



**Regular Board Meeting**  
**Agenda Summary**  
**District Governing Board Regular Meeting**  
**Tuesday, May 09, 2017**  
**1:32 PM**

Prescott Campus, Building 3, Room 119  
 1100 E. Sheldon Street  
 Prescott, AZ

*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	1:32 PM	675850
2	Call to Order - PROCEDURAL	0	1:32 PM	675851
3	Pledge of Allegiance - PROCEDURAL	1	1:32 PM	675852
4	Welcome to Guests and Staff - PROCEDURAL	1	1:33 PM	675853
5	Approval of April 18, 2017 District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:34 PM	675854
6	Adoption of Agenda - DECISION	1	1:37 PM	675855
7	CONSENT AGENDA - HEADING	0	1:38 PM	675860
8	Receipt of Report on Revenues and Expenditures - Month of April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:38 PM	675861
9	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - April 2017 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:39 PM	675862

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:40 PM	675863
11	For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the Town of Camp Verde, by and through the Camp Verde Community Library for Library Services to Expand Access to Yavapai College Services - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:41 PM	712360
12	INFORMATION - HEADING	0	1:43 PM	675868
13	Information from the President to Include: Vice President for Community Relations; 2017 Commencement Ceremonies; Faculty Summer Institute; Government Finance Officers Association Certificate of Achievement; Verde Valley Campus Update; Yavapai Combined Trust Quarterly Report; YCSA Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:43 PM	675869
14	Update from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION	25	1:53 PM	675870
15	SHORT RECESS - PROCEDURAL	10	2:18 PM	675876
16	POLICY - HEADING	1	2:28 PM	715059
17	Consideration to Authorize the Sale of Prescott Valley Library Condominium to the Town of Prescott Valley - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:29 PM	715058
18	MONITORING REPORT - HEADING	0	2:39 PM	675871
19	Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION	5	2:39 PM	675872
20	BOARD EDUCATION - HEADING	0	2:44 PM	703581
21	Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION	20	2:44 PM	704487
22	OWNERSHIP LINKAGE - HEADING	0	3:04 PM	675877
23	Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:04 PM	675878
24	OTHER INFORMATION - HEADING	0	3:09 PM	675879
25	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	3:09 PM	675881
26	MONITORING REPORT - HEADING (CONTINUED)	0	3:12 PM	715063
27	Board Meeting Evaluation (Monthly) - INFORMATION AND/OR DISCUSSION	10	3:12 PM	713400
28	EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL	45	3:22 PM	675882

Item No.	Item	Time Req.	Start Time	Ref No.
29	Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session - DECISION	5	4:07 PM	675883
30	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:12 PM	675884

**Presenter :** Ray Sigafoos

**Start Time :** 1:32 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**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 :** 1:32 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**Item Type :** Procedure Item

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

**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:32 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

**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 :** 1:33 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

**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 :** Chair Sigafoos will welcome guests and staff.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:34 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 10/20/2016

**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 April 18, 2017 District Governing Board 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 April 18, 2017 Regular Board Meeting Minutes. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes Apr18.pdf	Apr 27, 2017	Unapproved Regular Meeting Minutes Apr18.pdf



**Yavapai College District Governing Board  
Regular Board Meeting  
Unapproved Minutes of Regular Meeting  
Tuesday, April 18, 2017  
1:00 PM  
Prescott Campus  
1100 E. Sheldon Street, Rock House  
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:**

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

**Administration Present:**

Dr. Penelope H. Wills, President	Lynne Adams, Board Attorney
Karen Jones, Executive Assistant	

Other staff attending are on file in the District Office.

**1. CALL TO ORDER - HEADING**

**2. Call to Order – PROCEDURAL**

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

**3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Member Harris.

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

Chair Sigafoos welcomed all guests and staff. The Board recognized Ryan Gray, Senior Specialist for Presentation Technology, for May 2017 completion of his Master’s Degree and being named as a member to the Humboldt School District Board.

**5. Approval of the District Governing Board March 7, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)**

Member McCarver moved, seconded by Member McCasland, to approve the District Governing Board March 7, 2017 Regular Meeting Minutes as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

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

**7. INFORMATION – HEADING**

**8. Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION**

Dr. Ron Liss, Vice President for Instruction and Student Development, and the Division Deans recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

- Beth Bazevage, Nursing
- Ashley Picard, Nursing
- Liz Peters, Electrical Instrumentation, CTEC
- Andrea Schaben, Math

**9. SHORT RECESS- PROCEDURAL**

Meeting recessed at 1:08 p.m.; reconvened at 1:18 p.m.

**10. OWNERSHIP LINKAGE – HEADING**

**11. Open Call - PROCEDURAL**

The following owners addressed the Board:  
Dana Dieterich – College film photography lab  
Bob Oliphant - Trails

**12. CONSENT AGENDA – HEADING**

Member McCasland moved, seconded by Member McCarver, to approve the consent agenda with removal of item #16 and #20. Motion carried unanimously.

**13. Receipt of Report on Revenues and Expenditures – Month of March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-23)**

**14. Receipt of President’s Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24-26)**

The President reported compliance.

**15. Receipt of President’s Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)**

The President reported compliance.

**16. For Consideration for Approval of Resolution 2017 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 30-31)

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

Member McCarver moved, seconded by Member Harris, to approve Resolution 2017 - #01 as presented. Motion carried unanimously.

**17. For Consideration for Approval the Intergovernmental Agreement Between the Sedona Oak Creek Unified School District and Yavapai College for the Purpose of Investing in the Sedona Performing Arts Center and Providing the College Access - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 32-38)

For consideration for approval of the intergovernmental agreement (IGA) between the Sedona Oak Creek Unified School District (District) and Yavapai College for the purpose of investing in the Sedona Performing Arts Center (Facility) and providing the College access and opportunity to hold credit, non-credit and community programming and classes in the Facility.

**18. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) Between Yavapai College and Humboldt Unified District No. 22 for the Purpose of Providing On-Site Nursing Training - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 39-54)

For consideration for approval of the First Amendment to the intergovernmental agreement (IGA) between Yavapai College and Humboldt Unified District No. 22 for the purpose of providing on-site nursing training for one additional year.

**19. For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 55-67)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the Superior Court in Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on October 15, 2017.

**20. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement (IGA) Between Yavapai College and Mayer Unified District No. 43 for the Purpose of the Lease of Real Property and Improvements at Mayer High School - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 68-88)

For consideration for approval of the second amendment to the intergovernmental agreement (IGA) between Yavapai College and Mayer Unified District No. 43 for the purpose of the lease of real property and improvements to the Technology Building located at Mayer High School. The amendment will extend the IGA until May 31, 2022.

Member McCasland moved, seconded by Member McCarver, to approve the Second Amendment to the Intergovernmental Agreement with Mayer Unified District as presented. Motion carried unanimously.

**21. INFORMATION - HEADING**

**22. Information from the President to Include All Arizona Academic Team Celebration; American Association of Community Colleges (AACC) Annual Convention; Community Outreach; Evening of Recognition; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 90-111)

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

- All Arizona Academic Team Celebration held on March 9, 2017
- American Association of Community Colleges (AACC) Annual Convention - April 20-25, 2017 - New Orleans, LA
- Community Outreach - February, March, and April Presentations to City and Town Council Meetings
- Evening of Recognition - Verde Valley April 11; Prescott, April 17; CTEC April 21
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues - Dr. Perey reported that the College will be coordinating with the U.S. Forest Service to extend the National Forest trails through the West Mingus Avenue Project. This agreement would improve the trails on Verde Valley Campus to connect with BLM and Forest Service land for both hiking and biking access; and possible trail head located on the Yavapai College campus.

**23. Information from Instruction and Student Development to Include Faculty Senate; Small Business Administration (SBA) Excellence Award; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 112-126)

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

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate President, presented findings of the faculty survey regarding the academic calendar. Also introduced Dr. Matt Percy as the new Faculty Senate President for 2017-2018.
- Small Business Administration (SBA) Excellence Award for State of Arizona - Kurt Haskell
- Adjunct Advisor Newsletter - Attached - Information Only

## 24. MONITORING REPORTS – HEADING

### 25. Receipt of President's Monitoring Report - Executive Limitations 2.1.1 – Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 128-135)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.1. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

### 26. Receipt of President's Monitoring Report - Executive Limitations 2.2 – Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 136-142)

Member Irwin moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

## 28. MONITORING REPORTS (CONTINUED) – HEADING

### 29. Board Meeting Evaluation (Monthly) – INFORMATION, DISCUSSION, AND/OR DECISION

During the February 13, 2017 Retreat and the March 7, 2017 Regular Meeting, the Board discussed a new method for monthly self-evaluation of Board meetings to continue to assess meeting conduct; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. Board members Dr. McCarver and Dr. Harris are proposing revisions to the form for the Board's consideration.

The Board suggested that the evaluation to be completed for each meeting and reported at the following meeting. Member Sigafoos moved, seconded by Member McCarver, to implement the proposed evaluation at the May 9<sup>th</sup> Board meeting. Motion carried unanimously.

### 30. President's Evaluation Process – INFORMATION AND/OR DISCUSSION

At the May 9, 2017 District Governing Board meeting, the Board is scheduled to evaluate the President's performance for FY 2016-2017. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The schedule is as follows:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 20, 2017.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 5, 2017.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the May 9, 2017 District Governing Board meeting in the executive session.

## 27. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:31 p.m.

## 31. BOARD EDUCATION – HEADING

### 32. Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 147-163)

The 2016-2017 Ownership Linkage and Board Education is focused on a study of access for the underserved lower socioeconomic populations. Ms. Gerry Garvey presented information, current programs, and needs of the underserved lower socioeconomic populations of Yavapai County.

## 33. POLICY – HEADING

### 34. Consideration of the Preliminary Budget for FY 2017-2018 – INFORMATION, DISCUSSION, AND/OR DECISION - (refer to Board agenda, pgs. 164-202 and handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2017-2018 Preliminary Budget for consideration.

The Board suggests the 2017-2018 Budget be submitted for approval at the May 9, 2017 Budget Adoption meeting.

## 35. OWNERSHIP LINKAGE (CONTINUED) - HEADING

### 36. 2016-2017 Ownership Linkage Plan - Survey Questions - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 203-204)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented a proposed District Governing Board Ownership Survey. The survey is conducted every three years as part of the Board's Ownership Linkage Plan to provide ownership feedback/input.

Member Harris moved, Member McCarver seconded, to approve the content and process of the survey as presented. Survey to be conducted in May 2017. Motion carried unanimously.

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

- Board Spokesperson – No report.
- Arizona Association for District Governing Boards (AADGB) – Member McCasland reported the meeting was held

on March 9, 2017 following the All Arizona Academic Luncheon. The meeting included a report from Dr. Swarhout regarding legislative activities and funding, presentation from the Veteran Outreach Center, and an announcement that a Governance Institute for Student Success (GISS) Conference will be held in Fall 2017.

- Yavapai College Foundation – Member McCarver reported the meeting was held on March 8, 2017 and included an academic pathways update, committee reports, and information on several fundraiser events happening in April and May. The Annual meeting will be held May 10<sup>th</sup> at the Performing Arts Center.

**38. OTHER INFORMATION - HEADING**

**39. District Governing Board Dates and Places of Future Meetings – INFORMATION, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 206-208)

- Verde Valley Campus Commencement - Friday, May 5, 2017 at 6:00 p.m. - Mabery Pavilion
- Prescott Campus Commencement - Saturday, May 6, 2017 at 6:00 p.m. - Performing Arts Center
- Nursing Pinning Ceremony, Prescott - Saturday, May 6, 2017 at 1:00 p.m. - Performing Arts Center
- Northern AZ Regional Training Academy (NARTA) - Thursday, May 25, 2017 at 11:00 a.m. - Performing Arts Center

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

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

Regular meeting adjourned at 4:11 p.m.

Respectfully submitted:

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

Date: May 9, 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 :** 1:37 PM

**Item No :** 6

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

**Item Type :** Decision Item

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

**Description :** Adoption of Agenda - DECISION

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:38 PM

**Item No :** 7

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**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 :** 1:38 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none"><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 :** Receipt of Report on Revenues and Expenditures - Month of April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report of Expenditures - April 2017

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

The report of Revenue and Expenditures for the tenth month of FY 2016-2017 ending on April 30, 2017 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - April in May.pdf	May 05, 2017	Financial Update - April in May.pdf
YCFS Apr 2017 - Gov Brd Budget Report.pdf	May 05, 2017	YCFS Apr 2017 - Gov Brd Budget Report.pdf
YCFS APR 2017_Summary.pdf	May 05, 2017	YCFS APR 2017_Summary.pdf

# YAVAPAI COLLEGE

## FINANCIAL UPDATE

April 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 was 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.

#### 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 April 30, 2017 - 83.3% of the Fiscal Year Complete  
Fiscal Year 2016-2017**

**District Governing Board**

**Fiscal Year 2016-17 Budget:**

**\$ 170,168**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>	
<b>EXPENDITURES (note 1):</b>					
Salary Expenses	Staff Support	\$ 32,820	\$ 5,659	\$ 38,479	
Association of Community College Trustees	Membership Dues/Consulting	10,813	-	10,813	
Az Association of District Governing Boards	Membership Dues	1,000	-	1,000	
Connie Harris	Travel	130	-	130	
Deborah McCasland	Travel	3,131	-	3,131	
EMI Print Works	Printing Services	280	-	280	
Gotprint	Printing Services	919	-	919	
HF Group LLC	Binding	641	859	1,500	
IPGA	Dues & Conference	4,635	-	4,635	
Karen Jones	Travel	159	-	159	
Osborn Maledon PA	Legal Counsel	21,742	15,758	37,500	
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500	
Penelope Wills	Travel	471	-	471	
Prescott Resort	Workshop/Food	436	-	436	
Ray Sigafos	Travel	94	-	94	
Sodexo Inc.	Food Supplies	1,964	3,036	5,000	
Steve Walker	Travel	250	-	250	
The Governance Coach	Consulting	4,615	-	4,615	
Supplies/Other	Various Vendors	1,224	-	1,224	
VVTV	Board Meeting Broadcasts	1,885	1,250	3,135	
Yavapai County Elections	Board Elections	38,405	-	38,405	
YC Printing Services	Printing	1,530	-	1,530	
				<u>166,206</u>	
<b><u>Verde Valley DGB Advisory Committee</u></b>					
Osborn Maledon PA	Legal Counsel	435	-	435	
				<u>435</u>	
<b>Remaining Budget - April 30, 2017</b>					<b><u><u>\$ 3,527</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 April 30, 2017 - 83.3% 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	\$ 28,637,920		\$ 28,637,920	\$ 34,538,200	82.9%	\$ 34,538,200	\$ -
Primary Property Taxes - Contingency	(125,000)		(125,000)	(150,000)	83.3%	(142,500)	7,500
Tuition and Fees	10,291,927		10,291,927	10,751,000	95.7%	10,751,000	-
Tuition and Fees - Contingency	(458,333)		(458,333)	(550,000)	83.3%	(495,400)	54,600
State Appropriations	800,200		800,200	800,000	100.0%	800,000	-
Other Revenues	320,763		320,763	442,900	72.4%	442,900	-
Interest Income	31,382		31,382	55,000	57.1%	45,000	(10,000)
Fund Balance Applied to Budget	1,725,000		1,725,000	2,070,000	83.3%	2,070,000	-
General Fund Transfer Out	(3,621,750)		(3,621,750)	(4,346,100)	83.3%	(4,346,100)	-
<b>TOTAL REVENUES</b>	<b>37,602,109</b>		<b>37,602,109</b>	<b>43,611,000</b>	<b>86.2%</b>	<b>43,663,100</b>	<b>52,100</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	\$ 14,528,502	\$ 900,803	\$ 755,846	\$ 14,673,459	\$ 17,516,000	83.8%	\$ 17,165,695	\$ (350,300)
Academic Support	3,534,086	468,798	440,533	3,562,351	4,745,000	75.1%	4,555,200	(189,800)
Institutional Support	6,869,350	1,281,787	858,481	7,292,656	8,775,000	83.1%	8,643,400	(131,600)
Student Services	3,685,236	552,488	490,319	3,747,405	5,021,000	74.6%	4,820,100	(200,900)
Operation/Maintenance of Plant	4,759,394	672,283	483,995	4,947,682	6,270,000	78.9%	6,144,600	(125,400)
Scholarships	822,600	6,665	-	829,265	878,000	94.4%	878,000	-
Public Service	106,793	2,179	2,179	106,793	156,000	68.5%	152,900	(3,100)
Prop 301 Contingency	-	-	-	-	250,000	0.0%	-	(250,000)
<b>TOTAL EXPENDITURES</b>	<b>34,305,961</b>	<b>3,885,003</b>	<b>3,031,353</b>	<b>35,159,611</b>	<b>43,611,000</b>	<b>80.6%</b>	<b>42,359,895</b>	<b>(1,251,100)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 2,442,498</b>	<b>\$ -</b>			

**COMMENTS:**

Fourth quarter State Aid was received in April 2017.

The Budget currently has a surplus of \$2,442,498.

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

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended April 30, 2017 - 83.3% 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	\$ 9,383,570		\$ 9,383,570	\$ 11,805,000	79.5%
State Grants and Contracts	156,881		156,881	211,000	74.4%
Private Gifts, Grants and Contracts	727,587		727,587	783,000	92.9%
Proposition 301 Funds	600,371		600,371	675,000	88.9%
State Appropriation - STEM Workforce	774,400		774,400	774,400	100.0%
Fund Balance Applied to Budget	27,000		27,000	27,000	100.0%
Reimbursement Due	449,486		449,486	N/A	N/A
<b>TOTAL REVENUES</b>	<b>12,119,295</b>		<b>12,119,295</b>	<b>14,275,400</b>	<b>84.9%</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		\$ 2,548,837	\$ 154,626	\$ 71,131	\$ 2,632,332	\$ 2,814,600	93.5%
Academic Support		-	-	-	-	2,000	0.0%
Student Services		978,626	119,802	113,269	985,159	1,144,200	86.1%
Scholarships		8,378,454	-	-	8,378,454	10,202,600	82.1%
Public Service		106,720	2,390	2,390	106,720	112,000	95.3%
<b>TOTAL EXPENDITURES</b>		<b>12,012,637</b>	<b>276,818</b>	<b>186,790</b>	<b>12,102,665</b>	<b>14,275,400</b>	<b>84.8%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ 16,630</b>		

**COMMENTS:**

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

Fourth quarter STEM Workforce appropriation was received in April 2017.

The Budget currently has a surplus of \$16,630.

**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 April 30, 2017 - 83.3% 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	\$ 1,143,443		\$ 1,143,443	\$ 1,182,400	96.7%	\$ 1,185,000	\$ 2,600
Bookstore Rental and Commissions	162,509		162,509	210,000	77.4%	192,000	(18,000)
Food Services Sales	25,239		25,239	33,000	76.5%	32,400	(600)
Vending	33,326		33,326	35,000	95.2%	40,000	5,000
Edventures	352,026		352,026	310,000	113.6%	355,000	45,000
Winery - Tasting Room	82,005		82,005	75,000	109.3%	90,000	15,000
Family Enrichment Center	454,913		454,913	582,300	78.1%	582,300	-
<b>Public Services</b>							
Community Events	413,410		413,410	479,000	86.3%	450,000	(29,000)
Regional Economic Development Center - Training	55,170		55,170	55,000	100.3%	55,000	-
<b>Other Revenues</b>							
Yavapai College Foundation	284,804		284,804	410,000	69.5%	385,000	(25,000)
Other	329,210		329,210	324,300	101.5%	344,300	20,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	-	-
General Fund Transfer In	755,417		755,417	906,500	83.3%	906,500	-
Auxiliary Fund Transfer Out	(334,667)		(334,667)	(401,600)	83.3%	(401,600)	-
<b>TOTAL REVENUES</b>	<b>3,756,805</b>		<b>3,756,805</b>	<b>4,300,900</b>	<b>87.3%</b>	<b>4,215,900</b>	<b>15,000</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	\$ 121,690	\$ 32,428	\$ -	\$ 154,118	\$ 171,900	89.7%	\$ 165,000	\$ (6,900)
Student Services	520,764	82,767	71,667	531,864	616,000	86.3%	616,000	-
Auxiliary Enterprises	1,095,540	87,942	60,505	1,122,977	1,528,700	73.5%	1,443,000	(85,700)
Public Service	871,500	121,756	61,341	931,915	819,000	113.8%	941,000	122,000
Facilities & Administrative Allocation Expense	938,269	-	-	938,269	1,065,300	88.1%	1,090,300	25,000
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>3,547,763</b>	<b>324,893</b>	<b>193,513</b>	<b>3,679,143</b>	<b>4,300,900</b>	<b>85.5%</b>	<b>4,255,300</b>	<b>(45,600)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 77,662</b>	<b>\$ -</b>			

**COMMENTS:**

Edventures sales and related expenditures are ahead of budget due to the September 2016 Italy trip. Note, Edventures expenditures are part of Auxiliary Enterprises.

The Budget currently has a surplus of \$77,662.

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





**Presenter :** Ray Sigafoos

**Start Time :** 1:39 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

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

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

**Attachments :**

Title	Created	Filename
Policy 2 3.1_April in May.pdf	May 05, 2017	Policy 2 3.1_April in May.pdf

Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
April 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 ten months ended April 30, 2017, the General Fund has a surplus of \$2,442,000. This is primarily the result of tuition and fee revenues for the summer 2017 semester, vacancy savings and unused contingency budgets.

For the fiscal year ended June 30, 2017, General Fund revenues are projected to be above budget by \$52,100 and expenditures are projected to be under budget by \$1,251,100, resulting in a net surplus of \$1,303,200 — a 3.0% 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 ten months ended April 30, 2017, the Unexpended Plant Fund has a large deficit of \$4,028,000 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 April 30, 2017, the Restricted Fund has a small surplus and is expected to be below budget for the fiscal year.

### Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the ten months ended April 30, 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 :** 1:40 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

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

**Details :** For consideration for approval of the monthly monitoring report for 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
Policy 2 3.2_April in May.pdf	May 05, 2017	Policy 2 3.2_April in May.pdf

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

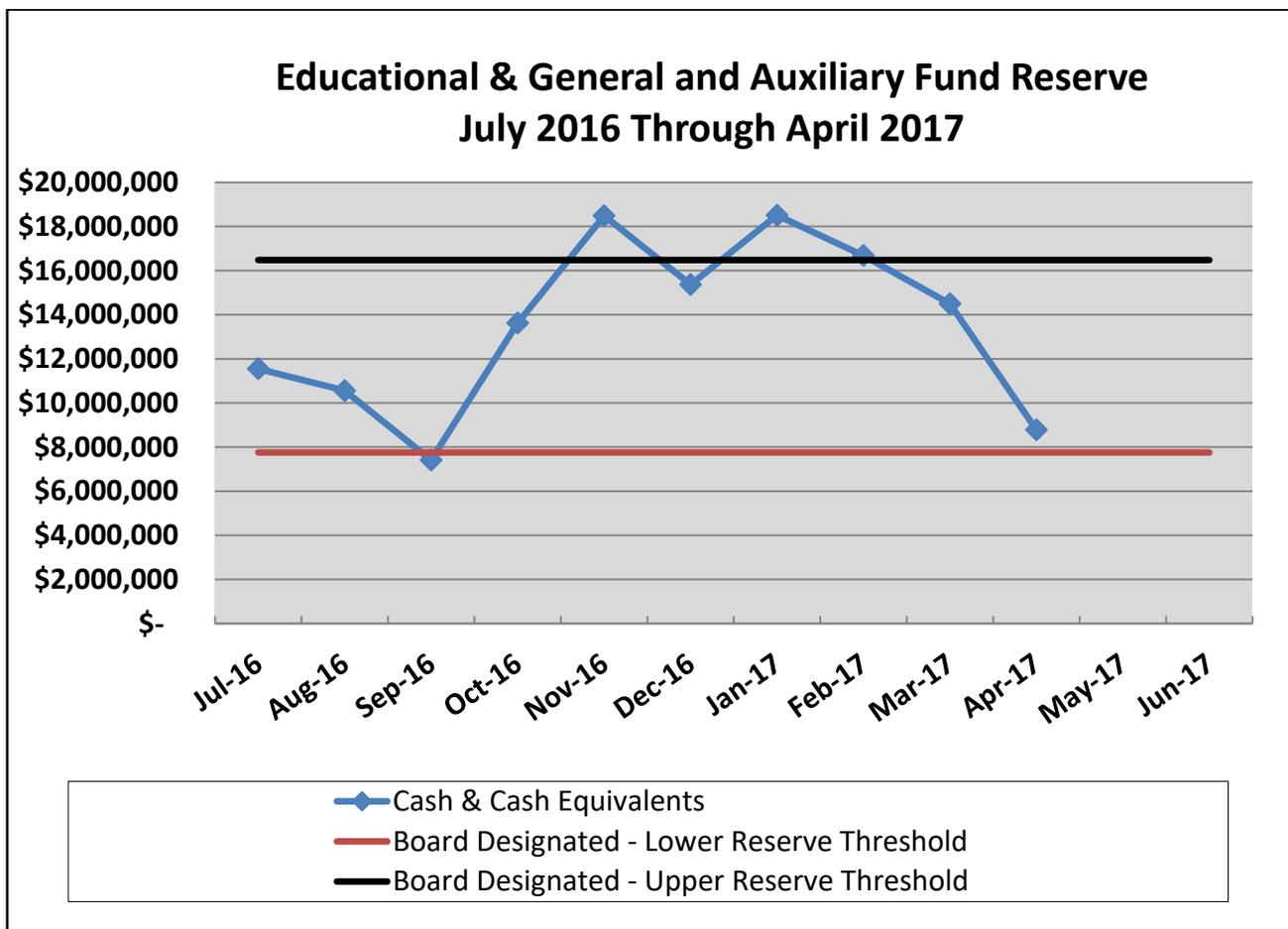
The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization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

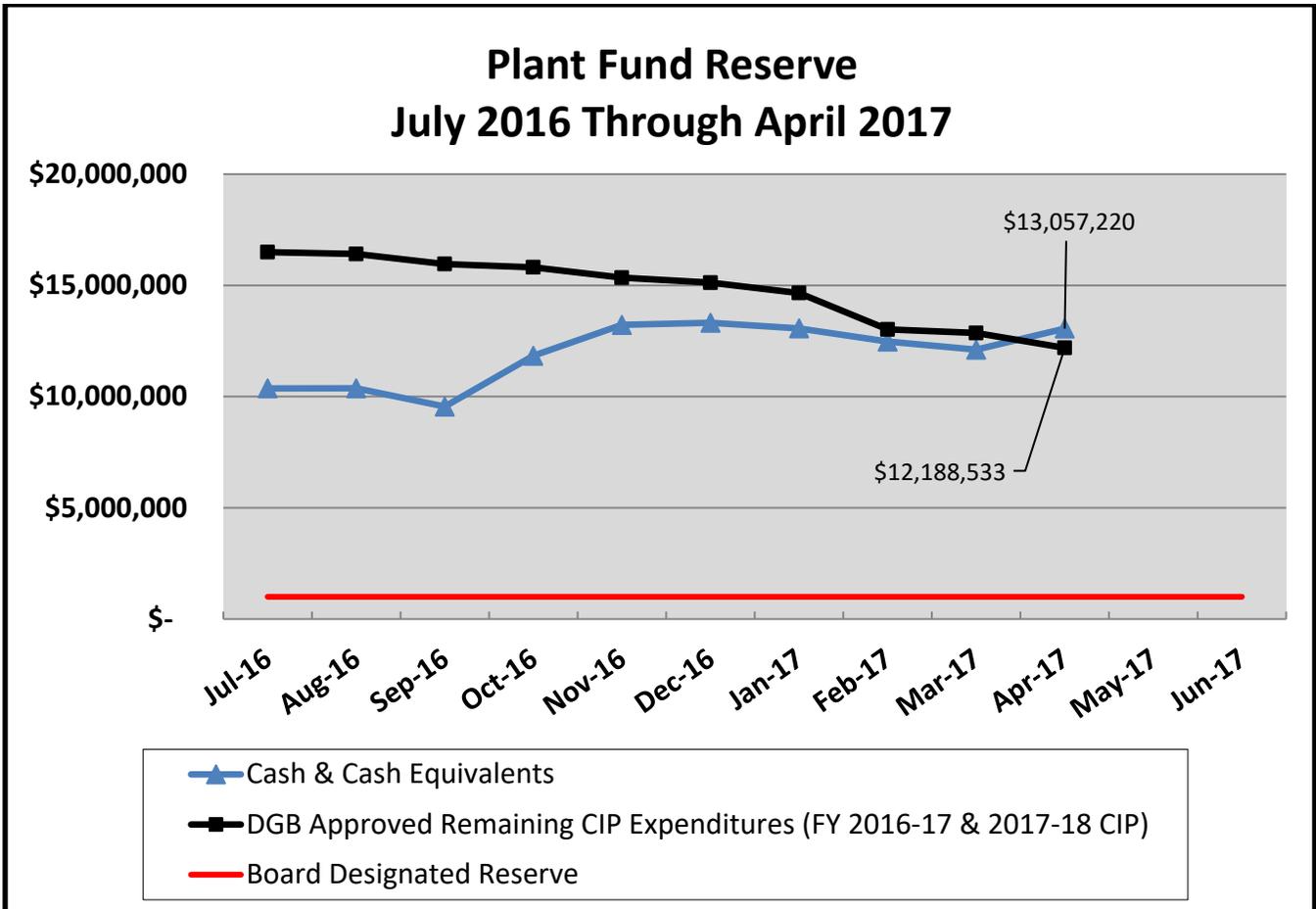
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 April 30, 2017, Current Fund reserves have been in compliance with the above Executive Limitation.



For the period July 1, 2016, through April 30, 2017, Plant Fund reserves have exceeded the Governing Board’s designated reserve and are slightly above the amount of monies needed to cover the next two years of CIP that have been approved by the DGB.

**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 :** 1:41 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 4/12/2017

**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 of the Intergovernmental Agreement Between Yavapai College and the Town of Camp Verde, by and through the Camp Verde Community Library for Library Services to Expand Access to Yavapai College Services - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College (YC) and the Town of Camp Verde, by and through the Camp Verde Community Library for library services to expand access to Yavapai College services and support areas of Yavapai County where YC does not have an existing facility. YC will provide computer resources and informational materials pursuant to the terms and conditions. The Camp Verde Library will check out YC computer equipment for on-premise use, display YC informational materials, and other provisions pursuant to the IGA. The IGA will commence on the date of final signature by the Parties and continue for one year and thereafter automatically renew each year for up to four (4) additional one (1) year periods.

**Attachments :**

Title	Created	Filename
Camp Verde IGA.pdf	May 05, 2017	Camp Verde IGA.pdf

**Intergovernmental Agreement  
between  
Yavapai County Community College District  
and  
Camp Verde Community Library**

The Parties to this Intergovernmental Agreement (“Agreement”) are Yavapai County Community College District, hereinafter “YC” and the Town of Camp Verde, by and through the Camp Verde Community Library, hereinafter “AGENCY”, and referred to collectively as the “Parties”.

**Authority**

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

**Purpose**

The purpose of this Agreement is to expand access to Yavapai College services and support areas of Yavapai County where YC does not have an existing facility. YC will provide computer resources (e.g. laptop computers) and informational materials to library partners pursuant to the terms and conditions set in this Agreement.

**Duration**

This Agreement shall commence on the date of final signature by the Parties and continue for a period of one (1) year. The Agreement shall renew automatically each year thereafter for up to four (4) additional one (1) year periods unless terminated with sixty (60) days written notice prior to such annual renewal by either party. Any computer equipment or materials must be released to YC by AGENCY within thirty (30) days after the termination date.

**Funding**

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

**Responsibilities of YC**

1. YC grants to AGENCY, computer resources (e.g. laptop computers).
  - a. YC will service equipment if requested and/or replace equipment if necessary.
  - b. YC will perform preventative maintenance as necessary.
  - c. YC will grant AGENCY technology staff administrative access to make any necessary modifications to operating systems or software to ensure compliance with AGENCY policies or procedure.
  - d. YC to document granted computer resources (i.e. equipment brand, model, serial number).
2. YC will provide informational materials related to YC programs and services to be placed on AGENCY premises. YC will provide display racks if existing racks are not available.
3. YC will provide support and services to current YC students and future YC students either in-person at AGENCY location or via remote technology.
4. YC to provide AGENCY at least ten (10) days advance notice of a meeting/conference room request pending availability.

**Responsibilities of AGENCY**

1. AGENCY will check out YC computer equipment for on-premise use.
  - a. YC students with valid college identification will be given priority access to YC computer equipment.
  - b. YC students will not have a time limit imposed on use of equipment during regular AGENCY hours.
  - c. Community members (library patrons) may utilize YC equipment if available.
  - d. AGENCY will notify YC if equipment is damaged, stolen, or needs maintenance.
  - e. AGENCY will track computer equipment usage and make a best effort to protect equipment from damage or theft.
  - f. AGENCY will document receipt of computer equipment (i.e. equipment brand, model, serial number).
  - g. The use of any YC equipment made available for use pursuant to this Agreement shall take place on the Agency's premises (the "Property") only and shall not be removed from the premises.
2. AGENCY will display YC informational materials in a common area.
3. AGENCY will notify YC if additional materials are needed.
4. AGENCY will make meeting rooms or space available to YC personnel at free or reduced rates pending availability.
5. AGENCY will make a best effort to provide adequate meeting/conference space for YC personnel (e.g. advisors, recruiters).
6. AGENCY agrees to take reasonable care to prevent loss, damage or theft of YC equipment.

**State Obligation**

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

**Disposition of Property**

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

**Notice**

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

YC:

AGENCY:

Administrative:

Administrative:

Patrick Burns  
CIO  
Yavapai College  
1100 East Sheldon Street  
Prescott, AZ 86301  
Office: 928-776-2055  
[patrick.burns@yc.edu](mailto:patrick.burns@yc.edu)

Kathy D. Hellman  
Library Director  
Camp Verde Community Library  
130 Black Bridge Road  
Camp Verde, AZ 86322  
Office: 928-554-8381  
[kathy.hellman@campverde.az.gov](mailto:kathy.hellman@campverde.az.gov)

Contractual:

Ryan Bouwhuis, Director  
Purchasing & Contracting  
Yavapai College  
1100 E. Sheldon Street  
Prescott, AZ 86301  
Office: 928-776-2195  
[ryan.bouwhuis@yc.edu](mailto:ryan.bouwhuis@yc.edu)

Contractual:

Kathy D. Hellman  
Library Director  
Camp Verde Community Library  
130 Black Bridge Road  
Camp Verde, AZ 86322  
Office: 928-554-8381  
[kathy.hellman@campverde.az.gov](mailto:kathy.hellman@campverde.az.gov)

**Indemnification**

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

**Insurance**

Each of the parties shall provide and maintain insurance coverage as follows:

- a. Commercial general liability in the amount of: \$2,000,000 (each occurrence);
- b. Comprehensive automobile liability in the amount of \$1,000,000; and
- c. Workers' Compensation as required by statute.

The insurance policies provided by the Agency for general and auto liability shall be endorsed as follows: *"The State of Arizona, Yavapai County Community College District, and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising under this Agreement"*. The insurance policies provided by YC for general and auto liability shall be endorsed as follows: *"The Town of Camp Verde, and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising under this Agreement"*. Promptly following the execution of this Agreement, the parties shall exchange Certificates of Insurance indicating coverage is in effect. Certificate must indicate that coverage provided is primary and that additional insured

endorsements have been done. Alternatively, copies of applicable endorsements may be submitted with the Certificate of Insurance.

**Arbitration**

In the event of a dispute under the agreement, the parties agree to use arbitration to the extent required under A.R.S. §12-1518 and A.R.S. §12-133.

**Non-Discrimination**

The Parties agree to be bound by applicable State and federal rules governing Equal Employment Opportunity and Non-Discrimination.

**Conflict of Interest**

This Agreement is subject to cancellation pursuant to the provisions of A.R.S. §38-511 regarding Conflict of Interest.

**Applicable Law and Mandatory Statutory Provision**

This Agreement shall be subject to Arizona law. The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

**Amendments**

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

**Electronic Signatures**

The Parties agree that any xerographically or electronically reproduced copy of this agreement will have the same legal force and effect as any copy bearing original signatures of the Parties.

**Waiver**

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

**Severability**

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

**Entire Agreement**

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

**In Witness Hereof**, to the extent permitted by law, the parties sign this Agreement, as indicated by its authorized representatives signing below:

**For Yavapai County Community College District**

Mr. Ray Sigafoos  
District Governing Board Chair

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

**Attorney Approval:**

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

Dated this 3 day of May, 2017.

By: W. A. Parnell on behalf of C. Benson Huffad

Yavapai College Legal Counsel

**FOR AGENCY**

Charles C. German

Charles C. German  
Mayor, Town of Camp Verde

Date: 4-20-2017

**Attorney Approval:**

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

Dated this 28 day of Apr, 2017.

By: William J. Sims

Town of Camp Verde Legal Counsel

**Presenter :** Ray Sigafoos

**Start Time :** 1:43 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**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 :** 1:43 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 10/20/2016

**Item Type :** Information Item

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

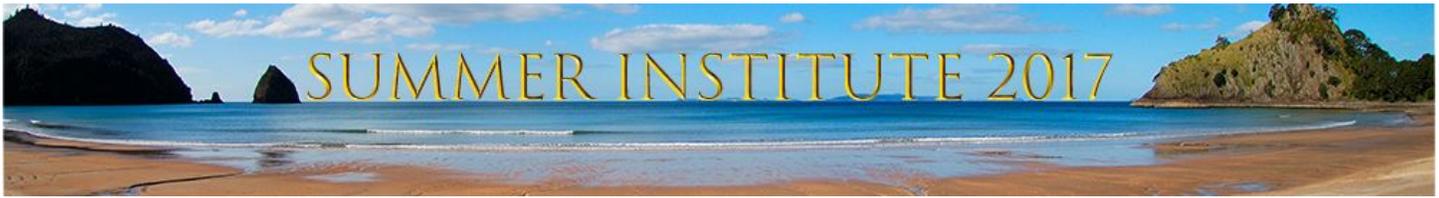
**Description :** Information from the President to Include: Vice President for Community Relations; 2017 Commencement Ceremonies; Faculty Summer Institute; Government Finance Officers Association Certificate of Achievement; Verde Valley Campus Update; Yavapai Combined Trust Quarterly Report; YCSA Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Vice President for Community Relations - Rodney Jenkins
- 2017 Commencement Ceremonies - May 5 at Verde Valley Campus and May 6 at the Prescott Campus
- Faculty Summer Institute - May 9 and 10
- Government Finance Officers Association (GFOA) Certificate of Achievement - Yavapai College's annual financial report for FY16 has been awarded this Certificate for the 17th year in a row. This award represents a significant accomplishment by a government and its management.
- Verde Valley Campus Update - Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
- Yavapai Combined Trust Quarterly Report - Attached - Information Only
- YCSA Update - Attached - Information Only
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
2017SummerInstituteschedule.pdf	Apr 26, 2017	2017SummerInstituteschedule.pdf
GFOA Certificate.pdf	Apr 26, 2017	GFOA Certificate.pdf
YCT - Monthly Report - Jan Feb 2017.pdf	Apr 26, 2017	YCT - Monthly Report - Jan Feb 2017.pdf
YCSA Update-Apr. 2017 .pdf	Apr 26, 2017	YCSA Update-Apr. 2017 .pdf
May 2017 College Highlights.pdf	May 03, 2017	May 2017 College Highlights.pdf
May 2017 Facilities Management News.pdf	May 03, 2017	May 2017 Facilities Management News.pdf



## Day one: Tuesday, May 9th

**BREAKFAST 8:30 to 9:00 19-147 Community Room**

**9:00 - 9:15 Welcome by Dean Stacey L. Hilton**

**9:15 - 9:30 Address by Dr. Ron Liss**

### GENERAL SESSION

#### In the Teaching Zone: True Confessions from the Trenches of Teaching

As a teacher, when all pistons are firing, we have so many opportunities to feel that we are in the middle of an epic win of monumental proportions (bands play, confetti flies)! However, when the pendulum swings to the other side, we can often feel overwhelmed, stressed, tired and even hypocritical. When we know exactly all that we could and (maybe) should be doing for our students but simply can't get it done in the paltry 24 hours that the Gregorian calendar proportions us, our profession leaves us open to tremendous opportunities for guilt. This session celebrates all that we do well, while giving us strategies to [step out of the performing zone and join our students in the learning zone](#). Being a learner, alongside our students, will allow us to hang out in the "epic win zone" more, and in the Canvas confessional booth less. Come to this keynote session and bask in the blessings of *Summer Institute 2017!*  
Facilitated by Professors Curtis Kleinman and Lori Riden

**9:30 - 10:45 19-147 Community Room**

**10:45 - 11:00 Break**

### Day 1, Workshops Session 1 11:00 - 12:00

19-206	19-207	19-208	19-224	19-223
<p><b>Tissue Plastination – a Sabbatical Report</b> Ellen Savoini has spent time to learn the technique of tissue plastination, created a laboratory system, and prepared some specimens. All</p>	<p><b>8+ Painless Ways to Lower Stress</b> We know we NEED to lessen our stress levels, but somehow we rarely find the "time" to do it. It is becoming more apparent that our overall health can be directly connected to our</p>	<p><b>Editing and uploading audio/video files into Canvas</b> How to use external tools to capture, edit, and post clips from larger files to your Canvas site.</p>	<p><b>QM Track: Links, links, and more links...</b> YC has a requirement that we include a number of links in our syllabi that can lead a student to needed college information, available tools, and people who are here to support them and help</p>	<p><b>How I Use My Tablet in the Classroom</b> This session will focus on how you can use a tablet and Microsoft OneNote/Word to create lecture notes for your courses. The session will also focus on how</p>

<p>aspects of the creation of a "Body Worlds" style of tissue will be presented with an opportunity for questions. <i>Dr. Ellen Savoini</i> <i>Biology</i></p>	<p>stress level. So... come and find out some "new" ways you may not have heard about that might work for you - and help you STAY healthy! <i>Joan Baum</i> <i>Adjunct Instructor</i></p>	<p><i>Mr. Peter Mueller</i> <i>Music</i></p>	<p>them succeed. Quality Matters (QM) has some ideas on how to make this effort much less fraught with peril. In this hands-on session, you will learn how to add a Canvas Page to your course that contains many of the links QM strongly recommends in our courses. This is not a 'build an online course' workshop, but one intended to help you learn a new way to share important information with your students as required by both QM and YC, using Canvas. <i>Professor Lindsay Henning</i> <i>CTIS</i></p>	<p>you can use embedded videos together with OneNote to give student feedback quickly and easily. <i>Professor Andrea Schaben</i> <i>Mathematics</i></p>
--	---	--	---	--

**LUNCH                    12:00 to 1:00                    19-147 Community Room**

**Day 1, Workshops Session 2                    1:00 - 2:30**

19-215	19-208	19-207	19-224	19-223
<p><b>Discover Your Playful Path to a More Enjoyable Life</b> In this experiential workshop we'll play, discuss our play experience, describe the characteristics of play, recognize our own play state, identify our play personality, and discover ways</p>	<p><b>Creating a LGBT-Friendly Environment for students and employees</b> Equality for gender identity and sexual orientation has had significant changes over the last few years. In 2015, the Supreme Court ruled that all states license same sex marriages. These changes are having a big impact in the workplace. It is important to better</p>	<p><b>Meet the New Turnitin: All Your Feedback In One Place</b> What is Turnitin Feedback Studio? Turnitin Feedback Studio is an online grading tool that improves the student writing process by preventing plagiarism and providing teachers</p>	<p><b>QM Track: Complete Your Own QM Review!</b> In this workshop, you will learn how to use Quality Matter's self evaluation tool while assessing your own course organization with an eye towards what your students may experience. This is a hands-on</p>	<p><b>All About Using Windows 10's Features to Hold Your Audience's Attention</b> Exploring ways to use the features and shortcuts of Windows 10 for both general and classroom use. Whether you are an instructor or staff you quite often need to</p>

<p>to begin to apply our play state to other areas of our life. We'll compare and contrast play and playfulness, discuss the importance of play experiences, and benefits of a playful approach to life. Our playfulness stems from our capacity to play and desire to find enjoyment in all aspects of life. Plan to join us in this fun-filled workshop as we discover our playful path to a more enjoyable life.</p> <p><i>Dr. Larry L. Grimm, Ed.D. Early Childhood Education</i></p>	<p>understand the challenges that LGBT students and employees face here at Yavapai College. Just how will we be able to do this? In this session, we will cover EEO policies and the importance of a diverse work/student environment, learn about acceptable terminology/pronouns, discuss hiring practices (how to remain bias free), how to handle restrooms and locker rooms with sensitivity, avoiding discriminatory dress codes, creating student/employee resource groups, and understanding individuals who are transitioning. Education is the key to eliminating and avoiding harassing conduct. The first hour will be spent in a presentation of the above topics and the last half hour will be used to discuss questions from the audience to proceed towards a friendly environment for LGBT individuals.</p> <p><i>Kelli Jones and Robb Ferguson HR, Learning Center</i></p>	<p>the opportunity to deliver rich feedback to students on their written work. During this session, participants will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Learn how to use Feedback Studio's originality, feedback, and grading features</li> <li>• Ask technical and contextual questions regarding the use of Feedback Studio in the classroom</li> <li>• Discuss implementation resources, strategies, and ongoing support.</li> </ul> <p><i>Micah Arons Turnitin Field Account Manager</i></p>	<p>session in which you will have the opportunity to test for yourself how your course stacks up to the Quality Matters Standards. As time permits, we will also brainstorm solutions for the areas that you find might need a bit of help. This is not a 'build an online course' workshop, but one intended to help you recognize the strengths (and not so strong...) areas of one of your established classes.</p> <p><i>Professor Lindsay Henning CTIS</i></p>	<p>create files quickly. There are a number of shortcuts and features, that can help and then insure that your audience is viewing what you intended.</p> <p><i>Joan Baum Adjunct Instructor</i></p>
---	---	--	---	--

2:30 - 2:45 Break

**Day 1, Workshops Session 3 2:45 - 3:45**

19-206	19-223	19-224
<p><b>Get the Most out of MyLabsPlus</b> Pearson will be showcasing NEW features within MyMathLab and demonstrating an exciting new assignment set for debut with recent math publications. It's an exciting time in Higher Education and we are looking forward to</p>	<p><b>What is Your Routine?</b> Over the years we may all have developed a routine for our teaching our classes? We start each class period with the same type of events, adapting them as we go along. <b>But what about our professional</b></p>	<p><b>Virtual Job Shadow-A First Step to Your Guided Pathway</b> Many students have no idea what they want to be "when they grow up." Many haven't taken time to identify where their interests lie and where those interests might take them. Imagine going to a restaurant and</p>

<p>strengthening our partnership with the Yavapai Math Department!  <i>Lauren Simko</i>  <i>Pearson Learning Technology Specialist</i></p>	<p><b>development as educators?</b> Do you have a daily routine you follow to learn more about teaching and learning? Maybe a weekly routine or a yearly plan? Should you have a PD routine? This session explores the value of routines and some options for creating one for your professional development.  <i>Todd Conaway (via <a href="#">Zoom</a>)</i>  <a href="#">UW - Bothell</a></p>	<p>being asked to order without the benefit of having reviewed the menu? Wouldn't you wonder what your choices were?  <b>What if we started asking students this question: What interests you?</b> VirtualJobShadow.com is an easy to use, engaging, and affordable web-based tool that helps students identify interests and explore vast job opportunities. Its resources connect students to relevant post-secondary programs and work based learning experiences, and is available to all YC students and employees right now!  <i>Nancy Bowers, MEd, BSN, RN</i>  <i>Allied Health Director</i>  <i>and</i>  <i>Professor Marie Hardman</i>  <i>RN</i></p>
--	---	---

3:45 - 4:00 Break

**Day 1, Workshops Session 4 4:00 - 5:00**

19-207	19-223	19-208
<p><b>How OneNote Helps me Teach</b>  This program is one of the untapped gems of our Office 365 license. OneNote has become an invaluable tool for keeping organized, managing and creating lessons, as well as - taking notes :) Learn how using OneNote saves time and energy in the long run.  <i>Stephanie Scovill</i>  <i>RN</i></p>	<p><b>ZOOMing into real-time online classes and meetings</b>  Do you want to have live online meetings with your students - or anyone else? Zoom is a solid video conferencing tool that does it all. It may become the standard for all video connections at the college, including some forms of course delivery, so come feel the zoom.  <i>Thatcher Bohrman, TeLS</i>  <i>and</i>  <i>Tom Aldridge, PTSS</i></p>	<p><b>Getting Started with ProctorU</b>  Teachers have been offering this verified online test proctoring service to distant education students for over a year. We will go over the sign-up and scheduling process for using ProctorU from both a faculty member and a student's perspective.  <i>Jamie Oliver</i>  <i>Proctor U</i></p>

**EXTRAVAGANT HORS D'OEUVRES 5:00 - 5:30 Bld. 19, 2nd Floor Public Area**

**Day 1 Evening Workshops 5:30-7:00pm**

19-206	19-207	19-223 and G-103 via ITV
<p><b>Get the Most out of MyLabsPlus</b>  Pearson will be showcasing NEW</p>	<p><b>Meet the New Turnitin: All Your Feedback In One Place</b></p>	<p><b>Canvas LMS Course Design and Q&amp;A</b></p>

<p>features within MyMathLab and demonstrating an exciting new assignment set for debut with recent math publications. It's an exciting time in Higher Education and we are looking forward to strengthening our partnership with the Yavapai Math Department!  <i>Lauren Simko</i>  <i>Pearson Learning Technology Specialist</i></p>	<p>What is Turnitin Feedback Studio?  Turnitin Feedback Studio is an online grading tool that improves the student writing process by preventing plagiarism and providing teachers the opportunity to deliver rich feedback to students on their written work. During this session, participants will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Learn how to use Feedback Studio's originality, feedback, and grading features</li> <li>• Ask technical and contextual questions regarding the use of Feedback Studio in the classroom</li> <li>• Discuss implementation resources, strategies, and ongoing support.</li> </ul> <p><i>Micah Arons</i>  <i>Turnitin Field Account Manager</i></p>	<p>Learn basic design and methods in Canvas. Talk to the TeLS Manager about what is working or not working with the online learning environment and digital tools. THIS is a drop in that you can join at any time!  <i>Thatcher Bohrman</i>  <i>TeLS</i></p>
--	--	---

**Day Two: Wednesday, May 10th**

**BREAKFAST 8:30 to 9:00 19-147 Community Room**

**GENERAL SESSION**

**Beyond Tolerance--How to Engage Students in Respectful Discussions on Hot Topics.**

We live in a culture where race, gender, sexuality, and religion (to name a few) are relevant, even in classes that seem to have nothing to do with these topics. Recent political events have polarized our nation - and our college campuses. Yet, our students (and us!) don't always know how to talk about race, gender and differences on controversial issues. Join us for a discussion about how to encourage respectful conversation in the classroom.

Facilitated by Dr. Mark Shelley and Dr. Jennifer Jacobson

**9:00 - 10:15 19-147 Community Room**

**Break 10:15 - 10:30**

**Day 2, Workshops Session 1 10:30 - 12:00**

19-224	19-206	19-207	19-208
--------	--------	--------	--------

<p><b>QM Track: Aligning Outcomes</b>  YC is already doing a pretty good job identifying the learning outcomes in our courses for our students to recognize thanks to the efforts of our SLOA team. Quality Matters (QM) can help us take this concept one step further.  In this hands-on session, we will be using your established course to explore the QM Standards regarding alignment to see how your module/unit outcomes relate to your course's outcomes.  This is not a 'build an online course' workshop, but one intended to assist you in adding this important step to your already designed and implemented course so your students better understand why we ask them to complete the activities in our classes.  <i>Professor Lindsay Henning</i>  CTIS</p>	<p><b>Let's get all we can out of our Office365</b>  YC students and faculty alike have access to Office 365 through the portal and Canvas - and they may not even know it!  Office 365 is a web-based version of Microsoft Office, think Microsoft Word or PowerPoint but on the web instead of your desktop. Its collaborative nature can be very beneficial to your department and your students.  <i>Anthony Zades</i>  Answer Center</p>	<p><b>Meet the New Turnitin: All Your Feedback In One Place</b>  What is Turnitin Feedback Studio?  Turnitin Feedback Studio is an online grading tool that improves the student writing process by preventing plagiarism and providing teachers the opportunity to deliver rich feedback to students on their written work. During this session, participants will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Learn how to use Feedback Studio's originality, feedback, and grading features</li> <li>• Ask technical and contextual questions regarding the use of Feedback Studio in the classroom</li> <li>• Discuss implementation resources, strategies, and ongoing support</li> </ul> <i>Micah Arons</i> Field Account Manager	<p><b>Using The Course and Program Outcomes in Canvas</b>  Outcomes allow administration and faculty to track mastery in a course. Users can create or import standards. Tracking and assessing student progress, aligning course and program outcomes, and collecting data are some of the benefits of setting this up in Canvas.  <i>Jenn LaFrance</i>  Canvas</p>
--	---	--	--

**LUNCH                    12:00 to 12:45    19-147 Community Room**

**12:45 to 1:15            General Session: Pathways Update**  
Dean Scott Farnsworth will present an up-to-the-minute report on the Pathways Initiative.

1:15 - 1:30 Break

**Day 2, Workshops Session 2    1:30 - 2:30**

19-206	19-207	19-208	19-223	19-224
<p><b>Quizzing and more within the Panopto Recording Tool</b> You can now make embedded quizzes in a panopto video tutorial or other video. Learn about how to make recordings, and deliver them in and outside Canvas. <i>Thatcher Bohrman TeLS</i></p>	<p><b>YC Student Engagement Survey (CCSSE)--What We Learned</b> This session explores how engaged Yavapai College students are with their education at YC as measured by the Community College Survey of Student Engagement (CCSSE). Learn how students spend their time; what they feel they have gained from their classes; how they assess their relationships with faculty, staff, and peers. There will be a special focus on students' financial challenges, and we will explore areas of both excellence and opportunities in student engagement. <i>Dr. Tom Hughes IER</i></p>	<p><b>"Learn to Leverage the Canvas Community"</b> The Canvas Community is not just a repository for guides. It is so much more than that! This session explores the many resources, with tips for browsing, searching, and participating in the Community. <i>Jenn LaFrance Canvas</i></p>	<p><b>Mastery of Mastery Paths -A New Canvas Adaptive Learning Tool</b> You know how you get a variety of students in your classes? You know, the ones that already know all of the material and others that somehow missed the remedial class. Ever wish there was a way to give certain assignments to some and remedial assignments to others? You can! Come to this session on Mastery Paths to find out how! <i>Professor Jared Reynolds Spanish</i></p>	<p><b>Directed Research in Paleontology</b> Presentation on undergraduate research in our Directed Research classes in the sciences. This will cover some basic work that students have been doing in the field, lab, museums and taking this to professional meetings in the field of paleontology. It will also cover the importance and relevance of such work to our science oriented students, the needed administrative support, and long term outcomes for several students. <i>Dr. Jeb Bevers Biology</i></p>

2:30 - 2:45 Break

**Day 2, Workshops Session 3 2:45 - 3:45**

19-206	19-223	19-208	19-207	19-224
<p><b>Workshop-Based Learning</b> Nancy Atwell, renowned English teacher, wrote an</p>	<p><b>Tableteers Report</b> The Tablets for Teachers initiative is already coming to the close of its</p>	<p><b>What to do in an Emergency</b> An explanation of campus safety procedures, tools</p>	<p><b>Data Palooza</b> This session will inform and entertain you with YC data. Data</p>	<p><b>Real Projects, Real Learning. What's Needed to Keep Service Learning</b></p>

<p>earth shattering book called "In the Middle" in which she highlights a workshop oriented mastery learning centered classroom for English students. The idea is that, instead of her lecturing about how to write and read more effectively, students spend all of their time actually writing and reading. Her hope was that through turning her classroom into a perpetual workshop, students would actually get better at the target skills. Instead of writing three papers a semester she wanted them to write five times that much and create a system in which just such a workload could be managed. What seemed like just a pipedream for Atwell, could become a reality for us, given recent advances in technology. Come see how you could flip your classroom into a workshop and improve student learning.</p> <p><i>Professor Curtis Kleinman Spanish</i></p>	<p>12-month pilot run, and we have learned much. The group will present the good bad and ugly from a year living the tablet life. Hear the story and see what a tablet can do in and outside the classroom.</p> <p><i>Thatcher Bohrman TeLS</i></p>	<p>and resources.</p> <p><i>Mr. Peter Oppenheim, Facilities and Jerald Monahan, YC Chief of Police</i></p>	<p>Palooza incorporates multimedia, a game show, and interactive demonstrations to share important and useful data on student success.</p> <p><i>Dr. Tom Hughes IER</i></p>	<p><b>Sustainable?</b> 12 years ago the YC service learning program was begun. Hundreds of students have benefitted through volunteer service, and though it is still working, it is suffering from a lack of leadership and support. This session will show you what's working, how to get it into your course, and is an invitation to discuss how to keep it going to even greater heights.</p> <p><i>Professor Brent Roberts Mathematics and Mark Baker PUSD</i></p>
---	---	--	---	--

3:45 - 4:00 Break

**4:00 - 4:30 FINAL FACULTY STANDING COMPETITION ! Root beer floats!  
A Brand new iPad Air 2 will be awarded to the winning faculty member\*!**

\*non-faculty are not eligible to win :(



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

April 10, 2017

Penelope H. Wills, Ph.D.  
President  
Yavapai County Community College District  
1100 East Sheldon Street  
Prescott, AZ 86301-3220

Dear Dr. Wills:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Todd Buikema". The signature is written in a cursive, flowing style.

Todd Buikema  
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

04/10/2017

**For more information contact:**  
**Todd Buikema, Acting Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Yavapai County Community College District** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Yavapai County  
Community College District  
Arizona**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2016**

Executive Director/CEO



# Yavapai Combined Trust

## Monthly Report

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

(Updated through February 2017)

 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
• Data Sources & Disclaimer	13

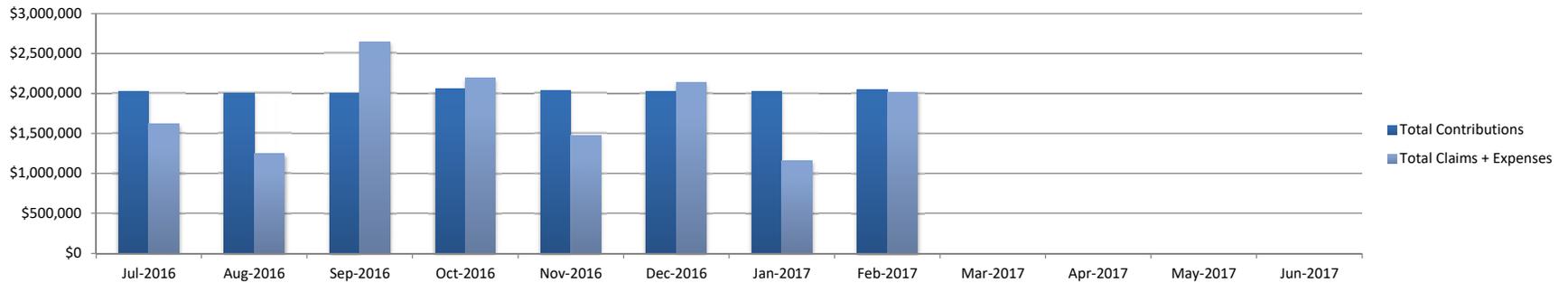


# Yavapai Combined Trust Executive Summary

- During February 2017, contributions exceeded expenses by \$26,160 (1.3% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$1,737,513 (10.7% of contributions).
- The medical plan loss ratio YTD is 93.8% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 89.2% when they are included.
- Three claimants have exceeded the \$250,000 individual stop-loss deductible during the current plan year through February 2017. Anticipated recovery of \$319,166 is expected after applying the aggregating specific deductible of \$100,000.
- STD claims for the plan year have been updated. These updates have been reflected in the STD claims for February 2017.
- Overall claims were low in January 2017. The TPA (Summit) received a much higher than usual volume of duplicate claims in January, which resulted in lower overall claims processed for that month.
- Previously, medical administration on this report included administration fees for dental, vision, and STD. These have been removed from the medical total from July 2016 onwards.

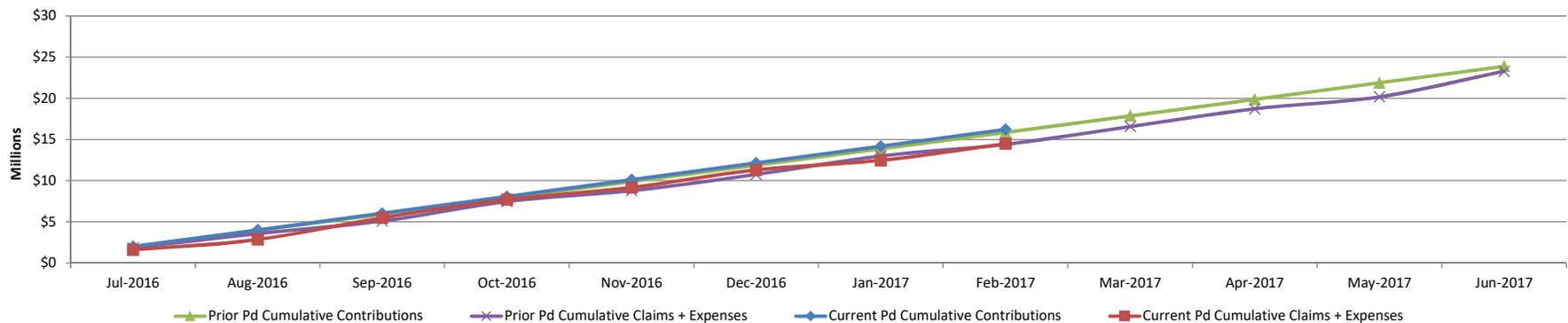


# Yavapai Combined Trust Monthly Contributions vs. Expense Report



	Medical Enrollment	Contributions <sup>1</sup>	Paid Claims-----					Total Claims	Expenses <sup>5</sup>	Net Surplus/(Loss)	Loss Ratio
			Medical <sup>2</sup>	Pharmacy <sup>3</sup>	Dental	Vision	STD <sup>4</sup>				
Jul-2016	2,366	\$2,028,240	\$946,345	\$343,649	\$109,752	\$47,985	\$5,219	\$1,452,950	\$166,247	\$409,044	79.8%
Aug-2016	2,338	\$2,003,910	\$673,990	\$241,114	\$105,473	\$40,521	\$9,779	\$1,070,876	\$173,566	\$759,469	62.1%
Sep-2016	2,356	\$2,005,139	\$1,882,178	\$302,913	\$222,262	\$52,416	\$14,048	\$2,473,818	\$170,607	(\$639,286)	131.9%
Oct-2016	2,388	\$2,059,932	\$1,475,510	\$329,947	\$158,642	\$30,033	\$6,718	\$2,000,850	\$194,984	(\$135,902)	106.6%
Nov-2016	2,387	\$2,039,287	\$1,004,578	\$101,946	\$139,629	\$31,189	\$4,878	\$1,282,220	\$196,856	\$560,211	72.5%
Dec-2016	2,386	\$2,028,478	\$1,476,773	\$323,637	\$113,527	\$19,701	\$0	\$1,933,639	\$200,765	(\$105,925)	105.2%
Jan-2017	2,384	\$2,027,166	\$554,898	\$353,936	\$73,031	\$15,138	\$0	\$997,002	\$166,421	\$863,743	57.4%
Feb-2017	2,374	\$2,044,563	\$1,497,751	\$141,492	\$148,606	\$29,304	\$32,453	\$1,849,607	\$168,796	\$26,160	98.7%
Mar-2017											
Apr-2017											
May-2017											
Jun-2017											
<b>TOTAL</b>	<b>18,979</b>	<b>\$16,236,715</b>	<b>\$9,512,022</b>	<b>\$2,138,635</b>	<b>\$1,070,923</b>	<b>\$266,287</b>	<b>\$73,095</b>	<b>\$13,060,961</b>	<b>\$1,438,241</b>	<b>\$1,737,513</b>	<b>89.3%</b>
<b>Average</b>	<b>2,372</b>	<b>\$2,029,589</b>	<b>\$1,189,003</b>	<b>\$267,329</b>	<b>\$133,865</b>	<b>\$33,286</b>	<b>\$9,137</b>	<b>\$1,632,620</b>	<b>\$179,780</b>	<b>\$217,189</b>	<b>89.3%</b>
<b>Prior Pd (8 month) Avg</b>	<b>2,364</b>	<b>\$1,983,494</b>	<b>\$1,128,658</b>	<b>\$253,089</b>	<b>\$146,222</b>	<b>\$32,743</b>	<b>\$9,335</b>	<b>\$1,570,047</b>	<b>\$232,593</b>	<b>\$180,854</b>	<b>90.9%</b>
Change from Prior Pd	0.4%	2.3%	5.3%	5.6%	-8.5%	1.7%	-2.1%	4.0%	-22.7%	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	0.0%	2.0%	-6.6%	2.9%	-5.2%	4.2%	-7.0%	-4.8%	-20.0%	n/a	n/a

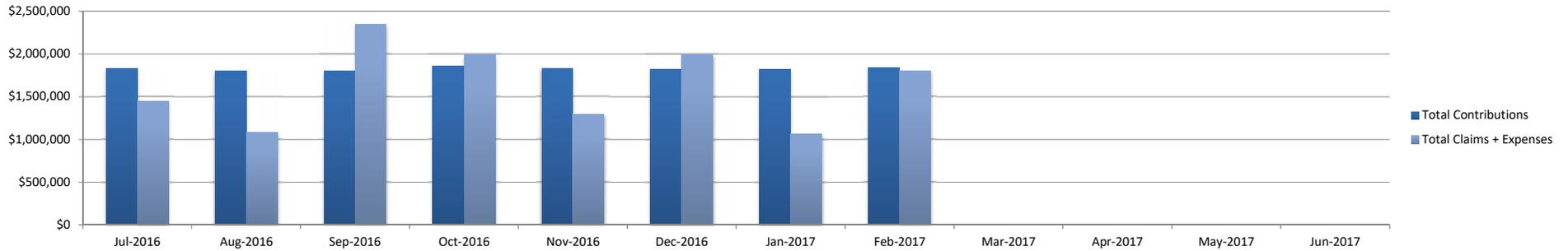
- (1) Includes COBRA contributions
- (2) Medical claims include stop loss refunds
- (3) Pharmacy claims include pharmacy rebates
- (4) STD claims in February 2017 reflect updated STD claims from July 2016 to February 2017.
- (5) Effective December 2016, expenses include ACA fees.





# Yavapai Combined Trust

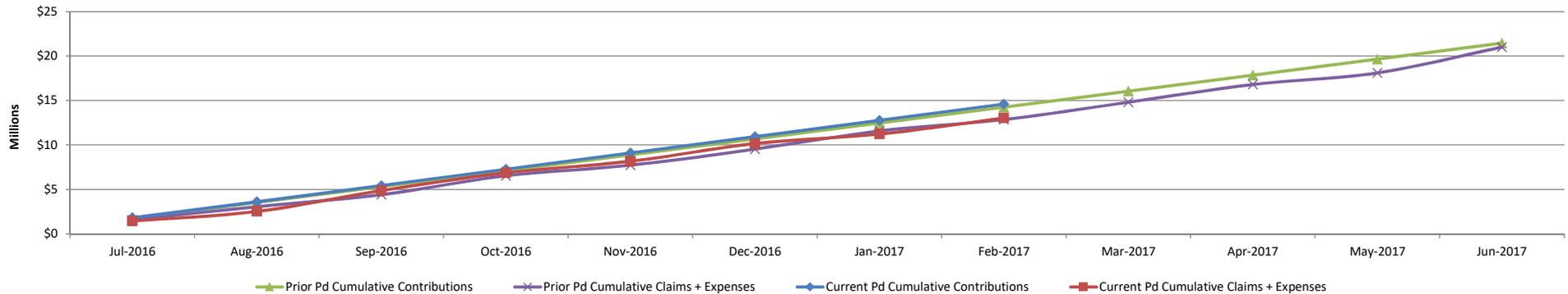
## Monthly Contributions vs. Expense Report - Medical / Pharmacy



	Enrollment	Contributions <sup>1</sup>	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses <sup>2</sup>	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	\$159,286	\$1,449,280	\$376,334	79.4%
Aug-2016	2,338	\$1,802,159	\$375,448	\$310,883	\$47,217	\$733,548	\$366,491	(\$59,558)	(\$125,376)	\$166,666	\$1,081,770	\$720,389	60.0%
Sep-2016	2,356	\$1,803,512	\$940,059	\$760,721	\$181,397	\$1,882,178	\$302,913	\$0	\$0	\$163,679	\$2,348,770	(\$545,258)	130.2%
Oct-2016	2,388	\$1,855,530	\$996,975	\$430,558	\$90,045	\$1,517,578	\$329,947	(\$42,068)	\$0	\$187,953	\$1,993,409	(\$137,879)	107.4%
Nov-2016	2,387	\$1,834,845	\$660,500	\$216,438	\$127,639	\$1,004,578	\$333,231	\$0	(\$231,285)	\$189,816	\$1,296,340	\$538,505	70.7%
Dec-2016	2,386	\$1,823,836	\$1,041,554	\$340,398	\$94,821	\$1,476,773	\$323,637	\$0	\$0	\$193,724	\$1,994,134	(\$170,299)	109.3%
Jan-2017	2,384	\$1,822,356	\$371,294	\$114,738	\$68,865	\$554,898	\$353,936	\$0	\$0	\$159,388	\$1,068,221	\$754,135	58.6%
Feb-2017	2,374	\$1,840,599	\$923,196	\$508,483	\$66,072	\$1,497,751	\$270,176	\$0	(\$128,684)	\$161,790	\$1,801,034	\$39,565	97.9%
Mar-2017													
Apr-2017													
May-2017													
Jun-2017													
<b>TOTAL</b>	<b>18,979</b>	<b>\$14,608,450</b>	<b>\$5,900,145</b>	<b>\$3,043,839</b>	<b>\$751,984</b>	<b>\$9,695,969</b>	<b>\$2,623,980</b>	<b>(\$183,946)</b>	<b>(\$485,346)</b>	<b>\$1,382,301</b>	<b>\$13,032,958</b>	<b>\$1,575,492</b>	<b>89.2%</b>
<b>Average</b>	<b>2,372</b>	<b>\$1,826,056</b>	<b>\$737,518</b>	<b>\$380,480</b>	<b>\$93,998</b>	<b>\$1,211,996</b>	<b>\$327,998</b>	<b>(\$22,993)</b>	<b>(\$60,668)</b>	<b>\$172,788</b>	<b>\$1,629,120</b>	<b>\$196,936</b>	<b>89.2%</b>
<b>Prior Pd (8 month) Avg</b>	<b>2,364</b>	<b>\$1,781,716</b>	<b>\$673,429</b>	<b>\$371,509</b>	<b>\$92,789</b>	<b>\$1,137,727</b>	<b>\$274,110</b>	<b>(\$9,070)</b>	<b>(\$21,021)</b>	<b>\$225,687</b>	<b>\$1,607,433</b>	<b>\$174,282</b>	<b>90.2%</b>
Change from Prior Pd	0.4%	2.5%	9.5%	2.4%	1.3%	6.5%	19.7%	153.5%	188.6%	-23.4%	1.3%	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	0.0%	2.1%	-1.6%	-7.8%	-19.4%	-5.2%	14.0%	280.3%	117.6%	-20.7%	-6.9%	n/a	n/a

(1) Includes COBRA contributions

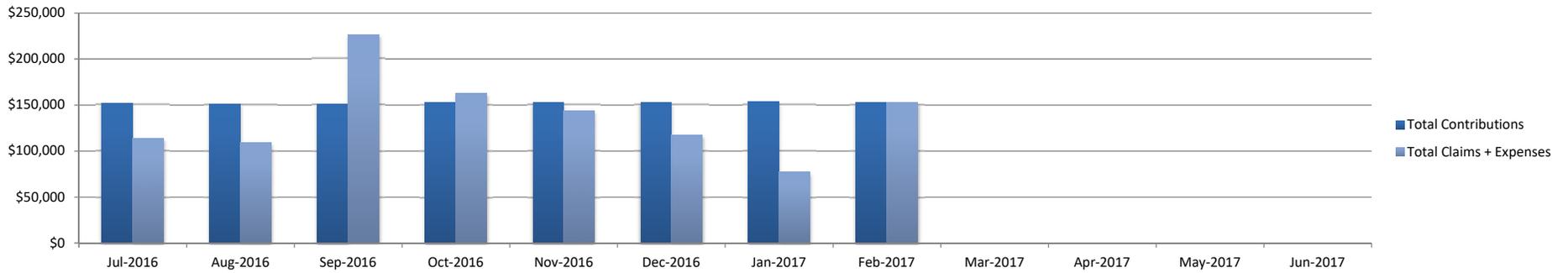
(2) Effective December 2016, medical plan expenses include ACA fees



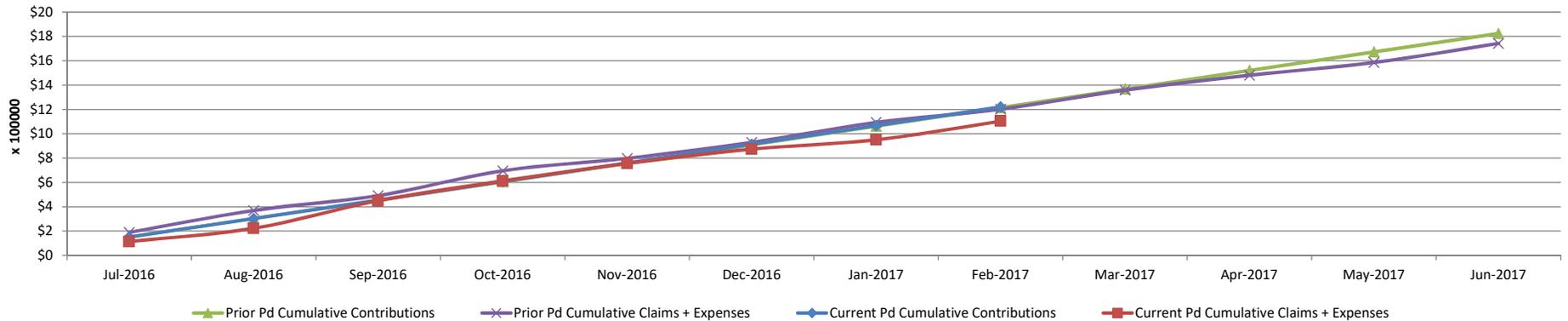


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Dental



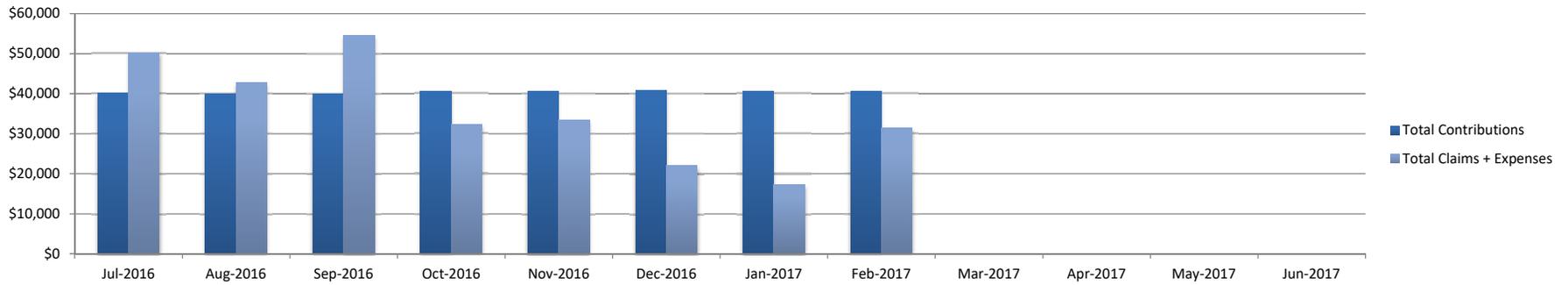
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2016	2,316	\$151,895	\$104,452	\$5,300	\$109,752	\$4,053	\$113,805	\$38,090	74.9%
Aug-2016	2,295	\$151,273	\$101,914	\$3,559	\$105,473	\$4,016	\$109,489	\$41,784	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	2,339	\$153,170	\$110,022	\$3,506	\$113,527	\$4,093	\$117,621	\$35,549	76.8%
Jan-2017	2,342	\$153,435	\$70,306	\$2,725	\$73,031	\$4,099	\$77,130	\$76,305	50.3%
Feb-2017	2,331	\$152,791	\$142,058	\$6,548	\$148,606	\$4,079	\$152,685	\$106	99.9%
Mar-2017									
Apr-2017									
May-2017									
Jun-2017									
<b>TOTAL</b>	<b>18,617</b>	<b>\$1,220,120</b>	<b>\$1,028,351</b>	<b>\$42,572</b>	<b>\$1,070,923</b>	<b>\$32,580</b>	<b>\$1,103,503</b>	<b>\$116,617</b>	<b>90.4%</b>
<b>Average</b>	<b>2,327</b>	<b>\$152,515</b>	<b>\$128,544</b>	<b>\$5,322</b>	<b>\$133,865</b>	<b>\$4,072</b>	<b>\$137,938</b>	<b>\$14,577</b>	<b>90.4%</b>
<b>Prior Pd (8 month) Avg</b>	<b>2,313</b>	<b>\$151,835</b>	<b>\$141,344</b>	<b>\$4,878</b>	<b>\$146,222</b>	<b>\$4,048</b>	<b>\$150,271</b>	<b>\$1,565</b>	<b>99.0%</b>
Change from Prior Pd	0.6%	0.4%	-9.1%	9.1%	-8.5%	0.6%	-8.2%	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	0.3%	0.3%	-5.9%	15.9%	-5.2%	0.3%	-5.0%	n/a	n/a



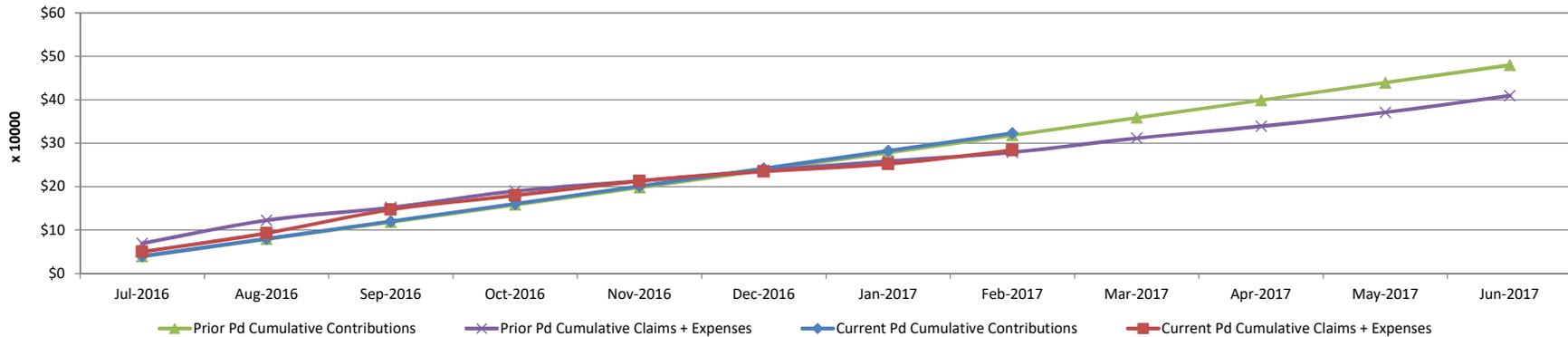


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Vision



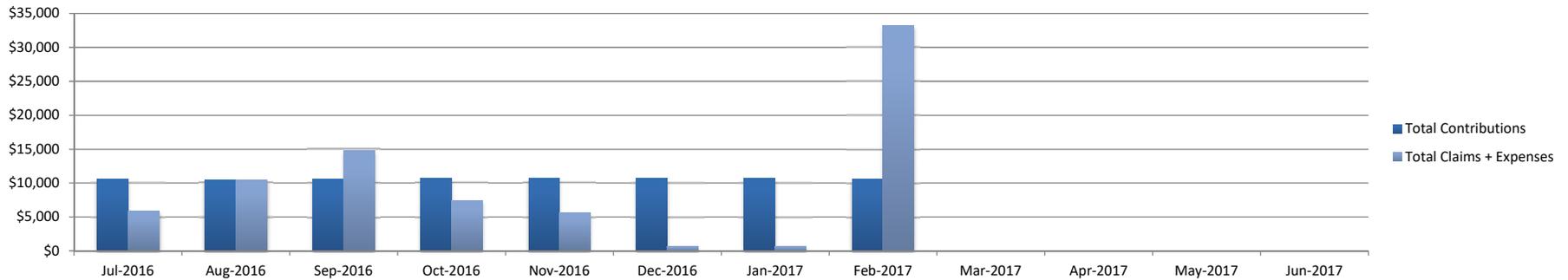
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2016	1,753	\$40,197	\$47,985	\$2,191	\$50,176	(\$9,979)	124.8%
Aug-2016	1,738	\$39,993	\$40,521	\$2,173	\$42,693	(\$2,700)	106.8%
Sep-2016	1,743	\$40,026	\$52,416	\$2,179	\$54,595	(\$14,569)	136.4%
Oct-2016	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	1,778	\$40,761	\$19,701	\$2,223	\$21,923	\$18,838	53.8%
Jan-2017	1,768	\$40,674	\$15,138	\$2,210	\$17,348	\$23,326	42.7%
Feb-2017	1,766	\$40,602	\$29,304	\$2,208	\$31,512	\$9,090	77.6%
Mar-2017							
Apr-2017							
May-2017							
Jun-2017							
<b>TOTAL</b>	<b>14,089</b>	<b>\$323,307</b>	<b>\$266,287</b>	<b>\$17,611</b>	<b>\$283,898</b>	<b>\$39,409</b>	<b>87.8%</b>
<b>Average</b>	<b>1,761</b>	<b>\$40,413</b>	<b>\$33,286</b>	<b>\$2,201</b>	<b>\$35,487</b>	<b>\$4,926</b>	<b>87.8%</b>
<b>Prior Pd (8 month) Avg</b>	<b>1,735</b>	<b>\$39,786</b>	<b>\$32,743</b>	<b>\$2,168</b>	<b>\$34,911</b>	<b>\$4,875</b>	<b>87.7%</b>
Change from Prior Pd	1.5%	1.6%	1.7%	1.5%	1.7%	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	1.0%	1.1%	4.2%	1.0%	4.0%	n/a	n/a





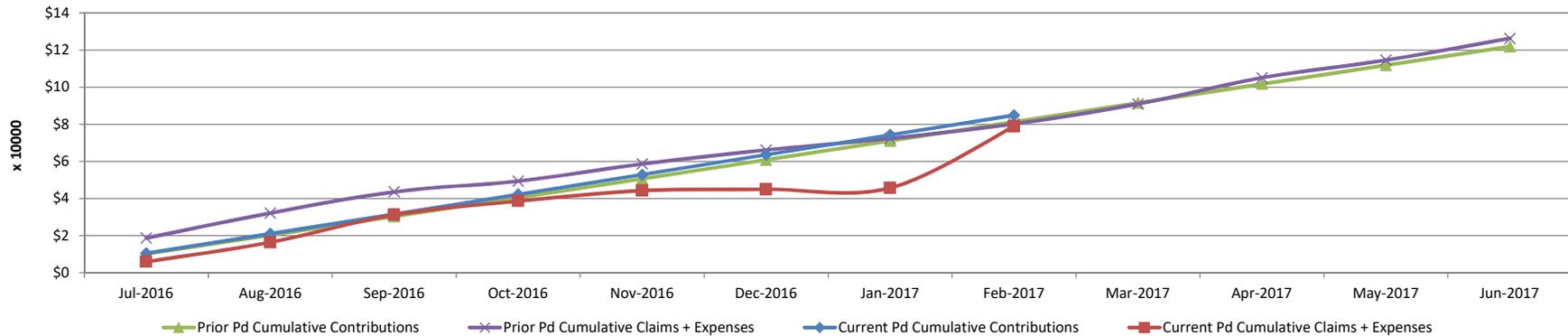
# Yavapai Combined Trust

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



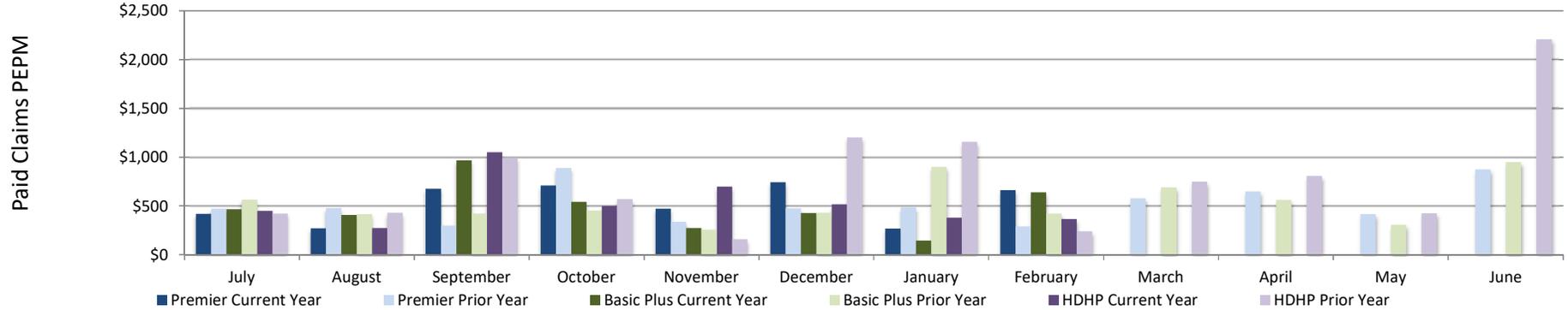
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2016	2,388	\$10,534	\$5,219	\$716	\$5,935	\$4,599	56.3%
Aug-2016	2,369	\$10,485	\$9,779	\$711	\$10,489	(\$4)	100.0%
Sep-2016	2,375	\$10,518	\$14,048	\$713	\$14,761	(\$4,242)	140.3%
Oct-2016	2,391	\$10,658	\$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	2,417	\$10,712	\$0	\$725	\$725	\$9,986	6.8%
Jan-2017	2,416	\$10,701	\$0	\$725	\$725	\$9,976	6.8%
Feb-2017	2,398	\$10,571	\$32,453	\$719	\$33,173	(\$22,601)	313.8%
Mar-2017							
Apr-2017							
May-2017							
Jun-2017							
<b>TOTAL</b>	<b>19,161</b>	<b>\$84,838</b>	<b>\$73,095</b>	<b>\$5,748</b>	<b>\$78,843</b>	<b>\$5,995</b>	<b>92.9%</b>
<b>Average</b>	<b>2,395</b>	<b>\$10,605</b>	<b>\$9,137</b>	<b>\$719</b>	<b>\$9,855</b>	<b>\$749</b>	<b>92.9%</b>
<b>Prior Pd (8 month) Avg</b>	<b>2,300</b>	<b>\$10,158</b>	<b>\$9,335</b>	<b>\$690</b>	<b>\$10,025</b>	<b>\$132</b>	<b>98.7%</b>
Change from Prior Pd	4.1%	4.4%	-2.1%	4.1%	-1.7%	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	3.7%	4.4%	-7.0%	3.7%	-6.3%	n/a	n/a

STD claims in February 2017 reflect updated STD claims from July 2016 to February 2017.

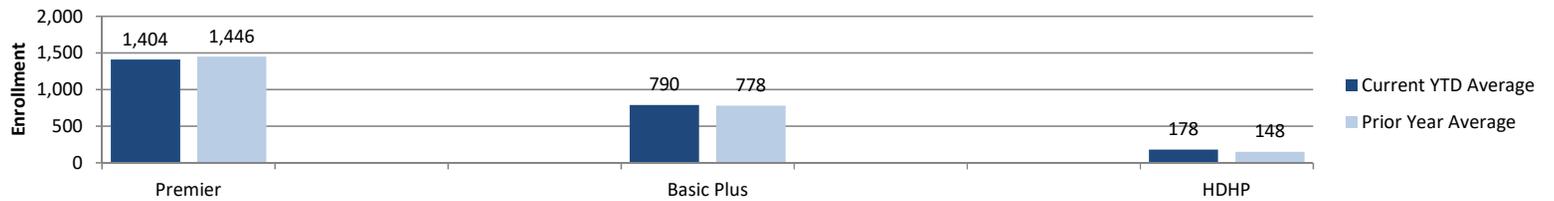




# Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$525.39	\$481.47	\$526.97
Prior Average PEPM	\$518.47	\$530.48	\$788.72
<b>% Change</b>	<b>1.3%</b>	<b>-9.2%</b>	<b>-33.2%</b>

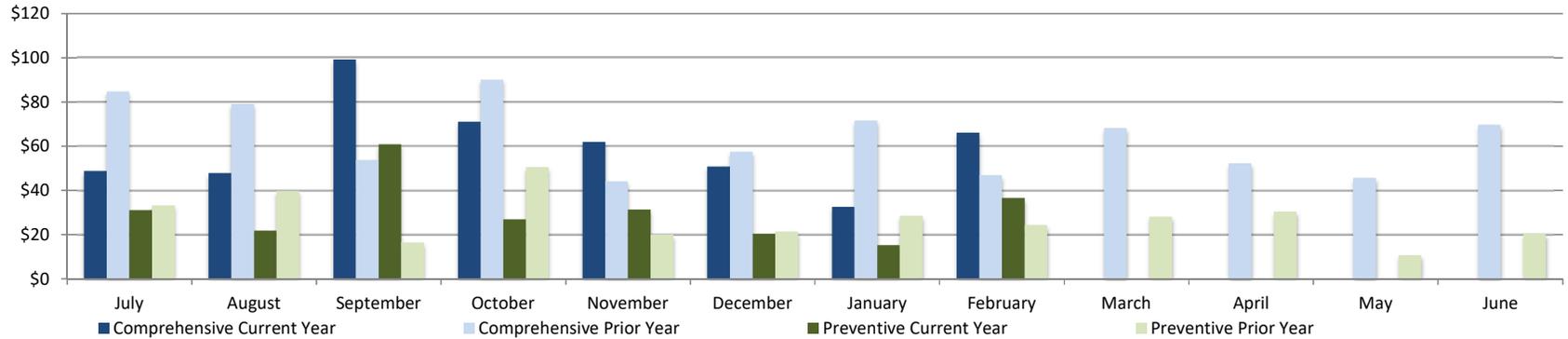


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2016	1,419	778	169
Aug-2016	1,400	765	173
Sep-2016	1,395	788	173
Oct-2016	1,410	797	181
Nov-2016	1,407	797	183
Dec-2016	1,405	797	184
Jan-2017	1,397	805	182
Feb-2017	1,397	795	182
Mar-2017			
Apr-2017			
May-2017			
Jun-2017			
<b>Average</b>	<b>1,404</b>	<b>790</b>	<b>178</b>
<b>% of Total</b>	<b>59.2%</b>	<b>33.3%</b>	<b>7.5%</b>
<b>Prior Year Average</b>	<b>1,446</b>	<b>778</b>	<b>148</b>
<b>Change</b>	<b>-2.9%</b>	<b>1.6%</b>	<b>20.6%</b>

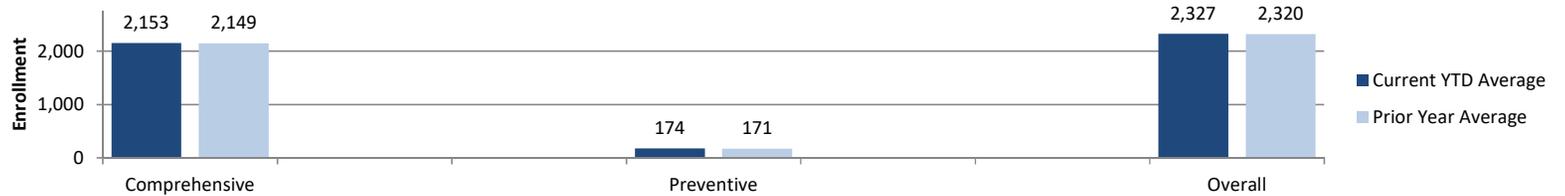


# Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



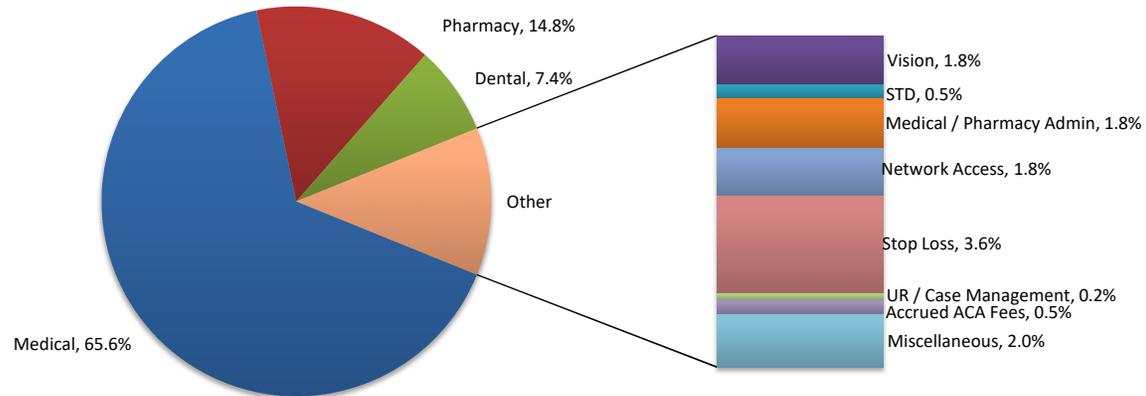
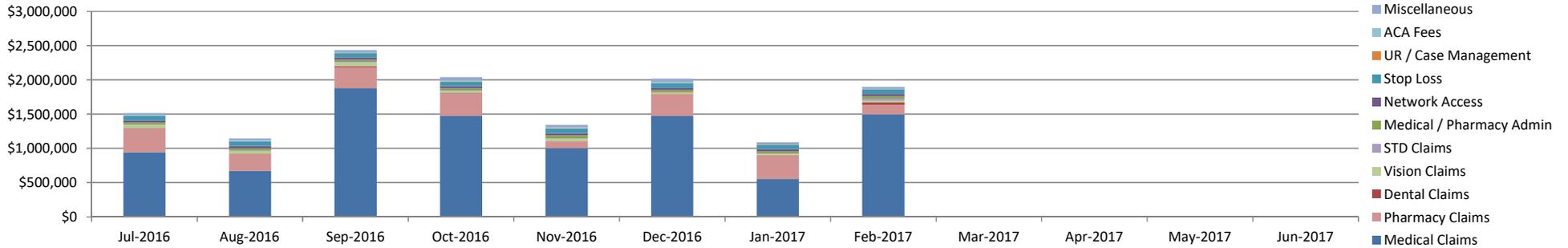
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$59.70	\$30.58	\$57.52
Prior Average PEPM	\$63.55	\$26.82	\$60.84
<b>% Change</b>	<b>-6.1%</b>	<b>14.0%</b>	<b>-5.4%</b>



	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	2,166	173	2,339
Jan-2017	2,163	179	2,342
Feb-2017	2,152	179	2,331
Mar-2017			
Apr-2017			
May-2017			
Jun-2017			
<b>Average</b>	<b>2,153</b>	<b>174</b>	<b>2,327</b>
<b>% of Total</b>	<b>92.5%</b>	<b>7.5%</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>0.2%</b>	<b>1.6%</b>	<b>0.3%</b>



# Yavapai Combined Trust Claims and Non-Claim Expenses



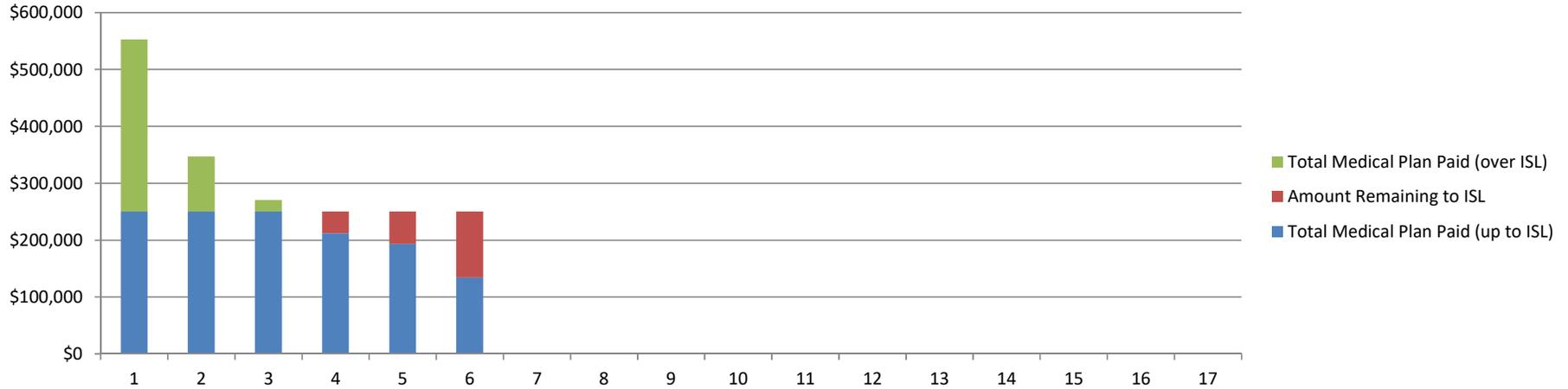
	Paid Claims						Non-Claim Expenses					
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous
Jul-2016	2,366	\$946,345	\$343,649	\$109,752	\$47,985	\$5,219	\$30,746	\$31,244	\$64,591	\$4,362	\$11,974	\$23,330
Aug-2016	2,338	\$673,990	\$241,114	\$105,473	\$40,521	\$9,779	\$30,881	\$31,297	\$64,706	\$4,370	\$11,832	\$30,481
Sep-2016	2,356	\$1,882,178	\$302,913	\$222,262	\$52,416	\$14,048	\$30,899	\$31,336	\$64,869	\$4,375	\$11,923	\$27,204
Oct-2016	2,388	\$1,475,510	\$329,947	\$158,642	\$30,033	\$6,718	\$31,071	\$31,628	\$65,434	\$4,416	\$12,085	\$50,349
Nov-2016	2,387	\$1,004,578	\$101,946	\$139,629	\$31,189	\$4,878	\$42,954	\$34,579	\$65,461	\$4,414	\$12,080	\$37,368
Dec-2016	2,386	\$1,476,773	\$323,637	\$113,527	\$19,701	\$0	\$33,500	\$32,198	\$65,598	\$4,412	\$12,075	\$52,981
Jan-2017	2,384	\$554,898	\$353,936	\$73,031	\$15,138	\$0	\$33,447	\$32,144	\$65,594	\$4,405	\$932	\$29,899
Feb-2017	2,374	\$1,497,751	\$141,492	\$148,606	\$29,304	\$32,453	\$33,397	\$32,103	\$65,430	\$4,399	\$928	\$32,539
Mar-2017												
Apr-2017												
May-2017												
Jun-2017												
<b>Average</b>	<b>2,372</b>	<b>\$1,189,003</b>	<b>\$267,329</b>	<b>\$133,865</b>	<b>\$33,286</b>	<b>\$9,137</b>	<b>\$33,362</b>	<b>\$32,066</b>	<b>\$65,211</b>	<b>\$4,394</b>	<b>\$9,229</b>	<b>\$35,519</b>
PEPM Avg		\$501.19	\$112.68	\$56.43	\$14.03	\$3.85	\$14.06	\$13.52	\$27.49	\$1.85	\$3.89	\$14.97
<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	0.0%	-6.6%	2.9%	-5.2%	4.2%	-7.1%	-6.9%	2.1%	-35.8%	-2.5%		-31.0%

Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates; Effective December 2016, ACA fees will be included in the monthly report; STD claims in February 2017 reflect updated STD claims from July 2016 to February 2017.

5480880v1



## Yavapai Combined Trust Claimants over \$125,000 through February 2017



**Three claimants have exceeded the \$250,000 individual stop-loss deductible during the current plan year through February 2017.**

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Active	Multiple myeloma/bone marrow transplant	\$431,806	\$120,452	\$552,259
2	Active	Bile duct rupture/sepsis	\$346,027	\$664	\$346,691
3	Active	Cancer	\$246,483	\$23,734	\$270,217
4	Active	Intussusception-intestinal obstruction	\$212,073	\$0	\$212,073
5	Active	Inflammatory polyneuropathy	\$192,497	\$577	\$193,074
6	Active	Major depressive disorder	\$128,414	\$5,401	\$133,815
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
<b>Total</b>			<b>\$1,557,300</b>	<b>\$150,828</b>	<b>\$1,708,128</b>
<b>% of Medical/Rx Claims</b>			<b>13.4%</b>	<b>1.3%</b>	<b>14.7%</b>
<b>Total Exceeding Stop Loss Deductible</b>					<b>\$419,166</b>
<b>Aggregating Specific Deductible</b>					<b>\$100,000</b>
<b>Estimated Reimbursement Due and/or Paid</b>					<b>\$319,166</b>



## Yavapai Combined Trust Estimated Fund Balance

**Calculation as of February 28, 2017**

	<b>Recommended Funding Policy</b>	<b>Fund Balance as of 2/28/17</b>
<b>Estimated Expenses/Claims For One Month<sup>1</sup></b>	\$1,947,000	
	+	
<b>Estimated Risk Corridor<sup>2</sup></b>	<u>\$5,272,000</u>	
	=	
<b>Total Estimated Fund Balance</b>	<b><u>\$7,219,000</u></b>	
<b>Total Equity<sup>3</sup></b>		<b><u>\$13,240,531</u></b>
	+	+
<b>Estimated Recommended Reserve for Incurred But Not Reported (IBNR)<sup>4</sup></b>	<b><u>\$2,376,000</u></b>	
<b>IBNR Liability</b>		<b><u>\$2,381,000</u></b>
	+	+
<b>Current Liabilities Other Than IBNR</b>		<b><u>\$430,722</u></b>
	=	=
<b>Total Recommended Reserves</b>	<b><u>\$9,595,000</u></b>	
<b>Total Liabilities and Equity<sup>3</sup></b>		<b><u>\$16,052,253</u></b>
<b>Reserve Surplus/(Shortage)</b>	<b><u>\$6,457,253</u></b>	

(1) One month average claims and expenses based on 12 month period ending February 28, 2017.

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

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

(4) 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 February 28, 2017.



## Yavapai Combined Trust Data Sources / Disclaimer

Data Element	Source	Notes
Enrollment counts	Summit	
Medical claims	Summit	
Rx claims	Optum	
Dental claims	Summit	
Admin fees	Summit / Calculated	Dental, Vision, & STD administration are calculated: Enrollment X Rates
Large claimant information	Summit	
Other expenses	Summit	
Rx rebates	Summit	
ACA Fees	Calculated	ACA fees are shown on an accrued basis and are calculated: Est. Membership X Fees

The data received from vendors has not been audited by Segal Consulting. The accuracy and reliability of this report is dependent on the information available to Segal Consulting at the time the report was prepared. Any changes to the underlying data will affect the results reported in this report.

## IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ EMPLOYEE LEAVE BANK
- ◇ CALENDAR REMINDERS
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WELLNESS UPDATE
- ◇ GET TO KNOW DEAN HOLBROOK
- ◇ YCSA ELECTIONS
- ◇ 2017 SUMMER HOURS
- ◇ 2017 YAVAPAI COLLEGE JOB FAIR
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

## YCSA President's Welcome

**G**reetings Amazing Yavapai College Staff!

I hope everyone survived those crazy allergies we are/were having. The end of the semester is just around the corner and that means there are a lot of exciting things going on. First of all, graduation is set for May 5<sup>th</sup> and 6<sup>th</sup> this year. As always, volunteers are needed for the commencement ceremonies, so please give some time to show your support for our students.

There are also going to be a number of capital improvement projects going on that will help us continue to make Yavapai College such a great place to work and learn. So please be aware that parking will be disrupted and there might be noise and dust in your work area.

Once again, thank you all for all of the great work you do for our students and campus, it is greatly appreciated.

Have a wonderful Spring!

James Elphick

## Calendar Reminders

April 17	Fall 2017 degree-seeking student registration begins
April 24	Fall 2017 open registration begins
April 26	Administrative Professionals Day
May 5	Verde Graduation / Last day of spring semester classes
May 5	First Friday: Online Enrollment Benefits process
May 6	Prescott Graduation / Residence Halls close
May 8	Summer hours begin
May 11	Final grades due by 12pm
May 29	Memorial Day (all campuses closed)
June 5	Summer regular semester begins



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

## What is the Employee Leave Bank? How Can I Get Access?

**T**he employee leave bank policy was revamped in April of 2016. It is set up to provide leave to full time employees who have joined the bank in case they have a catastrophic illness or injury and have exhausted all of their own leave.

- Examples of a catastrophic injury might be severe injuries to the spine, spinal cord, brain, including skull/spinal fractures.
- Catastrophic illnesses are life threatening, require lengthy hospitalizations, extreme therapies and or other types of care that basically compromise the person's health in a way that keeps them from the activities of daily living. Examples of this could be major burns, trauma that results in paralysis or coma and terminal cancer.

Full time employees can voluntarily join the "leave bank" after one year of employment by donating eight hours of sick leave, provided they have a balance of forty hours of accrued vacation or sick leave after their donation.

If an employee doesn't join at their anniversary, they must wait until there is an open enrollment period. To use the leave bank, employees must exhaust all of their own paid leave (vacation and sick). The serious health condition must be expected to last at least two weeks beyond the use of their accruals. Employees can draw 1.5x their annual sick leave accrual rate. An employee who earns 12 days of sick leave per year could draw 144 hours (18 days) of sick leave from the leave bank. If/when the leave bank is depleted, employees who participate will be notified and can again make a donation to the bank. Forms to participate in the leave bank are available from Human Resources.

# Celebrating Our Employees

**Welcome to our new employees!**

Name	Department	Campus
Michael Anderson	Custodial/ Facili	Presco
Michael Patrick	IT	Presco
Rynnie Sco	Student Development	Verde
Jennifer VanVleet	Ath	Presco
Steve Gomez	Custodial/ Facili es	Presco



# Wellness Update



**G**ood physical and mental health comes from a variety of things. These things are different for everyone. For most people it's about balance, moderation and practicing the things that make you feel good. These can include healthy relationships, exercising, eating in a healthy way, getting good sleep, spending time with people you love, meditating, reflecting, being in touch with your body, etc...

The best way to figure out where to start is to ask yourself "What makes me feel good physically and mentally?" Whatever that is, that's where you should start. If you're just not sure of the answer, here are some simple ways to integrate wellness into your life each day of the week:

- Drink hot water or hot tea in the morning
- Workout. No excuses, just go!
- Drink a healthy smoothie
- Meditate (or just find time to sit quietly)
- Digital Detox (find two hours to part from your phone/tablet/computer/TV, etc...)

## Get to Know Dean Holbrook

**You grew up in Prescott?** I was born on the east coast, but we moved to Camp Verde when I was one, and then to Prescott when I was six. I grew up next to Lincoln School, attended Granite Mountain Middle School, and got a ride from my dad to high school every day before he went to work as a teacher; I never had to take the bus to school.

**Why did you decide to teach? What have been some of the unusual experiences you had?** I was finishing up my Bachelor's Degree in Engineering when I had a chance to see some of the negative effects of private-sector engineering work by speaking with my wife's father when she and I were still dating. I originally thought teaching wasn't for me, but when I reflected on how my dad's job as a teacher affected our family, how much he loved his job and how much he was respected for it, I became interested in pursuing it. During grad school, I started working in the summers as an assistant teaching and tutor in the YC Learning Center and loved it. I was hired as full-time math faculty in 1994. At one point, my sister was one of my students. I was also the supervisor to both my parents when they were math instructors here at Yavapai.

**What leadership qualities do you try to bring to your workplace?** The leadership style I have most closely related to is the Servant Leadership style. Qualities I strive for as a leader are: integrity, honesty and genuineness. I think it is important that you get beyond thinking "what is best for me" to see what is best for the institution, its' students and the community.

## YCSA Elections Coming Soon

Three YCSA board positions will be open this summer. You may self-nominate or nominate a colleague. All full-time or regular part-time staff may be considered for these positions. Nomination forms will be distributed in May. Open positions for 2017-19 are:

- **President** — The President will preside at all meetings; is responsible to prepare the agendas for all meetings with the assistance of the Secretary; conduct the meetings; and act as an official member, or designate a representative for various committees.
- **Alternative Representative** — The alternative representative takes the place of an elected YCSA board member should a vacancy occur for any reason.
- **New Hire & Professional Development Liaison** — This person works closely with Human Resources to help develop relevant First Friday training opportunities and is in charge of delivering welcome mugs to new employees.

Participation as a YCSA officer allows you to: represent your peers providing input on what staff finds important; help brainstorm solutions to employee issues; work collaboratively with a creative and enthusiastic team; develop leadership skills; and most important — have fun.

## 2017 SUMMER HOURS Frequently Asked Questions



### 1. When do summer hours begin and end?

Summer hours begin Monday, May 8, 2017 and end Friday, August 4, 2017 (a duration of 13 weeks)

### 2. How will my hours change in the summer?

Regular full-time employees (both exempt and non-exempt) will work 36 hours per week Monday through Thursday—the College is generally closed on Fridays. Employees will work four 9 hour days taking a one-hour lunch. Your work schedule is determined by your supervisor to meet department needs. Each supervisor will work with staff to determine their start time, lunchtime and end time, which should total 36 hours per week.

### 3. Can I work *through* lunch?

No, you will need to take a lunch. Policy 2.02 states: “Employees who work an 8-hour day will generally receive a one hour, unpaid lunch break around the middle of the employee’s scheduled work day but in all cases should receive a minimum one-half hour unpaid break.”

### 4. Can I work 7:30am -5pm with a 30-minute lunch?

It depends on the operational needs of your department. Your supervisor will work with you to determine your work schedule and lunch break.

### 5. Can I work on Fridays?

No, you should not work on Fridays, unless your position requires you to be at work on Fridays (such as certain positions in Facilities, FEC, or Campus Police). In such cases, work schedule will be determined by your supervisor to meet operational needs.

### 6. Will YC’s business hours remain 8am-5pm?

Yes, the standard College business hours will remain the same, open to the public 8am to 5pm. As during the rest of the year, some departments open earlier or stay open later. However, for the most part, the College is not open on Fridays. Your work schedule may begin before the College opens to the public and you may continue working after the College closes to the public.

### 7. Can I take time off without pay?

No, you cannot take time off without pay unless you are on an approved leave of absence.

**8. Can I only work 32 hours per week as we have in past summers?**

As has been our past practice, you may work 32 hours per week in the summer by using vacation hours to ensure that you are paid at least 36 hours per week. Per Policy 2.09 (Vacation), you may also use additional vacation hours so that your pay equals 40 hours per week. In addition, per Policy 2.08 (College Holidays), you are paid 8 hours (not 9 hours) for holidays (Memorial Day and 4<sup>th</sup> of July). During the summer, you can work with your supervisor to either use vacation time or work an extra hour during a holiday week.

**9. What if there is not enough work to keep me busy for 36 hours per week in the summer?**

Please discuss your concerns with your supervisor. There are a couple of options:

- a. Your supervisor may have some special project work which needs to be done
- b. There are several departments that are requesting extra support during the Summer—talk with your supervisor to learn more about those opportunities
- c. If your supervisor agrees with your assessment that the operational needs of the department can be met with fewer people in the summer than during the traditional school year, you may work with your supervisor and Human Resources to explore the possibility of changing your full-time position into something less than 12-months.



*Carnations for Caring*



*Verde Staff Anniversary*



*Spirit Month*



*Verde Staff Anniversary*

# 2017 Yavapai College Job Fair

Over 80 employers attended the 2017 Yavapai College Job and Career Fair on Friday, March 31. Overall, there were more than 500 job openings offered, with an estimated 350–400 job seekers attending.

Through the combined efforts of Yavapai College, the Prescott Chamber of Commerce, Goodwill of Central Arizona and the Department of Economic Security (DES), the YC Job Fair has become an annual event in the community.

Our next Career & Job Fair will be held May 19 at the Yavapai Juvenile Justice Center and will focus on jobs and resources for all our youth in the community, age 16–24.



## YCSA Employee Benefits and Professional Development Committee Update

*(See Page 6 for YCSA Committee Updates and Information)*

The YCSA Employee Benefits and Professional Development Committee met last month. We have three items/projects that we have identified that we will be going forward with from now through Convocation Day. The first item that we are going to explore is how benefits are allotted to two employees who are married to each other as compared how they are allotted to two unrelated employees. It has been brought to our attention that some feel that there is a lack of parity in the administration of some benefits between these two samples. We will be looking into when this occurs, the basis for how and why this is happening, and revisit, as a committee, if this is an appropriate item to move forward with.

The second item is related to employee growth, professional development and retention. We would like to explore a similar program to Google's "Stretch Program." You can read an article about it here: [https://www.linkedin.com/pulse/unexpected-way-stop-people-from-quitting-ryan-holmes?trk=eml-b2\\_content\\_ecosystem\\_digest-hero-22-null&midToken=AQH6ZDUgALlIig&fromEmail=fromEmail&ut=0zQ1\\_q6tVXDo1](https://www.linkedin.com/pulse/unexpected-way-stop-people-from-quitting-ryan-holmes?trk=eml-b2_content_ecosystem_digest-hero-22-null&midToken=AQH6ZDUgALlIig&fromEmail=fromEmail&ut=0zQ1_q6tVXDo1). A program similar to this could be a program to assist with filling positions in tandem with an upcoming planned retirements. Did you know, that as of last February, 58 percent of the Yavapai College full-time staff is over the age of 50? Did you know, that with our extended summer hours, not all staff feel that they have enough work in the summer to fill these extra hours and a Coordinator has been charged with coordinating their extra time with departments who could use the extra help? A program like this might work particularly well in the summer months. Please feel free to contact a committee member with your views or suggestions about this. Or, maybe there is just something else in the college you would like to see.

Our third item will be forming a Wellness Support Group. This group could meet as frequently as weekly; maybe rotate meeting times (i.e., morning, lunch, and after work) each week so that more could attend — even if it's not every meeting; and cover topics like fitness, mindfulness, weight loss, nutrition, etc. We really want to solicit your input. Would you please take the time to take this very brief survey? <https://www.surveymonkey.com/r/V2LJ76B>

All of these items and actions are new to this committee. Our current plan is to start with fact finding and educating ourselves, determining a consensus about what to move forward, and then finding the appropriate path. Hopefully, we'll have good things to report on Convocation Day!

# YCSA Committee Updates

## Social/Community Service

**O**ur February event “Carnations for Caring” was a huge success! We delivered over 350 carnations on February 13 to our staff and faculty. Thanks to all who participated and created many smiles!

YCSA sponsored spirit month in March by providing staff and faculty with an athletic game day treat. Staff and faculty wearing their green and gold to the BB game on March 24 and SB game on March 31 received a free ice cream and free hot dog. PTSS provided a livestream of the games for all campuses to participate. GO ROUGHRIDERS!

The celebration in April will be “Earth Day” on April 21 with a pledge to keep YC campuses clean and green, by picking up trash as you walk the YC Trail/Paths/Campuses. Join us in the Courtyard between bldg. 3 & 4 and make your commitment to “Act for Green” from 10am to 3pm. Walk the YC trail and/or campus, pick up trash, and return the bag to the recycle location in the courtyard. YCSA will provide the bags, water, and snacks for the day.

Thanks for making YC a great place for all!  
Shana Rushing & Janice Soutee  
Co-chairs, Social Community Service Committee

## YCSA Employee Benefits and Professional Development

**P**lease see update provided on page 5 of newsletter.

## Newsletter

**O**ur summer newsletter will be published in June/July. 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 2017

### 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

---

## YCSA Board 2017

James Elphick — President	928-717-7687	<a href="mailto:james.elphick@yc.edu">james.elphick@yc.edu</a>
Janice Soutee — Vice President	928-776-2025	<a href="mailto:janice.soutee@yc.edu">janice.soutee@yc.edu</a>
Jennifer Taylor — Secretary	928-776-2304	<a href="mailto:jennifer.taylor@yc.edu">jennifer.taylor@yc.edu</a>
Jerry Zaryczny — Web Design	928-717-7605	<a href="mailto:jerry.zaryczny@yc.edu">jerry.zaryczny@yc.edu</a>
Connie Del Castillo — New Hire & Professional Development Liaison	928-776-2217	<a href="mailto:connie.delcastillo@yc.edu">connie.delcastillo@yc.edu</a>
Karen Leja — Alternative Representative	928-776-2270	<a href="mailto:karen.leja@yc.edu">karen.leja@yc.edu</a>

## May 2017 College Highlights

### Arts and Humanities

- **Henry Flurry**, Adjunct Music Instructor, premiered three new compositions this year. *Ragtime Dances for Marimba and Orchestra*, a marimba concert inspired by ragtime-influenced ballroom dances of the 1910's, was commissioned by the Prescott Chamber Orchestra and premiered in April 2017. *Hark! What Celestial Notes*, a Christmas work for choir and vibraphone commissioned by Camerata Singers premiered December 2016. *The Stray Tom*, a duet for marimba and trombone, premiered in April 2017. Henry Flurry received a \$5000 grant by the Arizona Commission on the Arts to fund an orchestral concert of his music.
- **Mandi Lopez**, Graphic Design Computer Lab Manager, created the new Visual Arts Facebook page with great success! One post, dated April 6, 2017, regarding the "Emerging Artist Exhibit" (student show), yielded 160 likes, 57 shares and several comments. Please click below and enjoy:  
  
<https://www.facebook.com/yvisualarts/>
- **Cindy DeCecco**, 3-D and Sculptor Instructor, volunteered as a docent at the recent American Association of University Women (AAUW) fundraiser in the Richard Marcusen Sculpture Garden.



## Business, Education and Social Sciences

- **Dr. Michael Davis**, Administration of Justice and Paralegal Programs Coordinator, made a presentation to juvenile court personnel from across the state on Wednesday, March 29<sup>th</sup> on the topic of Juvenile Brain Development and the Law. The hour and a half presentation was part of an annual meeting held at the Juvenile Court facility in Prescott, at which approximately 20 juvenile court personnel attended. Dr. Davis is a frequent guest speaker on the intersection of Law and Neuroscience.
- **Dr. Aaron Rizzieri**, Assistant Professor of Philosophy, led a discussion on euthanasia at the Prescott Valley Public Library on Wednesday, April 5. The discussion followed a screening of the documentary, “How to Die in Oregon” and was part of an ongoing series of events on the topic of death and dying. This event was sponsored by the library, which runs regular educational events. Approximately thirty persons attended the event. Dr. Rizzieri has published on several life and death issues within the field of bioethics and has conducted several popular level discussions of public issues in Flagstaff and Sedona in the past.

## Computer Technologies & Instructional Support

- QM@YC is excited to announce our first evening training sessions for adjunct professors were a great success!

Quality Matters, “QM” supports a robust assessment of online and hybrid course structure; it focuses on the design of course environments as opposed to evaluating instructional content. Following QM standards will help our courses meet a level of excellence that is rooted in educational research and proven student (and teacher!) success.

Since the introduction of QM@YC, we have offered a number of trainings that covered the basics of QM. These trainings were scheduled during the day making it difficult for most of our adjuncts to participate. **Lindsay Henning**, Computer Systems & Applications Professor/Quality Matters Coordinator, in partnership with **Tara O’Neill**, Education Professor/Adjunct Faculty Coordinator and **Elsie Freeman**, Computer Systems & Applications Adjunct Faculty/Adjunct Faculty Coordinator, QM@YC offered the first evening sessions on April 6 and 7 on the Prescott Campus. QM-trained facilitators **Matt Percy**, Biological Sciences Professor, and **Ruth Alsobrook-Hurich**, Video Game Development Program Director, led the trainings that had in attendance faculty and staff from both the Verde and the Prescott Campuses.

**Edmund Bushman**, Computer Systems & Applications/Business Professor, spoke on-air during the “Q&A Show” with DJ Fone of KQNA 1130 AM about Social Media Etiquette on April 3, 2017.

- **Edmund Bushman**, Computer Systems & Applications/Business Professor, also attended the 4<sup>th</sup> Annual Arizona Transfer Summit on April 14<sup>th</sup> at the WeKoPa Resort in Scottsdale, AZ. The Summit featured speakers Loretta Love Huff, Corporate Speaker, and Rich Nickel, President & CEO of College Success Arizona. It provided a great networking and professional development environment.
- **Sheri Kinney**, Library Manager for the Verde Valley Campus, was nominated by **James Perey**, Executive Dean/Campus Executive Officer for the Verde Valley Campus, and won the *Outstanding Staff Award* at the Verde Valley campus' Evening of Recognition.
- In response to a survey conducted by the Student Leadership Council, the Prescott library remained open until midnight on April 24-27 and May 1-3, to help students be successful as they wrap up the last few weeks of the semester.
- **Ustadza Ely**, the Library's Manager of Technical Services, was interviewed for the chapter, "BIG IDEAS, SMALL LIBRARIES—Being Innovative: Creating Innovative Tutorials," in the recently published book, *The Small and Rural Academic Library*.

### Foundation Studies

- **Dr. Joan Fisher**, YC English Professor, successfully defended her dissertation titled "Autograders and the Effect on Writing Anxiety in Community College Freshman Composition Students." She earned her PhD in Instructional Design and Technology from Keiser University in Fort Lauderdale, Florida.
- **Dr. Molly Beauchman** and **Andrea Schaben**, YC Math Professors, presented a session at the Arizona Assessment Conference at Mesa Community College on Friday, April 7<sup>th</sup>. The session was titled, "Assessing Quantitative Literacy". The description of the session follows. At Yavapai College, we have been assessing Quantitative Literacy in mathematics and Associate of Applied Science degree courses as part of the General Education assessment process. The Mathematics department has created a rubric and common assignments for all math courses. We would like to share our rubric and assessment process, common assignment for MAT 152 (College Algebra), samples of student work for several of the outcomes and changes we will make to curriculum/instruction based on assessment data.

### Sciences, Health and Public Safety

- **Ken Krebbs**, YC Fire Science Program Director, reports the latest achievements:
  - YC Dual enrollment student, **Jacob Schwisow**, took 1<sup>st</sup> place at the firefighter Divisional Skills USA Competition.
  - Both the dual enrollment and regular fire academy successfully completed their first live interior burn on April 8, 2017.
  - Local Fire agencies adopted the "Nozzle Forward" training standards implemented by the YC Fire Academy to stay with the most current standards.

## Career and Technical Education

- Equine students held their spring horse show April 29th at the Chino Valley Center [www.yc.edu/horseshow](http://www.yc.edu/horseshow)

**Yavapai College & AAEC Present:**  
All Breed Multi-Discipline  
**Horse Show!**

**Yavapai College Chino Valley Horse Arena**  
2275 Old Home Manor Dr., Chino Valley, AZ.  
**Saturday, April 29, 2017**  
**9:00 a.m. - 5:00 p.m.**

**Trail Course, Ranch Riding, Driving Classes,  
English & Western Classes.....AND More!**

\$10/Class; \$8/Class for Students w/ ID; \$5/horse  
\*Discount for online registration\*  
(Online Registration will open April 14th)

**INFORMATION & REGISTRATION**  
Visit [www.yc.edu/horseshow](http://www.yc.edu/horseshow)

**FREE! Parking & Admission**

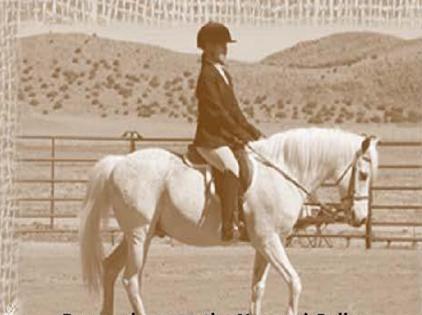
Food/Drink Concession  
Bring Chairs- Seating/Shade is limited.

**Yavapai**  
COLLEGE  
life explored

**AAEC** EDUCATION  
EVOLVED  
Arizona Agribusiness & Equine Center

**K&L**  
CATTLE COUNTRY  
100.1 FM PRODUCTY

Proceeds go to the Yavapai College  
Equine Scholarship Fund





# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

May 2017

Greetings from Facilities!

The May 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**

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

Masonry work framing the new addition is complete. Steel is being erected including columns, second floor trusses and roof decking. A new sidewalk connecting the front of the Prescott Valley Center with Glassford Road is scheduled to be complete May 15. Grading has started for the new front parking lot. Site utility work continues with the installation of a new transformer and supporting electrical service.

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

On the Prescott campus, the site grading is underway for the new dumpster enclosure and installation of the new sidewalk from parking lot J to the EMS garage is complete.

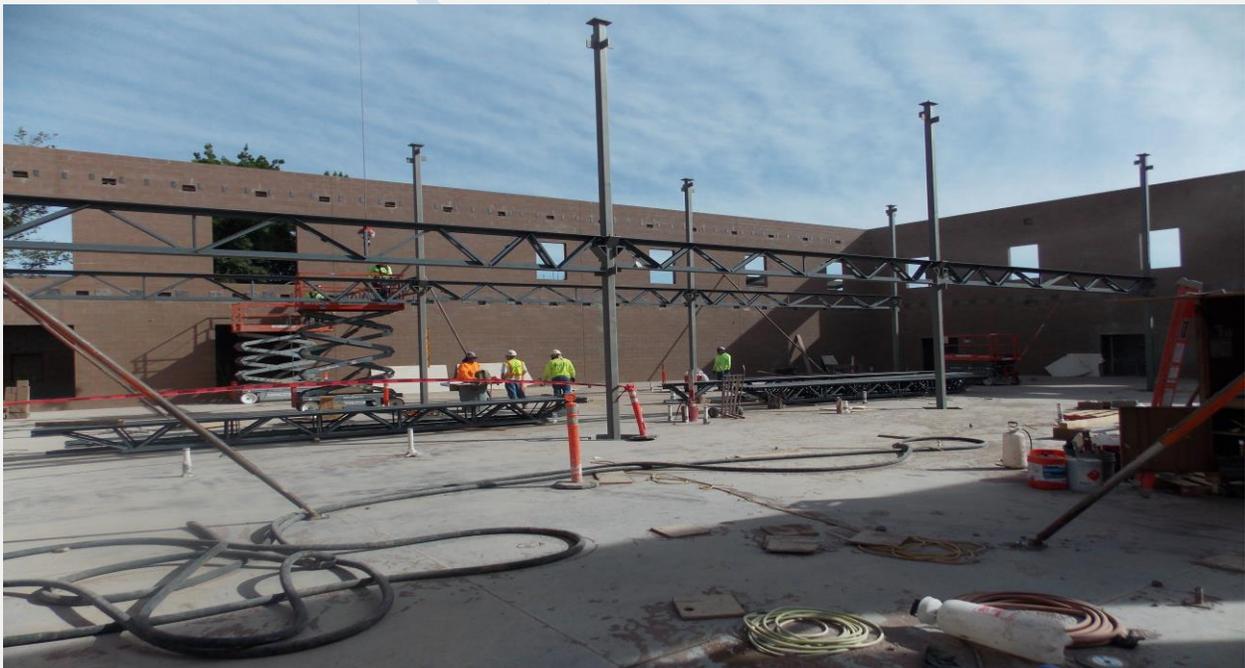
The updated construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – March through June 2017
2. Prescott Valley Center Parking Expansion – December 2016 through June 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 classroom and lab spaces are ready for students at the start of the fall 2017 semester.



Masonry Exterior Wall Construction of Addition



Column and Second Floor Truss erection



EMS Garage

### Buildings 1 and 15 Renovation

Facilities and ITS personnel are busy moving furniture and equipment out of the two buildings in preparation for construction. Construction will be kicking off May 8. 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

Interior work includes the installation of flooring in the pastry kitchen and culinary. Kitchen equipment for both spaces will be installed the week of May 22. Classrooms 28 and 29 are being prepped for paint and new flooring.

Exterior work consists of setting roof top HVAC units, installing windows in the clerestory space above the café and erecting the structural components of the shade structure.

Work continues with the bridge connecting the south lot with the new front entrance to the Sedona Center.

Project substantial completion is scheduled for July 1.



Floor Preparation in Pastry Kitchen



Plumbing Electrical Connections for New Equipment Installed in Culinary



Window Framing in Clerestory



Stucco Work and Shade Structure Preparation



Bridge Construction for New Front Entrance

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.

## LANDSCAPE PROJECTS

### Building 29 Improvements

Work continues with the setting of plants and boulders around Building 29. Irrigation and drainage work is complete.



Onset of Building 29 Landscape Project



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 remaining for this fiscal year include: Verde Valley Campus Parking Lot Fogging – May 6-8, 2017

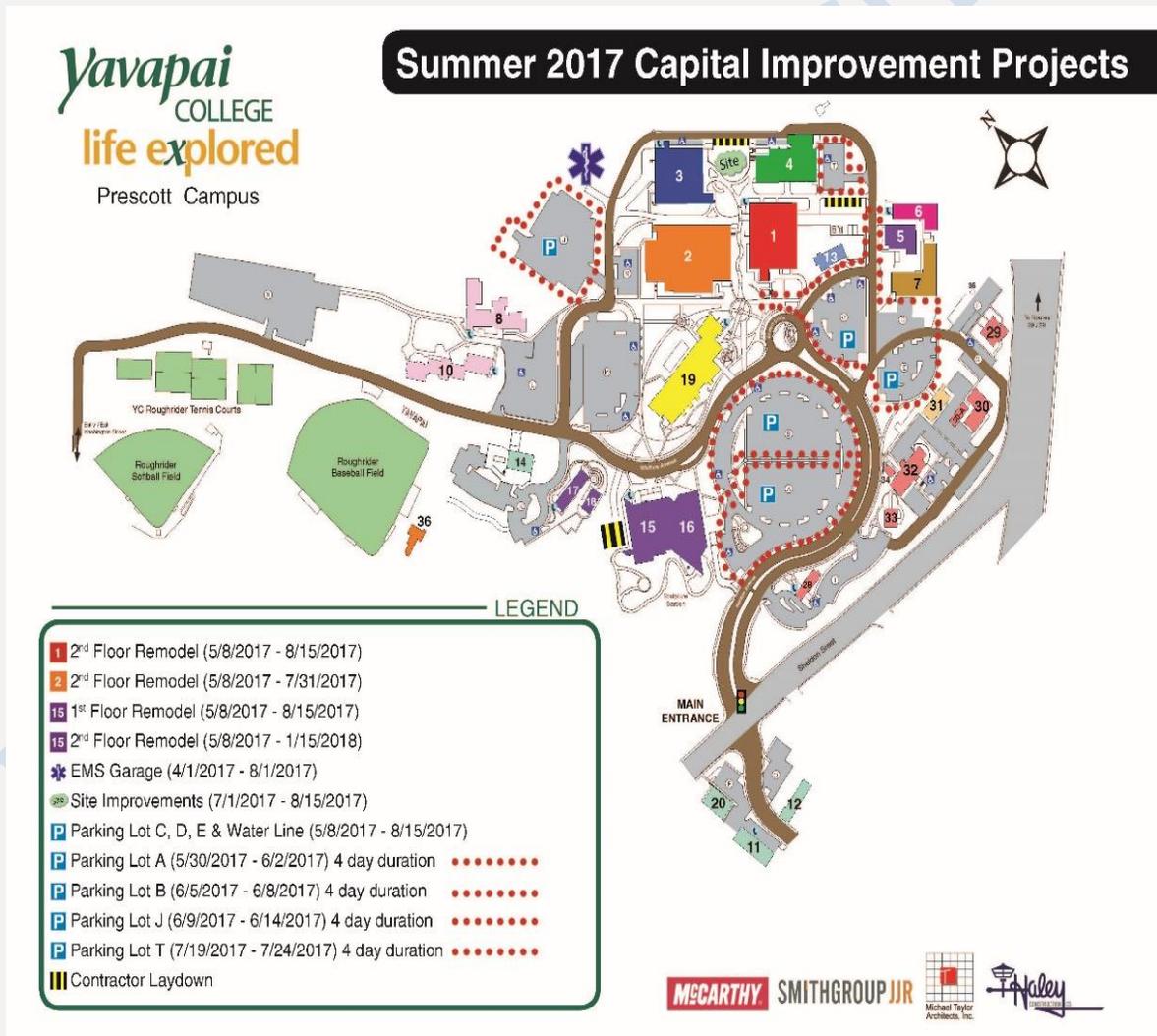
Future FCA Projects:

Building 15 Roof – July 2017

Building 3 Breezeway Decking Leaks – TBD/FY18

- Building 4 Breezeway Decking Leaks – TBD/FY18
- Phase 1 Baseball Field Drainage – TBD/FYFY18
- Phase 2 Prescott Waterline Replacement - TBD/ FY18
- Phase 1 CTEC Parking Lot Drainage and Expansion – TBD/FY18

For more information, please see the Prescott site map below for a list of summer preventive maintenance and capital improvement projects.



Summer Schedule at the Prescott Campus



## Risk and Emergency Management

Feel your heart racing? Is it skipping a beat? Jittery or anxious? Perhaps you're excited about the end of the semester, or the approach of summer. Or maybe you just had an energy drink.

The American Heart Association found that drinking one to three energy drinks could alter your heart rhythm and increase your blood pressure. If severe enough, these changes could lead to an irregular heartbeat or even sudden cardiac death.



The main culprit is caffeine. Lots of it. A single energy drink can contain 500 mg of caffeine. To that they add guarana which also contains caffeine. This makes the true caffeine content difficult to identify. 25 percent of college students consume alcohol with energy drinks, and they binge-drink significantly more often than students who don't mix them. A recent study found that 42 percent of all energy-drink related emergency department visits involved combining these beverages with alcohol or drugs.

Over the past several years, the overall number of energy-drink related visits to emergency departments doubled, with the most significant increase (279 percent) in people aged 40 and older.

### The National Institutes of Health warns:

- Large amounts of caffeine may cause serious heart and blood vessel problems such as heart rhythm disturbances and increases in heart rate and blood pressure. Caffeine also may harm children's still-developing cardiovascular and nervous systems.

- Caffeine use may be associated with palpitations, anxiety, sleep problems, digestive problems, elevated blood pressure, and dehydration.
- Guarana, commonly added to energy drinks, contains caffeine. Therefore, the addition of guarana increases the drink's total caffeine content.
- Young adults who combine caffeinated drinks with alcohol may not be able to tell how intoxicated they are.
- Excessive energy drink consumption may disrupt teens' sleep patterns and may fuel risk-taking behavior.
- Many energy drinks contain as much as 25–50 g of simple sugars; this may be problematic for people who are diabetic or pre-diabetic.

**Before drinking any energy drink:**

- Know your cardiac health. Check with your doctor if you are unsure.
- Avoid these drinks if you are diabetic or pre-diabetic.
- Energy drinks (not to be confused with sports drinks) are dehydrating. Drinking them during hot weather or before and during sports or physical exertion does not restore bodily fluids. It reduces them.
- Never mix energy drinks with other stimulants.
- Energy drinks can cause an overdose of niacin and pyridoxine resulting in nerve and liver damage.



Water is what your body needs and is still your best choice!

**FACILITIES MANAGEMENT NEW TEAM MEMBERS**

No new Facilities team members this month, but we are still looking to fill the vacated HVAC Technician III position 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.

**Presenter :** Ray Sigafoos

**Start Time :** 1:53 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 25

**Proposed :** 10/20/2016

**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 :** Update from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter; 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 Update - Dr. Matt Percy, Incoming Faculty Senate President
- College Honors Program - Jason Whitesitt and students, Killian Hays George and Louisa Brill
- Adjunct Faculty Newsletter - Attached - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
CHP2017.pdf	May 04, 2017	CHP2017.pdf
AA Vol 52c Issue 10 May 2017.pdf	May 04, 2017	AA Vol 52c Issue 10 May 2017.pdf

# YAVAPAI COLLEGE HONORS PROGRAM YEAR IN REVIEW



# MISSION

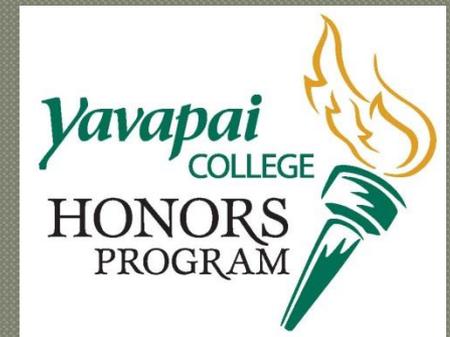
The Yavapai College Honors Program provides educational enrichment opportunities and scholarship incentives

for exceptional Yavapai College students.

The program fosters an environment of service, intellectual curiosity, academic achievement, and social responsibility.

Its members offer both classroom and campus leadership.

Its graduates go forth to further their education, serve their community, and make the world a better place.



# 2016-2017 Lessons

- We dug into the past, exploring British literature, history, and culture, looking for that which is worthy and sustaining
- We fostered a feeling of *georn wisdomes* “eager for wisdom”
- We read Beowulf, Heaney, Othello, Donne, Chaucer, and many others.
- We discovered that politics never change and that the battle for equality and justice is not relegated to history but an ongoing struggle
- We learned to look right, left, then right again before crossing the pond and also when crossing the street
- We determined that though the truth is hard to come by, its pursuit is more important than ever
- We found that travel in the age of terror is not just possible but essential, and that the best way to mind the gap is to cross it



# SERVICE

- We provided over 1,000 hours of service on Yavapai College campuses and throughout our communities
- Service locations included Prescott Creeks, The YC Learning Center, Prescott Valley PD, Walnut Creek Station, Big Brothers/Sisters of Arizona, Community Pregnancy Center, the Suicide Prevention Walk, and more!
- Chalk for Change: The College Honors Program covered the sidewalks of the Prescott Campus with messages of inclusiveness, hope, diversity, and community, fighting graffiti with graffiti.





**Chalk for Change**  
Please join us on Friday, April 14<sup>th</sup> to make Yavapai College a beautiful example of equality in action. Cover the sidewalks of Yavapai College with art and messages of hope, diversity, and acceptance.

- When: Friday, April 14<sup>th</sup> 10am-1pm.
- Where: Yavapai College Prescott Campus, between buildings 3 and 4.
- Who: All community members are welcome.



# EDUCATIONAL TRAVEL

- We took a 9-day educational trip to London, England
- In keeping with our themes of British literature, history, and culture we visited the Museum of Natural History, Bath, the National Gallery, Shakespeare's Globe, the British Library, Royal Albert Hall, St. Paul's Cathedral, Highgate Cemetery, and many others
- Students benefitted from dozens of historical sites, uniquely positioned to educate about both the past and the present

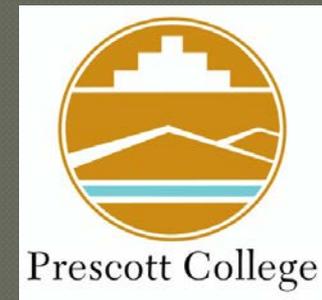
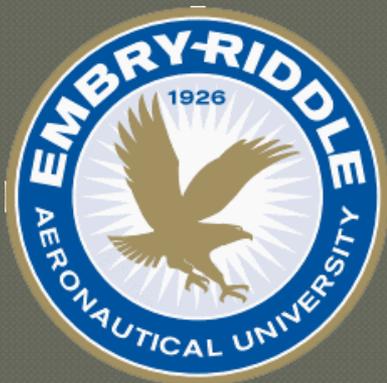
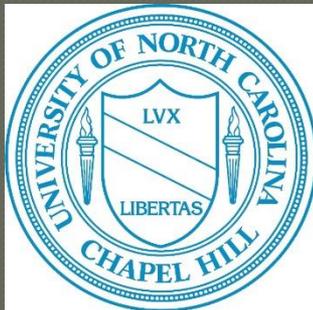


# WHAT'S NEXT FOR THE YC HONORS STUDENTS?



# WHAT'S NEXT FOR THE YC HONORS STUDENTS?

- Outgoing students are headed to Barrett Honors College, Arizona State University, Embry-Riddle, University of North Carolina, Northern Arizona University, Prescott College, University of Arizona, and others
- Over \$75,000 in scholarships



# 2017-2018: Things are Looking Up

- New Director
- Joining forces with PTK



# Parting Shots

- Killian Hays-George
- Louisa Brill





**UPCOMING FACULTY AND  
ACADEMIC CALENDAR ITEMS:**

**Prescott Campus Library**

Extended Hours on select days:

Mon - Thu (Apr 24-27) & Mon - Wed (May 1-3)  
8am - Midnight

April 28 - Last Pay Date for Adjunct Faculty  
Spring semester

May 1-5 Final Exams Week

**May 5 - Regular Semester Ends**

May 5 - Verde Valley Commencement;  
6:00 pm in the Mabery Pavilion

May 6 - Nursing Commitment and Pinning  
Ceremony; 1:00 pm in Performing  
Arts Center

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

May 9-10-- Summer Institute -  
See more Page 2

**May 11 - Final Grades due!**

May 25 - NARTA Graduation; 11:00 am  
Prescott Performing Arts Center

May 30 - Memorial Day - All Offices /  
Campuses closed

June 5 - Summer Session Begins

July 4 - All Campuses /Offices Closed

August 14 - Prescott Campus Convocation -  
All Offices Closed

August 14-18 - Faculty Activities Week

August 21 - Fall Regular Semester Begins!

*From our Registrar... Sheila Jarrell*

Dear Faculty!

Thank you for a great semester.

The last date for **instructor- initiated withdraw** activity is **Thursday, April 27.**

- Login to [www.yc.edu](http://www.yc.edu)
- Go to My Services/ Faculty/ Faculty Withdraw

**Final grading** will open April 28, and final grades are due: **Thursday, May 11.**  
Dual enrollment withdraw deadline is also April 27, but dual enrollment final grad-  
ing dates are later. Dual Enrollment grades due May 26.

**Please note** - final grades are not viewable for students until all grades are sub-  
mitted & final processing completed for the semester. This processing usually  
takes a couple of days; so my goal is to have all transcripts (grades & GPA) updated  
and viewable for students by end of the day May 17.

**Questions?**

Email [registrar@yc.edu](mailto:registrar@yc.edu)

or call 928.776.2107

You are welcome to visit my office on the Prescott Campus: Bldg. I Room 111.

*Thank you, Sheila*

**Testing Center hours for Final Exam Week ~ May 1 - May 5, 2017**

[Prescott Campus](http://www.yc.edu) - Bldg 1-217 (928) 776-2200

**Monday - Thursday: 8:00 am - 7:00 pm**  
**Friday: 8:30 am - 3:00 pm**

[Verde Valley Campus](http://www.yc.edu)—Bldg I -120

NOTE: Students **MUST** make an Appointment

**Monday—Wednesday: 8:00 am - 5:00 pm**  
**Thursday: 10:00 am - 7:00 pm**  
**Friday: 8:30 am - 3:00 pm**



Tests must be **completed** by closing time. It is essential students arrive in a timely manner  
to complete tests/exams by the published end time. Final Exams only will be adminis-  
tered in the Testing Center during Final Exam Week. For additional information go to:

<https://www.yc.edu/v5content/testing-center/hours.htm>



**Learning Centers Cram Jam! *Cram Jam* - April 24 thru May 5**

Cram Jam events will include MAT & CHM Final Exam Review Sessions, chair massages, stress reduction  
activities and healthy snacks/refreshments for students.

**Friendly Reminder...Tutors** will be staffed until Friday, May 5<sup>th</sup> on both the Prescott & Verde campus.  
Tutoring and Study Sessions start at various times. For more information and list of scheduled events,  
please contact: Angela Fabela (Prescott Campus) 776-2086 \* Kim Stuit (Verde Valley Campus) 634-6562

		End of Semester Hours			
Prescott Campus	April 24 to April 27	~ 8 am to 10 pm	April 24 to April 27	~ 8 am to 7 pm	Verde Valley Campus
	April 28 (Friday)	9:30 am to 5 pm	April 28 (Friday)	9:30 am to 5 pm	
	May 1 to May 3	8 am to 10 pm	May 1 to May 3	8 am to 7 pm	
	May 4	8 am to 8 pm	May 4	8 am to 5 pm	
	May 5 (Friday)	9:30 am to 5 pm	May 5 (Friday)	9:30 am to 2 pm	

## The Adjunct Advisor

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



### Inspiring Graduation Quotes

"Do not follow where the path may lead. Go, instead, where there is no path and leave a trail." - Ralph Waldo Emerson

"All our dreams can come true...if we have the courage to pursue them." - Walt Disney

"Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind." - Dr. Seuss

"The **future** belongs to those who believe in the beauty of their dreams." - Eleanor Roosevelt

*Please remind your students to register for Summer and Fall classes!*

### Financial Aid Processing:

#### Classes:

**Summer 2017** – There is financial aid for Summer! Pell grants have already been awarded. For student loans, the student must complete a Summer Loan Request Form.

**Fall 2017** – Students must complete the 2017-2018 FAFSA to be eligible for the upcoming Fall semester. Award notices for Fall 2017/Spring 2018 have already begun. We award nightly (E-mail notification).

#### No Shows:

##### For Summer

Classes that begin on June 5<sup>th</sup>, drop no shows students by end of day on June 11<sup>th</sup>.

We appreciate your efforts in this. We continue to pay students financial aid who never attended class and we are trying to prevent this! Please see the Registrar's updates on the first page for more information.

### Book Advances & Disbursements:

#### Summer

First Disbursement of Financial Aid June 15<sup>th</sup>.

Students can begin charging summer books to our bookstore on May 22<sup>nd</sup>, both online and in person.

**Questions? Please call me!**

Diana Dowling,  
 Associate Dean of Student Development  
 Prescott Campus, Bldg I  
 Tel: (928) 776-2391  
[diana.dowling@yc.edu](mailto:diana.dowling@yc.edu)

Teaching & eLearning Support **TeLS**



## TeLS 12<sup>th</sup> Annual Summer Institute 2016

May 9 & 10

~ Teaching, Learning & Student Success ~

All faculty and staff are invited to submit workshop proposals for the 12th annual summer institute which is presented by the Teaching and Learning Committee and TeLS Department. For the past 11 years this event has been a great way for the YC community to share powerful ideas and experiences with one another. We need YOURS — Everyone has something amazing to share.

The focus this year is getting into a growth mindset for teaching and learning. Some topics include the new plagiarism tool from Turnitin: Feedback Studio, quizzing within a video from Panopto, Canvas mastery paths and so much more!

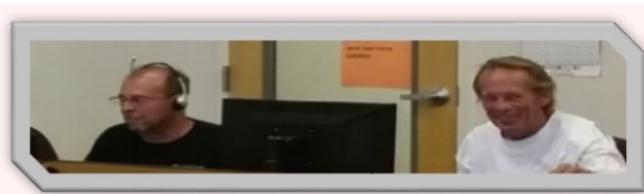
A facilitator stipend will be provided to any full-time or adjunct faculty who presents a session. Note: No more than 2 facilitators per session. The proposed length may change according to program needs. Email Thatcher Bohrman ([thatcher.bohrman@yc.edu](mailto:thatcher.bohrman@yc.edu)) for more information.

**Look for more information via Newsflashes & on the [Web letter](#). Register at [YC Training Website](#) or [training.yc.edu](http://training.yc.edu).**

Be sure to sign up for **all** the sessions you plan on attending, including breakfast and lunch. **Questions?** Please contact the Teaching & eLearning Support Department at 771-6120 or [tels@yc.edu](mailto:tels@yc.edu).

### Prescott Campus Computer Commons Bldg 19-2nd floor Spring 2017 Lab Hours January 17— May 5, 2017

Monday-Thursday	7:30 am to 9 pm
Friday	7:30 am to 7 pm
Saturday	10 am to 4 pm
Sunday	2 am to 7 pm



### Extended Hours—Verde Valley Computer Lab—M-112

Monday-Thursday	April 24-April 27	8 am to 7 pm
Friday	April 28	9 am to 2 pm
Saturday	April 29	10 am to 7 pm
Monday-Thursday	May 1-May 4	8 am to 7 pm

**Presenter :** Ray Sigafoos

**Start Time :** 2:18 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 10/20/2016

**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 :** 2:28 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/2/2017

**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 :** 2:29 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/2/2017

**Item Type :** Policy & Decision

Policy No.	Description	Ref No
3.1	<p>The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:</p> <ul style="list-style-type: none"> <li>- Outward vision rather than an internal preoccupation;</li> <li>- Diversity in viewpoints;</li> <li>- Strategic leadership derived from future rather than past or present thinking;</li> <li>- Clear distinction of Board and staff roles;</li> <li>- Collective rather than individual decisions; and</li> <li>- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.</li> </ul> <p>More specifically, the Board:</p>	560664

**Description :** Consideration to Authorize the Sale of Prescott Valley Library Condominium to the Town of Prescott Valley - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** The Board will consider authorizing the College to negotiate and execute the sale of the Joint Property located at the Prescott Valley Library per the terms and conditions of the Intergovernmental Agreement (IGA) Joint Facility Condominium between the Town of Prescott Valley and Yavapai County Community College District. The IGA was approved and executed by the Board on April 10, 2007 (Resolution 2007-04).

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:39 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**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 REPORT - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:39 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/20/2016

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2	The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.	344940

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 2.0 Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.0, 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 2.0.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
2.0 Exec Limitation Monitoring Report.pdf	Apr 27, 2017	2.0 Exec Limitation Monitoring Report.pdf
2.0 Compilation.pdf	May 04, 2017	2.0 Compilation.pdf

**President's** Monitoring Report  
Executive Limitations 2.0 – Executive Limitations  
May 2017

Executive Limitations 2.0 – Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.

**President's Interpretation:**

All College employees must strive to achieve the highest quality in fulfilling their job responsibilities. All must be cognizant of and abide by current legal aspects related to their specific roles; be versed in and practice ethical behavior; be knowledgeable and support all College policies; and maintain and incorporate their understanding of best practices in their fields. It is expected that all employees will remain cognizant and support the mission of Yavapai College and the Ends Statements established annually by the Board.

Supporting Evidence:

The supporting evidence for Executive Limitation 2.0 is dependent on two primary sources. First, the President will report the highest quality in fulfilling job responsibilities which is demonstrated within the Executive Limitations 2.1 through 2.6 Monitoring Reports. Attached is a compilation of **all the Monitoring Reports to date identifying the President's Outcomes and the Board's Conclusions and Comments.**

Second, the President must report any known practice by employees which is inappropriate as described above. As there are no known actions in violation of laws, ethics, prudence, or consistency, it is the absence of such data which indicates compliance.

**President's Conclusion:**

I report compliance

# Summary of Executive Limitations for July 2016 – May 2017

The District Governing Board has evaluated the President performance through the Monitoring Reports of the Executive Limitations submitted in Fiscal Year 2016-2017. Below is a summary of all the Monitoring Reports to date identifying the President's outcomes, and the Board's conclusions with comments. Please note that the reports reflect the Policy wording in effect at the time of the reporting period.

Executive Limitation	Date of Report/President's Conclusions	Board Conclusions and Comments
<p><b>Policy 2.0 – Executive Limitations –</b> The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>	<p style="text-align: center;">Report in May 2017 <b>President is reporting In Compliance</b> <a href="#">President's Monitoring Rpt Webpage</a></p>	
<p><b>2.1. Service to the Public –</b> The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.</p>	<p style="text-align: center;">-November 2016- <b>President reported In Compliance</b>  <a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.1</p> <p style="text-align: center;"> <a href="#">Approved Minutes – November 2016</a></p>
<p><b>2.1.1 Treatment of Employees –</b> The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>	<p style="text-align: center;">-April 2017- <b>President reported In Compliance</b>  <a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.1.1</p> <p style="text-align: center;"> <a href="#">Minutes Pending Approval</a></p>
<p><b>2.1.2 Treatment of Students –</b> 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.</p>	<p style="text-align: center;">- March 2017 - <b>President reported In Compliance</b>  <a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.1.2</p> <p style="text-align: center;"> <a href="#">Approved Minutes – March 2017</a></p>
<p><b>2.2 Compensation and Benefits –</b> The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>	<p style="text-align: center;">-April 2017- <b>President reported In Compliance</b>  <a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.2</p> <p style="text-align: center;"> <a href="#">Minutes Pending Approval</a></p>
<p><b>2.3 Financial Management –</b> The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>	<p style="text-align: center;">Report in June 2017</p>	

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

## Summary of Executive Limitations for July 2016 – May 2017

Executive Limitation	Date of Report/President's Conclusions	Board Conclusions and Comments
<p><b>2.3.1 Budget Deviations -</b> The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly - <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers &amp; Other Expenditures.</i></p>	<p><a href="#">Annual Report in June 2017</a> -Monthly Update- President reported In Compliance</p>	<p>Board Approved Monthly Monitoring Report Update 2.3.1 for all months August 2016 through April 2017</p>
<p><b>2.3.2 Reserves –</b> The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly - <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>	<p><a href="#">Annual Report in June 2017</a> -Monthly Update- President reported In Compliance</p>	<p>Board Approved Monthly Monitoring Report Update 2.3.2 for all months August 2016 through April 2017</p>
<p><b>2.3.3 Certification Financial Records –</b> The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.</p>	<p>-February 2017 - President reported In Compliance-</p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.3.3</p> <div style="text-align: center;">  <p><a href="#">Approved Minutes - February 2017</a></p> </div>
<p><b>2.3.4 Real Property -</b> The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.</p>	<p>- March 2017 - President reported In Compliance</p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.3.4</p> <div style="text-align: center;">  <p><a href="#">Approved Minutes - March 2017</a></p> </div>
<p><b>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property –</b> Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board. The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.</p>	<p>- March 2017 - President reported In Compliance-</p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p>* Board Accepted Monitoring Report 2.3.4.1</p> <div style="text-align: center;">  <p><a href="#">Approved Minutes - March 2017</a></p> </div>

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

## Summary of Executive Limitations for July 2016 – May 2017

Executive Limitation	Date of Report/President's Conclusions	Board Conclusions and Comments
<p><b>2.3.4.2 Improvements to Leased Property –</b> The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board's approval.</p>	<p><b>- March 2017 - President reported In Compliance-</b></p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p><b>* Board Accepted Monitoring Report 2.3.4.2</b></p>  <p><a href="#">Approved Minutes - March 2017</a></p>
<p><b>2.4 Asset Protection -</b> The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>	<p><b>-November 2016- President reported In Compliance-</b></p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p><b>* Board Accepted Monitoring Report 2.4</b></p>  <p><a href="#">Approved Minutes - November 2016</a></p>
<p><b>2.5 Communication and Support to the District Governing Board –</b> The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>	<p><b>- January 2017 – President reported In Compliance-</b></p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p><b>* Board Accepted Monitoring Report 2.5</b></p>  <p><a href="#">Approved Minutes - January 2017</a></p>
<p><b>2.5.1 Compliance –</b> The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>	<p><b>- January 2017 – President reported In Compliance-</b></p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p><b>* Board Accepted Monitoring Report 2.5.1</b></p>  <p><a href="#">Approved Minutes - January 2017</a></p>
<p><b>2.6 Presidential Continuity and Absences -</b> The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.</p>	<p><b>January 2017 – President reported In Compliance-</b></p> <p><a href="#">President's Monitoring Rpt Webpage</a></p>	<p><b>* Board Accepted Monitoring Report 2.6</b></p>  <p><a href="#">Approved Minutes - January 2017</a></p>

Presidential Monitoring Worksheet for Executive Limitations Policies  
 Policy 2.0 – Executive Limitations  
 Compilation - May 2017

Executive Limitation 2.0	Executive Limitations The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES 5	NO 1
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 4	NO 1
Comments: McCarver: The Board monitors these on a rotating schedule each month, and has approved all monitoring reports submitted for the fiscal year thus far.		

SHADED ITEMS should be raised for discussion at the meeting.



**Presenter :** Ray Sigafoos

**Start Time :** 3:04 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**Item Type :** Heading

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

**Description :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:04 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/20/2016

**Item Type :** Information Item

Policy No.	Description	Ref No
3.5.5	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:  <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 - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

**Details :** Board Spokesperson - Chair Sigafoos

Arizona Association for District Governing Boards (AADGB) - Deb McCasland and Dr. Connie Harris

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:09 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/20/2016

**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 :** 3:09 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 10/20/2016

**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 :** Proposed Dates and Places of Future Meetings for the District Governing Board. The Board will discuss times and topics for the September 11, 2017 Retreat.

Possible topics include:

- Ownership Linkage Plan for Current FY2017 and Proposed FY2018
- Review Board Policies
- Review of Ends Statements
- Annual Calendar

**Attachments :**

Title	Created	Filename
FY16-17- End of Year Calendar.pdf	May 04, 2017	FY16-17- End of Year Calendar.pdf
FY17-18- Proposed Dates and Places of Future Meetings.pdf	May 04, 2017	FY17-18- Proposed Dates and Places of Future Meetings.pdf

## REMAINING MEETINGS – FY 2016-2017

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Budget Public Hearing	May 9, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus- Bldg. 3 -119
Budget Adoption Meeting	May 9, 2017, Tuesday, 1:27 p.m. Location: Prescott Campus- Bldg. 3 -119
Regular Board Meeting	May 9, 2017, Tuesday, 1:32 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 date change - request of Board Member

\*November changed due to scheduling conflict

Rev. 3/9/17

## REMAINING EVENTS – FY 2016-2017

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
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



# Yavapai College District Governing Board Board Meeting Self-Evaluation (Monthly)

Completed for Month of: \_\_\_\_\_

Completed by: \_\_\_\_\_

**During this Board Meeting, did we exhibit any of the following behaviors that need to be improved?**

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

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

---

Overall, keeping in mind the role of the Board and reflecting on our individual and collective behavior during this meeting, please rate the Board's performance in the following categories:

1- Needs improvement	2- Satisfactory	3- Proficient	Brief comment of specific examples to support your response
The Board operates as a unit and honors Board decisions. <input type="checkbox"/> 1 Needs Improvement	<input type="checkbox"/> 2 Satisfactory	<input type="checkbox"/> 3 Proficient	
The Board's behavior demonstrates that its constituency is the entire county. <input type="checkbox"/> 1 Needs Improvement	<input type="checkbox"/> 2 Satisfactory	<input type="checkbox"/> 3 Proficient	
Board members operate ethically and without conflicts of interest. <input type="checkbox"/> 1 Needs Improvement	<input type="checkbox"/> 2 Satisfactory	<input type="checkbox"/> 3 Proficient	
Board decisions are made with the goal of supporting student learning and student success. <input type="checkbox"/> 1 Needs Improvement	<input type="checkbox"/> 2 Satisfactory	<input type="checkbox"/> 3 Proficient	

What is the most important thing the Board could do to improve our function as a board?

---

**Presenter :** Ray Sigafoos

**Start Time :** 3:22 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 45

**Proposed :** 10/20/2016

**Item Type :** Procedure Item

Policy No.	Description	Ref No
4.5	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.  The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.	560686

**Description :** EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL

**Details :** - Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, compensation, and employment agreement (the employee has been notified in writing).

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:07 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/20/2016

**Item Type :** Decision Item

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

**Description :** Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session - DECISION

**Details :** Pursuant to A.R.S. §38-431.03(D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:12 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/20/2016

**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