$147,152</b>	<b>\$4,062</b>	<b>\$151,213</b>	<b>\$931</b>	<b>99.4%</b>
<b>Prior Pd (5 month) Avg</b>	<b>2,305</b>	<b>\$151,443</b>	<b>\$150,335</b>	<b>\$5,253</b>	<b>\$155,588</b>	<b>\$4,034</b>	<b>\$159,622</b>	<b>(\$8,178)</b>	<b>105.4%</b>
Change from Prior Pd	0.7%	0.5%	-6.1%	13.4%	-5.4%	0.7%	-5.3%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,320</b>	<b>\$151,986</b>	<b>\$136,547</b>	<b>\$4,593</b>	<b>\$141,140</b>	<b>\$4,060</b>	<b>\$145,200</b>	<b>\$6,785</b>	<b>95.5%</b>
Change from Prior PY Avg	0.0%	0.1%	3.4%	29.7%	4.3%	0.0%	4.1%	n/a	n/a

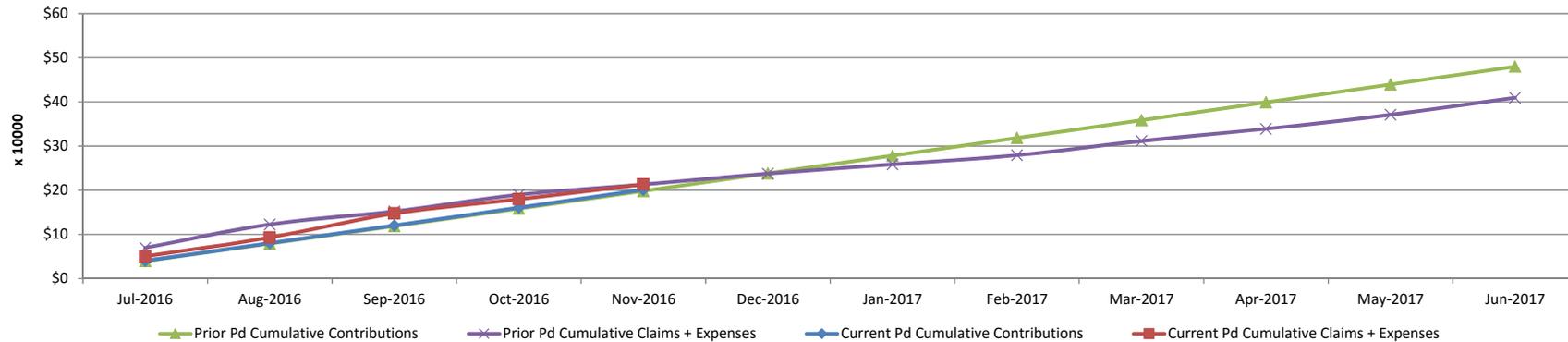




# Yavapai Combined Trust Monthly Contributions vs. Expense Report - Vision



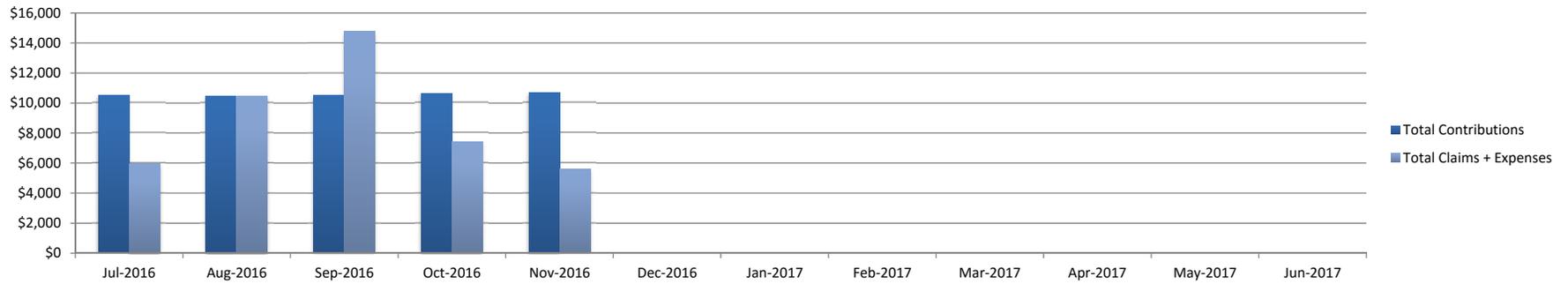
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2016	1,753	\$40,197	\$47,985	\$2,191	\$50,176	(\$9,979)	124.8%
Aug-2016	1,738	\$39,993	\$40,521	\$2,173	\$42,693	(\$2,700)	106.8%
Sep-2016	1,743	\$40,026	\$52,416	\$2,179	\$54,595	(\$14,569)	136.4%
Oct-2016	1,769	\$40,500	\$30,033	\$2,211	\$32,245	\$8,255	79.6%
Nov-2016	1,774	\$40,554	\$31,189	\$2,218	\$33,407	\$7,148	82.4%
Dec-2016							
Jan-2017							
Feb-2017							
Mar-2017							
Apr-2017							
May-2017							
Jun-2017							
<b>TOTAL</b>	<b>8,777</b>	<b>\$201,270</b>	<b>\$202,144</b>	<b>\$10,971</b>	<b>\$213,115</b>	<b>(\$11,845)</b>	<b>105.9%</b>
<b>Average</b>	<b>1,755</b>	<b>\$40,254</b>	<b>\$40,429</b>	<b>\$2,194</b>	<b>\$42,623</b>	<b>(\$2,369)</b>	<b>105.9%</b>
<b>Prior Pd (5 month) Avg</b>	<b>1,729</b>	<b>\$39,651</b>	<b>\$40,476</b>	<b>\$2,162</b>	<b>\$42,637</b>	<b>(\$2,986)</b>	<b>107.5%</b>
Change from Prior Pd	1.5%	1.5%	-0.1%	1.5%	0.0%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>1,744</b>	<b>\$39,992</b>	<b>\$31,950</b>	<b>\$2,180</b>	<b>\$34,129</b>	<b>\$5,863</b>	<b>85.3%</b>
Change from Prior PY Avg	0.7%	0.7%	26.5%	0.7%	24.9%	n/a	n/a



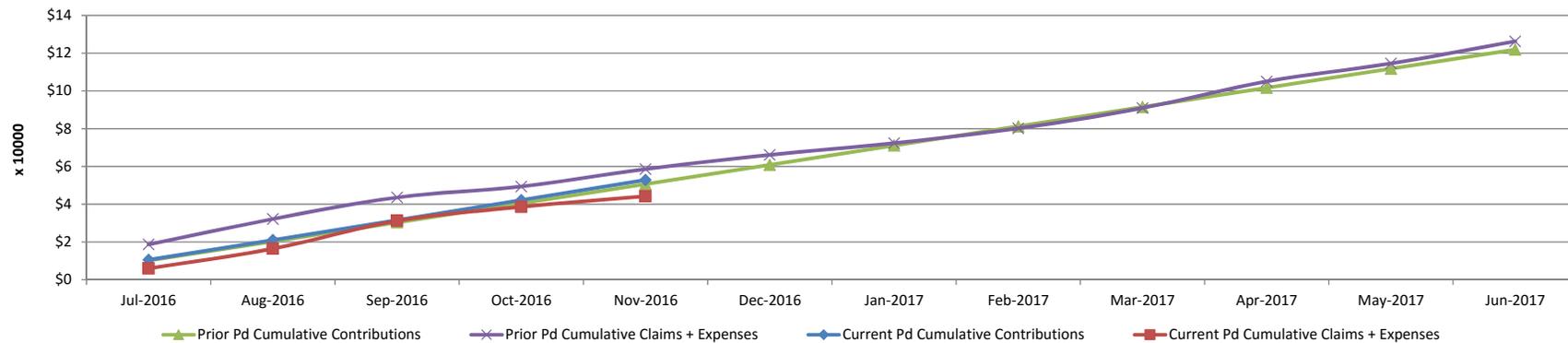


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Short Term Disability

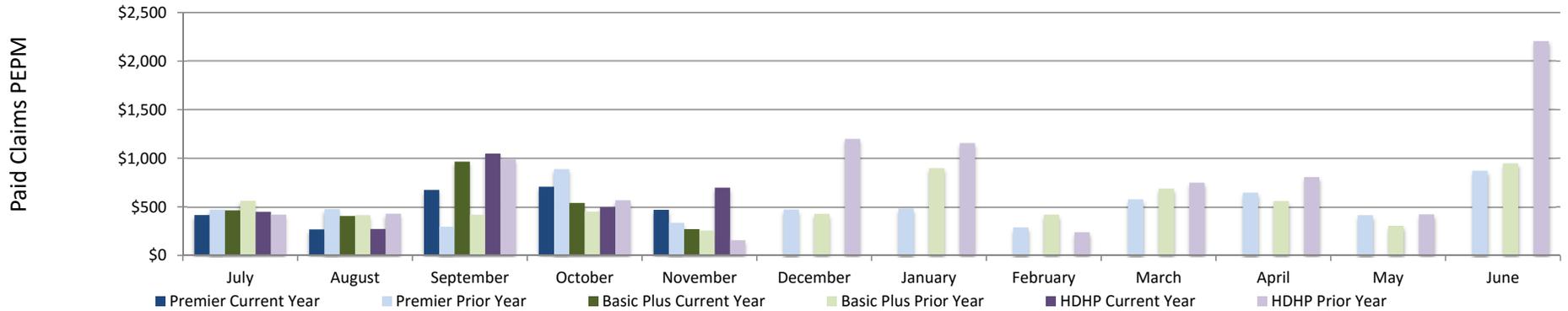


	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2016	2,388	\$10,534	\$5,219	\$716	\$5,935	\$4,599	56.3%
Aug-2016	2,369	\$10,485	\$9,779	\$711	\$10,489	(\$4)	100.0%
Sep-2016	2,375	\$10,518	\$14,048	\$713	\$14,761	(\$4,242)	140.3%
Oct-2016	2,391	\$10,658	\$6,718	\$717	\$7,435	\$3,222	69.8%
Nov-2016	2,407	\$10,659	\$4,878	\$722	\$5,600	\$5,059	52.5%
Dec-2016							
Jan-2017							
Feb-2017							
Mar-2017							
Apr-2017							
May-2017							
Jun-2017							
<b>TOTAL</b>	<b>11,930</b>	<b>\$52,854</b>	<b>\$40,642</b>	<b>\$3,579</b>	<b>\$44,221</b>	<b>\$8,634</b>	<b>83.7%</b>
<b>Average</b>	<b>2,386</b>	<b>\$10,571</b>	<b>\$8,128</b>	<b>\$716</b>	<b>\$8,844</b>	<b>\$1,727</b>	<b>83.7%</b>
<b>Prior Pd (5 month) Avg</b>	<b>2,290</b>	<b>\$10,130</b>	<b>\$11,036</b>	<b>\$687</b>	<b>\$11,723</b>	<b>(\$1,594)</b>	<b>115.7%</b>
Change from Prior Pd	4.2%	4.4%	-26.3%	4.2%	-24.6%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,309</b>	<b>\$10,156</b>	<b>\$9,830</b>	<b>\$693</b>	<b>\$10,523</b>	<b>(\$366)</b>	<b>103.6%</b>
Change from Prior PY Avg	3.3%	4.1%	-17.3%	3.3%	-16.0%	n/a	n/a

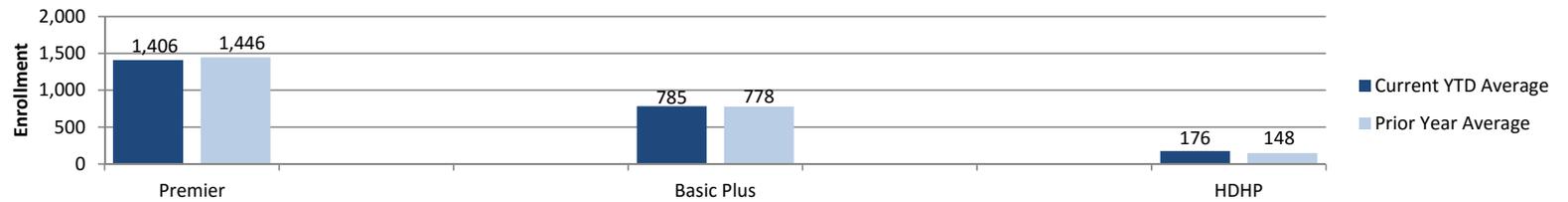




# Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan



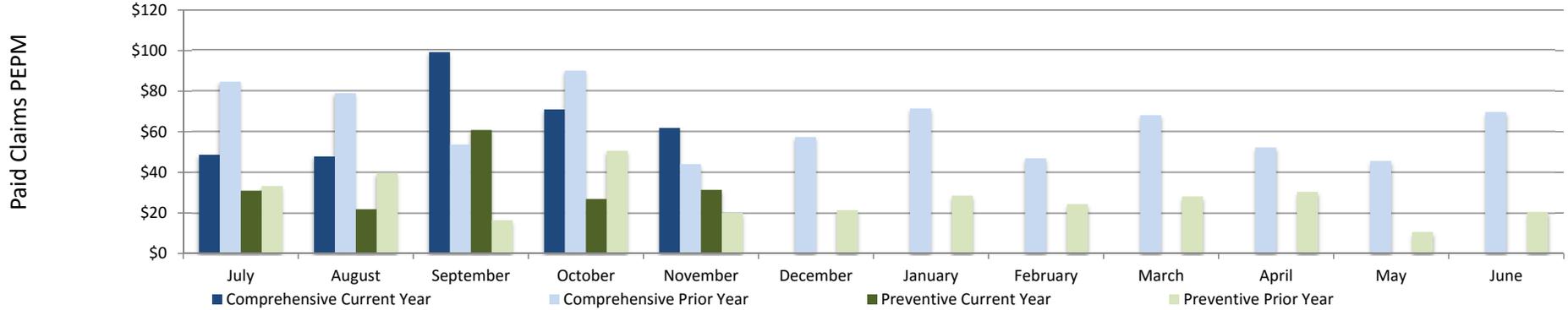
	Premier	Basic Plus	HDHP
Current YTD PEPM	\$506.91	\$529.99	\$594.11
Prior Average PEPM	\$518.47	\$530.48	\$788.72
% Change	-2.2%	-0.1%	-24.7%



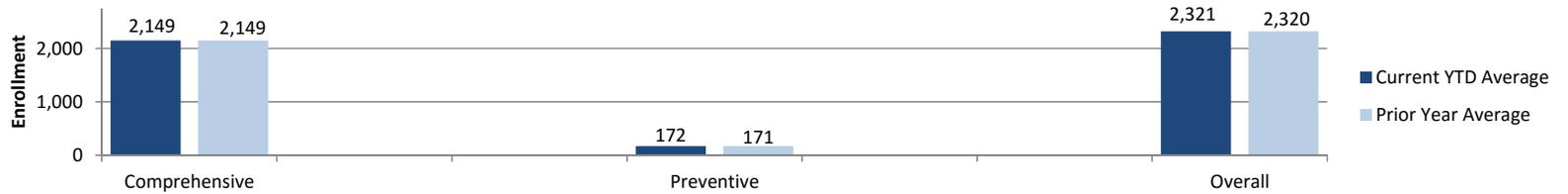
	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2016	1,419	778	169
Aug-2016	1,400	765	173
Sep-2016	1,395	788	173
Oct-2016	1,410	797	181
Nov-2016	1,407	797	183
Dec-2016			
Jan-2017			
Feb-2017			
Mar-2017			
Apr-2017			
May-2017			
Jun-2017			
<b>Average</b>	<b>1,406</b>	<b>785</b>	<b>176</b>
<b>% of Total</b>	<b>59.4%</b>	<b>33.2%</b>	<b>7.4%</b>
<b>Prior Year Average</b>	<b>1,446</b>	<b>778</b>	<b>148</b>
<b>Change</b>	<b>-2.7%</b>	<b>0.9%</b>	<b>18.9%</b>



# Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan



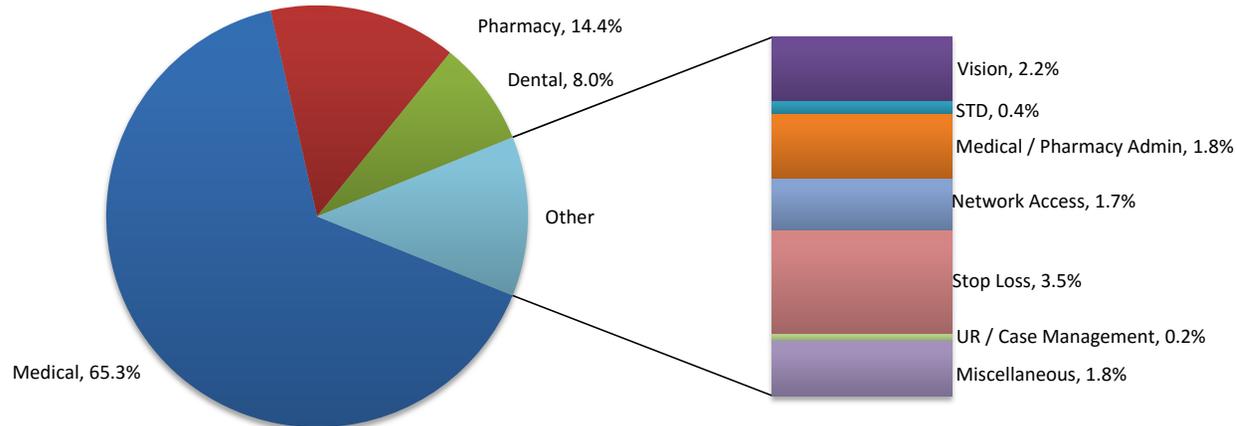
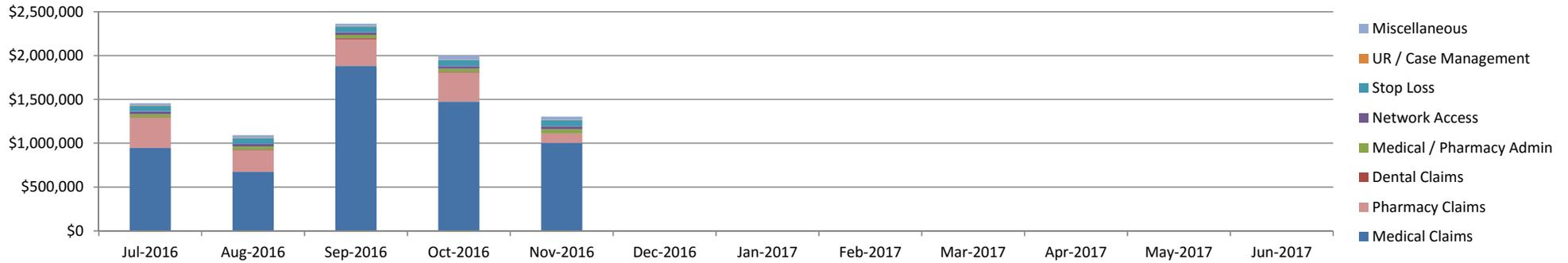
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$65.71	\$34.60	\$63.40
Prior Average PEPM	\$63.55	\$26.82	\$60.84
% Change	3.4%	29.0%	4.2%



	Comprehensive	Preventive	Overall
Jul-2016	2,145	171	2,316
Aug-2016	2,132	163	2,295
Sep-2016	2,131	176	2,307
Oct-2016	2,168	176	2,344
Nov-2016	2,168	175	2,343
Dec-2016			
Jan-2017			
Feb-2017			
Mar-2017			
Apr-2017			
May-2017			
Jun-2017			
<b>Average</b>	<b>2,149</b>	<b>172</b>	<b>2,321</b>
<b>% of Total</b>	<b>92.6%</b>	<b>7.4%</b>	<b>100.0%</b>
<b>Prior Year Average</b>	<b>2,149</b>	<b>171</b>	<b>2,320</b>
<b>Change</b>	<b>0.0%</b>	<b>0.6%</b>	<b>0.0%</b>



# Yavapai Combined Trust Claims and Non-Claim Expenses

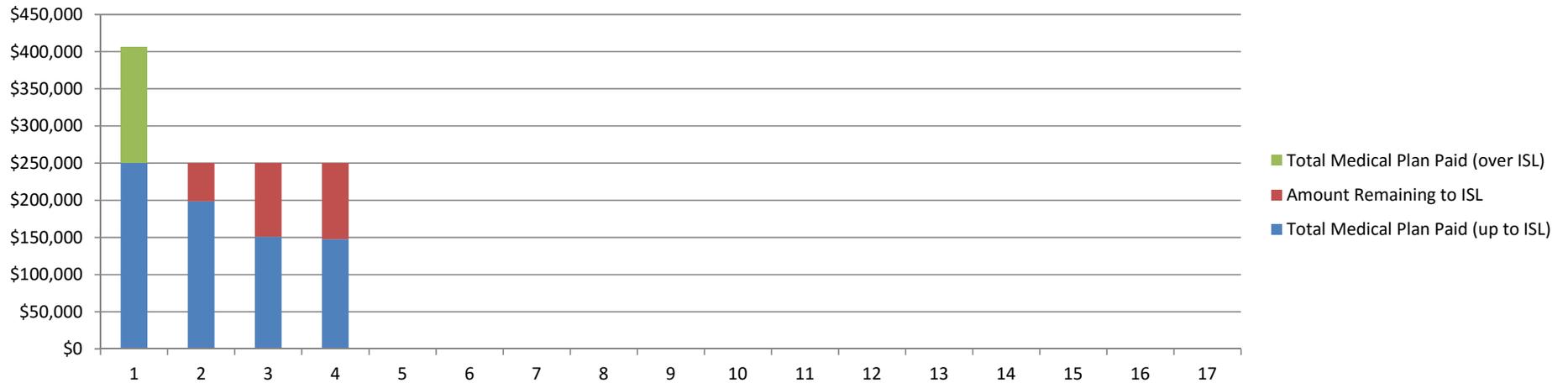


	Medical Enrollment	Paid Claims					Non-Claim Expenses				
		Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Miscellaneous
Jul-2016	2,366	\$946,345	\$343,649	\$109,752	\$47,985	\$5,219	\$37,707	\$31,244	\$64,591	\$4,362	\$23,330
Aug-2016	2,338	\$673,990	\$241,114	\$105,473	\$40,521	\$9,779	\$37,780	\$31,297	\$64,706	\$4,370	\$30,481
Sep-2016	2,356	\$1,882,178	\$302,913	\$222,262	\$52,416	\$14,048	\$37,827	\$31,336	\$64,869	\$4,375	\$27,204
Oct-2016	2,388	\$1,475,510	\$329,947	\$158,642	\$30,033	\$6,718	\$38,102	\$31,628	\$65,434	\$4,416	\$50,349
Nov-2016	2,387	\$1,004,578	\$101,946	\$139,629	\$31,189	\$4,878	\$49,993	\$34,579	\$65,461	\$4,414	\$37,368
Dec-2016											
Jan-2017											
Feb-2017											
Mar-2017											
Apr-2017											
May-2017											
Jun-2017											
<b>Average</b>	<b>2,367</b>	<b>\$1,196,520</b>	<b>\$263,914</b>	<b>\$147,152</b>	<b>\$40,429</b>	<b>\$8,128</b>	<b>\$40,282</b>	<b>\$32,017</b>	<b>\$65,012</b>	<b>\$4,387</b>	<b>\$33,746</b>
PEPM Avg		\$505.50	\$111.50	\$62.17	\$17.08	\$3.43	\$17.02	\$13.53	\$27.47	\$1.85	\$14.26
<b>Prior Plan Year Avg</b>	<b>2,372</b>	<b>\$1,272,953</b>	<b>\$259,788</b>	<b>\$141,140</b>	<b>\$31,950</b>	<b>\$9,830</b>	<b>\$35,827</b>	<b>\$31,411</b>	<b>\$101,612</b>	<b>\$4,504</b>	<b>\$51,492</b>
PEPM Avg		\$536.71	\$109.53	\$59.51	\$13.47	\$4.14	\$15.11	\$13.24	\$42.84	\$1.90	\$21.71
% Change	-0.2%	-5.8%	1.8%	4.5%	26.8%	-17.1%	12.7%	2.1%	-35.9%	-2.4%	-34.3%

Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates.



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



**One claimant has exceeded the \$250,000 Individual Stop Loss deductible during the current plan year through November 2016.**

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Active	Multiple myeloma/bone marrow transplant	\$321,541	\$84,330	\$405,870
2	Active	Bile duct rupture/sepsis	\$197,919	\$655	\$198,574
3	Active	Inflammatory polyneuropathy, unspecified	\$150,704	\$0	\$150,704
4	Active	Intussusception-intestinal obstruction	\$147,395	\$0	\$147,395
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
<b>Total</b>			<b>\$817,558</b>	<b>\$84,985</b>	<b>\$902,543</b>
<b>% of Medical/Rx Claims</b>			<b>11.2%</b>	<b>1.2%</b>	<b>12.4%</b>
<b>Total Exceeding Stop Loss Deductible</b>					<b>\$155,870</b>
<b>Aggregating Specific Deductible</b>					<b>\$100,000</b>
<b>Estimated Reimbursement Due and/or Paid</b>					<b>\$55,870</b>



# Yavapai Combined Trust Estimated Fund Balance



## Calculation as of November 30, 2016

	Recommended Funding Policy	Fund Balance as of 11/30/16 <sup>(4)</sup>
Estimated Expenses/Claims For One Month <sup>(1)</sup>	\$1,970,000	
	+	
Estimated Risk Corridor <sup>(2)</sup>	<u>\$5,265,000</u>	
	=	
<b>Total Estimated Fund Balance</b>	<b><u>\$7,235,000</u></b>	
<b>Total Equity</b>		<b><u>\$12,755,583</u></b>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) <sup>(3)</sup>	<b>\$2,378,000</b>	
IBNR Liability		<b>\$2,381,000</b>
	+	+
Current Liabilities Other Than IBNR		<b><u>\$550</u></b>
	=	=
<b>Total Recommended Reserves</b>	<b><u>\$9,613,000</u></b>	
<b>Total Liabilities and Equity</b>		<b><u>\$15,137,132</u></b>
<b>Reserve Surplus/(Shortage)</b>	<b><u>\$5,524,132</u></b>	

(1) One month average claims and expenses based on 12 month period ending November 30, 2016.

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

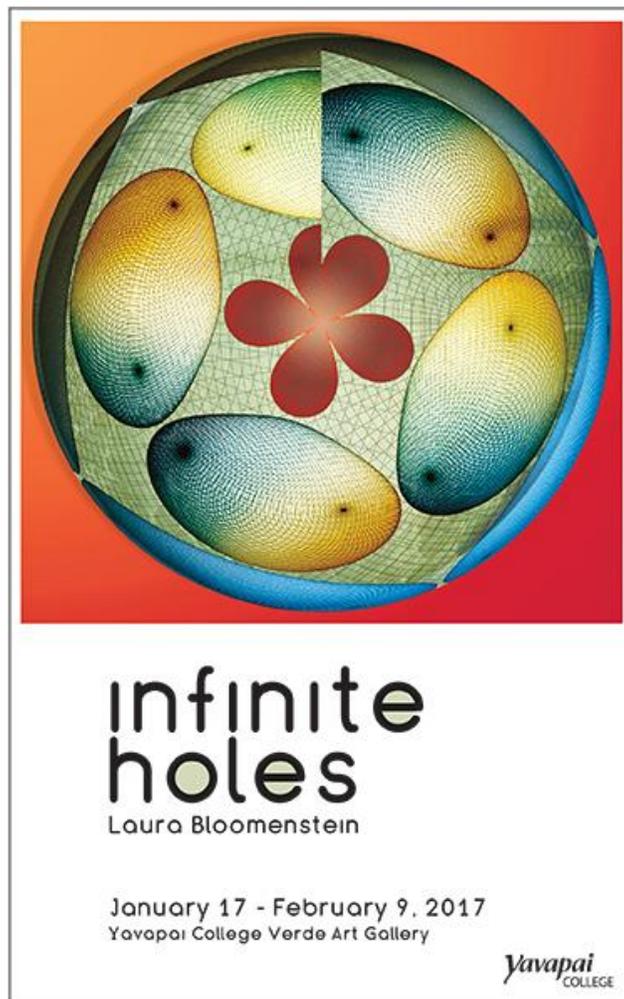
(3) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2015 certification and paid claims during the 12 month period ending November 30, 2016.

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

## February 2017 College Highlights

### Arts and Humanities

- **Laura Bloomenstein**, Yavapai College Art Professor and Program Director, Visual Arts, is the featured artist for a solo exhibition titled “Infinite Holes” at the College’s art gallery on its Verde campus at 601 Black Hills Drive, Bldg. F-105.  
“Infinite Holes” is Bloomenstein’s exploration of three-dimensional printing that created images that she found interesting enough to craft into a new form of art. The gallery exhibitors describe her show as an “enriching expedition of digital images on the walls and porcelain tea bowls on pedestals.”



- **Alex Horst**, Yavapai College Jewelry Instructor, will be attending the following exhibits:
  - La Quinta Art Festival in La Quinta, California. March 2-5, 2017
  - Woodlands Waterway Art Festival in Woodlands, Texas. April 7-9, 2017. Best in Jewelry Winner in 2016, invited artist for 2017.

- Laumeier Sculpture Park Festival in St. Louis, Missouri. May 12-14. Best in Show Award Winner in 2016, invited artist for 2017.
- Utah Art Festival in Salt Lake City, Utah. June 22-25. Sponsor's Award Winner Best in Show in 2016, invited artist for 2017.
- The Visual Arts Department has just received a \$500 award for one selected student artist from each Spring Juried Student Exhibition (now called the 'Emerging Artists Exhibition'), for the next five years. **Cathy Cowen**, an art student and former part time employee wanted to give back to the Art Department and worked with the foundation to set up an account to fund this award.

### **Business, Education and Social Sciences**

- **Dr. Amy Stein**, Professor of History, Humanities, and Art History, reports that she had an outstanding group of students this fall in HIS 205: World History. Given the enthusiasm and dedication of the students, she decided to create a different series of assignments that culminated in a single research project addressing “the contemporary theoretical application of world history.” Students presented their research in the final week of class. The content of the presentations and the poise and demeanor with which they were delivered would have led the casual observer to think that these students were History majors in their senior year at a four-year college. Kudos to Dr. Stein and her students!
- **Cynthia Pauwels**, Adjunct Professor of Creative Writing, reports that her essay “Two Sides of the Same Coin” was included in Sugati Publication’s November 1<sup>st</sup> release of *51%: Women and the Future of Politics*, which features work by many notable political women as well as writers. Read more about the book at <http://www.womenandpolitics.us/>.
- **Jan McFarland**, Adjunct Professor of Psychology, reports that she continues to be active in suicide prevention activities, especially fundraising for school prevention programs in each part of the state.
- **Dr. Michael Bradburn-Ruster**, Adjunct Professor of Philosophy and Religion, has poems appearing in the current issue of *Allegro* (U.K.), which will be archived in the British Library. A scholarly article on St. Teresa of Avila's angelology in Catholic and Islamic contexts will appear in *Sacred Web* (Issue 39, Summer), the leading English-language journal of Perennial Philosophy.
- **Dr. Michael Davis**, Administration of Justice Program Director and Paralegal Program Director, reports that Yavapai College has been ranked fourth in Best 2-Year Online Criminal Justice Degrees by Affordable Colleges Online. <http://www.affordablecollegesonline.org/degrees/criminal-justice-programs> . During the past several years, Dr. Davis had revised the curriculum and now offers all courses in 7-week formats. The program is growing, and the changes are well received by students. “The key has been the move to 7-week [back-to-back] classes.” Both programs had dwindling enrollment numbers and were under heavy scrutiny during Program Review prior to this change. In addition, Davis streamlined program curriculum to create a clear pathway to completion for both the degrees and

certificates. Davis emails ALL program students multiple times each semester, notifying them about jobs, internships, curriculum changes, and offering career guidance. During each enrollment period, Davis actively manages enrollments daily by increasing class capacities, adding sections, and carefully timing any needed cancellations. Finally, last semester he added one more component to his array of student outreach efforts: a 5:30 dinner at Applebee's. Not sure whether or not anyone would show, Davis consoled himself with the thought that he could always watch TV and eat hors d'oeuvres. Nine students and an adjunct instructor attended! Due to the unexpected success, Davis will be doing one a month this coming semester. "In this online environment, students are thirsty for personal contact and career guidance. This isn't rocket science but it has worked," said Davis.

- For the tenth year, Creative Writing and Psychology **Professor Laraine Herring** taught her writing workshop, *The Writing Warrior*, at the Kripalu Center for Yoga and Health in Massachusetts. This workshop focuses on material from her three books on writing and incorporates a body-based approach to writing.
- Associate Professor of Accounting **Judy Aiello** reports that she attended IRS Volunteer Income Tax Assistant (VITA) training at the AARP VITA office in Prescott, AZ with students enrolled in the Accounting Program's Capstone Internship course. This 40-hour training prepares volunteers to complete tax returns for the elderly and low-income households. Yavapai College Accounting students will be able to transfer this real-world experience gained through the internship into other accounting workplaces and organizations, thus enhancing their employability.
- **Robert Church**, Administration of Justice and Emergency Management Applications Adjunct Instructor, reports that he has just begun an online Certified Public Manager Program at ASU through the Bob Ramsey Executive Education Program. This nationally Certified Public Manager Program requires 300 hours of learning activities in seven competencies: personal and organizational integrity, managing work, developing self, leading people, systemic integration, change leadership, and public service focus.

### Computer Technology and Instructional Support

- Over 70 faculty and staff members attended the 11<sup>th</sup> Annual Winter Institute, hosted by Teaching & eLearning Support (TeLS) and the Teaching and Learning Committee (TLC) on December 13, 2016. The Winter Institute focuses on best practices in the classroom and student success. The morning session was on the status of the Pathways Projects, with updates provided by each of the sub-committees. Afternoon and evening sessions of the Institute focused on Canvas course design, plagiarism detection, and sharing innovative methods for both online and face-to-face delivery. **Dr. Suzanne Waldenberger**, Humanities Professor, received the 2016 eLearning Award.
- In December, the Faculty Senate approved the Teaching and Learning Committee's (TLC) proposal to adopt Quality Matters as a guideline for improving online courses.

- The Library held a staff retreat on the afternoon of Convocation, where they discussed & defined the Library's Core Values.
- **Mike Byrnes**, Director of Library Services, and **Patrick Burns**, Chief Information Officer, are working with the Yavapai Library Network to establish Remote Learning Centers for Yavapai College students in various rural public libraries.

### Sciences, and Health & Public Safety

- **Mary Brown**, Nursing and EMS Programs Director, reports the 2016 results for the NCLEX-RN first time pass rate:
  - YC 91.23%
  - AZ 86.03%
  - National 84.56%

Mary Brown recently received a check for \$1000 from Touchmark Foundation for Nursing Faculty continuing education. These funds will be used for nursing conferences that enhance faculty teaching skills, etc. YC Nursing also received a check in the same amount about a year ago.

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

February 2017

Greetings from Facilities!

The February 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](mailto:david.laurence@yc.edu). The newsletter will also be posted on the Facilities web site.

## **College Wide Campus Master Plan Phase 1b**

### Prescott Trail Improvements

The exercise stations are being installed after a delay due to the inclement weather. The trail with the new stations will be available for use in mid-February. The College has partnered with CrossFit, Inc. to make significant improvements to the YC Trail. CrossFit, Inc. has provided exercise stations.

### Allied Health/EMS/JTED Health Occupation Programs

After a significant weather delay, utility relocation is complete as earthwork begins on the foundation for the new two story addition. Parking pads are complete for the JTED Mobile Medical Unit and Fire Science fire trucks.

Other work includes the installation of new utilities serving the addition along with sub-structure work related to utility services.

The Prescott Valley Center will be a very busy construction site until August of 2017, so please use caution and obey all construction warning signs.

On the Prescott campus, site work has started related to the new EMS Garage. Foundation work and steel erection will occur during the month of February.

The updated construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – February through April 2017
2. Prescott Valley Center Parking Expansion – December 2016 through May 2017
3. Prescott Valley Center Addition – January 2017 through July/August 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.



Preparing for Foundation Over Excavation



Installing New (Yellow) Gas Line for Central Plant



Completed Yard for JTED Mobile Lab and Fire Science Truck Parking

## Buildings 1 and 15 Renovation

Design development continues as the construction and design team work with ITS and Facilities toward the development of construction documents. The next Visual and Performing Arts faculty review session will be March 9.

Minor remodeling of Building 3 is underway to support faculty offices moving from Building 15.

The tentative schedule for the renovation of both buildings is as follows:

Building 1 Rooms 200, 203, 204, 205 and 206	May 15 – August 15, 2017
Building 15 Floor One	May 15 – August 15, 2017
Building 15 Floor Two	August 15 – January 15, 2018

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

## Sedona Center Renovation

The first phase of renovation is complete with the renovation of the East Wing classrooms. Kudos to the McCarthy employees, Facilities and ITS personnel who worked very hard over the winter break to make sure the new spaces would be ready for classes. Special thanks to James Crockett, Bruce Hustedt, Peter Oppenheim, Ryan Gray and Tom Aldridge.

The heavy demolition, saw cutting and trenching is nearing completion in the West Wing for new plumbing and electrical serving the Culinary and Pastry Kitchen spaces. There continues to be heavy equipment on site breaking rock in preparation for new drain line and electrical . This work and the large number of open trenches makes it very dangerous, so if you are at the Sedona Center be sure to stay behind baracades and do not enter the work zones.



Renovated Room 34



Renovated Room 40



Plumbing Trenching and Rough-In, Pastry Kitchen



Culinary Plumbing Trenching

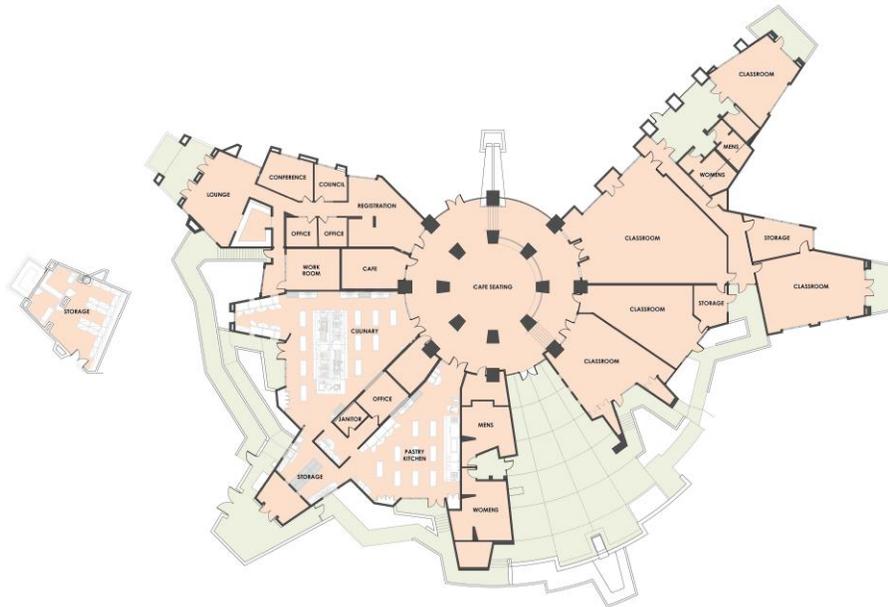


Use of 1,000 Pound Backhoe Hammer to Break Rock for Culinary Waste Grease Line





Café Seating/Gathering Electrical Rough-In



Yavapai  
COLLEGE

YAVAPAI  
COLLEGE

SPS+

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

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.

## CONSTRUCTION PROJECTS

The landscaping project is back on track after a weather delay at the Verde Valley Campus. Walkway lighting is installed along with new trees, grading is complete and decorative rock is being installed. The frontage between the campus and Black Hills Drive will be complete by mid-February.





Verde Valley Campus Frontage Improvements

Project Manager: Mike Kervin

### **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:

Verde Valley Campus Parking Lot Fogging – Rescheduled for Spring 2017  
Building 2 Pool, Hallway and Aerobics Room Floor Repair – Complete  
Building 1 Roof – May through August 2017  
Building 7 Parking Lot and Roadway Re-alignment - May through July 2017

Future FCA Projects:

- Building 16 Roof – TBD/FY18
- Building 3 Breezeway Decking Leaks – TBD/FY18
- Building 4 Breezeway Decking Leaks – TBD/FY18
- Phase 1 Ball Field Drainage – TBD/FYFY18
- Phase 1 Prescott Waterline Replacement TBD/ FY18

Michael Taylor Architects, Inc.  
Project Manager: Bruce Hustedt

Haley Construction

**EMERGENCY/RISK MANAGEMENT – Peter Oppenheim**

**A Winter Safety Message from YC Risk and Emergency Management**

On February 2<sup>nd</sup> Punxsutawney Phil, the most famous meteorological marmot in the world, emerged from his hole in Gobbler’s Knob, Pennsylvania and saw his shadow. The fact that a groundhog is said to predict the weather is as remarkable as a shadow being cast under thick overcast skies at 7:25 am.



That aside, Phil is calling for six more weeks of winter. The calendar agrees. The vernal equinox that marks the beginning of spring is, in fact, six weeks away.

Here in Yavapai County we’ve certainly had our share of very cold temperatures, snow and ice so far this winter. More may be on the way. Many in Arizona have limited experience with the hazards of the season and that should be a red flag to us all. Icy, snowy roads require different driving behavior than we are accustomed to.

“Black ice”, where the pavement is visible through a layer of clear ice, is especially dangerous because the surface looks normal when it’s actually very slippery.

**Tip: If the temperature outside is near freezing, drive like you’re on ice. You may be!**

If you don’t need to go out, stay indoors and off the roads.

**TIP: In your car: make sure you have food, water, and blankets in your trunk. Stay off the road when advised to do so by local authorities.**



Freezing temperatures threaten frostbite and hypothermia to those who don’t dress appropriately and water pipes...well, let’s just say that porta johns are not fun in sub-freezing temperatures.

**TIP: Dress for the season: wear loose, warm clothing in layers. Cover exposed skin.**

### A Word About Carbon Monoxide

FEMA warns:

Caution: Each year, an average of 430 Americans die from unintentional carbon monoxide poisoning, and there are more than 20,000 visits to the emergency room with more than 4,000 hospitalizations.

Carbon monoxide-related deaths are highest during colder months. These deaths are likely due to increased use of gas-powered furnaces and alternative heating, cooking, and power sources used inappropriately indoors during power outages.



- **Never** use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal-burning devices inside a home, garage, basement, crawlspace or any partially enclosed area.
- When set up outside, locate the heating unit away from doors, windows and vents that could allow carbon monoxide to come indoors. Keep these devices at least 20 feet from doors, windows, and vents.

- The primary hazards to avoid when using alternate sources for electricity, heating or cooking are carbon monoxide poisoning, electric shock and fire.
- Install carbon monoxide alarms in central locations on every level of your home and outside the sleeping areas to provide early warning of accumulating carbon monoxide.
- If the carbon monoxide alarm sounds, move quickly to a fresh air location outdoors or by an open window or door.
- Call for help from the fresh air location and remain there until emergency personnel arrive to assist you.



Photo by Tami Cargile

**Stay warm, stay dry, stay safe!**

## **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Facilities would like to welcome Marty Lode as the newest member of the Grounds team at the Prescott Campus.

Facilities is looking to fill the recently vacated Lead Custodian and Custodian positions 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.

## IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ THANK YOU YC STAFF
- ◇ WINTER BREAK: FACILITIES & ITS
- ◇ CALENDAR REMINDERS
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WELLNESS UPDATE
- ◇ 1ST ANNUAL US VETS & YC FUN RUN
- ◇ EMPLOYEE YEARS OF SERVICE
- ◇ ADOPT-A-COP/VET THANK YOU
- ◇ MY NEW ZEALAND VACATION
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

## YCSA President's Welcome

**H**ello Yavapai College Staff!

I hope everyone has had a great start to the new year so far. I know it has been awfully cold and snowy, so I thank all of you for being here at **work** every day to serve our students. Hopefully the worst of winter is behind us.

I hope many of you had the opportunity to attend Dr. Johnstone's presentation about pathways on Convocation Day. I know it really helped me to better understand the direction the college is headed. I am also really excited to hear more about all the great work that the Pathways Committee is doing.

I know there are many questions surrounding pathways and strategic enrollment that are coming out of these discussions and other questions about work at Yavapai College in the future. If you have any questions, please contact YCSA through the website. We will forward those questions on to Monica Belknap in HR and she will be providing thorough answers to your questions.

Finally, don't forget that elections for board positions will be happening this summer, so if you are interested, start thinking about it now. We need you to make this all work.

I hope to see you all around campus and the community.

James Elphick, TRIO Veterans Upward Bound

## Thank You YC Staff

**T**hank you YC Staff for supporting the ROUGHRIDER Welcome Center the first week of class...it was cold! You truly make a difference in student's lives. Students loved, loved the free hot Chocolate!



## Winter Break: Facilities Management and ITS Projects

**W**hile many of us were relaxing at home over Winter Break, Facilities Management and ITS were busy resolving crises and making improvements. Facilities dealt with two major water repairs and lots of snow removal, as well as still moving forward on improvement projects. ITS was busy upgrading classrooms, and completing software projects to manage spam filtering and upgrades for the new tax year. Below is the list of major projects completed over Winter Break. If you see someone from Facilities or ITS in the next few weeks, say hello and thanks for all the great work they do to keep us running even when we are not here!

Information Technology Services projects:

- Over the winter break, PTSS removed all presentation technology from five spaces on the Sedona campus, and then completed the install of new technology in two Sedona classrooms while continuing with the design of the remaining instructional spaces in Sedona, along with design and coordination for the Prescott Valley expansions, plus the

*(Continued on page 4)*

## Calendar Reminders

- Feb. 15 United Blood Services Drive (Verde)
- Feb. 22 Employee Service Event (Prescott)
- Feb. 23- Mar. 3 Verde Valley Arizona SciTech Fair
- Feb. 24 YC REDC Career Fair (Chino Valley)
- Feb. 24 Literary SW Series guest author Geoff Dyer (Prescott)
- Late Feb. Art faculty offices move to Bldg. 3 (Prescott)
- Mar. 1 "Spare Parts" movie screening (Verde)
- Mar. 1 Employee Service Event (Verde)
- Mar. 12-18 Spring Break (all campuses closed)

For more information, visit [ycsablog.wordpress.com](http://ycsablog.wordpress.com).

# Celebrating Our Employees

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

## New Employees

Name	Department	Campus
Ian Brown	Custodial/ Facilities	Prescott
Scott Ellis	Facilities	Prescott
Anthony Zades	Student Development	CTEC
Martin Lode	Grounds/ Facilities	Prescott

## New Positions/Status Changes

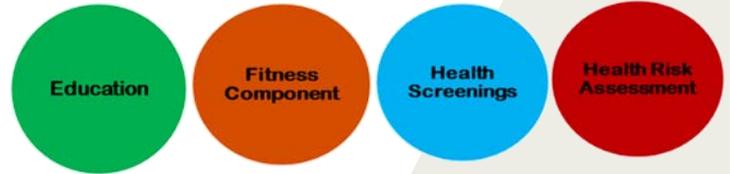
Name	Department	Campus
Jeremy Poehnert	Answer Center/ Student Dev.	Prescott
Michael Quinlan	IT	Prescott
Michael Boothe	Custodial Svcs/ Facilities	Prescott
Janice Soutee	Student Development	Prescott
Ivonne Zuniga	BESS	Prescott
Kyle Wise	Athletics	Prescott
Jennifer Stalter	Athletics	Prescott
Brandi Fabian	Student Development	Prescott
Guadalupe Mercado Martinez	FEC	Prescott
Jared Campbell	Athletics	Prescott
Hugh Bell	Athletics	Prescott
Zachary Wigle	PTSS	Prescott
Mary Talosi	Foundation	Prescott
Marty Zoeteman	Foundation	Prescott

# Wellness Update



## New for 2017

## YCT Wellness Incentive Program



Complete all of the participation categories and be entered into the drawing for the Grand Prize — a trip for two to an Arizona destination resort! (TBD)

For more information, and to download the “Self Certification Form,” please visit: [www.yctwellness.com](http://www.yctwellness.com)

Did you know that as an employee of Yavapai College you are eligible for a discounted rate at our Pool and Fitness Center? For just \$12.50 a month for the pool or fitness center, you can have the convenience of working out where you work. Combo passes for the pool AND fitness center are only \$20 a month! For a current schedule of open hours for the pool and fitness center, stop by the foyer of Building 2, or visit: [www.yc.edu/hper](http://www.yc.edu/hper).

Make sure to like the Facebook page, “Yavapai Combined Trust Wellness Program” and receive updates on upcoming events, fun facts, motivational quotes and more.

For more information, please contact Paula Tomitz, 928-776-2238, [paula.tomitz@yc.edu](mailto:paula.tomitz@yc.edu).



📅 FEBRUARY 11<sup>TH</sup> 2017 @ 9AM

📍 YAVAPAI COLLEGE PERFORMING ARTS CENTER

**EARLY REGISTRATION: \$20 MORNING OF THE RUN: \$25**

Lace up your running shoes and come join us for a frosty 3.5 mile run! 100% of proceeds will go directly to U.S.VETS – Prescott who house our vulnerable homeless veterans throughout the Quad-City and Northern Arizona! Food & drink will be provided after the run.

**TO PRE-REGISTER CALL 928-583-7204  
OR SIGN UP THE MORNING OF THE RACE.  
PROCESSING ALL PAYMENTS BEGINS AT 8:00AM**

# Employee Years of Service Recognition Events

Please save the date! All employees are invited to come and celebrate.

## **Prescott Campus**

Wednesday, February 22  
2:30pm-4:00pm  
Room 19-147 Community Room

## **Verde Valley Campus**

Wednesday, March 1  
3:00pm (before Spring Open Forum)  
Room M-137

At the event we will recognize employees who have met a hallmark year of employment (5, 10, 15 years, etc.) with Yavapai College. This year we will be recognizing those employees who reached one of those anniversaries, January 1 – December 31, 2016.

Refreshments and treats will be served!

## **2017 Years of Service Honorees**

### ***5 Years of Service***

Linda Chalcraft, Bill Dunn, Ely Ustadza, Sam Johnson, Jennifer Krier, Holly Molina, Heather Mulcaire, Sonny Rodriguez, Mark St. Laurent, Debra Wise, Penny Wills

### ***10 Years of Service***

Nancy Bowers, Leanne Burcham, Mike Byrnes, Sandy Carney, Burt Coffin, Joy D'Angelo, Jane Hersh, Jeff Jacobs, Helm Karstadt, Le Anne Lawhead, James Rider, Steve Rollin, Ken Ryder, Terra Schmidt, Cynthia Schroder, Robert Smith, Jeanne Welch, Ryan Winkelman, Jerry Zaryczyny

### ***15 Years of Service***

Thatcher Bohrman, Linda Buchanan, Milt David, Linda Evans, Jill Fitzgerald, Scott Nardo, Mike Ruddell, Steve Sparks, Greg Tomsho, Mark Warren

### ***20 Years of Service***

Alice Burroughs, Brad Clifford, Julie Garver, Linda Hoffman, Sheila Jarrell, Brent Sellstrom, Ike Whisenand

### ***25 Years of Service***

Lisa Simpson-Kyle

*“Next to excellence is the appreciation of it.”*

*— William Makepeace Thackeray*



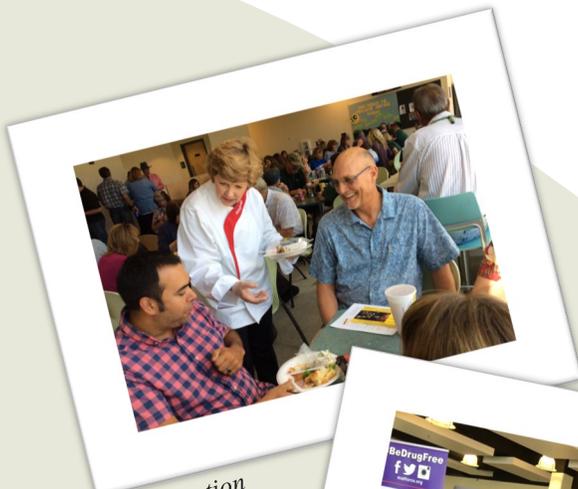
## Winter Break...Continued

Building's 1, 2, and 15 renovations.

- Over the course of the Fall Semester and into the winter break, PTSS also completed the five-year ERP update of all classrooms on the upper level of Building 3.
- The Application Development team put in the tax updates in Banner so Payroll could process W2s and 1098-Ts. In addition, the team also put in updates for the year-end processing related to the affordable care act.
- The systems and networking folks wrapped up work associated with our new spam filtering solution.

Facilities Management projects:

- Phase 1 Sedona Renovation East Wing Classrooms completed
- Prescott Valley Expansion Mechanical System Tie In completed
- Prescott Campus Building 2 Floor Replacement and Pool Repair
- Prescott Campus Building 3 Water Leak Remediation
- Christmas Eve/Christmas Day Snow Removal
- Kachina Hall Water Line Repair



Convocation



MATFORCE

## Adopt-A-Cop/Vet Thank You

Special thanks to the Yavapai College staff and faculty that donated holiday gifts for the Adopt-A-Cop and Adopt-A-Vet programs. We were able to help five local veterans from the Prescott VA, as well as 27 veterans from around the county through Yavapai County Angels. The Yavapai County detention officer was overwhelmed with the wonderful gifts for his family. The generous support of our YC family is amazing.



Non-Profit Organization- 501-3C Status  
P.O. Box 25851 - Prescott Valley, AZ 86312

January 8, 2017

Dear Karen- Students and Staff,

On behalf of Yavapai County Angels Organization, I would like to thank you for allowing our organization to place a Christmas Trees/Tags for our Adopt-A-Vet Christmas Program, in all the Yavapai College campuses this year. Your support enables us to continue our mission to honor our Veterans and families not only for Christmas but all year long. We also would like to pass along our thanks to your members who supported Yavapai County Angels, and made 2016 a great year for our Veterans along with others in our community.

The generous support of individuals like you and others makes it possible for Yavapai County Angels to exist and to make a greater place to live for everyone in our community.

We look forward to partnering with you again in the future on other community events Yavapai County Angels will be performing in 2017.

Sincerely,  
Linda Tripp-Director  
Yavapai County Angels  
928.379.1106



SCS Coffee Walk

# My New Zealand Vacation

— Kaitlan Gruber

The quote on my desktop resonates with me. It reads, “Don’t ask what the world needs. Ask what makes you come alive, and go do it. Because what the world needs is people who have come alive.” I am reminded of this every day as I work, which is when I decided to plan a trip across the world over Winter Break. Travel has always been a passion of mine, and definitely, in combination with nature, is what makes me come alive. I am lucky enough to have been to over 50 countries in my mere 30 years on this planet, which has taught me so much about other people, culture, and how we are all connected.



After packing bags, dropping off our dogs, and travelling 27 hours on an airplane, my boyfriend and I reached the land of the Kiwis — New Zealand! We were worried about rain, since New Zealand translates to ‘land of the long white cloud,’ and is notorious for stormy weather, but we were greeted with summer sunshine! Many locals and tourists alike are outdoorsy and camping is their way of travel, so we rented a camper van, which is where we cooked, ate, slept and called home for three weeks. We fell asleep to dark skies full of new constellations, including the Southern Cross, and woke up to new scenery every morning, which we enjoyed with a strong cup of coffee.

New Zealand is truly an incredible country that offers so much. We hiked in the rainforest, up a volcano called Mount Taranaki, climbed 16 miles at Mount Cook (the highest mountain in NZ), covered in beautiful white snow. We explored and swam (in reality, showered) in a different waterfall every day, went caving and saw glowworms. We also hiked to three glaciers surrounded by beautiful wildflowers, kayaked in water full of icebergs, went in natural hot springs, saw geysers, and scalding hot boiling lakes in Rotorua with beautiful sunsets as the backdrop. Gorges, fjords, and sounds were full of crystal clear blue water, beaches were full of miles of sand (sometimes black, sometimes white), and our glasses were full of various wines from the Marlborough region, which is the Napa Valley of New Zealand.



We were lucky enough to see both islands, starting at the Northern part of the North island, in Auckland, and making our way to the South of the South island in Queenstown (via a ferry crossing), the adventure capitol of New Zealand, and the first place in the world to have commercial bungee jumping. We opted out of that, but *did* ride a luge down a mountain to ring in the New Year! Time flew by, as it always does, and as I sit here and reflect, it feels as though I never left home. Memories of the trip remind me of how important it is for all of us to be happy, relaxed, and *alive* for our students, and I encourage you to do what makes you come alive. For me, it was New Zealand.



# YCSA Committee Updates

## Social/Community Service

The SCS committee met on January 13 and discussed the following items:

- Recap of the 2016 events: September Pokemon Go Event; October Staff Volleyball Game; November TRiO Veteran Remembrance Event; December YC Jingle & Mingle Holiday Party
- Path for 2017 events: January Law Enforcement Appreciation Day; February Carnations for Caring; March Spirit Day/ Wear Your YC Colors for Roughriders; April Earth Day; May through December TBD; Summer YC Family Fun Day
- Times and dates of SCS committee meeting dates will be posted on the YCSA web page
- All YCSA events will be added to the YC events calendar.



## Employee Benefits

The Employee Benefits Committee met on Monday, February 6. If you are interested in attending these meetings, please contact Daintry Donovan. The Committee is currently exploring Mentorship Programs, Professional Development, Parental Leave, Designated Smoking Areas and a Quiet/Meditation Space on the Prescott Campus.

## Newsletter

If you have any suggestions for articles or topics you would like to see covered by the YCSA Newsletter, please let us know! Or if you would like to volunteer to be on the YCSA Newsletter Committee, we would love to have you! Please email [katherine.anderson@yc.edu](mailto:katherine.anderson@yc.edu).

---

## YCSA Committees 2016

**Employee Benefits & Professional Development**

**Social/Community Service (SCS)**

**Newsletter**

*Daintry Donovan, Chair*

[daintry.donovan@yc.edu](mailto:daintry.donovan@yc.edu) ext. 2114

*Janice Soutee, Interim Chair*

[janice.soutee@yc.edu](mailto:janice.soutee@yc.edu) ext. 2025

*Katherine Anderson, Chair*

[katherine.anderson@yc.edu](mailto:katherine.anderson@yc.edu) ext. 2008

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## YCSA Board 2016

James Elphick — President

928-717-7687

[james.elphick@yc.edu](mailto:james.elphick@yc.edu)

Janice Soutee — Vice President

928-776-2025

[janice.soutee@yc.edu](mailto:janice.soutee@yc.edu)

Jennifer Taylor — Secretary

928-776-2304

[jennifer.taylor@yc.edu](mailto:jennifer.taylor@yc.edu)

Jerry Zaryczny — Web Design

928-717-7605

[jerry.zaryczny@yc.edu](mailto:jerry.zaryczny@yc.edu)

Connie Del Castillo — New Hire &

Professional Development Liaison

928-776-2217

[connie.delcastillo@yc.edu](mailto:connie.delcastillo@yc.edu)

Karen Leja — Alternative Representative

928-776-2270

[karen.leja@yc.edu](mailto:karen.leja@yc.edu)

**Presenter :** Ray Sigafoos

**Start Time :** 1:48 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 25

**Proposed :** 7/7/2016

**Item Type :** Information Item

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

**Description :** Information from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; Enrollment Update; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Dr. Selina Bliss, Faculty Senate President
- Student Leadership Council - Dr. Mark Shelley, Student Leadership Council (SLC) Faculty Coordinator and students, Jeremiah Suta and Avery Smith
- Enrollment Update
- Adjunct Advisor - Attached - Information only
- Other Related Information

**Attachments :**

Title	Created	Filename
SLC in 4 3.pdf	Feb 09, 2017	SLC in 4 3.pdf
Spring Enrollment 2017 Update.pdf	Feb 09, 2017	Spring Enrollment 2017 Update.pdf
AA Vol 5, Issue 6 January 2017 .pdf	Feb 09, 2017	AA Vol 5, Issue 6 January 2017 .pdf
AA Vol_6_Issue_7_February_2017.pdf	Feb 09, 2017	AA Vol_6_Issue_7_February_2017.pdf

# YC Student Leadership Council



# Projects

- After hours study area
- Focus Groups
- “Respect” Campaign
- Leadership Conference at U of A



# After Hours Study Area

- YC closes at 9 pm
- Students go to Embry-Riddle
- Need WiFi



# Focus Groups

## The Questions we will ask

1. How would you like teachers to keep you engaged in class?
2. What would make your experience at Yavapai College better, more fun, more valuable, interesting?
3. What would keep you more motivated toward your goal?
4. What resources do you need to help you move toward your goal?
5. What physical improvements would you recommend?

# “Respect” Campaign

# RESPECT.



**RESPECT** yourself and others as equal human beings.

**ACCEPT** the differences in each other.

**EMBRACE** the opportunity to live and learn with those who are different.

**CELEBRATE** what we all have in common!

In light of recent events on college campuses around the nation it is our hope that all persons at Yavapai College learn to respect every persons' basic human rights, which includes the right to not be discriminated against. We implore our Yavapai College community to move forward, by choice, to allow others the right to be who they are, without fear.

We love our school, and we want everyone else to love being here, too. We should all work hard to make Yavapai an environment where all feel welcome and safe.

**Thank you for your support!**

“To work so hard to make it through the college gates only to be assaulted is an affront to our basic humanity.”  
— President Barack Obama

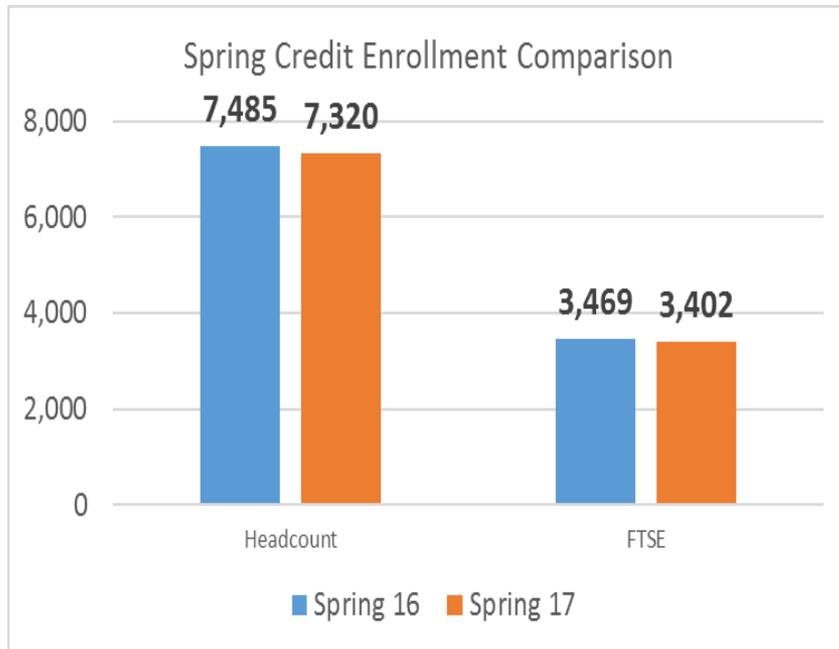
**Yavapai**  
COLLEGE  
STUDENT LEADERSHIP COUNCIL  
YC 191-17

# Achievements

- Basketball Fundraiser
- Float in Christmas Light Parade
- Attended "Circle of Change"  
Leadership Conference
- Participation in "YC for a day"
- SLC in Verde
- Redesigned SLC Website



# SPRING 17 ENROLLMENT UPDATE



- YC enrollment is down 2% compared to last spring.
- The Verde Valley Campus saw a slight increase in on-campus headcount.
- Online enrollment increased 6% over last spring.
- Fall OLLI enrollment increased 22% fall over fall.
- Verde Fall Community Education grew 11%. Prescott Com. Ed. pending.

**In this Issue**

- January Happenings 1
- Updates from the Registrar 1
- Student Development Hours 1
- Faculty Compensation 2
- Computer Help Desk 2
- Visit your Library 2
- Financial Aid Update 2
- New Adjunct Faculty Training 2
- Website—Syllabus 2
- Adjunct Faculty Meetings  
Verde Campus 3
- Learning Center/Computer Lab  
Computer Commons Hours 3
- Cartoons 3

**Spring 2017**



Add / Drops / Refunds /  
Rosters / Enrollment / FTSE:

**See the Registrar's Update  
On This Page**

**January Happenings ~  
Jan. 17 - Spring Semester Begins!**

**Jan. 19** - Last day to add regular (15-week) semester classes

**Jan. 21** - Online Bookstore charges end at midnight-reopen Jan 30

**Jan. 22** - Last day to drop full length semester classes (do not show on transcript)

**Jan. 22** - Last day to receive a refund

**Jan. 23** - Financial Aid Freeze Date  
(Important policy change regarding adding classes after freeze date)

If students are funded at time of initial freeze date & add classes after this date, funding will not increase.

Students must pay for these classes on the day they registered.

**Jan. 27** - Financial Aid refund checks mailed or sent electronically.

**Updates from the Registrar. . . Sheila Jarrell – 776-2107**

**Faculty Support Page:** <http://www.yc.edu/v5content/registrar/faculty-support.htm>

~ Add/Drop/Refund Dates for Spring 2017 ~



**Add Students:**

- The deadline for students to add full semester classes:
  - ◇ Thursday, **January 19**
  - ◇ For short classes: the deadline to add is 4<sup>th</sup> day after displayed start date.

**Drop Students:**

- The deadline for students to drop full semester classes (*dropped classes do not appear on the transcript*):
  - ◇ Sunday, **January 22**
  - ◇ For short classes: the deadline to drop is the 6<sup>th</sup> day after displayed start date.

**Refunds:**

- The deadline for students to drop and receive a refund for full semester classes:
  - ◇ Sunday, **January 22**
  - ◇ For short classes: deadline is the 6<sup>th</sup> day after displayed start date.

**No Shows ~ January 17-22:**

- If you have “no shows” in your class, use the **Faculty Withdraw** link to drop students as “no shows”

*NOTE: Federal financial aid and Veteran's Administration regulations require this reporting. Log into [www.yc.edu](http://www.yc.edu) with username/password; click on My Services, then Faculty;*

*choose a link:*

- **My Class Rosters** – use this link to verify current enrollment and to contact students
- **Faculty Withdraw** – use this link to drop students as “no shows” or as they quit attending.

**Enrollment during the First Week:**

- Enrollment will shift through January 22 as students add and drop classes, and as faculty identify “no shows”.
- As the “no shows” are processed, those seats are made available for other students.

**Timeline:**

- January 17-22: Report no shows
  - ◇ Students disappear from the roster
  - ◇ All charges for the class are reversed
- Beginning January 23: Withdraw students who have quit participating!
  - ◇ Students remain on the roster as “Withdrawn”
  - ◇ There is no refund

**FTSE: Full-time student enrollment:**

- FTSE calculations are completed every semester on the 45<sup>th</sup> day for YC enrollment reported. Even though we don't get a lot of money these days, it is still *required by the Auditor General*. **FTSE for Spring is March 2**. If you monitor rosters weekly and report no shows & students who quit participating, completing your FTSE roster is simple.

**Student Development—Extended Hours Verde Campus**

Do your students have questions regarding **Registration, Advising** and /or **Financial Aid**? Direct them to the I—Building which is open:

Monday through Wednesday	8:00 am until 5:00 pm
Thursday	8:00 am until 7:00 pm
Friday	9:30 am until 5:00 pm

### The Adjunct Advisor

Published for Yavapai College Adjunct Faculty  
 Yavapai College  
 1100 E. Sheldon Street—Prescott, AZ 86301  
 601 Black Hills Road—Clarkdale, AZ 86324  
 Elsie Gibbs Freeman, Editor  
 Phone: 928-634-6562 (Verde Campus)  
 Email: egibbsf@instructor.yc.edu



#### \$\$ Money—Money—Money \$\$

Compensation Rate for 2016-17  
**\$758 per load/hour**

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

#### Pay dates for Spring 2017:

- \* February 3, 17 \* March 3, 17, and 31
- \* April 14, 28

Please note that the final pay date for the spring semester will be Friday, April 28.

### Money Matters Financial Aid Update Spring 2017 . . .

~ Diana Dowling



#### Reporting No Shows and Students who Stop Participating

Please make sure to report students that:

- Have not begun participating in class during the **first** week
- Have stopped participating at some point throughout the semester

At the beginning of every semester, we ask that faculty drop students as “no-shows” before the end of the drop period so that Financial Aid does not disburse aid to students who do not qualify. In most instances this creates a debt to the student!

#### Refunds and Bookstore Charges

- Students can begin charging books, if eligible, at our bookstore January 4<sup>th</sup>.
- Bookstore opt out form – students who need to use financial aid to buy their books that do not wish to use the bookstore can ask for a bookstore opt out form:
  - \* Bookstore opt out deadline January 13<sup>th</sup>, checks cut to students January 15<sup>th</sup>
- **First refund to students** is January 29<sup>th</sup>

**Questions?** Contact [financial.aid@yc.edu](mailto:financial.aid@yc.edu) or call the Financial Aid office nearest you ~  
 Prescott: Bldg 1-Lobby (928) 776-2152  
 Verde: Bldg I (928) 634-6502



#### New Adjunct Faculty Training Spring Semester 2017

Day – Date	Topic	Time	Prescott	Verde ITV
Tues. Jan. 31	Learning Center & Early Alerts	5:30 – 6:30	19-224	G-106
Wed. Feb. 22	Classroom Management	5:30 – 6:30	19-215	I-123B
Thur. Mar. 23	Emotional Intelligence	5:30 – 6:30	19-224	G-106
Wed. Apr. 5	Quality Matters	5:15 – 9:15	19-208	Prescott
Thur. Apr. 6	Quality Matters	5:15 – 9:15	19-224	Only

Questions? Contact Tara O’Neill e-mail: [taraoneill@yc.edu](mailto:taraoneill@yc.edu)



#### The Help Desk

Computer assistance is available 24 hours a day, 7 days a week. Just call (928) 776-2468 or explain problem via e-mail [www.helpdesk@yc.edu](mailto:www.helpdesk@yc.edu). Everyone appreciates working computers!

### Hey Faculty! Remember, your students may need help with:

- Researching paper
- Using library databases
- Searching the web for relevant, authoritative & reliable information



#### Your friendly Library Instruction Team can help!

Schedule a Library Instruction and tour for your students. We’ll style a lesson plan just for your students’ needs. It’s fun and educational!

Scheduling is easy! Call the Library’s Reference Desk - Ext. 2261 for Prescott Campus or Ext. 6540 for Verde Campus; or just click the link below to schedule a class for your students for an academic-enhancing library instruction.

#### See you soon at the library!

~ Shelly Gilliam,  
 Prescott Campus  
[shelly.gilliam@yc.edu](mailto:shelly.gilliam@yc.edu)

~ Sheri Kinney  
 Verde Valley Campus  
[sheri.kinney@yc.edu](mailto:sheri.kinney@yc.edu)



### About your Course Syllabus

Remember—a copy of your completed syllabus must be provided to your Division Instructional Assistant or Division Dean prior to the first class meeting. Do you need help completing your syllabus? Visit this web site for a list of the salient components of a syllabus. Be sure to look at *Secrets of the Syllabus* in Resources link. <https://www.yc.edu/v5content/curriculum/syllabus-dev.htm>



## Spring 2017 Adjunct Faculty Meetings. . .

### Verde Meetings:

Day / Date	Time	Room	Topic/s
Friday—January 27	Noon—1:30 PM	M-203	Campus Updates Quality Matters
Friday—February 24	Noon - 1:30 PM	M-203	Meet Dr. Ron Liss; Vice President for Instruction and Student Development. Q & A
Friday—March 24	Noon - 1:30 PM	M-203	Emotional Intelligence
Friday—April 21	Noon - 1:30 PM	M-203	Ending the Semester



- ◆ Meetings have updates and training from campus departments & resources / TeLS / Administration / and you!
- ◆ Remember, Adjunct Faculty professional development requires three (3) hours per semester of professional development activities related to the discipline area and student learning. This can be training provided in adjunct faculty meetings, or professional development opportunities provided on campus by your division, TEELS, etc.



## Visit the Computer Lab/Commons and the Learning Center...the evidence reveals

that students who use these resources tend to increase performance on homework and exams. Encourage your students to visit these facilities, or better yet, schedule a tour or invite a tutor to visit your class.

### Hours of Operation ~ Prescott Campus

#### Learning Center

Monday — Thursday 8:00 a.m. to 8:00 p.m.  
Friday 9:30 a.m. to 5:00 p.m.

#### Computer Commons

Monday — Thursday 7:30 a.m. to 9:00 p.m.  
Friday 7:30 a.m. to 7:00 p.m.  
Saturday 10:00 a.m. to 4:00 p.m.  
Sunday 2:00 p.m. to 7:00 p.m.

### Hours of Operation ~ Verde Campus

#### Learning Center ~ Tutoring Hours

Monday — Thursday 8:00 a.m. to 7:00 p.m.  
Friday 10:00 a.m. to 3:00 p.m.

#### Computer Lab

Monday — Thursday 9:00 a.m. to 5:00 p.m.  
Friday 9:00 a.m. to 2:00 p.m.



What is the owl's favorite subject?



**IN THIS ISSUE**

	<b>Page</b>
Notable Quote—Abraham Lincoln	1
Upcoming February Events	1
University Transfer Day	1
Updates from the Registrar	1
Student Development—Extended Hours	2
Student Leadership Council	2
Notable Quote —George Washington	3
Adjunct Faculty Training Schedule	3
Higher Learning Commission Request	3
Disability Services Notes	3

*A Newsletter for & about Yavapai College Adjunct Faculty*



**UNIVERSITY TRANSFER DAY**  
It's time to plan ahead! Students meet university representatives to talk about transfer opportunities.

**NAU TRANSFER DAY**  
Monday, February 13 Prescott Campus  
10:00 am to 1:00 pm Bldg 19

*Abraham Lincoln*

1809 ~ 1865

*Always bear in mind that your own resolution to succeed is more important than any other thing.*



**UPCOMING FEBRUARY EVENTS**

- Feb 3** First Friday Workshops – Still time to sign up <https://training.yc.edu/>
- Feb 7** **University on Campus:**  
Grand Canyon University ~Verde Campus 10:00 to 1:00  
Prescott College  
Prescott Campus -10:30 to 12:30
- Feb 8** University on Campus:  
Grand Canyon University ~ Prescott 10:00 to 1:00
- Feb 13** **NAU Transfer Day!**  
Prescott – 10:00am to 1:00pm
- Feb 14** **Valentine's Day**
- Feb 15** Graphing Calculator Workshops  
Prescott & Verde Campuses
- Feb 15** United Blood Services-Blood Drive  
Verde Campus—8:00 to 5:00
- Feb 19** Prescott POPS: "Meet Me...at the Symphony!" - YCPAC—3:00 to 5:00
- Feb 24** Yavapai College & Chino Valley Chamber of Commerce Job Fair 5:00 to 1:00
- Feb 25** The Glenn Miller Orchestra -YCPAC  
7:30 – 9:30

**UPDATES FROM THE REGISTRAR ~ SHEILA JARRELL ~ 766-2107**

**Faculty Support Page –**

<http://www.yc.edu/v5content/registrar/faculty-support.htm>

**Manage Enrollment**

Access your rosters at least once a week throughout the semester to view enrollment.

Withdraw students who have quit attending/participating:

- Login to [www.yc.edu](http://www.yc.edu)
- My Services/Faculty/**My Class Rosters** (view enrollment)
- My Services/Faculty/**Faculty Withdraw** (withdraw students)

**FTSE: Full-Time Student Enrollment**

FTSE verifications are completed every semester on the 45<sup>th</sup> day  
FTSE date for Spring Semester: March 2

If you monitor rosters weekly and withdraw no shows & students who quit participating, completing your FTSE rosters on March 2 will be simple. Do not wait until then to withdraw students who have quit attending or participating! FTSE details and reminders will be sent mid-February.

**Questions?** Call or e-mail [Sheila.jarrell@yc.edu](mailto:Sheila.jarrell@yc.edu)

*The Office of the Registrar  
Wishes you a very  
Happy February!*

## STUDENT DEVELOPMENT

<https://www.yc.edu/studentdevelopment>

### Extended Hours All Campuses Spring Semester 2017

The Student Development Division at Yavapai College, provides numerous services and opportunities to ensure student success. This semester, students will benefit by the extended hours of operation which are available on all campuses and involves:

#### Academic and Career Advising

Knowledgeable and congenial Advisors help students decide on a degree or certificate and develop a plan to reach their academic goal. Contact this office by calling 928.776.2106 or 928.634.6510.

#### Answer Center/Enrollment Svcs

A friendly cross-trained staff that provides help about services such as: admissions, visits to our campuses, Veteran services and obtaining student ID cards.

#### Financial Aid

Reliable information concerning financial aid opportunities available is provided by this group of experts, which helps students make informed funding choices.

Contact this office by calling (928) 776-2106 or (928) 634-6510.

#### Hours of Operation

Mon. – Wed. 8:00 am until 5:00 pm  
Thursday 8:00 am until 7:00 pm  
Friday 9:30 am until 5:00 pm



Monday, February 20, 2017 is Love Your Pet Day!

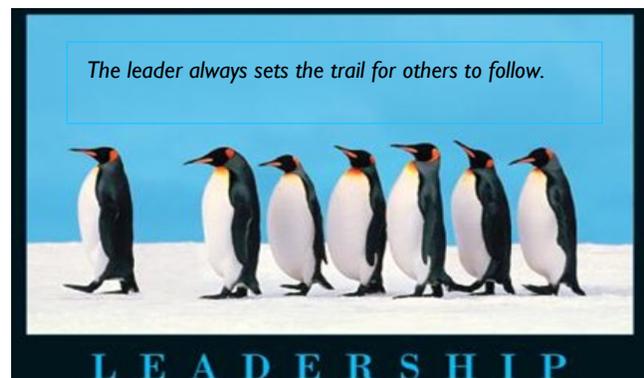


## STUDENT LEADERSHIP COUNCIL (SLC)

Dr. Mark Shelley and Lisa Schlegel, M. Ed. ask that you remind your students about the deadline for submitting **Applications for the Student Leadership Council** which is Wednesday, **March 1, 2017**. Several students will be graduating this spring and there will be some vacancies. This scholarship not only covers tuition and books, it also helps with a commuter meal plan. Any faculty member interested in participating in reviewing scholarship applications should contact Mark or Lisa via e-mail at [mark.shelley@yc.edu](mailto:mark.shelley@yc.edu) and [lisa.schlegel@yc.edu](mailto:lisa.schlegel@yc.edu)

Scholarship recipients are expected to maintain a 3.0 GPA while serving on the council, and devote a minimum of 10 hours a week to SLC projects. There are weekly meetings. Members of the East Yavapai County Chapter (Verde Valley Campus) currently meet on Wednesday, in G-107 from 12:30 until 2:00. Members of the West Yavapai County Chapter (Prescott Campus) meet on Thursdays from 3:30-5:30pm. The meeting times may vary from semester to semester, depending on students' schedules. For more information go to: <https://www.yc.edu/v5content/campus-activities/slc.htm> Scroll down the page to view the application.

In exchange for rendering this service, students gain so much by their participation. They are exposed to a wide variety of leadership styles and philosophies, they learn how to work in groups while learning to design and lead projects. They also realize the joy of giving back to their College and community proving that some gifts are absolutely priceless!



## THE ADJUNCT ADVISOR

Published for Yavapai College Adjunct Faculty  
Yavapai College  
1100 E. Sheldon Street— Prescott, AZ 86301  
Elsie Gibbs Freeman, Editor  
928-634-6562(Verde)  
Email: egibbsf@instructor.yc.edu

George Washington

1732~1799

Believe in Yourself & your Feelings.  
Trust yourself to do what your  
heart is guiding you to do. Your  
intuition is powerful. Trust it.



### ADJUNCT FACULTY TRAINING SPRING SEMESTER 2017

NOTE: Anyone who wishes to attend these sessions is welcome.

Day – Date	Topic	Time	Prescott	Verde ITV
Wed. Feb. 22	Classroom Management	5:30 – 6:30	19-215	I-123B
Thur. Mar. 23	Emotional Intelligence	5:30 – 6:30	19-224	G-106
Wed. Apr. 5	Quality Matters	5:15 – 9:15	19-208	Prescott
Thur. Apr. 6	Quality Matters	5:15 – 9:15	19-224	Only

Questions? Contact Tara O'Neill e-mail: taraoneill@yc.edu

### Request for Information

Amy Stein, Ph.D., is our Faculty Director for the Higher Learning Commission (HLC) and she is creating a bibliography that corroborates the claim

*The faculty and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.*

Please send an accurate and complete citation of your activities that she can copy and paste directly into her paper. If you have a program, send it as an attachment. Also, they are only interested in activities since January 2012. Contact Amy if you have any questions.

**Amy.Stein@yc.edu**

### A Note from Disability Resources...Robb Ferguson, Director, x2079, Petra Bennett, Specialist, x2057

As the spring semester starts, it is a good time for Disability Resources (DR) to remind and inform you of Testing Accommodation procedures for students with disabilities.

- You might receive an **Instructor Notification Form** from a student which outlines their accommodations for the semester.
- Accommodations that can be made for testing/quizzes are: extended time, scribe, reader, assistive technology, private room, and large print. All students with testing accommodations need to test either in the *Out of Classroom Testing Center*, Bldg. I, room 224 (if the only accommodation is extended time or large print) or proctored in the Disability Resources Testing Lab, Bldg. I, room 207 (for all other accommodations.) **YOUR** procedure for both of these options is **IDENTICAL**, which is to complete the **Out of Classroom Test Form** required from the Testing Center. If a test needs to be proctored by Disability Resources, the test is signed-out from the Testing Center by DR, proctored by DR, and then signed back in to the Testing Center and returned to you. It is the **students'** responsibility to arrange testing times with Disability Resources. **Please note: every precaution is taken to ensure the integrity of your exams/quizzes.** Here is some contact information if you need more information about Testing Centers: Prescott Campus: Bldg. I, Room 217 (928)776-2200; Prescott Valley: Room 127 (928) 717-7911; and, Verde Valley: Bldg. I, Room 120, (928) 634-6561.
- Students receive the accommodation for extended time on exams/quizzes for various reasons. Many disabilities make it difficult for students to have time constraints on exams; for example, difficulties with focus and concentration, a learning disability of some kind, a processing deficit, or even a psychological disability. It is extremely important that these students complete their exam in the Out of Classroom Testing Lab or the Disability Resources Testing Lab since it may not be just an issue with time, it could also be an environmental issue.
- **It is our students responsibility to know what their accommodations are and communicate with you about them. They are encouraged to use the accommodations that have been set up for them; but, ultimately it is their choice to use them or not. Please contact Disability Resources at any time with your questions or concerns. We are here to help.**



**Presenter :** Ray Sigafoos

**Start Time :** 2:13 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**Item Type :** Heading

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

**Description :** POLICY - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:13 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 7/7/2016

**Item Type :** Policy Information

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

**Description :** Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2016 - INFORMATION AND/OR DISCUSSION

**Details :** Frank D'Angelo, Controller, will provide a brief presentation of the FY2015-16 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit).

The CAFR can be found at

[https://www.yc.edu/v5content/budget/docs/YCC\\_CAFR\\_6-30-16.PDF](https://www.yc.edu/v5content/budget/docs/YCC_CAFR_6-30-16.PDF)

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:28 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 7/7/2016

**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 :** Ray Sigafoos

**Start Time :** 2:38 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**Item Type :** Heading

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

**Description :** POLICY - HEADING (CONTINUED)

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:38 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 30

**Proposed :** 11/18/2016

**Item Type :** Policy & Decision

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

**Description :** For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2017-2018 - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2017-2018 Proposed Tuition and Fees. The changes to the FY 2017-2018 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:08 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**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 :** Ray Sigafoos

**Start Time :** 3:08 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 8/11/2016

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.1.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	560657

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2.

2. If Board intends to not accept Monitoring Report:

If for Interpretation:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [at the X board meeting] [within X amount months] that includes a new interpretation.

or

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
Report 2 1 2.pdf	Feb 02, 2017	Report 2 1 2.pdf
2 1 2 Compilation.pdf	Feb 10, 2017	2 1 2 Compilation.pdf

**President's Monitoring Report**  
**Executive Limitations 2.1.2 - Treatment of Students**  
**February 2017**

**Executive Limitations 2.1.2 - Treatment of Students**

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

**President's Interpretation**

In order to ensure that students (both credit and non-credit) receive a high-quality education, the College must create an environment which fosters learning and excellent student support. The focus of our efforts must remain on the students' success. It is understood that in order to be successful, each student must accept his/her responsibility to be engaged in the learning process. Likewise, the College must accept its responsibility to develop, implement, and evaluate its policies and procedures that affect students.

**Alignment with the Strategic Plan**

The College's 2015-2020 strategic plan aligns with the District Governing Board's Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. Strategic actions for 2016-2017 include but are not limited to the implementation of Academic Pathways, expanding employment services, holding community open houses on the Prescott and Verde Valley campuses, conducting an employee engagement and satisfaction survey, and a complete remodel of the Sedona Center.



Yavapai College  
2015-2020 Strategic



023-17 Strategic  
Planning Brochure (

**Supporting Evidence and Strategic Progress:**

**POLICIES AND PROCEDURES**

Yavapai College develops, implements, evaluates, and revises policies and procedures that affect students, faculty, staff and function of the college. The policies and procedures comply with District Governing Board policies, as well as state and federal laws and regulations.

**Policies and Procedures**

Through the shared governance process, the College develops and maintains a variety of policies including specific academic policies.

The following college policies were updated in the past year grouped by category (hyperlinked to college site):

**Human Resources** (<http://www.yc.edu/v5content/policies/hr.htm>)

- 2.09 [Vacation](#)
- 2.13 [Employee Leave Donation](#)
- 2.29 [Recruitment and Selection](#)
- 2.31 Tobacco Use Policy (Sunset)
- 2.48 [FLSA Employment Categories](#)

## **Administrative Services** (<http://www.yc.edu/v5content/policies/administrative.htm>)

- 5.10 [Keys and Building Security](#)
- 5.35 [Smoking & Tobacco Use Policy](#)

## **General Operations** (<http://www.yc.edu/v5content/policies/general.htm>)

- 6.14 [Fundraising and Gift Acceptance](#)
- 6.21 Yavapai College Student Leadership Organizations (Sunset)
- 6.23 Student Newsletters for Prescott Campus And Verde Valley Campus (Sunset)
- 6.34 Student Conduct Policy (Sunset)

## **Faculty Committees**

The Faculty Association has standing committees that participate in the review of academic policies and systems including:

- Curriculum Committee
- Faculty Affairs Committee
- College Standards Committee
- Professional Growth Committee
- Student Learning Outcomes Assessment Committee
- Faculty Budget & Compensation Committee
- Faculty Peer Review Oversight Committee
- General Education Committee
- Developmental Education Committee
- Teaching and Learning Committee
- Faculty Senate

## **Curriculum**

Fundamental to the success of all students is the development of a vibrant curricula, regular review of certificate and degree programs, and the articulation of meaningful student learning outcomes. In addition to multiple modifications and deletions of courses and programs, the following new curricula have been approved.

### 2016-2017 catalog year

#### *New Programs:*

AAS in Medical Assistant

Administrative Professional – Basic Certificate

Animation Certificate

Electronics – Advanced Certificate

Electronics – Analog Certificate

Electronics – Digital Certificate

Electronics – Industrial Certificate

Industrial Machine Mechanic (IMM) Hydro Utility Tech Certificate

IMM Machine Bearing and Gear Tech Certificate

IMM Machine Fabrication Tech Certificate

IMM Machine Set and Alignment Tech Certificate

IMM Mechanic Assistant Certificate

#### *New Permanent Courses:*

AGS 156 Organic Gardening

AGS 196 Canine Sport Activities

AGS 197 Introduction to Service Dogs  
AHS 295 AHS Practicum: Medical Assistant  
AVT 217 Commercial Pilot Multi-Engine Initial Part I  
AVT 218 Commercial Pilot Multi-Initial II and Single Engine Add On  
AVT 236 Aircraft Preventative Maintenance  
CRW/THR 230 Playwriting  
FMA 100 Animation Principles  
FMA 111 Visual Language for Film/Media Marketing  
FMA 113 Stop Motion Animation  
FMA 114 Animation Production  
MGT 232 Internet & Social Media Marketing  
VGD 180 Game Theory and Design Principles  
VGD 280 Game Design Documentation & Marketing  
VGD 295 Video Game Design Project

*Quick Starts Courses (in catalog for limited time):*

DAN 113 Dance Freestyle  
FMA 117 Cinematography  
MET 110 Manufacturing Technology  
MUS 136 Singing for the Actor II  
PHE 100L Meditations for Well-Being  
PHE 130P Power and Olympic Lifting for Athletic Populations  
RUS 131 Conversational Russian I  
RUS 132 Conversational Russian II  
SPA 119 Spanish on the Job  
TDT 198 CDL Permit  
TDT 199 CDL Practical  
THR 134 Acting for Musical Theater II  
THR 142 Stagecraft II  
THR 231 Acting the One-Act Play

As of January 20, 2017 the following new curricula has been approved for the 2017-2018 catalog year:

*New Permanent Courses:*

AJS 298 Special Justice Topics:  
CUL 100 Food Safety and Sanitation  
HUM 100 Gateway to the Humanities  
MGT 176 Coaching for Managers  
VEN 122 Sensory Evaluation of Wine

*Quick Starts Courses:*

ART 105 Art Gallery Management  
MGT 176 Coaching for Managers  
MUS 109 Guitar Class III

Links that students are referred to regarding curricular resources:

[Arizona Transfer Course Equivalency Guide- Higher Education](#)  
[2016-2017 Annual Course Schedule](#)  
[2016-2017 Degree & Certificate Programs at Yavapai College](#)  
[Course Outlines by Term](#)

Links that faculty and staff utilize regarding curriculum:

[Yavapai College Curriculum Website](#)

[Arizona Revised Statute 15-1410 - Curriculum](#)

### **Assessment**

The primary goal of outcomes assessment is continuous improvement of processes, curriculum, and instruction to facilitate student success. In April 2016, Yavapai College hosted the 3rd Annual Arizona Assessment Day with over 100 participants attending. Assessment Day is held each September and facilitated by the Student Learning Outcomes, Curriculum, and General Education Faculty Committees. During Assessment Day, faculty engage in dialogue that allow them to share outcomes and data for both General Education and Program assessment.

The Fall 2016 Assessment Day morning sessions focused on discussions between General Education and Program faculty in various stages of the General Education assessment cycle. These stages include: analysis of and actions to take based on data depicting student attainment of General Education outcomes, planning for those who were currently collecting data, and revision/creation of rubrics for upcoming data collection. The afternoon session of Assessment Day was dedicated to the Pathways initiative. Time was provided for academic program faculty to review the progression of courses in their respective programs and Areas of Study.

The Pathways work continued through the Fall semester and during convocation week in January. The focus of Assessment for the future is a revision of the current annual Program Review process into a cycle that includes annual and focused reviews and incorporates learning outcomes assessment along with institutional data.

[YC assessment link](#)

### **Professional Growth**

College resources support professional growth for faculty and staff. The Faculty Professional Growth Committee evaluates and approves funding to subsidize expenses faculty incur when participating in professional development activities. These activities allow faculty to remain current in pedagogical practices as well as relevant in their disciplinary. This affords students a better class experience.

### **Annual Course Scheduling – Degree/Certificate Sequence Planning**

The goal for creating an annual course schedule and sequencing is to provide students effective tools for planning their annual class schedule and completing their programs, and to assist our institution in retention and completion efforts. DegreeWorks, our degree audit system was recently upgraded. It provides students with improved educational planning tools and program completion.

In 2016 the College undertook a number of initiatives to improve course scheduling:

- Contracted with Ad Astra for a district-wide course scheduling audit.
- Cognos scheduling report was created to identify over and under scheduled course sections.
- Cognos student tracking by program reports were created to provide academic deans and faculty with information on student progress in programs and improve scheduling by indicating demand for future courses.

Reviewing the purpose and timeline for an annual schedule assists in the verification that the schedule-building process is more transparent and logical with this approach. Yavapai College is

able to provide an improved experience for our students due to the cooperation and efforts of faculty, academic divisions, Instructional Support, and the Registrar's Office.

### **Accreditation and Federal Compliance**

Yavapai College is in compliance with the Higher Learning Commission accreditation and federal compliance requirements. YC completed a successful multi-location visit on November 9 and 10, 2015 at the Career and Technical Education Center (CTEC) and the Sedona Center. The College submitted its Annual Institutional Data Update (AIDU) on April 3, 2016. Yavapai College's next reaccreditation visit is a distance review scheduled for June 5, 2017.

The College's Emergency Medical Services program hosted a successful Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) reaccreditation visit in June 2016.

The College's Nursing program was reaccredited in 2013 by the National League for Nursing Accrediting Commission, Inc. (NLNAC). The Nursing program will host a follow-up visit in spring of 2017.

The following Yavapai College programs have third-party program-level accreditation and are in good standing with their accreditors: Nursing, Radiology, Fire Science, and Emergency Medical Services. Evidence of third-party accreditation is included in the HLC 2013 Final Team Report.

[Higher Learning Commission Statement of Affiliation](#)

[Yavapai College Accreditation Website](#)

[Student-Right-to-Know and Higher Education Act \(HEA\) Consumer Information and Disclosures](#)



HLC 2013 Final Team Report.pdf



HLC Contractual Approval.pdf



JRCERT Accreditation Letter 1



CAAHEP Certificate Copy.pdf

### **Instructional Support**

Instructional Support provides academic systems that directly support students, faculty, and staff and are indispensable and critical for student success. Instructional Support is directly tied to Board End 1.1.

Instructional Support areas include:

- [Instructional Support website](#)
- [Prescott Computer Commons & Verde Computer Commons website](#)
- [Library website](#)
- [Teaching and eLearning website](#)
- [Adjunct Faculty Resources](#)

### **Student Rights and Responsibilities**

Yavapai College provides students avenues to appeal academic or non-academic decisions made by faculty or staff. These processes are reviewed annually, evaluated, revised, and when necessary, reviewed by College attorneys to insure students' due process.

[Student Code of Conduct and Incident Reporting](#)

[Academic Complaint Process](#)

[Non Academic Complaint Process](#)

[Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty](#)

### **Student Development**

Yavapai College provides comprehensive student services focused on student development and completion. These services are addressed by the following areas:

- [Student Development website](#)
- [Academic Advising website](#)
- [Financial Aid website](#)
- [Enrollment Services Answer Center website](#)
- [Explore Yavapai & Admissions website](#)
- [Registrar's Office website](#)
- [Residence Life website](#)
- [Student Support Services TRIO website](#)
- [Testing Center website](#)
- [Learning Centers website](#)
- [Disability Resources website](#)

### **Academic Early Alert**

An online Academic Early Alert system was fully implemented as of fall 2016 following the initial pilots during the spring and summer 2016 semesters. This system allows faculty to submit concerns for any students experiencing academic difficulty. This allows faculty and academic advisors to work collaboratively in assisting students to remove success barriers. Data is being collected to determine the effectiveness of this program in increasing retention and completion for our students.

### **Early Alerts**

	Spring 2016	Summer 2016	Fall 2016
Total Alerts	112	27	391
Number of Students	106	26	295

### **New Student Orientation**

New Student Orientation (NSO) became mandatory for new students with no prior college for fall 2016. Students can choose their method of delivery by either attending an in person orientation or by participating in the Mandatory Student Orientation offered online through Canvas, our learning management system for online course delivery. The goals for orientation are to:

- Assist students in transitioning into the culture of YC.
- Help students make informed decisions about the course selection process.
- Ensure students know about resources at YC that promote student success.

The content focused on three areas:

- Expectations of professors, of being a student, and of YC
- Tools to assist in student success
- Technology used on campus

### **Mandatory Student Orientation**

	Fall 2016	Spring 2017
Total Completed	397	192

## Early College Program/Recruitment

The Early College Office added two Academic Advisors to their staff in the Spring of 2017 by re-allocating vacant positions. In an effort to reflect our commitment to expanding access to a college education and helping to create a college going culture with Yavapai County High Schools, we have:

- LEAD Summer Bridge Program 2016: A second cohort of 14 recent high school graduates, from underserved communities were nominated for the program by their respective school districts. Fourteen students started and completed the program. Nine students enrolled full time and five part time for the Fall 2016 semester, all at the Verde Valley Campus.
- Fifty-one Early College Orientations are scheduled during the 2016-17 school year. These 45 minute in-person presentations are given at our partner high schools during the school day and evenings so parents can attend. Presentation materials prepare students for the Dual Enrollment, Concurrent Enrollment and JTED programs. Twenty-three Early College Days will bring in over 1100 high school students to the Verde Valley and Prescott campuses and include a campus tour, Accuplacer testing session, campus activities and group advising session.
- Academic Advisors offer group and individual academic advising and career counseling appointments at 10 partner high schools in Yavapai County.
- The Verde Valley campus has been selected to be an SAT testing site and administer the exam on June 3, 2017
- Dualenroll.com, a communications management system is being replaced with a homegrown Early College system developed by our IT and Student Development staff. The Self-Service Banner system will provide real-time data to our high school partners and increase our ability to share student information and communicate directly with parents.
- BE YC For a Day Program was an addition to the 2016-17 recruitment plan. YC recruitment



staff hosted prospective students and community members for a personal, meaningful, day-long experience which allows students to participate in several class options and faculty members to better share the details and highlights of their program. All registrants are being tracked and the “no show” students received the YC information packet in the mail. Ninety community members participated in the Fall of 2016.



## Learning Centers

- Twenty-one different workshops were offered at the Prescott Learning Center with four offered through ITV connection with the Verde Valley Learning Center. Tutors are available in person on both campuses as well as online via Skype.
- Workshops included: Planning your Semester Now (Build a Calendar), Scholarship Letter Writing, Note Taking, Highly-Effective Study Habits, Time Management and Organization, Math Study Skills, Science Study Skills, Learning Styles, Test Taking Strategies, Research Writing: MLA, APA, and Chicago/Turabian, Textbook and Literature Reading Strategies, Writer's Workshop: Genre, Engage your Brain for Learning, Test Anxiety, and Improving

Reading Comprehension. Verde Valley workshops included: Basics of MLA and APA, Test Anxiety and Test Preparation.

- Supplemental Instruction was offered in the following courses that historically have high F, D, and W grades:

Spring 2016 Supplemental Instruction Summary			
	Number attended	w/ Supp Instruct final grade D/W/F	w/o Supp Instruct final grade D/W/F
BIO 181	36	28%	69%
BIO 201	50	5%	37%
BIO 202	7	0%	50%
CHM 151	14	36%	60%
Fall 2016 Supplemental Instruction Summary			
	Number attended	w/Supp Instruct final grade D/W/F	w/o Supp Instruct final grade D/W/F
BIO 181	31	26%	51%
BIO 201	16	6%	6%
CHM 151	9	0%	59%

- Learning Center Manager was hired in August of 2016 for the Verde Valley Campus. Weekly guided study groups were offered for MAT 092, MAT 122, MAT 142 and BIO 181. ITV tutoring was shared with Prescott Center, and in classroom tutoring was offered for English Composition.

### **Title IX (TIX)**

Much has been done to raise awareness about TIX and about sexual misconduct among our faculty/staff and students throughout 2016:

1. YC Title IX Coordinator met with freshman students enrolled in the First Year Experience courses to discuss TIX; explain sexual misconduct; and raise awareness about resources related to sexual misconduct. This included an interactive discussion and videos related to understanding consensual sex and bystander intervention.
2. All students living in the College residence hall were required to participate in Title IX training.
3. All YC students were provided the opportunity to view online information and training about sexual assault, sexual harassment and dating and domestic violence.
3. Faculty and staff received mandatory on-line TIX training in mid-November regarding Title IX and how to respond to sexual misconduct.
4. Our Title IX Investigators and Deputy Coordinators received ongoing quarterly training to improve response, investigation and compliance related to sexual misconduct.

### **Housing and Residence Life**

- Newly designed recruitment and retention promotional materials heightened student interest and engagement. A 'Live' theme sparked student interest, and the halls were stylized via new artwork provided by YC Graphic Design students.



- RA training focused on leadership development through ropes courses and numerous workshops and presentations. RA's and staff demonstrated a tremendous improvement in their leadership and confidence.
- Upgrades in sporting and leisure equipment enabled the implementation of over 50 programs during the semester. These programs focused on connecting students to their college and residence hall community. Increased attendance and engagement was noted with an average of 20-30 students attending each program.
- Additional computers were installed to upgraded Study Rooms.

**Student Engagement and Activities**

***Prescott Campus***

- Welcome Week Spring and Fall Semester, over 700 students attended.
- On and Off Campus Activities:
 

Hypnotist	Super Bowl Gathering
Activities Fair	Ping Pong Tournament
Ping Pong Tournament	Voter registration table
Olli Games	Safe Spring Break promotion
Student Leadership Council Fun Run	No More Walk
Earth Day	Karaoke
Movie Night	Miniature Golf Night
Live Band Concert	Juggling Event
Self Defense Day	
- ROUGHRIDER Lounge averaged 70 people per day.

***Clarkdale Campus***

- Two Student Ambassadors hired in fall 2016.
- Three weeks of Welcome Week tables in Fall 2016.
- Domestic Violence Awareness information table event in partnership with YC & Clarkdale Police Departments, October 2016.
- Voter registration tables.
- Campus Safety Event in partnership with YC & Clarkdale Police Departments focusing on safe driving, October 2016.
- Explore YC Verde Valley Campus event, November 2016.
- Student Leadership Program implemented.

**LEAD Program**

- Second year of program, designed to assist recent high school graduates in Yavapai county as they transition from high school to college.
- 14 students participated on Verde Valley Campus, taking FYE 103 and SOC 101.
- Off campus cultural, career, and team-building activities included trips to universities, rafting the Verde River, touring Cliff Castle Casino, and touring Diamondbacks stadium.
- Two of the 2016 LEAD students accepted into the new Verde Valley Student Leadership Council.
- Thirteen LEAD students enrolled in classes in the fall 2016 semester.

## TRIO & VETERAN SERVICES

### Federal TRIO Programs

- The Department of Education renewed our TRIO Educational Talent Search grant program in the amount of \$1.63 million over the next five-year grant cycle beginning September 1, 2016 through August 31, 2021.
- In an effort to increase services to first generation/low income high school students in the Verde Valley, a proposal was developed and submitted to the Department of Education to receive grant funding for \$1.28 million over a five-year grant cycle under the TRIO Upward Bound Program. Official award notification is anticipated by Summer 2017.
- 2015-2016 fiscal year grant objectives related to student success were exceeded in both the TRIO Student Support Services and TRIO Educational Talent Search programs.
- The TRIO Veterans Upward Bound annual performance report for 2015-2016 filing date is February 17, 2017 at which time data will be available.

### Veterans Education & Transition Services

- **Memorial Wall, November 15, 2016:** The College honored Veterans on Remembrance Day. A “Memorial Wall” listing all Arizona fallen soldiers from the Iraq and Afghanistan Conflicts was staged on the Prescott and Verde Valley Campuses to offer a solemn display for those wanting to honor and pay their respects in silence.
- **Veterans Celebration and Resource Fair, November 15, 2016:** To further celebrate and honor our veterans, a social gathering took place on the Prescott Campus for veterans including students, staff, faculty, and the community. Live music and light food was provided to approximately 70 attendees. Many expressed gratitude for this special event promoting camaraderie.
- **Take-A-Vet-to-School Community Outreach and Diversity Awareness Events, November 9, 15, & 16, 2016:** In an effort to increase awareness, understanding, and appreciation of our veterans, YC staff and student veterans volunteered to speak about their military experience in five classrooms reaching a total of over 260 students at Chino Valley High School, Kirkland Middle School, and Yavapai College.
- **S.E.E.4Vets Foundation, December 19, 2016:** The Support for Education and Employment for Vets Foundation (SEE4Vets) awarded \$9,000 to fund up to 30 scholarships for veterans completing the TRIO Veterans Upward Bound Program and successfully enrolling into a degree or certificate program at Yavapai College.

### The Democracy Commitment

<http://thedemocracycommitment.org/institution/yavapai-college/>

A Voter Registration link is available on the web page for the Office of the Registrar at <https://www.yc.edu/v5content/registrar/vote.htm> .

Detailed information for Yavapai College students and for Yavapai County residents is available regarding Yavapai County Voter Registration, the Arizona Student Voting Guide, and the Democracy Commitment Initiative.

### Course Availability Notification System (CANS)

As of April 15, 2014, a new notification system enabled students to be contacted if a seat becomes available in a full class. Students access the system via their portal at [www.yc.edu](http://www.yc.edu), and they may choose to be contacted via email or mobile text.

Total Requests per Term:

- Spring 2016: 1401

- Summer 2016: 342
- Fall 2016: 2198

Total Unique Users per Term:

- Spring 2016: 594
- Summer 2016: 206
- Fall 2016: 792

Total Unique CRNs per Term:

- Spring 2016: 257
- Summer 2016: 54
- Fall 2016: 337

Most Popular CRNs per Term:

- Spring 2016: HIS131 (United States History I) with 88 requests
- Summer 2016: HIS205 (World History) with 39 requests
- Fall 2016: BIO181 (General Biology I) with 86 requests

### **Constituent Relations Management System (CRM)**

The College purchased Simplicity’s Ascend Constituent Relations Management (CRM) in the summer of 2014. Simplicity is retiring this product by December of 2017 and we will be transitioning to Salesforce in Summer 2017. Campaigns have been developed for communicating with and engaging students. Open and read rates for emails continue to range between 30% - 70%.

As part of the Pathways project, heavy student monitoring and outreach will be developed to increase retention and completion.

### **Call Campaign**

Student Development instituted a call campaign for students who were registered and had not established payment. This campaign started October 25, 2016 and ran through January 13, 2016. Staff spent approximately 4 hours a day for 45 days contacting students.

Below is a comparison of dropped students from Spring 2016 to Spring 2017:

	Spring 2016		Comparison Spring 2017	
<b>Dropped</b>	<b>1,171</b>	<b>14%</b>	<b>592</b>	<b>7%</b>

## **STUDENT SUCCESS**

### **Retention**

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project<sup>1</sup> and the federal Integrated Postsecondary Educational Data Survey<sup>2</sup>. 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% for the fall 2014 cohort (source IPEDS).
- YC’s fall14 to fall15 retention rate of all credit students (including personal interest for YC) was 48% which correlates to the national median average of 48%.



Retention Trends  
1.1.xlsx



NCCBP 2016 REPORT  
- Retention.xlsx

Source:

<sup>1</sup>National Community College Benchmark Project, 2015-2016 Final Report

<sup>2</sup>Integrated Postsecondary Educational Data Survey, 2009 – 2016

### Career and Technical Success

Career and Technical success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 11.4% for career and technical awards.

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Associate of Applied Science <sup>1</sup>	239	269	258	289	264	267
Certificates <sup>1</sup>	401	399	651	753	776	831
Total	640	668	909	1042	1040	1098

<sup>1</sup>Source: Office of institutional Effectiveness and Research (IER)

### Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license <sup>2</sup> (2015)	87%	84%	87%
First-time pass rate for Radiological Tech license <sup>3</sup> (2016)	100%	88%	77%
Pass rate for third-party industry certification <sup>4</sup> (2016)	97%	83%	92%



Career & Technical  
Awards 2010-2016.xls



2008-2015-statewide-  
nclex-results.pdf



ARRT Pass Rate Aug  
2016.pdf



Percentage of  
Occupational Earning



ARRT Annual Report-  
of Primary Exams-201

Sources:

<sup>2</sup>National Council of State Boards, National Council Licensure Examination (NCLEX)

<sup>3</sup>American Registry of Radiologic Licensure Examination (ARRT)

<sup>4</sup>Strategic Vision Student Progress & Outcomes 2016 (page 8)

### Transfer Success

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate at Yavapai College for Associate Degrees is 4.3%. YC Students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.98<sup>1</sup>. Comparing Yavapai College transfer students' first year GPA to the National Community College Benchmark cohort places YC transfer students in the 85th percentile. The transfer rate of Yavapai College students (2009-10 credential-seeking cohort) to universities reported in 2015 was 27%, which is higher than the national average of 25%<sup>2</sup>. Sixty-seven percent of all 2011-12 full time transfer students to in-state public universities were able to earn a bachelor's degree within four years<sup>2</sup>. YC students were slightly better than the state average when looking at all transfers to public, private, in and out of state institutions, 52% compared to 45% respectively<sup>2</sup>.

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Associate Degrees <sup>3</sup>	228	270	266	279	297	281
Arizona General Education Certificates <sup>3</sup>	243	278	276	298	271	271
Average first-year grade point average (GPA) at transfer institutions <sup>4</sup>	3.14	3.15	3.12	3.10	3.29	3.10



YC 2016 Student  
Progress and Outcorr



New Transfers\_YC\_AS  
SIST\_Report2016.pdf



Associate Degrees &  
Transfer Certificates.xl



NCCBP 2016 REPORT  
- GPA.xlsx

Sources:

<sup>1</sup>National Community College Benchmark Project, 2016 Final Report

<sup>2</sup>AZ Community Colleges 2015 Outcomes Report (pages 7, 8)

<sup>3</sup>Office of Institutional Effectiveness and Research

<sup>4</sup>Arizona State System for Information on Student Transfer (ASSIST)

## **Non-Credit Students**

Since 2012, Community Education and Osher Lifelong Learning Institute (OLLI) enrollments have grown almost 9% annual through 2016. Verde Valley non-credit enrollments have increased from 810 in 2012 to 1,489 in 2016. Similarly, Prescott community education and OLLI enrollments have expanded from 2,466 to 3,096.



Community  
Education and OLLI

## **Student Satisfaction and Engagement**

In an effort to provide an environment which fosters learning, excellent student support, and student engagement, the College surveys students to measure satisfaction and engagement. In recent years, two different forms of measurement have been used to survey students' satisfaction and engagement. The Community College Survey of Student Engagement (CCSSE) was administered in 2012 and 2016 and focused on student engagement. The findings from these surveys support Board End 1.1.

The second survey, administered in 2011 and 2014 was the Noel-Levitz Student Satisfaction survey. This survey was administered to Yavapai College students and focused on student satisfaction with curriculum and services. The next Noel-Levitz survey will be administered in spring 2018.

### **Community College Survey of Student Engagement (CCSSE) (2016 Results)**

The CCSSE survey focused primarily on student engagement. Research shows that the more actively engaged students are with college faculty and staff, with students, and the course subject matter; the more likely they are to persist in their college studies.

- Full-time students reported significantly higher engagement in all CCSSE areas.
- Students felt they had friendly and supportive relationships with instructors and other students.
- Aspects of highest student engagement included:
  - Active and collaborative learning
    - Asked questions in class or contributed to class discussions
    - Discussed ideas from your readings or classes with others outside of class
  - Student-Faculty interaction
    - Received prompt feedback from instructors on your performance
  - Student Effort
    - Number of books read on your own (not assigned) for academic enrichment
    - Preparing for class (studying, reading, writing, activities related to program)

- Academic and service areas of most importance to students include:
  - Academic advising
  - Financial aid advising
  - Computer lab
  - Career counseling



2016 CCSSE Key  
Findings REPORT Su

### **Noel-Levitz Student Satisfaction Survey (2014 Results)**

- When asked about overall satisfaction with their experience at Yavapai College, 83% of students reported satisfaction, which was statistically higher than the national average response of 77%.
- 83% of students reported yes when asked “All in all, if you had to do it over, would you enroll at Yavapai College again?” This finding was statistically higher than the national average of 79%.



Noel-Levitz SSI  
2014.pdf



Noel-Levitz  
Satisfaction Character

Source:

2014 Noel-Levitz Student Satisfaction survey

### **President's Conclusion:**

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies  
Policy 2.1.2 – Treatment of Students

Compilation – February 2017

Executive Limitation 2.1.2	Treatment of Students The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 2
<p>Comments:</p> <p>McCarver: Is there data on student complaints/resolutions, and would that be relevant to this report?</p> <p>Harris: Comprehensive and informative; it is in order</p> <p>McCasland: I would like to see statistics that show direct correlation towards achievement of the specific strategic goals. Lots of info, but I would like to see actual statistics that support progress towards goals.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:18 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/7/2016

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.3.3	The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	344134

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITOR, DISCUSSION, AND DECISION

**Details :** Executive Limitation 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding policy 2.3.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [at the X board meeting] [within X amount months] that includes a new interpretation.

or

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.3.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [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 2.3.3.pdf	Feb 02, 2017	Report 2.3.3.pdf
2.3.3 Compilation.pdf	Feb 10, 2017	2.3.3 Compilation.pdf

**President's** Monitoring Report  
Executive Limitations 2.3.3 – Certification Financial Records  
February 2017

Executive Limitations 2.3.3 – Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.

**President's Interpretation:**

All of the financial records will be monitored by the **College's Controller and Vice President of Finance and Administrative Services** on a monthly basis. These same records will also be certified by the Controller and Vice President as well as a third party auditor on an annual basis.

Supporting Evidence:

The Comprehensive Annual Financial Report (CAFR) provides a broad overview of the **District's financial activity** for the prior fiscal year. It contains comments from management **in regard to the District's financials, the** audited financial statements of the District, the 2015 – 2020 strategic plan, and a statistical section containing financial and demographic information. For the current year the CAFR has been redesigned to include more charts and graphics as well additional information pertaining to student achievement, strategic planning and stewardship.

The following is a general description of the three financial statements presented by the District, along with several highlights from the CAFR:

- Statement of Net Position – this statement was formerly labeled the balance sheet. It reflects the overall financial position of the District at a given moment in time (assets – liabilities = net position). **Net position is essentially the “net worth” of the District** and it is broken down between restricted and unrestricted.
  - Total net position as of June 30, 2016, equaled \$100,358,470, an increase of \$11,432,760 (12.9%) over the prior year.
  - Unrestricted net position as of June 30, 2016, was (\$8,891,326), a positive increase of \$1,855,514 (17.3%) over the prior year.
  - Long-term bond debt decreased by \$5,475,000.
  - Detailed information regarding Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 18-20)
  
- Statement of Revenues, Expenses, and Changes in Net Position – this statement is essentially the income statement. It shows the revenue and expenses for a specific period of time, the results **which either increase or decrease the District's net position.**

- Revenues exceeded expenses by \$11,432,760 (increase in net position).
- Revenues decreased by \$105,597 from the previous year primarily due to increased property taxes primarily new construction) offset by lower tuition revenues.
- Overall, expenses were flat from the previous year primarily as result of annual salary and related benefit increases, offset by various cost reductions and less Pell awards made to students.
- Detailed information regarding the Statement of Revenues, Expenses, and Changes in Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 20-23)
- 
- Statement of Cash Flows – this statement describes the cash flows into and out of the District. Over time, on a cumulative basis, **it's** important that an organization have a net increase in cash.
  - Net cash increased by \$1,547,507.
  - Total cash and cash equivalents were \$25,680,539 at June 30, 2016.
  - Detailed information regarding the Statement of Cash Flows can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 30-31)

The Controller and Vice President of Finance and Administrative Services are responsible for monitoring the financial records of the District and preparing the annual financial statements. A certification of financial records is attached.

An independent audit is performed annually which includes testing financial transactions and internal controls, assessing the accounting principles used and significant estimates made, and verifying that the financial statements present fairly the financial position of the District. **The Arizona Auditor General's Office** issued an unmodified opinion dated December 16, 2016, **on the District's** June 30, 2016, financial statements. This is the best type of report an auditee can receive.

The **District's** Comprehensive Annual Financial Report has earned the Certificate of Achievement for Excellence in Financial Reporting award for the past sixteen years from the Government Finance Officers Association.

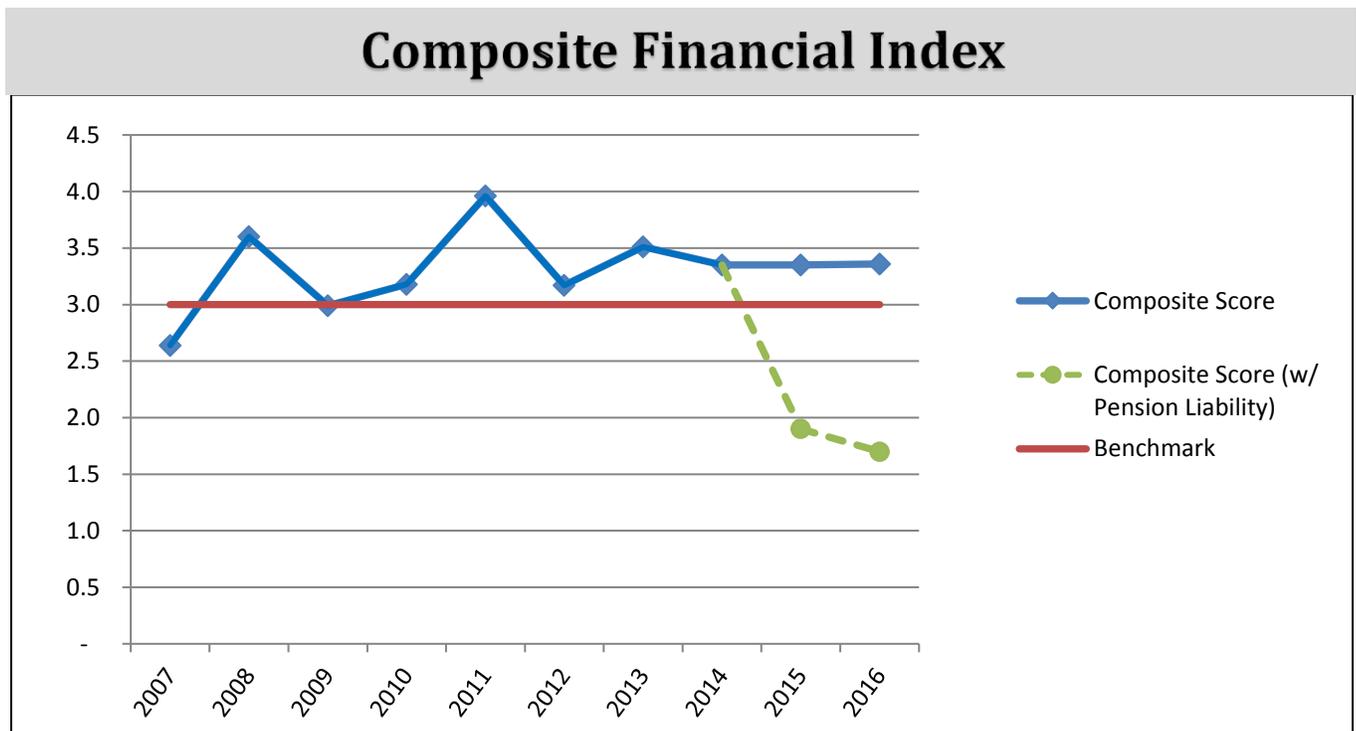
CAFR – [FY 2015-16 Report](#)

#### Composite Financial Index (CFI)

The CFI is a combination of four (4) core financial ratios using weights prescribed by our accrediting agency, the Higher Learning Commission. CFI is an indicator of the overall financial health of an institution in regards to sufficiency and flexibility of resources (Primary Reserve Ratio), adequacy of operating results (Net Operating Revenues Ratio), financial

asset performance (Return on Net Assets), and debt management (Viability Ratio). The CFI should always be evaluated in context with other factors relevant to the institution.

Beginning last fiscal year, with the implementation of GASB 68 and the recording of the **District's net pension liabilities**, the District's CFI score dipped below the recommended industry target, a target which was set well before GASB 68 was written and has not been updated since GASB 68 was implemented. Many higher education institutions with defined pension plans experienced a similar decrease. **At June 30, 2016, the District's net pension liabilities totaled \$30,562,722.** This liability will be paid over many years as determined by the Arizona State Retirement System. As per best practice, the following graph shows CFI both with and without GASB 68.



Executive Limitation 2.3.3 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County have access to and are equipped with the vision and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost. Executive Limitation 2.3.3 supports the **Strategic Initiative "Fiscal Stewardship"** by specifically meeting target goals of having an unqualified/unmodified annual fiscal audit report and by exceeding the CFI pre-GASB 68 target.

**President's Conclusion:**

I report compliance.

Executive Limitations 2.3.3 – Certification of Financial Records

In connection with Monitoring Report 2.3.3, for the fiscal year ended June 30, 2016, **I certify that the District's financial records are accurate and that all financial records and related data have been provided to the auditors as requested.**



1/30/2017

\_\_\_\_\_  
Clint Ewell, Vice President of Finance & Administrative Services



1/30/2017

\_\_\_\_\_  
Frank D'Angelo, Controller

Presidential Monitoring Worksheet for Executive Limitations Policies  
 Policy 2.3.3 – Certification Financial Records

Compilation - February 2017

Executive Limitation 2.3.3	Certification Financial Records The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	
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 Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments: McCarver: I'm wondering if the CFI will be modified to reflect the Pension liability, or if we can see how we compare with other institutions with this new benchmark.  McCasland: Revenues exceeded expenses by \$11,432,760 (increase in net position). Are we over budgeting?  Sigafoos: A short discussion of GASB 68 as it relates to the pension liability needs to be presented. We need to differentiate this liability from the City of Prescott's problems with the unfunded liability to PSPRS which continues to dominate local news.		

SHADED ITEMS should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:23 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/7/2016

**Item Type :** Monitoring Item

Policy No.	Description	Ref No
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

**Description :** Board Self-Evaluation - Governance Process Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING AND DISCUSSION

**Details :** Governance Process Policy

3.3 - Board Member Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

3.3.1 Discipline Needed to Govern

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.

3.3.2 Conflict of Interest

Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.

3.3.2.1 Self-Dealing

There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.

3.3.2.2 Employment

Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.

3.3.2.3 Acceptance of Employment

Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.

3.3.2.4 Personal Gain

Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

3.3.2.5 Voting

When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.

#### 3.3.2.6 Conflict of Interest Agreement

Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

#### 3.3.3 Individual Authority

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:

##### 3.3.3.1 Interaction with President or Staff

Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.

##### 3.3.3.2 Interaction with Public, Press, or other Entities

Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

##### 3.3.3.3 Judgments of President Performance

Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.

##### 3.3.3.4 Board Operates with One Voice

Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.

#### 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.

##### 3.3.4.1 Contact for Complaints

Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed: The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.

The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the Board. The Board also recognizes

that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.

**Attachments :**

Title	Created	Filename
3.3 Compilation.pdf	Feb 10, 2017	3.3 Compilation.pdf

District Governing Board Policy Review  
Evaluation of Board Policies  
Policy 3.3 Board Member Code of Conduct and Ethics

**Compilation - February 2017**

3.3 Board Member Code of Conduct and Ethics	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO 1
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: <b>Sigafoos: My interpretation of this and other sub topics in this Board policy is that the words speak for themselves. The data that we Board members should use to evaluate the accomplishment of this policy will, necessarily, be the summation of our experiences with the topic as it relates to the actions we take at the Board meetings and in furtherance of the Board activities in the community.</b>		
<b>3.3.1 Discipline Needed to Govern</b>	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO 1
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: <b>McCarver: I would like for us to have a discussion on what it means to speak with one voice, once decisions are made.</b>		
<b>3.3.2 Conflict of Interest</b>	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO

Comments:

**3.3.2.1 Self-Dealing** | There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:  
**McCarver: This would be difficult to identify unless there was a specific complaint.**

**3.3.2.2 Employment** | Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:

**3.3.2.3 Acceptance of Employment** | Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:

**3.3.2.4 Personal Gain** | Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

Interpretation

Is the interpretation reasonable?			YES 5	NO
Does the data show accomplishment of the interpretation?			YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?			YES 3	NO
Is this policy still relevant or useful to the Board?			YES 4	NO
Comments: <b>McCarver: Again, this would be difficult to identify as a problem, unless there was a specific complaint.</b>  <b>Harris: This is relevant and important.</b>				
<b>3.3.2.5 Voting</b>	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.			
Interpretation				
Is the interpretation reasonable?			YES 5	NO
Does the data show accomplishment of the interpretation?			YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?			YES 3	NO
Is this policy still relevant or useful to the Board?			YES 4	NO
Comments:				
<b>3.3.2.6 Conflict of Interest Agreement</b>	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.			
Interpretation				
Is the interpretation reasonable?			YES 5	NO
Does the data show accomplishment of the interpretation?			YES 4	NO 1
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: <b>McCarver: This is done at our January meeting each year.</b>				
<b>3.3.3 Individual Authority</b>	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:			
Interpretation				
Is the interpretation reasonable?			YES 5	NO
Does the data show accomplishment of the interpretation?			YES 4	NO 1

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: <b>McCarver: We rely on the President to identify any concerns with this policy.</b>			
<b>3.3.3.1 Interaction with President or Staff</b>	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO 1
Does the data show accomplishment of the interpretation?		YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 3	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments:			
<b>3.3.3.2 Interaction with Public, Press, or other Entities</b>	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.		
Interpretation			
Is the interpretation reasonable?		YES 5	NO
Does the data show accomplishment of the interpretation?		YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 3	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: <b>McCasland: Again, we can express our own opinions as long as we make it clear that we do not speak for the Board.</b> <b>McCarver: We need to clarify the role of the Board Spokesperson.</b>			
<b>3.3.3.3 Judgments of President Performance</b>	Board members will <b>make no formal evaluations of the President's performance</b> except in compliance with the official evaluation process, <b>and the President's performance shall be assessed only against explicit Board policies.</b>		
Interpretation			
Is the interpretation reasonable?		YES 4	NO 1
Does the data show accomplishment of the interpretation?		YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 3	NO
Is this policy still relevant or useful to the Board?		YES 4	NO

Comments:  
**McCasland: Our official evaluation process needs more objective standards.**

<b>3.3.3.4 Board Operates with One Voice</b>	Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.
--	--

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:  
**McCasland: This does not preclude members from exercising our First Amendment Right of Free Speech and expressing personal opinions.**  
  
**McCarver: The data would come from past Board meetings or official public events or reports. I don't see that we always operate with one voice. To me, that would mean that once a decision is made, Board members would support the decision and move forward. I don't believe that this happens consistently.**

<b>3.3.4 Understanding the College as a Whole</b>	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.
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Interpretation

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:

<b>3.3.4.1 Contact for Complaints</b>	<p>Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:</p> <p>The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.</p> <p>The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant</p>
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	a direct appeal or the employee will be referred back to the administrative grievance policy.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: <b>McCarver: The data in this case is tracked by the President's office.</b>		

SHADED ITEMS should be raised for discussion at the meeting.

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 3:28 PM	<b>Item No :</b> 28
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 0	
<b>Proposed :</b> 1/27/2017	<b>Item Type :</b> 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 :** BOARD EDUCATION - HEADING

**Details :**

**Attachments :**

No Attachments

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 3:28 PM	<b>Item No :</b> 29
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 15	
<b>Proposed :</b> 7/7/2016	<b>Item Type :</b> Information Item	

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

**Description :** Review and Summary of the February 13, 2017 Board Retreat - INFORMATION AND/OR DISCUSSION

**Details :** The Board will provide a summary of the February 13, 2017 Board Retreat.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:43 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**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 :** Ray Sigafoos

**Start Time :** 3:43 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/8/2017

**Item Type :** Discussion

Policy No.	Description	Ref No
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

**Description :** Review of Completed Board Members' 2017 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

**Details :** Board members will share information on their 2017 Annual Conflict of Interest forms that were distributed at the January 10, 2017 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:48 PM

**Item No :** 32

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/7/2016

**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"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol>	560681

**Description :** Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION

**Details :** Arizona Association for District Governing Boards (AADGB)  
Yavapai College Foundation  
Board Spokesperson

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:53 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 7/7/2016

**Item Type :** Information Item

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

**Description :** Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** The Board will review the quarterly status report of the 2016-2017 Ownership Linkage Plan.

- Annual Report
- Community Conversations with the President
  - Ashfork Public Library
  - Yarnell Public Library
  - Camp Verde Public Library
  - Spring Valley/Mayer High School
- Survey to be conducted every three years (2017/2020/2023)

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:03 PM

**Item No :** 34

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 9/27/2016

**Item Type :** Discussion

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 :** Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION

**Details :** During the September 12, 2016 District Governing Board Retreat, the Board determined that the Ownership Linkage and Board Education plans will focus on a study of access for the underserved lower socioeconomic populations of Yavapai County.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:08 PM

**Item No :** 35

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/7/2016

**Item Type :** Heading

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

**Description :** OTHER INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:08 PM

**Item No :** 36

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/7/2016

**Item Type :** Information Item

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

**Description :** Correspondence to the Board - RECEIPT

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:13 PM

**Item No :** 37

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/7/2016

**Item Type :** Decision Item

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

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

**Details :** The Board will review:

- Fiscal Year 2016-2017 District Governing Board proposed meetings, dates, times, and locations.
  - Upcoming International Policy Governance Association (IPGA) 2017 Annual Conference in San Diego, CA on June 22-24, 2017.
- Fiscal Year 2017 - 2018 District Governing Board proposed meeting dates, times, and locations for next fiscal year.
  - Upcoming Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas, NV September 25-28, 2017
    - Early Bird hotel rate by April 15, 2017
    - Call for Presentation Proposals by April 21, 2017

**Attachments :**

Title	Created	Filename
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Jan 25, 2017	FY16-17- Proposed Dates and Places of Future Meetings.pdf
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Jan 25, 2017	FY17-18- Proposed Dates and Places of Future Meetings.pdf
ACCT Call For Proposals.pdf	Jan 25, 2017	ACCT Call For Proposals.pdf

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2016-2017

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
<b>JULY 2016 – NO BOARD MEETING</b>	
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
<b>DECEMBER 2016 – NO BOARD MEETING</b>	
Budget Preview Workshop	January 10, 2017, Tuesday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 10, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	February 13, 2017 – Tuesday, 9:00 a.m. Location: Prescott – Prescott Resort
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

Rev. 11/14/16

## 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
Nursing Pinning Ceremony	December 9, 2016, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Holiday Social	December 13, 2016, Tuesday – 4:00 p.m. No Business will be conducted
Northern Arizona Regional Training Academy (NARTA) Commencement	December 15, 2016, 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
Northern Arizona Regional Training Academy (NARTA) Commencement	May 25, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June 22-24, 2017 Location: San Diego, CA

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2017-2018

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2017 – NO BOARD MEETING	
Regular Board Meeting	August 8, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 11, 2017 - <b>TBD</b> Location: Prescott Campus-Rock House
Regular Board Meeting	September 12, 2017, Tuesday, 1:00 p.m. Location: Sedona - Rm 34
Regular Board Meeting	October 10, 2017, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Regular Board Meeting	January 9, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 12, 2018 - <b>TBD</b> Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 10, 2018, Tuesday, 1:00 p.m. Location: CTEC - 181
Regular Board Meeting	May 8, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus, Multi-Purpose Room 3-119
Regular Board Meeting	June 12, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

\*March meeting changed due to Spring Break

1/19/17

## DATES AND PLACES OF EVENTS – FY 2017-2018

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Association of Community College Trustees (ACCT) Leadership Congress	September 25–28, 2017 Location: Las Vegas, NV
Nursing Pinning Ceremony	December 8, 2017, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 14, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 4, 2018, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 5, 2018, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 5, 2018, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 24, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center

**SUBMIT TO YOUR PRESIDENT OR PROFESSIONAL BOARD STAFF**

- ❑ PLEASE REGISTER ME FOR THE 2017 ACCT LEADERSHIP CONGRESS
- ❑ PLEASE ADD THIS TO THE AGENDA FOR THE NEXT BOARD MEETING
- ❑ OTHER \_\_\_\_\_



**PLEASE REGISTER ME FOR ONE OF THE FOLLOWING PRE-CONGRESS ACADEMIES: MONDAY, SEPTEMBER 25, 2017**

- ❑ THE CHAIR'S ACADEMY: THE LEADERSHIP TEAM OF THE BOARD
- ❑ EFFECTIVE BOARD GOVERNANCE: POLICY GOVERNANCE™ TO TRADITIONAL MODELS
- ❑ THE BOARD'S GUIDE TO PRESIDENTIAL CONTRACTS
- ❑ POLICY GUIDELINES FOR FISCAL HEALTH AND MANAGEMENT
- ❑ LEGAL ACADEMY: ROLE OF THE COMMUNITY COLLEGE LEGAL REPRESENTATIVE
- ❑ BECOMING A DISASTER RESILIENT INSTITUTION
- ❑ THE TRUSTEES' ROLES IN EFFECTIVE ADVOCACY



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**GO TO [ACCT.ORG](http://ACCT.ORG) TO SUBMIT YOUR PROPOSAL**

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# Call For Presentations

# LEADERSHIP CONGRESS '17

# PATHWAYS TO PROSPERITY



The Cosmopolitan Hotel  
Monday, September 25 - Thursday, September 28, 2017  
Las Vegas, Nevada

Register and submit your  
presentation proposal at:  
[acct.org](http://acct.org)

# CALL FOR PRESENTATIONS

## PATHWAYS TO PROSPERITY

ACCT, the association representing the voice of community college leaders, is proud to solicit proposals for the 2017 ACCT Leadership Congress.

ACCT is dedicated to fostering continuous learning by delivering contemporary, high-quality and relevant educational opportunities. We set the stage to share expertise and cutting-edge approaches with the specific goals of promoting the very best innovations and practices needed to support our institutions. The ACCT Leadership Congress provides a national platform to bolster community colleges by bringing trustees, presidents and other thought and policy leaders together to share experiences and expertise. The event is a unique platform that connects colleagues from rural, urban, suburban and economically diverse communities. We seek proposals that reaffirm ACCT's values to promote board-manship, innovation, advocacy, diversity, student success and service.

We are looking for high-quality, cutting-edge educational and organizational strategies that have demonstrated strong returns on their colleges' investments. If your college has instituted new programs, practices and/or policies that expand the knowledge base, that will challenge and inspire, we encourage you to submit a proposal to present a session relating to one of the following tracks:



1. Addressing Workforce Needs by Tackling the Nation's Skills Shortage
2. New Pathways to Student Success
3. Combating Poverty, Promoting Diversity and Strengthening Communities
4. Security and Preparing for Disasters
5. Expanding the Mission
6. Strengthening Governance



The challenge of the 2017 ACCT Leadership Congress is to confirm that we are up to the task of adding value where it matters the most, building capacity, and achieving the greatest return on investment for students while we continue to champion fairness, social mobility, and equity. Join more than 1,900 trustees, presidents, chancellors, government officials, foundation representatives, and experts in the exchange of information and ideas on successful new models, innovations and programs, and network with community college leaders from throughout and beyond the United States.



### PATHWAYS TO PROSPERITY TRACKS

Submit a concurrent session, roundtable discussion or knowledge center proposal in one of the following tracks.

#### 1. Addressing Workforce Needs by Tackling the Nation's Skills Shortage

The complex challenges facing our nation demand that all community college governing boards work to expand the "open door to opportunities." Too many American people believe that they have been left behind and will not be included in the pathways to prosperity. The challenge ahead requires greater partnership with business and industry to ensure the necessary workforce training is available at rural, suburban and urban colleges.

#### 2. New Pathways to Student Success

If community colleges are to continue to improve the completion rates of students, we must face the daunting problem of improving the outcomes of underprepared students and placement practices at the colleges. What innovative approaches, including accelerated remedial courses, additional co-requisite support, or streamlining students' paths through college-level courses are working at our colleges to allow students to complete transferable requirements and make progress towards completion?

#### 3. Combating Poverty, Promoting Diversity and Strengthening Communities

Numerous communities within many of our service areas are devastated by chronic unemployment and underemployment. These communities are often isolated in the inner cities or geographically isolated rural communities. How can we bridge the gap and continue to strengthen diversity, commitment to being productive members of society, and economic prosperity?



#### 4. Security and Preparing for Disasters

Recent on-campus crises demand that college leaders are ready to address all types of security risks at all levels, ranging from physical and operational attacks to cybercrimes, terrorism, social unrest, infrastructure protection, and workplace violence. We seek sessions that offer solutions to equip and anticipate, mitigate, manage, and prevent the growing list of complex threats to colleges. Sessions in this track should focus on actionable, cutting-edge strategies.

#### 5. Expanding the Mission

The traditional community college mission has been expanding for years, and now includes offering the baccalaureate degree, dual enrollment, partnerships with K-12, corporate colleges, reverse transfer, mergers, expansion of college foundations, and other innovative models. Share what has worked for your institution and mid-course adjustments that you have made in the journey to expand the mission.

#### 6. Strengthening Governance

ACCT has a vested interest in strengthening governance, and we are seeking compelling sessions about effective practices from policy to fiduciary responsibilities. Share proven practices that strengthen governance and reinforce the important leadership role of trustees and the board/president partnership.



# LEADERSHIP CONGRESS

#### Roundtable Discussions

Roundtable discussions are designed to facilitate informal conversations among 10-15 participants on targeted issues or topics. Facilitators will guide the discussion at each table. Audiovisual equipment will not be made available for roundtables and, therefore, we encourage the use of handouts. We recommend one facilitator or two at most.

- Indicate which of the tracks your roundtable discussion will address.
- Identify two or three questions to focus the discussion.
- On-site handouts are encouraged.

#### GUIDELINES FOR SUBMISSIONS

- Demonstrate relevance of the session topic to the 2017 Congress theme: **PATHWAYS TO PROSPERITY**
- Include trustees among presenters.
- All presenters must be registered for the Congress.
- Include handouts.
- Concurrent sessions must be approximately 60 minutes in length.
- Proposal must include a letter of support from your college.
- Deadline for submissions is Friday, April 21, 2017



**Note: Greater consideration will be given to proposals submitted in partnership with other colleges and/or organizations.**

#### NEW FEATURE

##### The Knowledge Center

Throughout the 2017 ACCT Leadership Congress, The Knowledge Center will introduce a variety of mini-sessions relating to the following topics:

**Authors** - Special interactive sessions for trustees, presidents, administrators, or experts who have published books on topics related to community colleges, leadership, entrepreneurship, management, student success and/or related topics. Conference attendees will have an opportunity to meet the authors and participate in small group discussions.

**Health and Wellness** - Special interactive sessions about health and wellness issues ranging from balancing work and family to the value of exercise. Local colleges will be invited to provide demonstrations of health and exercise practices for the benefit of participants.

**Security Measures** - Special interactive sessions on different aspects of campus resiliency and preparedness. Sign up to share information on campus procedures ranging from communication strategies, planning, equipment, and partnerships that work.

To submit a proposal for The Knowledge Center go to: [acct.org/knowledge-center](http://acct.org/knowledge-center)





**Presenter :** Ray Sigafoos

**Start Time :** 4:53 PM

**Item No :** 40

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 7/7/2016

**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