



**Regular Board Meeting  
Agenda Summary  
District Governing Board Regular Meeting  
Tuesday, August 08, 2017  
1:00 PM**

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

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

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

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

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

| Item No. | Item   | Time Req. | Start Time | Ref No. |
|----------|--|-----------|------------|---------|
| 1        | CALL TO ORDER - HEADING  | 0         | 1:00 PM    | 702444  |
| 2        | Call to Order - PROCEDURAL   | 0         | 1:00 PM    | 702445  |
| 3        | Pledge of Allegiance - PROCEDURAL  | 1         | 1:00 PM    | 702446  |
| 4        | Welcome and Recognition of Guests and Staff - PROCEDURAL   | 1         | 1:01 PM    | 702447  |
| 5        | Approval of District Governing Board June 13, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION | 3         | 1:02 PM    | 702448  |
| 6        | Adoption of Agenda - DECISION  | 3         | 1:05 PM    | 702449  |
| 7        | OWNERSHIP LINKAGE - HEADING  | 0         | 1:08 PM    | 702450  |
| 8        | Open Call - PROCEDURAL   | 10        | 1:08 PM    | 702451  |
| 9        | MONITORING REPORT - HEADING  | 0         | 1:18 PM    | 715356  |
| 10       | June Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION  | 10        | 1:18 PM    | 715355  |
| 11       | CONSENT AGENDA - HEADING   | 0         | 1:28 PM    | 702452  |

| Item No. | Item   | Time Req. | Start Time | Ref No. |
|----------|--|-----------|------------|---------|
| 12       | Receipt of Report on Revenues and Expenditures - Month of June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION   | 1         | 1:28 PM    | 702453  |
| 13       | Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION  | 1         | 1:29 PM    | 702454  |
| 14       | Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION   | 1         | 1:30 PM    | 702455  |
| 15       | For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District for Library Services in Spring Valley - RECEIPT, DISCUSSION, AND/OR DECISION  | 2         | 1:31 PM    | 722703  |
| 16       | For Consideration for Approval of the Second Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION   | 2         | 1:33 PM    | 723593  |
| 17       | INFORMATION - HEADING  | 0         | 1:35 PM    | 702456  |
| 18       | Information from the President to Include: New Vice President for Community Relations: Convocation; Sedona Center Grand Opening; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION | 10        | 1:35 PM    | 702457  |
| 19       | Information from Instruction and Student Development to Include: Faculty Senate Update; Pathways Update; and Other Related Information - INFORMATION AND/OR DISCUSSION   | 20        | 1:45 PM    | 702458  |
| 20       | SHORT RECESS - PROCEDURAL  | 10        | 2:05 PM    | 702459  |
| 21       | MONITORING REPORT (CONTINUED) - HEADING  | 0         | 2:15 PM    | 702460  |
| 22       | Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING AND/OR DISCUSSION  | 5         | 2:15 PM    | 710036  |
| 23       | Board Evaluation of Governance Policy 3.2 - Board Job Description - MONITORING AND/OR DISCUSSION   | 10        | 2:20 PM    | 710037  |
| 24       | Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION  | 5         | 2:30 PM    | 702461  |
| 25       | Board Self-Evaluation - Governing Board Policy 4.7 - President Succession; and Possible Update of Policy - MONITORING, DISCUSSION AND/OR DECISION  | 1         | 2:35 PM    | 702462  |
| 26       | OWNERSHIP LINKAGE (CONTINUED) - HEADING  | 0         | 2:36 PM    | 702463  |
| 27       | Report from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION  | 15        | 2:36 PM    | 702466  |
| 28       | Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION  | 5         | 2:51 PM    | 702467  |
| 29       | OTHER INFORMATION - HEADING  | 0         | 2:56 PM    | 702468  |

| Item No. | Item  | Time Req. | Start Time | Ref No. |
|----------|---|-----------|------------|---------|
| 30       | District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION | 5         | 2:56 PM    | 702470  |
| 31       | MONITORING REPORT (CONTINUED) - HEADING   | 0         | 3:01 PM    | 715353  |
| 32       | Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION                          | 10        | 3:01 PM    | 715352  |
| 33       | ADJOURNMENT OF REGULAR MEETING - PROCEDURAL   | 1         | 3:11 PM    | 702471  |

**Presenter :** Ray Sigafoos                      **Start Time :** 1:00 PM                      **Item No :** 1  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 2/16/2017                      **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 :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos                      **Start Time :** 1:00 PM                      **Item No :** 2  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 2/16/2017                      **Item Type :** Procedure Item

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**Item Type :** Procedure Item

| Policy No. | Description  | Ref No |
|------------|--|--------|
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**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**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 and Recognition of Guests and Staff - PROCEDURAL

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 2/16/2017

**Item Type :** Discussion

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

**Description :** Approval of District Governing Board June 13, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the June 13, 2017 District Governing Board Regular Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decision approved by the District Governing Board. (Executive Sessions minutes are confidential by statute and are; therefore, not included in public documents.)

**Attachments :**

| Title  | Created      | Filename  |
|--|--------------|---|
| Unapproved Regular Meeting Minutes -June 13 2017.pdf | Jul 10, 2017 | Unapproved Regular Meeting Minutes - June 13 2017.pdf |



**Yavapai College District Governing Board  
Regular Board Meeting  
Unapproved Minutes of Regular Meeting  
Tuesday, June 13, 2017  
1:00 PM**

Prescott Campus – Rock House  
1100 E. Sheldon Street  
Prescott, Arizona

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

**Members Present:**

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

**Absent:**

Mr. Ray Sigafoos, Chair

**Administration Present:**

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

**1. CALL TO ORDER - HEADING**

**2. Call to Order – PROCEDURAL**

Secretary Irwin 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**

Secretary Irwin welcomed all guests and staff.

**5. Approval of District Governing Board May 9, 2017 Governing Board Budget Hearing, Budget Adoption, Regular Meeting, and the Executive Session - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-12)**

Member Harris moved, seconded by Member McCarver, to approve the District Governing Board May 9, 2017 Budget Hearing, Budget Adoption, Regular Meeting, and the Executive Session minutes as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

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

**7. OWNERSHIP LINKAGE – HEADING**

**8. Open Call - PROCEDURAL**

The following owners addressed the Board:

Dana Dieterich – Concern about photo lab.

Bob Oliphant – Maintenance of butterfly garden on Verde Valley Campus.

Ruth Marie Wicks – Congratulations to Barb Waak, new Associate Dean of the Verde Valley Campus; Mingus High School Awards Ceremony; adjust vision to fit within the mission statement so education is priority.

**9. MONITORING REPORTS – HEADING**

**10. Board Meeting Evaluation (Monthly) – INFORMATION AND/OR DISCUSSION**

Members McCarver and Harris led the Board in a discussion about the May 9, 2017 Board Meeting Evaluation Compilation. Confusion on yes or no on first evaluation. Will clarify wording for the future.

**11. CONSENT AGENDA – HEADING**

Member McCasland moved, seconded by Member Harris, to approve Consent Agenda items #12-15 and 17 as written. Motion carried unanimously.

**12. Receipt of Report on Revenues and Expenditures – Month of May 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 18-27)**

**13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – May 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)**

The President reported compliance.

**14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – May 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-33)**

The President reported compliance.

**15. For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott and Yavapai College for a Northern Arizona Regional Training Academy (NARTA) Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 34-42)

For consideration for approval of the intergovernmental agreement between the City of Prescott and Yavapai College to have the City's Chief of Police assign a Sergeant to supervise the NARTA Academy at the College. The term of the agreement is 18 months ending December 31, 2018.

**16. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and Yavapai County Free Library District for Library Services for Remote Learning Centers - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 43-51)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College (YC) and Yavapai County Free Library District for Library Services for Remote Learning Centers. The term of the agreement is for one (1) year and will automatically renew with up to four (4) additional one (1) year periods.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda item #16. Motion carried unanimously.

**17. For Consideration of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 52-74)

The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2017 through June 30, 2018 to eligible students for the following School Districts:

Ash Fork Joint Unified School District No. 31  
Bagdad Unified School District No. 20  
Camp Verde Unified School District No. 28  
Chino Valley Unified School District No. 51  
Humboldt Unified School District No. 22  
Mayer Unified School District No. 43  
Mingus Union High School District No. 4  
Mountain Institute Joint Technology Education District No. 2  
Northpoint Expeditionary Learning Academy  
Prescott Unified School District No. 1  
Sedona-Oak Creek Joint Unified School District No. 9  
Seligman Unified School District No. 40  
Tri-City College Preparatory High School

**18. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 75-92)

For consideration for approval of the first amendment to the intergovernmental agreement (IGA) between Yavapai College and Valley Academy for Career & Technical Education for educational programs. The first amendment incorporates new programs and courses developed for the 2017-2018 academic year.

Member McCasland moved, seconded by Member Harris to approve Consent Agenda item #18. Motion carried unanimously.

**19. INFORMATION - HEADING - CONTINUED**

**20. Information from the President to Include: Executive Leadership Retreat; LEAD Program; College for Kids; District Governing Board Community Survey; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 93-117)

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

- Executive Leadership Retreat
- LEAD Program is in third year with 15 students in Prescott and 11 in the Verde Valley
- College for Kids – 1000 in Verde Valley; 354 in Prescott
- District Governing Board Community Survey – Soft launch June 12; Available on-line through August 4; 100,000 postcards will be mailed to Yavapai County households
- On-line Accreditation
- Sedona Culinary and Prescott Valley construction
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

- 21. Information from Instruction and Student Development to Include: Academic Reorganization and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 118)  
 Dr. Ron Liss, Vice President for Instruction and Student Development, presented an update on the following:  
 - Academic Reorganization based on Pathways, at no additional cost; programming under six schools, Science and Engineering, Health and Wellness, Arts and Humanities, Social Sciences, Business and Computer Systems, and Career and Technical Education.  
 - Related Information
- 22. MONITORING REPORTS – HEADING**
- 23. Receipt of President's Monitoring Report - Executive Limitation 2.3 Financial Management - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 119-123)  
 Executive Limitation 2.3 – Financial Management: The President shall not allow financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.  
 Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3, and believe that the interpretation of the policies provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3. Motion carried unanimously.
- 24. Board Self-Evaluation – Board-President Linkage 4.5 – President Compensation and Benefits - MONITORING AND DISCUSSION** (refer to Board agenda, pgs. 124-125)  
 4.5 President Compensation and Benefits – The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.
- 25. SHORT RECESS - PROCEDURAL**  
 The Board agreed to skip this item.
- 26. BOARD EDUCATION/STRATEGIC PLANNING – HEADING**
- 27. Overview of Community College Legislative Changes by the Board's Legal Counsel, Lynne Adams – INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 127-139)  
 Lynne Adams, District Governing Board Legal Counsel, provided:  
 - Recap of legislative changes to the statutes that govern community colleges and their boards
- 28. OWNERSHIP LINKAGE – HEADING**
- 29. Reports from Board Liaisons – Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**  
 - Arizona Association for District Governing Boards (AADGB) – Members Harris and McCasland reported that the June 8-9 AADGB meeting was postponed to a future date.  
 - Yavapai College Foundation - Members McCarver and Irwin reported attending the annual meeting. The next meeting is in August.
- 30. OTHER INFORMATION - HEADING**
- 31. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 141-142)
- 32. MONITORING REPORT - HEADING (CONTINUED)**
- 33. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 143-144)  
 Secretary Irwin requested the Board complete the evaluation during this time of the meeting.
- 34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**  
 Member McCarver moved, seconded by Member Harris, to adjourn the meeting. Motion carried unanimously.  
 Regular meeting adjourned at 2:11 p.m.  
 Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
 Ms. Barbara Robinson, Recording Secretary

Date: August 8, 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 :** 1:05 PM

**Item No :** 6

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 2/16/2017

**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 :** 1:08 PM

**Item No :** 7

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**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 :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:08 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/16/2017

**Item Type :** Procedure Item

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

**Description :** Open Call - PROCEDURAL

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:18 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/5/2017

**Item Type :** Heading

| Policy No. | Description  | Ref No |
|------------|--|--------|
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**Description :** MONITORING REPORT - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:18 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/5/2017

**Item Type :** Monitoring Item

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

**Description :** June Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

**Details :** The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the June 13, 2017 meeting, the Board completed the assessment for that meeting. Staff compiled the results.

**Attachments :**

| Title                             | Created      | Filename                          |
|-----------------------------------|--------------|-----------------------------------|
| June Monthly Eval Compilation.pdf | Jun 15, 2017 | June Monthly Eval Compilation.pdf |

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

Compilation for Month of: June

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

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

**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   |
|---|----------------------|-----------------|---------------|----------|---|
|   |                      | 1               | 2             | 3        |   |
| The Board operates as a unit and honors Board decisions.  |                      |                 | <b>3</b>      | <b>1</b> | <p><b>McCarver: This was a light meeting, so very few decisions were made.</b></p> <p><b>Irwin: Good meeting.</b></p>   |
| The Board's behavior demonstrates that its constituency is the entire county.   | <b>1</b>             |                 | <b>2</b>      | <b>1</b> | <p><b>McCarver: Discussion of college accomplishments included activities and programs as well as building projects in various areas across the country.</b></p> <p><b>McCasland: We should listen to our owners input, no matter what area they represent.</b></p> |
| Board members operate ethically and without conflicts of interest.  |                      |                 | <b>1</b>      | <b>3</b> |   |
| Board decisions are made with the goal of supporting student learning and student success.  |                      |                 | <b>2</b>      | <b>2</b> | <p><b>McCarver: Most of the decision items at this meeting were to approve partnerships to support student learning, i.e. JTED, dual enrollments, etc.</b></p>  |
| <p><b>What is the most important thing the Board could do to improve our function as a board?</b></p> <p><b>McCarver: More open discussion – obviously this depends on the agenda.</b></p> <p><b>Harris: Keep an open mind and learn as much as possible at the upcoming conference and bring learnings back to our practice later this summer and into the future.</b></p> |                      |                 |               |          |   |

**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**Item Type :** Heading

| 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 :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**Item Type :** Consent Item

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

**Description :** Receipt of Report on Revenues and Expenditures - Month of June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Included is the financial update report highlighting the status of several key financial indicators.

The report of Revenues and Expenditures for the twelve months of FY 2016-2017 ending June 2017 is attached. Expenditures are reported on the modified accrual basis of accounting.

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

**Attachments :**

| Title                                      | Created      | Filename                                   |
|--|--------------|--|
| Financial Update - June in Aug.pdf         | Aug 01, 2017 | Financial Update - June in Aug.pdf         |
| YCFS June 2017 - Gov Brd Budget Report.pdf | Aug 01, 2017 | YCFS June 2017 - Gov Brd Budget Report.pdf |
| YCFS June 2017_Summary.pdf                 | Aug 01, 2017 | YCFS June 2017_Summary.pdf                 |

## YAVAPAI COLLEGE

### FINANCIAL UPDATE

June 2017 - Pre-closing and Unaudited

#### 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

- Primary property tax collections were at 99.5% of the levy, approximating the historical collection rate of 99.6%.
- Tuition and fees came in about 3.4% below budget for the fiscal year due to lower fall and spring semester enrollments and the gradual reduction of the aviation program. This shortfall was covered by the tuition and fees contingency budget.
- Expenditures came in substantially under budget for the fiscal year due to vacancy savings, lower non-labor expenditures, unused contingency budgets and the utilization of available Proposition 301 monies (in-lieu of General Fund monies). Prop 301 revenues will sunset within the next few years and as a result are being used in this manner.

##### Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the

General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices.

Other notes include:

- **The Winery Tasting Room's** revenue exceeded forecasts for the fiscal year by more than 30%.
- Public Services expenses were higher than budgeted due to Community Events. These greater than expected expenses were partially off-set by revenues that beat projections.
- Total Auxiliary Enterprises are projected to have a surplus of slightly more than \$100,000 for the fiscal year.

#### Unexpended Plant Fund

- Secondary property tax collections were at 99.5% of the levy, approximating the historical collection rate of 99.6%.
- CIP was over budget for the fiscal year 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, and a significant amount of work related to these projects being shifted from fiscal year 2017-18 to 2016-17. This work shift was necessary in order for the renovations to be completed by the beginning of the fall 2017 semester. The two-year net financial impact to the District is zero, as **next year's** expenses will be reduced by an offsetting amount. In other words, the total project costs remain the same, but the expenses are incurred sooner.

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

**For the Twelve Months Ended June 30, 2017 - Pre-closing and Unaudited  
Fiscal Year 2016-2017**

**District Governing Board**

**Fiscal Year 2016-17 Budget:**

**\$ 170,168**

|   |                            | <b>Year-to-Date</b> | <b>Encumbered</b>  | <b>Total</b>                          |
|---|----------------------------|---------------------|--------------------|---------------------------------------|
|   | <b>Purpose</b>             | <b>Expenditures</b> | <b>Obligations</b> | <b>Expenditures/<br/>Encumbrances</b> |
| <b>EXPENDITURES (note 1):</b>                     |                            |                     |                    |                                       |
| Salary Expenses                                   | Staff Support              | \$ 40,521           | \$ -               | \$ 40,521                             |
| 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                     | 1,132               | -                  | 1,132                                 |
| Deborah McCasland                                 | Travel                     | 4,319               | -                  | 4,319                                 |
| EMI Print Works                                   | Printing Services          | 280                 | -                  | 280                                   |
| Gotprint  | Printing Services          | 919                 | -                  | 919                                   |
| HF Group LLC                                      | Binding                    | 740                 | -                  | 740                                   |
| IPGA  | Dues & Conference          | 4,635               | -                  | 4,635                                 |
| Karen Jones                                       | Travel                     | 1,319               | -                  | 1,319                                 |
| Osborn Maledon PA                                 | Legal Counsel              | 32,577              | -                  | 32,577                                |
| Ourboardroom Technologies                         | Software Maintenance       | 12,500              | -                  | 12,500                                |
| Patricia McCarver                                 | Travel                     | 1,171               | -                  | 1,171                                 |
| Penelope Wills                                    | Travel                     | 1,816               | -                  | 1,816                                 |
| Prescott Resort                                   | Workshop/Food              | 436                 | -                  | 436                                   |
| Ray Sigafoos                                      | Travel                     | 1,417               | -                  | 1,417                                 |
| Sodexo Inc.                                       | Food Supplies              | 2,585               | -                  | 2,585                                 |
| Steve Irwin                                       | Travel                     | 1,184               | -                  | 1,184                                 |
| Steve Walker                                      | Travel                     | 250                 | -                  | 250                                   |
| The Governance Coach                              | Consulting                 | 4,615               | -                  | 4,615                                 |
| Supplies/Other                                    | Various Vendors            | 1,733               | -                  | 1,733                                 |
| VVTV  | Board Meeting Broadcasts   | 2,885               | -                  | 2,885                                 |
| Yavapai County Elections                          | Board Elections            | 38,405              | -                  | 38,405                                |
| YC Printing Services                              | Printing                   | 2,393               | -                  | 2,393                                 |
|   |                            |                     |                    | <u>169,645</u>                        |
| <b><u>Verde Valley DGB Advisory Committee</u></b> |                            |                     |                    |                                       |
| Osborn Maledon PA                                 | Legal Counsel              | 435                 | -                  | 435                                   |
|   |                            |                     |                    | <u>435</u>                            |
| <b>Remaining Budget - June 30, 2017</b>           |                            |                     |                    | <b><u>\$ 88</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 Twelve Months Ended June 30, 2017 - Pre-closing and Unaudited**

**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               | \$ 34,365,504                |  | \$ 34,365,504         | \$ 34,538,200          | 99.5%                    | \$ 34,538,200            | \$ -                               |
| Primary Property Taxes - Contingency | (150,000)                    |  | (150,000)             | (150,000)              | 100.0%                   | (150,000)                | -                                  |
| Tuition and Fees                     | 10,382,717                   |  | 10,382,717            | 10,751,000             | 96.6%                    | 10,385,000               | (366,000)                          |
| Tuition and Fees - Contingency       | (368,000)                    |  | (368,000)             | (550,000)              | 66.9%                    | (368,000)                | 182,000                            |
| State Appropriations                 | 800,200                      |  | 800,200               | 800,000                | 100.0%                   | 800,000                  | -                                  |
| Other Revenues                       | 420,893                      |  | 420,893               | 442,900                | 95.0%                    | 425,900                  | (17,000)                           |
| Interest Income                      | 48,118                       |  | 48,118                | 55,000                 | 87.5%                    | 48,000                   | (7,000)                            |
| Fund Balance Applied to Budget       | 2,070,000                    |  | 2,070,000             | 2,070,000              | 100.0%                   | 2,070,000                | -                                  |
| General Fund Transfer Out            | (4,346,100)                  |  | (4,346,100)           | (4,346,100)            | 100.0%                   | (4,346,100)              | -                                  |
| <b>TOTAL REVENUES</b>                | <b>43,223,332</b>            |  | <b>43,223,332</b>     | <b>43,611,000</b>      | <b>99.1%</b>             | <b>43,403,000</b>        | <b>(208,000)</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 Budget</u> | <u>Budget to Estimate Variance</u> |
|--------------------------------|----------------------------------|-------------------------------------|---------------------------|--|------------------------|---|------------------------|------------------------------------|
| <b>EXPENDITURES (note 1):</b>  |                                  |                                     |                           |  |                        |   |                        |                                    |
| Instruction                    | \$ 16,700,296                    | \$ -                                | \$ -                      | \$ 16,700,296  | \$ 17,516,000          | 95.3%   | \$ 16,750,000          | \$ (766,000)                       |
| Academic Support               | 4,286,462                        | -                                   | -                         | 4,286,462  | 4,745,000              | 90.3%   | 4,300,000              | (445,000)                          |
| Institutional Support          | 8,396,502                        | -                                   | -                         | 8,396,502  | 8,775,000              | 95.7%   | 8,425,000              | (350,000)                          |
| Student Services               | 4,523,476                        | -                                   | -                         | 4,523,476  | 5,021,000              | 90.1%   | 4,550,000              | (471,000)                          |
| Operation/Maintenance of Plant | 5,820,008                        | -                                   | -                         | 5,820,008  | 6,270,000              | 92.8%   | 5,860,000              | (410,000)                          |
| Scholarships                   | 864,219                          | -                                   | -                         | 864,219  | 878,000                | 98.4%   | 870,000                | (8,000)                            |
| Public Service                 | 116,264                          | -                                   | -                         | 116,264  | 156,000                | 74.5%   | 120,000                | (36,000)                           |
| Prop 301 Contingency           | -                                | -                                   | -                         | -  | 250,000                | 0.0%  | -                      | (250,000)                          |
| <b>TOTAL EXPENDITURES</b>      | <b>40,707,227</b>                | <b>-</b>                            | <b>-</b>                  | <b>40,707,227</b>                                    | <b>43,611,000</b>      | <b>93.3%</b>  | <b>40,875,000</b>      | <b>(2,736,000)</b>                 |
| <b>SURPLUS/(DEFICIT)</b>       |                                  |                                     |                           | <b>\$ 2,516,105</b>                                  | <b>\$ -</b>            |   |                        |                                    |

**COMMENTS:**

Fourth quarter State Aid was received in April 2017.

The Budget currently has a surplus of \$2,516,105.

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

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ended June 30, 2017 - Pre-closing and Unaudited**

**Fiscal Year 2016-2017**

**RESTRICTED FUND**

|                                      | <u>Year-to-Date<br/>Revenues</u> |  | <u>Total<br/>Revenues</u> | <u>Budget</u>     | <u>Percent of<br/>Budget</u> |
|--------------------------------------|----------------------------------|--|---------------------------|-------------------|------------------------------|
| <b>REVENUES:</b>                     |                                  |  |                           |                   |                              |
| Federal Grants and Contracts         | \$ 10,368,634                    |  | \$ 10,368,634             | \$ 11,805,000     | 87.8%                        |
| State Grants and Contracts           | 183,848                          |  | 183,848                   | 211,000           | 87.1%                        |
| Private Gifts, Grants and Contracts  | 779,968                          |  | 779,968                   | 783,000           | 99.6%                        |
| Proposition 301 Funds                | 696,928                          |  | 696,928                   | 675,000           | 103.2%                       |
| 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                    | 294,775                          |  | 294,775                   | N/A               | N/A                          |
| <b>TOTAL REVENUES</b>                | <b>13,125,553</b>                |  | <b>13,125,553</b>         | <b>14,275,400</b> | <b>91.9%</b>                 |

|                               | <u>Year-to-Date<br/>Expenditures</u> | <u>Total<br/>Encumbered<br/>Obligations</u> | <u>Labor<br/>Encumbrances</u> | <u>Total<br/>Expenditures and<br/>Non-Labor<br/>Encumbrances</u> | <u>Budget</u>     | <u>Percent of<br/>Actual and Non-<br/>Labor<br/>Encumbrances<br/>to Budget</u> |
|-------------------------------|--------------------------------------|---|-------------------------------|--|-------------------|--|
| <b>EXPENDITURES (note 1):</b> |                                      |   |                               |  |                   |  |
| Instruction                   | \$ 2,869,228                         | \$ -  | \$ -                          | \$ 2,869,228   | \$ 2,814,600      | 101.9%   |
| Academic Support              | -                                    | -   | -                             | -  | 2,000             | 0.0%   |
| Student Services              | 1,170,372                            | -   | -                             | 1,170,372  | 1,144,200         | 102.3%   |
| Scholarships                  | 8,954,464                            | -   | -                             | 8,954,464  | 10,202,600        | 87.8%  |
| Public Service                | 123,721                              | -   | -                             | 123,721  | 112,000           | 110.5%   |
| <b>TOTAL EXPENDITURES</b>     | <b>13,117,785</b>                    | <b>-</b>                                    | <b>-</b>                      | <b>13,117,785</b>  | <b>14,275,400</b> | <b>91.9%</b>   |
| <b>SURPLUS/(DEFICIT)</b>      |                                      |   |                               | <b>\$ 7,768</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 \$7,768.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

For the Twelve Months Ended June 30, 2017 - Pre-closing and Unaudited

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          | \$ 1,267,711                 | \$ 1,267,711          | \$ 1,182,400           | 107.2%                   | \$ 1,268,000             | \$ 85,600                          |
| Bookstore Rental and Commissions                | 180,904                      | 180,904               | 210,000                | 86.1%                    | 182,000                  | (28,000)                           |
| Food Services Sales                             | 37,309                       | 37,309                | 33,000                 | 113.1%                   | 37,500                   | 4,500                              |
| Vending   | 37,770                       | 37,770                | 35,000                 | 107.9%                   | 40,000                   | 5,000                              |
| Edventures                                      | 346,279                      | 346,279               | 310,000                | 111.7%                   | 348,000                  | 38,000                             |
| Winery - Tasting Room                           | 98,862                       | 98,862                | 75,000                 | 131.8%                   | 100,000                  | 25,000                             |
| Family Enrichment Center                        | 571,696                      | 571,696               | 582,300                | 98.2%                    | 575,000                  | (7,300)                            |
| <b>Public Services</b>                          |                              |                       |                        |                          |                          |                                    |
| Community Events                                | 543,918                      | 543,918               | 479,000                | 113.6%                   | 544,000                  | 65,000                             |
| Regional Economic Development Center - Training | 64,960                       | 64,960                | 55,000                 | 118.1%                   | 65,000                   | 10,000                             |
| <b>Other Revenues</b>                           |                              |                       |                        |                          |                          |                                    |
| Yavapai College Foundation                      | 365,824                      | 365,824               | 410,000                | 89.2%                    | 366,000                  | (44,000)                           |
| Other   | 333,256                      | 333,256               | 324,300                | 102.8%                   | 338,300                  | 14,000                             |
| Fund Balance Applied to Budget                  | 100,000                      | 100,000               | 100,000                | 100.0%                   | 100,000                  | -                                  |
| General Fund Transfer In                        | 906,500                      | 906,500               | 906,500                | 100.0%                   | 906,500                  | -                                  |
| Auxiliary Fund Transfer Out                     | (401,600)                    | (401,600)             | (401,600)              | 100.0%                   | (401,600)                | -                                  |
| <b>TOTAL REVENUES</b>                           | <b>4,453,389</b>             | <b>4,453,389</b>      | <b>4,300,900</b>       | <b>103.5%</b>            | <b>4,468,700</b>         | <b>167,800</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                                    | \$ 137,421                       | \$ -                                | \$ -                      | \$ 137,421   | \$ 171,900             | 79.9%   | \$ 141,900               | \$ (30,000)                        |
| Student Services                               | 647,449                          | -                                   | -                         | 647,449  | 616,000                | 105.1%  | 650,000                  | 34,000                             |
| Auxiliary Enterprises                          | 1,424,095                        | -                                   | -                         | 1,424,095  | 1,528,700              | 93.2%   | 1,429,700                | (99,000)                           |
| Public Service                                 | 1,003,437                        | -                                   | -                         | 1,003,437  | 819,000                | 122.5%  | 1,005,000                | 186,000                            |
| Facilities & Administrative Allocation Expense | 1,125,922                        | -                                   | -                         | 1,125,922  | 1,065,300              | 105.7%  | 1,126,000                | 60,700                             |
| Contingency                                    | -                                | -                                   | -                         | -  | 100,000                | 0.0%  | -                        | (100,000)                          |
| <b>TOTAL EXPENDITURES</b>                      | <b>4,338,324</b>                 | <b>-</b>                            | <b>-</b>                  | <b>4,338,324</b>                                     | <b>4,300,900</b>       | <b>100.9%</b>   | <b>4,352,600</b>         | <b>51,700</b>                      |
| <b>SURPLUS/(DEFICIT)</b>                       |                                  |                                     |                           | <b>\$ 115,065</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 \$115,065.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ended June 30, 2017 - Pre-closing and Unaudited**

**Fiscal Year 2016-2017**

**UNEXPENDED PLANT FUND**

|                                      | <u>Year-to-Date<br/>Revenues</u> |  | <u>Total<br/>Revenues</u> | <u>Budget</u>     | <u>Percent of<br/>Budget</u> |
|--------------------------------------|----------------------------------|--|---------------------------|-------------------|------------------------------|
| <b>REVENUES:</b>                     |                                  |  |                           |                   |                              |
| Primary Property Taxes               | \$ 8,646,852                     |  | \$ 8,646,852              | \$ 8,690,300      | 99.5%                        |
| Primary Property Taxes - Contingency | (45,000)                         |  | (45,000)                  | (45,000)          | 100.0%                       |
| Yavapai College Foundation Donation  | 103,635                          |  | 103,635                   | 50,000            | 207.3%                       |
| Investment Income                    | 49,606                           |  | 49,606                    | 15,000            | 330.7%                       |
| Other                                | 32,062                           |  | 32,062                    | 20,000            | 160.3%                       |
| Fund Balance Applied to Budget       | 918,100                          |  | 918,100                   | 918,100           | 100.0%                       |
| General Fund Transfer In             | 2,000,000                        |  | 2,000,000                 | 2,000,000         | 100.0%                       |
| <b>TOTAL REVENUES</b>                | <b>11,705,255</b>                |  | <b>11,705,255</b>         | <b>11,648,400</b> | <b>100.5%</b>                |

|                               | <u>Year-to-Date<br/>Expenditures</u> | <u>Encumbered<br/>Obligations</u> | <u>Labor<br/>Encumbrances</u> | <u>Total<br/>Expenditures and<br/>Non-Labor<br/>Encumbrances</u> | <u>Budget</u>     | <u>Percent of<br/>Actual and Non-<br/>Labor<br/>Encumbrances<br/>to Budget</u> |
|-------------------------------|--------------------------------------|-----------------------------------|-------------------------------|--|-------------------|--|
| <b>EXPENDITURES (note 1):</b> |                                      |                                   |                               |  |                   |  |
| Preventative Maintenance      | \$ 3,214,544                         | \$ -                              | \$ -                          | \$ 3,214,544   | \$ 3,028,000      | 106.2%   |
| Unplanned Maintenance         | 340,347                              | -                                 | -                             | 340,347  | 400,000           | 85.1%  |
| Capital Improvement Projects  | 11,722,382                           | -                                 | -                             | 11,722,382   | 5,549,300         | 211.2%   |
| Equipment                     | 1,749,377                            | -                                 | -                             | 1,749,377  | 2,072,400         | 84.4%  |
| Furniture and Fixtures        | 219,633                              | -                                 | -                             | 219,633  | 250,000           | 10.6%  |
| Library Books                 | 96,994                               | -                                 | -                             | 96,994   | 98,700            | 38.8%  |
| Operating Contingency         | -                                    | -                                 | -                             | -  | 250,000           | 0.0%   |
| <b>TOTAL EXPENDITURES</b>     | <b>17,343,277</b>                    | <b>-</b>                          | <b>-</b>                      | <b>17,343,277</b>  | <b>11,648,400</b> | <b>148.9%</b>  |
| <b>SURPLUS/(DEFICIT)</b>      |                                      |                                   |                               | <b>(5,638,022)</b>   | <b>-</b>          |  |

**COMMENTS:**

Total expenditures are currently at 148.9% of budget 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, and a significant amount of work related to these projects occurring prior to June 30, 2017, but being budgeted in the next fiscal year (2017-18). This work shift was necessary in order for the renovations to be completed by the beginning of the fall 2017 semester. Fund balance (monies in the Capital Accumulation account) were used to cover these expenses. The overall financial impact is zero as the fiscal year 2017-18 budget was reduced accordingly.

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



**Presenter :** Ray Sigafoos

**Start Time :** 1:29 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**Item Type :** Consent Item

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

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

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

**Attachments :**

| Title                        | Created      | Filename                     |
|------------------------------|--------------|------------------------------|
| Policy 2 3.1_June in Aug.pdf | Aug 01, 2017 | Policy 2 3.1_June in Aug.pdf |

Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
June 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 twelve months ended June 30, 2017, the General Fund is projected to have a net surplus of \$2,528,000.

- General Fund revenues are projected to be below budget by \$208,000 and expenditures are projected to be under budget by \$2,736,000. Revenues are lower than budgeted due to lower fall and spring semester enrollments and the gradual reduction of the aviation program. Expenses are less than budgeted due to several factors including unspent contingency funds, vacancy savings, lower non-labor expenditures (i.e. utilities) and the utilization of available Proposition 301 monies (in-lieu of General Fund monies). Prop 301 revenues will sunset within the next few years and as a result are being used in this manner.

Auxiliary Fund



For the fiscal year ended June 30, 2017, the Auxiliary fund is projected to have modest surplus of approximately 3%.

## Unexpended Plant Fund



The Unexpended Plant Fund expenditures are projected to be over budget this year 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, and as a result of these projects being completed sooner than originally anticipated. Expediting the projects by two months will allow the renovations to be completed by the beginning of the fall 2017 semester, but will move the related expenses from next year to this year in the process.

- Funds in the Capital Accumulation account were used to cover these expenses.
- The two-year net financial impact to the District is zero, **as next year's expenses will** be reduced by an offsetting amount. In other words, the total project costs remain the same, but the expenses are incurred sooner.
- For the fiscal year ended June 30, 2017, Plant Fund expenditures are projected to be over budget by approximately \$5,600,000.

## Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. For the fiscal year ended June 30, 2017, the Restricted fund is projected to be under budget due to less federal financial aid awarded to students.

## Debt Service Fund



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

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**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 the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration of approval of the monthly monitoring report for Executive Limitations 2.3.2 - Reserves. The President shall not allow the Current Fund Reserves to drop below 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_June in Aug.pdf | Aug 01, 2017 | Policy 2 3.2_June in Aug.pdf |

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

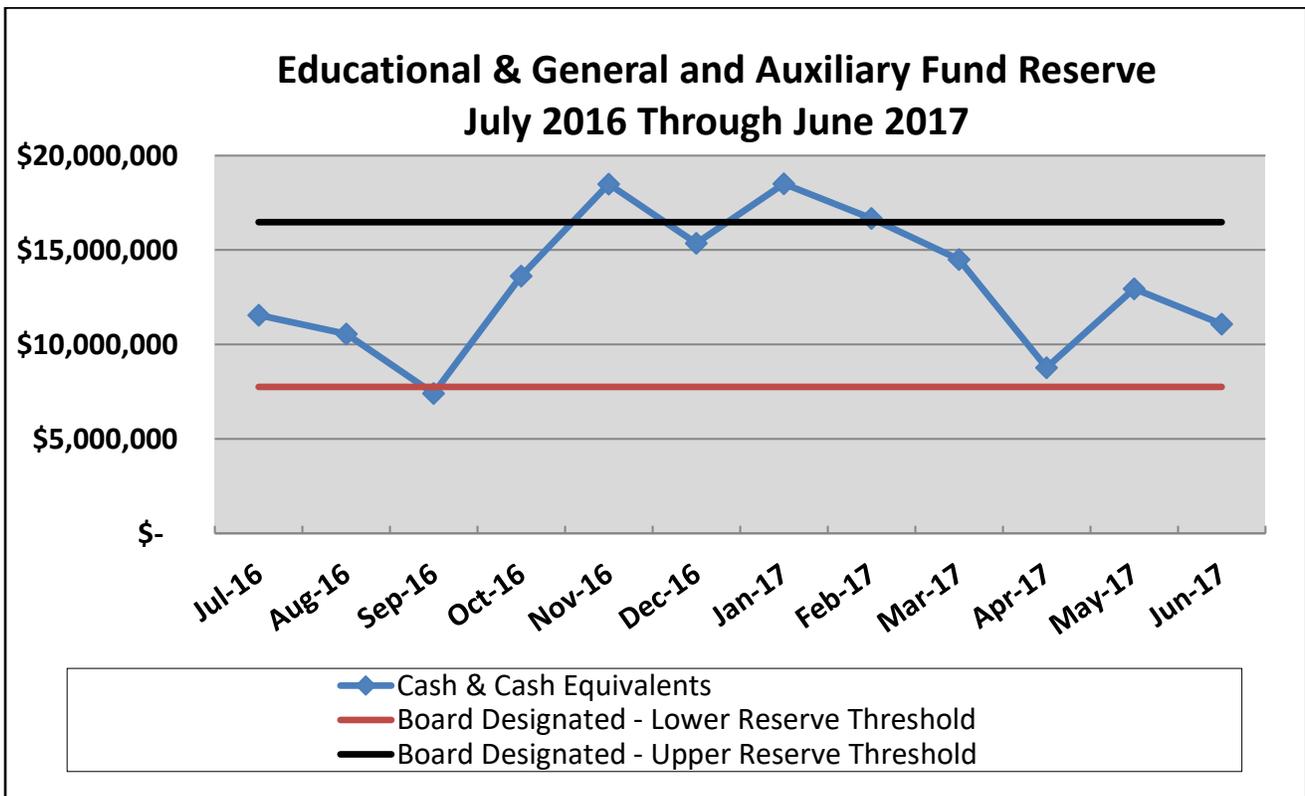
The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization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

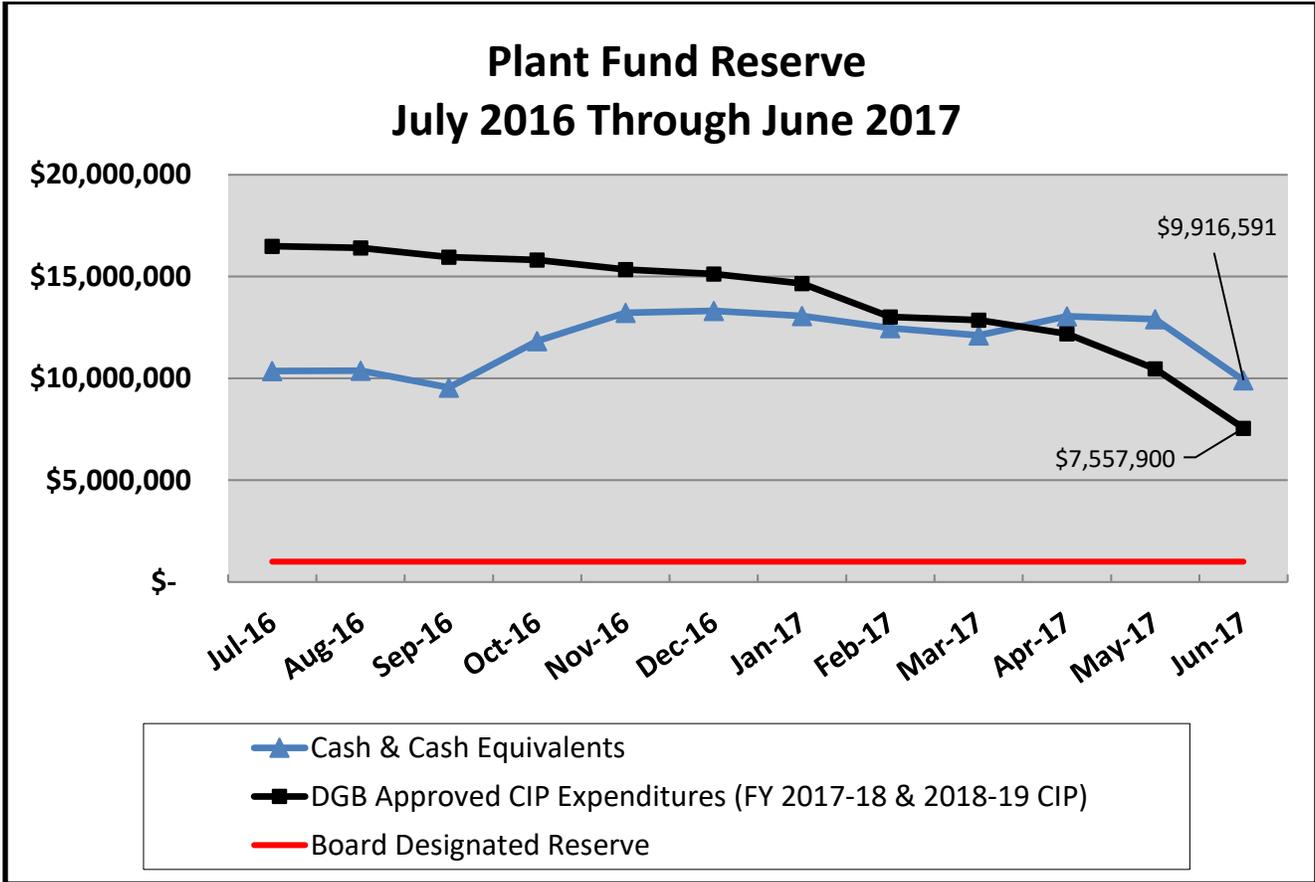
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2016, through June 30, 2017, Plant Fund reserves have exceeded the **Governing Board's** designated reserve and are currently above the amount of monies needed to cover the next twenty four months 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 :** 1:31 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 7/19/2017

**Item Type :** Consent Item

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

**Description :** For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District for Library Services in Spring Valley - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District (MUSD), Yavapai College (YC), and Yavapai County Free Library District (YCFLD) for Library Services in Spring Valley. MUSD has a suitable location for a library in the community of Spring Valley and YC currently maintains and leases space from MUSD at 17300 E. Mule Deer Drive, also known as Spring Valley Annex. YCFLD will provide library services at this location. YC will maintain and keep the Library Premises in good condition, pay the utilities, and provide furniture and technology. The initial term will begin on August 1, 2017 and terminate on July 31, 2020 with automatic renewals for two (2) successive three-year (3) terms.

**Attachments :**

| Title                           | Created      | Filename                        |
|---------------------------------|--------------|---------------------------------|
| IGA - Spring Valley Library.pdf | Jul 31, 2017 | IGA - Spring Valley Library.pdf |

**INTERGOVERNMENTAL AGREEMENT  
BY AND BETWEEN  
MAYER UNIFIED SCHOOL DISTRICT #43,  
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT,  
AND  
YAVAPAI COUNTY FREE LIBRARY DISTRICT  
FOR LIBRARY SERVICES IN SPRING VALLEY,  
YAVAPAI COUNTY, ARIZONA**

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter “IGA” or “Agreement”) is made and entered into by and between the Mayer Unified School District #43 (hereinafter “MUSD”), Yavapai County Community College District (hereinafter “YAVAPAI COLLEGE”), and the Yavapai County Free Library District (hereinafter “YCFLD”) for library services in Spring Valley, Yavapai County, Arizona. MUSD, YAVAPAI COLLEGE, and YCFLD may each be referred individually as a “Party” or “party,” and collectively as the “Parties” or “parties.”

**RECITALS**

**WHEREAS**, the MUSD has a suitable location for a library in the community of Spring Valley, Yavapai County, Arizona, located at 17300 E. Mule Deer Dr., Mayer, Yavapai County, Arizona; and,

**WHEREAS**, YAVAPAI COLLEGE currently maintains and leases space from the MUSD located at 17300 E. Mule Deer Dr., Mayer, Yavapai County, Arizona, also known as Spring Valley Annex or Mayer High School grounds (hereinafter the “Library Premises”); and,

**WHEREAS**, the YCFLD provides library services throughout Yavapai County; and,

**WHEREAS**, for the benefit all students and residents of Spring Valley, Yavapai County, Arizona, and the surrounding area, the Parties have mutually agreed to partner to establish a Library in Spring Valley (hereinafter referred to as the “Library”); and,

**WHEREAS**, pursuant to A.R.S. §11-952, the Parties are authorized to enter into Agreements for joint or cooperative action.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions stated herein, the Parties agree as follows:

- 1. Purpose.** The purpose of this Agreement is to have the YCFLD provide library services to the census designated place of Spring Valley, Yavapai County, Arizona, in partnership with the MUSD and YAVAPAI COLLEGE.
- 2. Term of Agreement; Renewals.** The initial term of this Agreement shall commence on August 1, 2017, and shall terminate on July 31, 2020. It shall thereafter automatically

renew for two successive three-year terms.

- 3. Termination.** The Parties may terminate this Agreement with thirty (30) days written notice. This Agreement is also subject to the cancellation provisions of A.R.S. § 38-511. Any termination of this Agreement shall not relieve the Parties of responsibility for its costs incurred prior to the effective date of the termination and any materials obtained for the purpose of this Agreement shall remain the property of the purchasing Party and shall be returned to such Party in the event of termination of this Agreement.
- 4. Termination for Breach.** In the event of a breach of any term or condition of this Agreement by either Party, the Party claiming the breach shall provide written notice to the other Parties, said notice shall set forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within fifteen (15) days of receipt of notice, the Party claiming the breach may terminate this Agreement without further notice.
- 5. Unavailability of Library Premises.** In the event that the Library Premises are destroyed or damaged to the extent that the YCFLD, in its sole discretion, determines that it is not able to continue to conduct library operations at the Library Premises, or if the Library Premises become unavailable to the YCFLD for any other reason whatsoever, MUSD and YAVAPAI COLLEGE shall, within 15 days written notice by the YCFLD or within such additional time as the Parties may agree, secure, at no cost to the YCFLD, an alternate location deemed suitable by the YCFLD to conduct its operations. If MUSD or YAVAPAI COLLEGE fails or refuses to secure a suitable alternate location as provided herein, the YCFLD may, at its option, elect to terminate this Agreement with no further obligation to provide library services.
- 6. Confidentiality; Privacy of Records.** As a result of the operation of this Agreement, the Parties may have access to and may become acquainted with certain confidential information covered under A.R.S. § 41-151.22 and/or Family Education Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR part 99. During and after the term of this Agreement, except as required by law, the Parties shall not divulge any confidential information to any other person or entity or use the confidential information for a Party's own benefit or for the benefit of any other person or entity, without the prior written consent of all Parties, which consent may be withheld in a Party's sole discretion. In the event that a Party receives notice of any person, agency's or entity's request or demand for confidential information, including, but not limited to subpoenas, search warrants, deposition notices, etc., the Party or Parties agree to immediately notify the other Parties and cooperate with all Party's efforts, consistent with law, to narrow the scope of or quash such request or demand.
- 7. Indemnification.** To the fullest extent permitted by law, all Parties shall defend, indemnify, and hold harmless the others and their departments, officers, officials, agents, and employees (hereinafter referred to as "Indemnitees") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to

tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Indemnitees or any of its departments, officers, officials, agents, and employees. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of the Parties to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that each party shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the other party or parties, be indemnified by the other party or parties from and against any and all claims. It is agreed that each party will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of this Agreement, all Parties agree to waive all rights of subrogation against the others, their departments, officers, officials, agents, and employees.

**8. Insurance.**

**8.1** For the term of this Agreement, all parties shall procure and maintain insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the obligations in this Agreement by the Parties and their agents, representatives, or employees.

**8.2** The Insurance Requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement.

**8.3** The Parties in no way warrant that the minimum limits contained herein are sufficient to protect the Parties from liabilities that arise out of the performance of the obligations under this Agreement by the Parties and their agents, representatives, employees or subcontractors, and the Parties are free to purchase additional insurance.

**8.4** Minimum Scope and Limits of Insurance. The Parties shall provide coverage with limits of liability not less than those stated below.

**8.4.1** Commercial General Liability (CGL) – Occurrence Form Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

|   |             |
|---|-------------|
| • General Aggregate                       | \$2,000,000 |
| • Products-Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury         | \$1,000,000 |
| • Each Occurrence                         | \$1,000,000 |

In consideration of the benefits hereinafter described, all Parties hereby waive their rights of recovery against the others for damage to their respective property.

**8.4.2** Workers' Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers Liability—Each Accident \$1,000,000
- Disease, Each Employee \$1,000,000

**8.4.3 Real Property Insurance:** MUSD and/or YAVAPAI COLLEGE shall insure the building and any improvements for 100% replacement cost. All alterations, additions, or changes made to the Library Premises pursuant to the terms of this Agreement shall not be subject to coinsurance by YCFLD.

- a. Property insurance shall be written on Causes of Loss-Special Form (formerly "all risk") replacement cost coverage.
- b. In consideration of the benefits hereinafter described, MUSD and YAVAPAI COLLEGE hereby waive their rights of recovery against the other for damage to their respective property.

**8.4.4 Personal Property Insurance:** All Parties shall procure insurance coverage on contents at 100% Replacement Cost, and in compliance with all laws, regulations or ordinances affecting such property at any time during this Agreement, including all equipment and other property, including business personal property, trade fixtures and signs from time to time in, on, adjacent to or upon the Library Premises.

**9. Additional Insurance Requirements.** The policies shall include, or be endorsed to include, as required by this Agreement, the following provisions:

- 9.1** Insurance provided by the Parties shall not limit each party's liability assumed under the indemnification provisions of this Agreement.
- 9.2** Notice of Cancellation: Applicable to all insurance policies required within the Insurance Requirements of this Agreement shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the other party.
- 9.3** Each insurance policy required by this Agreement must be in effect at, or prior to, commencement of this Agreement. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of this Agreement.

**10. MUSD Obligations.**

**10.1 Provide Library shelving and materials.** The MUSD agrees to provide the YCFLD with all cantilever and other library shelving and materials currently used by the Mayer High School library, including all materials intended for public circulation, including, but not limited to, books, audiobooks, periodicals, DVDs, and CDs. Shelving and materials provided by the MUSD pursuant to this

Agreement shall be transferred to and become the personal property of YCFLD on August 15, 2017, and may be used for any purpose at the sole discretion of YCFLD.

- 10.2 Provide one-time payment of \$5,000 for purchase of additional Library materials.** A one-time payment of Five Thousand Dollars (\$5,000) will be paid by MUSD to YCFLD on or before August 31, 2017, so YCFLD may purchase additional Library materials intended to benefit MUSD students, faculty, and staff. All decisions to purchase additional Library materials will be made at the sole discretion of the YCFLD.
- 10.3 Provide supplemental staff.** The MUSD will coordinate with YCFLD to provide at least twenty hours per week of supplemental Library staff coverage, including supplying volunteers from the community.

## **11. YAVAPAI COLLEGE Obligations.**

- 11.1 Library Premises.** YAVAPAI COLLEGE, at no cost to the YCFLD, shall provide an appropriate space no less than 1,000 square feet, solely approved by the YCFLD, that is suitable for library services.
- 11.2 Maintenance of Library Premises.** YAVAPAI COLLEGE shall maintain and keep the Library Premises in good condition at YAVAPAI COLLEGE's expense throughout the term of this Agreement. YAVAPAI COLLEGE shall maintain the roof of the building or buildings at the Premises, and shall maintain all other improvements including, but not limited to, interior walls; floors; windows; doors; heating and cooling systems, including changing filters at least quarterly; plumbing; gas and electric facilities; fire systems; security systems and access control systems; and the Library Premises' landscape, grounds, and parking lot.
- 11.3 Utilities.** YAVAPAI COLLEGE shall pay all charges for water; sewer; gas; electricity; telecommunications, including telephone and Internet services; trash removal; pest control; janitorial; and other services and utilities used by YCFLD on the Premises during the term of this Agreement unless otherwise expressly agreed in writing by YAVAPAI COLLEGE and YCFLD. Janitorial services shall be provided twice weekly.
- 11.4 Furniture; Alterations and Improvements.** YAVAPAI COLLEGE shall provide to YCFLD for its use during the term of this Agreement all necessary furniture and partition walls, excepting Library shelving and materials, necessary for library operations. YAVAPAI COLLEGE, at YAVAPAI COLLEGE's expense, shall remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Library Premises in a workmanlike manner and utilizing good quality materials as YCFLD deems desirable for the purpose of providing library services in accordance with the configuration described in Exhibit A. YAVAPAI COLLEGE, at YAVAPAI COLLEGE's expense, shall install a book drop at YCFLD's direction and as provided by YCFLD no later than August 31,

2017. All personal property, equipment, machinery, trade fixtures, and temporary installations owned by YAVAPAI COLLEGE shall remain YAVAPAI COLLEGE's property free and clear of any claim by MUSD or YCFLD. All personal property, equipment, machinery, trade fixtures, and temporary installations owned by YCFLD shall remain YCFLD's property free and clear of any claim by MUSD or YAVAPAI COLLEGE. YCFLD shall have the right to remove any of its property at any time during the term of this Agreement or at the end of this Agreement provided that all damage to the Library Premises caused by such removal shall be repaired by YAVAPAI COLLEGE at YAVAPAI COLLEGE's expense.

- 11.5 Technology.** YAVAPAI COLLEGE, at YAVAPAI COLLEGE's expense, shall provide technology and technology support to the Library Premises, including, but not limited to, computers for staff and public use; networking infrastructure; networking equipment (e.g., switches, hubs, etc.); and any and all other technology excepting those items that are YCFLD's obligation under Section 12.6.

## **12. YCFLD Obligations.**

- 12.1 Library Operations.** The YCFLD shall provide the resources necessary for operation of the Library to include equipment, staffing, supplies, and related expenses, except as otherwise expressly provided herein.
- 12.2 Ancillary Services.** Ancillary services to be provided by the YCFLD will include professional management and governance of the Library, collection management and acquisition, dedicated staffing, coordination and training of volunteers, and oversight of policy and procedures connected with the Library operation.
- 12.3 Hours of Operation; Staffing.** The YCFLD shall establish the hours of operation of the Library based on its evaluation of community needs as determined by the use of the Library. Hours of operation are subject to review and approval by YAVAPAI COLLEGE and the MUSD. The YCFLD shall provide dedicated Library staff for a minimum of 40 hours per week.
- 12.4 Surrender of Library Premises.** The YCFLD shall surrender the Library Premises at the end of the initial term, or any renewal thereof, in as good order and condition as at the commencement of the term, reasonable use and ordinary wear and tear and damage by fire and other unavoidable casualty accepted.
- 12.5 Library shelving and materials.** In addition to MUSD obligations under Sections 10.1 and 10.2, YCFLD shall provide additional Library shelving and materials as necessary for library operations.
- 12.6 Technology.** The YCFLD shall provide, at YCFLD's expense, excepting those items that are YAVAPAI COLLEGE's obligation under Section 11.5, technology required for the operation of the Library, including, but limited to, all Radio-

Frequency Identification (RFID) technology required for securing and circulating items, barcode readers, wireless appliances and software required to maintain compliance with the Children’s Internet Protection Act (CIPA), Pub. L. 106-554. The YCFLD and YAVAPAI COLLEGE shall work together to ensure differing security and networking topologies, infrastructures, and protocols are interoperable.

**13. Notices.** All notices under this Agreement must be in writing and sent to the appropriate person. Notices will be deemed properly given if sent by (1) personal delivery; (2) facsimile transmission; or (3) certified U.S. mail, postage prepaid, return receipt requested, addressed as follows:

MUSD: Mayer Unified School District #43  
Attn.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fax: \_\_\_\_\_

YAVAPAI COLLEGE: Yavapai County Community College District  
Attn.: Purchasing & Contracting  
1100 East Sheldon Street  
Prescott, AZ 86301

YCFLD: Yavapai County Free Library District  
Attn: Director  
1971 Commerce Center Circle, Suite D  
Prescott, AZ 86301  
Fax: 928-771-3113

Each party shall have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other parties. Notice is effective on the date of actual receipt or three days after the date of mailing, whichever is earlier.

**14. Waiver.** A Party’s failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or

duty.

- 15. Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the parties, but rather according to its fair meaning as a whole, as if all parties had prepared it.
- 16. Alternative Dispute Resolution.** Pursuant to A.R.S. § 12-1518, disputes under this Agreement may be resolved through the use of arbitration.
- 17. Waiver of Jury Trial.** The Parties expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury.
- 18. Disputes; Attorney Fees.** The Parties expressly covenant and agree that in the event of litigation arising from this Agreement, no Party shall be entitled to an award of attorney's fees, either pursuant to this Agreement, pursuant to A.R.S. §12-341.01(A) and (B), or pursuant to any other state or federal statute.
- 19. Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party. This Agreement is not intended to benefit any third party.
- 20. Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including but not limited to environmental laws.
- 21. Immigration Law Compliance.** The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the Agreement, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor, subcontractor or employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
- 22. Fingerprint and E-verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H).
- 23. Nondiscrimination.** The Parties shall comply with the Office of the Arizona Governor

Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

- 24. Non-appropriation of funds.** The Parties recognize and acknowledge that the Parties are governmental entities and this Agreement's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of the Parties' obligations under this Agreement and shall notify the other Parties in writing of any such non-allocation of funds at the earliest possible date, and this Agreement shall automatically expire without penalty to the Parties. If the Parties' allocation of funds is reduced, then the scope of this Agreement may be reduced, if appropriate, or this Agreement may be cancelled without further duty or obligation.
- 25. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. Any changes in the governing laws, rules, or regulations that do not materially affect the parties' obligations under this Agreement will apply but do not require an amendment.
- 26. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the parties hereto, either party may propose amendments to the Agreement to bring the Agreement into conformity with such laws. If the parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either party may terminate this Agreement upon written notice to the other party.
- 27. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 28. Parole Evidence.** This Agreement is intended by the Parties as a final and complete expression of their Agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.
- 29. Entire Agreement.** This Agreement contains the entire, integrated Agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes all prior negotiations, representations, or Agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.

**30. Execution in Counterparts:** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document.

**31. Legal Agreement:** This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each Party acknowledges and warrants that each understands the meaning of all terms contained herein and agrees to their application and enforceability.

**IN WITNESS THEREOF,** the Parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

**MAYER UNIFIED SCHOOL DISTRICT #43:**

\_\_\_\_\_  
Mark Mathern, Governing Board President

\_\_\_\_\_  
Date

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:**

\_\_\_\_\_  
Ray Sigafos, Board Chair

\_\_\_\_\_  
Date

**YAVAPAI COUNTY FREE LIBRARY DISTRICT:**

\_\_\_\_\_  
Thomas Thurman, Board of Directors Chairman

\_\_\_\_\_  
Date

**DETERMINATIONS OF COUNSEL**

**MAYER UNIFIED SCHOOL DISTRICT #43:**

Pursuant to A.R.S. Section 11-952(D), the foregoing Agreement has been reviewed by the undersigned Attorney, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the Mayer Unified School District #43.

\_\_\_\_\_  
Attorney's Signature  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:**

Pursuant to A.R.S. Section 11-952(D), the foregoing Agreement has been reviewed by the undersigned attorney for Yavapai College, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to Yavapai County Community College District.

*Eve A. Pamell on behalf of C. Benson Hufford*  
\_\_\_\_\_  
Attorney's Signature  
Printed Name: C. Benson Hufford  
Title: Attorney

7/25/17  
\_\_\_\_\_  
Date

**YAVAPAI COUNTY FREE LIBRARY DISTRICT:**

Pursuant to A.R.S. Section 11-952(D), the foregoing Agreement has been reviewed by the undersigned Deputy County Attorney, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the Yavapai County Free Library District.

\_\_\_\_\_  
Attorney's Signature  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**Presenter :** Ray Sigafoos

**Start Time :** 1:33 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 8/1/2017

**Item Type :** Consent Item

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

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

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

**Attachments :**

| Title                      | Created      | Filename                   |
|----------------------------|--------------|----------------------------|
| JTED IGA 2nd Amendment.pdf | Aug 02, 2017 | JTED IGA 2nd Amendment.pdf |
| JTED IGA Amendment 1.pdf   | Aug 02, 2017 | JTED IGA Amendment 1.pdf   |
| Original IGA JTED.pdf      | Aug 02, 2017 | Original IGA JTED.pdf      |

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

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

Witnesseth:

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

Whereas, on September 20, 2016 JTED and the COLLEGE executed the FIRST AMENDMENT to replace in full ADDENDUM #4 and;

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

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

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

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

FOR MOUNTAIN INSTITUTED JTED:

By:   
Jeremy Plumb

Title: Superintendent

FOR YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

By: \_\_\_\_\_  
Mr. Ray Sigafos

Title: District Governing Board Chair

## EXHIBIT A

### UPDATED ADDENDUM #4

#### JTED Programs

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

| <u>ERN #</u> | <u>Course Title</u>                   | <u>Credits</u> | <u>Tuition</u> |
|--------------|---------------------------------------|----------------|----------------|
| ACC131       | Principles of Accounting              | 3              | \$249.00       |
| AHS100       | Fundamentals of Health Care           | 3              | \$315.00       |
| AHS105       | Phlebotomy                            | 2              | \$210.00       |
| AHS114       | Nursing Assistant                     | 5              | \$525.00       |
| AHS120       | Foundations of Med Assisting I        | 3              | \$315.00       |
| AHS121       | Foundations of Med Assisting II       | 4              | \$420.00       |
| AHS130       | Medical Terminology for Patient Care  | 3              | \$315.00       |
| AHS140       | Pharmacology for Allied Health        | 2              | \$210.00       |
| AHS160       | Intro to Human Anatomy and Physiology | 4              | \$380.00       |
| AHS295       | AHS Practicum: Med Assisting          | 3              | \$315.00       |
| AHS296       | Phlebotomy Internship                 | 3              | \$315.00       |
| ART139       | Fundamentals of Video Editing         | 3              | \$285.00       |
| AUT100       | Auto/Diesel Preventative              | 2              | \$210.00       |
| AUT 105      | Intro to Auto Body Repair             | 4              | \$420.00       |
| AUT 106      | Auto/Motorcycle Custom Paint          | 3              | \$315.00       |
| AUT 107      | Autographic/Airbrushing               | 3              | \$315.00       |
| AUT109       | Auto/Diesel Electrical Systems        | 4              | \$420.00       |
| AUT108       | Engine Repair Technology              | 4              | \$420.00       |
| AUT110       | Advanced Airbrushing Technique        | 3              | \$315.00       |
| AUT111       | Auto Body Weld/Collision Repair       | 3              | \$315.00       |
| AUT122       | Automatic Transmission/Transaxles     | 4              | \$420.00       |
| AUT115       | Autobody and Paint Project            | 2              | \$210.00       |
| AUT123       | Automotive Brakes                     | 4              | \$420.00       |
| AUT124       | Auto Manual Drive                     | 4              | \$420.00       |
| AUT126       | Auto/Diesel Steering & Suspension     | 4              | \$420.00       |
| AUT128       | Auto/Diesel Heat and Air              | 4              | \$420.00       |
| AUT131       | Auto Engine Diagnostics               | 5              | \$525.00       |
| AUT151       | Auto Engine Repair                    | 2              | \$210.00       |
| AUT275       | Basic Automotive Upholstery           | 3              | \$315.00       |
| AVT104       | Private Airplane Ground I             | 2              | \$1100.00      |
| AVT105       | Private Airplane Ground II            | 2              | \$1100.00      |
| AVT109       | Private Helicopter Ground I           | 2              | \$1100.00      |
| AVT110       | Private Helicopter Ground II          | 2              | \$1100.00      |
| AVT113       | Private Helicopter Simulation         | 1              | \$550.00       |
| AVT117       | Private Airplane Simulation           | 1              | \$550.00       |
| AVT122       | Fundamentals of Air Traffic Control   | 3              | \$315.00       |

|        |  |        |               |
|--------|--|--------|---------------|
| AVT123 | Air Traffic Control Procedures         | 3      | \$315.00      |
| AVT124 | Fundamentals of ATC Radar              | 3      | \$315.00      |
| AVT128 | Enroute Operations and Procedures      | 3      | \$315.00      |
| AVT236 | Aircraft Preventative Maintenance      | 1      | \$550.00      |
| AVT260 | Fundamentals of Instruction            | 1      | \$105.00      |
| CNC101 | Introduction to CNC Machining/Operator | 2      | \$210.00      |
| CNC102 | CNC Machine Set Up                     | 2      | \$210.00      |
| CNC201 | CNC Computer Aided Programming         | 3      | \$315.00      |
| CNC202 | 3-D Program and Rapid Prototyping      | 3      | \$315.00      |
| CNT100 | Intro to Computer Networking           | 3      | \$315.00      |
| CNT115 | Network+:Network Tech Certification    | 4      | \$420.00      |
| CNT110 | A+Computer Tech Certification          | 4      | \$420.00      |
| CNT120 | Intro to Windows Server                | 3      | \$315.00      |
| CPD104 | Career and Personal Development        | 3      | \$315.00      |
| CSA126 | Microsoft Office for Windows 3.0       | 3      | \$249.00      |
| EGR102 | Introduction to Engineering            | 3      | \$315.00      |
| ELT101 | Basic Electricity: AC & DC             | 4      | \$420.00      |
| ELT141 | Electrical Apparatus                   | 4      | \$420.00      |
| ELT130 | Introduction to Robotics               | 3      | \$315.00      |
| ELT183 | Digital Circuits                       | 3      | \$315.00      |
| ELT201 | Introduction to Linework I             | 2      | \$210.00      |
| ELT202 | Field Training I (Lineworker)          | 6      | \$630.00      |
| ELT211 | Intro to Linework II                   | 2      | \$210.00      |
| ELT212 | Field Training II (Lineworker)         | 6      | \$630.00      |
| MET100 | Intro to Manufacturing Technology.     | 4      | \$420.00      |
| HIM173 | Legal and Ethical Aspects of HIM       | 2      | \$210.00      |
| HIM240 | Disease Process                        | 4      | \$420.00      |
| PHE153 | First Aid/CPR/AED & Safety             | 2      | \$166.00      |
| PPT120 | Energy Industry Fundamentals           | 3      | \$315.00      |
| TBD    | Skills USA                             | 1 to 3 | \$105 - \$315 |
| UAS100 | Introduction to UAS                    | 3      | \$315.00      |
| UAS103 | UAS Simulations                        | 3      | \$315.00      |
| UAS200 | UAS History, Regulation & Law          | 3      | \$315.00      |
| WLD130 | Oxy-Acetylene Welding                  | 4      | \$420.00      |
| WLD140 | Arc I                                  | 4      | \$420.00      |
| WLD145 | Arc II                                 | 4      | \$420.00      |
| WLD156 | Blueprint Reading                      | 4      | \$420.00      |
| WLD210 | MIG Welding                            | 4      | \$420.00      |
| WLD250 | Welded Metal Fabrication               | 4      | \$420.00      |
| WLD282 | Pipe Welding I                         | 4      | \$420.00      |

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

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

Witnesseth:

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

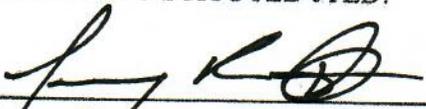
Whereas, JTED and the COLLEGE each desire to replace in full ADDENDUM #4 with the attached Exhibit "A" to this FIRST AMENDMENT to update Program Course Fees;

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

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

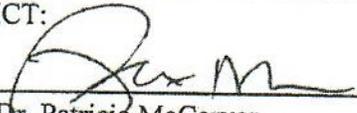
IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS FIRST AMENDMENT TO AGREEMENT TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

FOR MOUNTAIN INSTITUTED JTED:

By:   
Jeremy Plumb

Title: Superintendent

FOR YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

By:   
Dr. Patricia McCarver

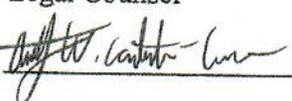
Title: District Governing Board Chair

**ATTORNEY DETERMINATION**

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

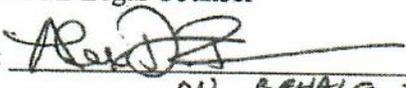
Anthony W. Conte - Uomo  
Name:

JTED Legal Counsel

Date:  9/20/2016

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

COLLEGE Legal Counsel

Date:   
ON BEHALF OF C. Benson  
Hufford

## EXHIBIT A

### UPDATED ADDENDUM #4

#### JTED Programs

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

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

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

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

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

**WITNESSETH:**

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

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

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

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

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

**ARTICLE I. PURPOSE**

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

**ARTICLE II. OBLIGATIONS OF THE COLLEGE**

- A. All curriculum and instruction is under the control of the COLLEGE per standard concurrent enrollment agreements with secondary districts; however, soft skill standards required by the JTED per statute are not an integral part of the existing COLLEGE CTE curriculum approved by the Higher Learning Commission.
- B. The COLLEGE will provide administrative support for all educational activities required to implement the terms of this Agreement, including but not limited to supervision, coordination, direction, and professional development to all appropriate instructional staff, faculty and instructional aides.
- C. COLLEGE will encourage Instructors who are teaching JTED courses/sections to participate in all JTED sponsored Professional Development Trainings, JTED Staff Meetings, Career and Technical Student Activities, and Public Events. COLLEGE will permit JTED instructors and staff to participate in COLLEGE sponsored Professional Development Trainings, COLLEGE Staff Meetings, Technical Student Activities, and Public Events upon request by JTED. JTED shall be responsible for any additional costs incurred by COLLEGE in permitting JTED Instructors and staff to participate in the activities outlined in this section.

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

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

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

### **ARTICLE III. OBLIGATIONS OF THE JTED**

#### **THE JTED AGREES:**

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

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

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

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

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

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

### **ARTICLE IV. JOINT OBLIGATIONS OF THE COLLEGE AND JTED**

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

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

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

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

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

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

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

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

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

#### **ARTICLE V. STANDARD PROVISIONS**

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

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

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

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

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

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

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

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

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

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

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

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK  
Signature Page Follows

IN WITNESS WHEREOF, the Parties have executed this Agreement on this \_\_\_ day of \_\_\_\_\_ 2014.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

MOUNTAIN INSTITUTE JTED

  
Signature \_\_\_\_\_ Date 9-17-14

  
Signature \_\_\_\_\_ Date 9-8-14

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

Jeremy R. Plumb  
Printed or Typed Name of Signatory

President  
Title

Superintendent  
Title

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

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

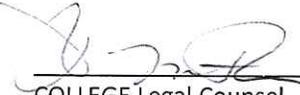
JTED Mailing Address:  
3003 Centerpointe East Drive  
Prescott, AZ 86301

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

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

INTERGOVERNMENTAL AGREEMENTS:

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

  
COLLEGE Legal Counsel \_\_\_\_\_ Date 9/3/14

  
JTED Legal Counsel \_\_\_\_\_ Date 9/10/14

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #1

DESCRIPTION OF SERVICES

**I ENROLLMENT INTO REGULARLY SCHEDULED COURSES**

INSTRUCTION:

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

**II ENROLLMENT INTO NEW SECTIONS FOR JTED STUDENTS ONLY**

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

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #2

Academic Calendars

**PLEASE SEE ACADEMIC CALENDARS**

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #3

JTED Master Schedule

**PLEASE SEE JTED MASTER SCHEDULE**

## IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

## ADDENDUM #4

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

| <u>ERN #</u> | <u>Course Title</u>                     | <u>Credits</u> | <u>Tuition</u> |
|--------------|---|----------------|----------------|
| AHS114       | Certified Nursing Assistant             | 5              | \$460.00       |
| AHS130       | Medical Terminology                     | 3              | \$276.00       |
| AUT100       | Auto/Diesel Preventative                | 2              | \$184.00       |
| AUT109       | Auto/Diesel Electrical Systems          | 4              | \$368.00       |
| AUT122       | Automatic Transmission/Transaxles       | 4              | \$368.00       |
| AUT123       | Automotive Brakes                       | 4              | \$368.00       |
| AUT124       | Auto Manual Drive                       | 4              | \$368.00       |
| AUT126       | Auto/Diesel Steering & Suspension       | 4              | \$368.00       |
| AUT128       | Auto/Diesel Heat and Air                | 4              | \$368.00       |
| AUT131       | Auto Engine Diagnostics                 | 5              | \$460.00       |
| AUT1S1       | Auto Engine Repair                      | 2              | \$184.00       |
| AVT104       | Private Airplane Ground I               | 2              | \$1200.00      |
| AVT105       | Private Airplane ground II              | 2              | \$1200.00      |
| AVT109       | Private Helicopter Ground I             | 2              | \$1200.00      |
| AVT110       | Private Helicopter Ground II            | 2              | \$1200.00      |
| AVT113       | Private Helicopter Simulation           | 1              | \$662.00       |
| AVT117       | Private Airplane Simulation             | 1              | \$662.00       |
| AVT125       | Fundamentals of Air Traffic Control     | 1              | \$92.00        |
| AVT126       | Air Traffic Control Procedures          | 1              | \$92.00        |
| AVT127       | Fundamentals of ATC Radar               | 1              | \$92.00        |
| AVT130       | Private Pilot Glider Ground             | 1              | \$92.00        |
| AVT235       | Airplane Pilot Preventative Maintenance | 1              | \$662.00       |
| AVT260       | Fundamentals of Instruction             | 1              | \$92.00        |
| CNC101       | Introduction to CNC Machining/Operator  | 2              | \$184.00       |
| CNC102       | CMC Machine Set Up                      | 2              | \$184.00       |
| CNC201       | CNC Computer Aided Programming          | 3              | \$276.00       |
| CNC202       | 3-D Program and Rapid Prototyping       | 3              | \$276.00       |
| CPD104       | Career and Personal Development         | 3              | \$276.00       |
| EGR102       | Introduction to Engineering             | 3              | \$276.00       |

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

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #5

JTED Statutes - ARS § 15-391

15-391. Definitions

In this article, unless the context otherwise requires:

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

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #6

JTED Release of Information Form

**RELEASE OF INFORMATION**

STUDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

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

**Mountain Institute JTED District #2**

**3003 Centerpointe East Dr.**

**Prescott, Arizona 86301-8492**

**FAX 928-771-0793**

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

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

---

SIGNATURE PARENT/ GUARDIAN (please specify) \_\_\_\_\_ DATE \_\_\_\_\_

---

ADDRESS PARENT/GUARDIAN \_\_\_\_\_

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #7

JTED Inventory located on YC Campuses

**PLEASE SEE INVENTORY ATTACHED**



**Presenter :** Ray Sigafoos

**Start Time :** 1:35 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**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 :** INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:35 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/16/2017

**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: New Vice President for Community Relations: Convocation; Sedona Center Grand Opening; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Introduction of new Vice President for Community Relations, Rodney Jenkins
- Convocation, August 14, 2017
- Sedona Center Grand Opening, September 12, 2017
- Yavapai Combined Trust Quarterly Report - Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- Facilities Management News - Attached - Information Only
- College Highlights - Attached - Information Only
- Other Related Issues

**Attachments :**

| Title  | Created      | Filename   |
|--|--------------|--|
| YCT - Monthly Report through April 2017.pdf      | Jul 31, 2017 | YCT - Monthly Report through April 2017.pdf      |
| YCSA Update-July 2017.pdf                        | Jul 31, 2017 | YCSA Update-July 2017.pdf                        |
| July 2017 Facilities Management News.pdf         | Jul 31, 2017 | July 2017 Facilities Management News.pdf         |
| August 2017 Facilities Management Newsletter.pdf | Aug 01, 2017 | August 2017 Facilities Management Newsletter.pdf |
| August 2017 College Highlights.pdf               | Aug 02, 2017 | August 2017 College Highlights.pdf               |



# Yavapai Combined Trust

## Monthly Report

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

(Updated through April 2017)

 Segal Consulting

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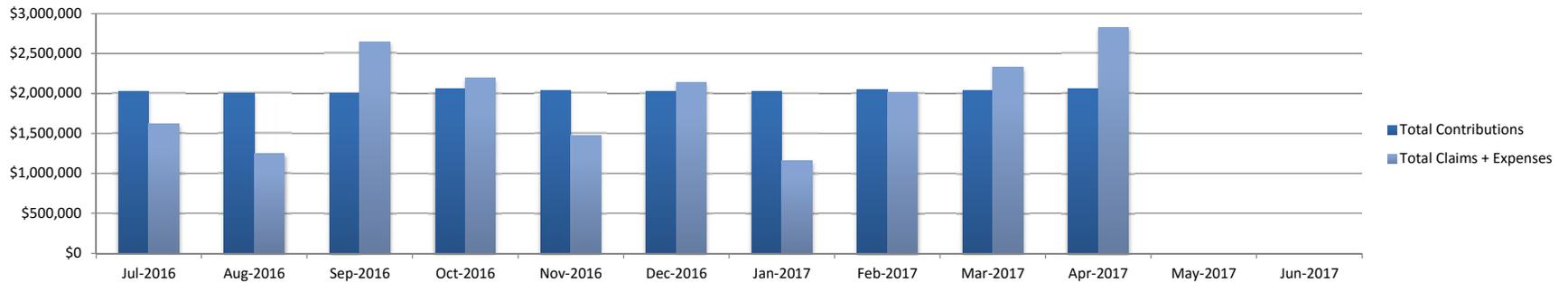


# Yavapai Combined Trust Executive Summary

- During April 2017, expenses exceeded contributions by \$766,129 (37.1% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$678,007 (3.3% of contributions).
- The medical plan loss ratio YTD is 101.2% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 97.1% when they are included.
- Five claimants have exceeded the \$250,000 individual stop-loss deductible during the current plan year through April 2017. Anticipated recovery of \$882,080 is expected after applying the aggregating specific deductible of \$100,000.
- Large claimants drove higher than normal claim cost during March and April. Additionally, Meritain shared that there was a higher than normal amount of claims processed in March.

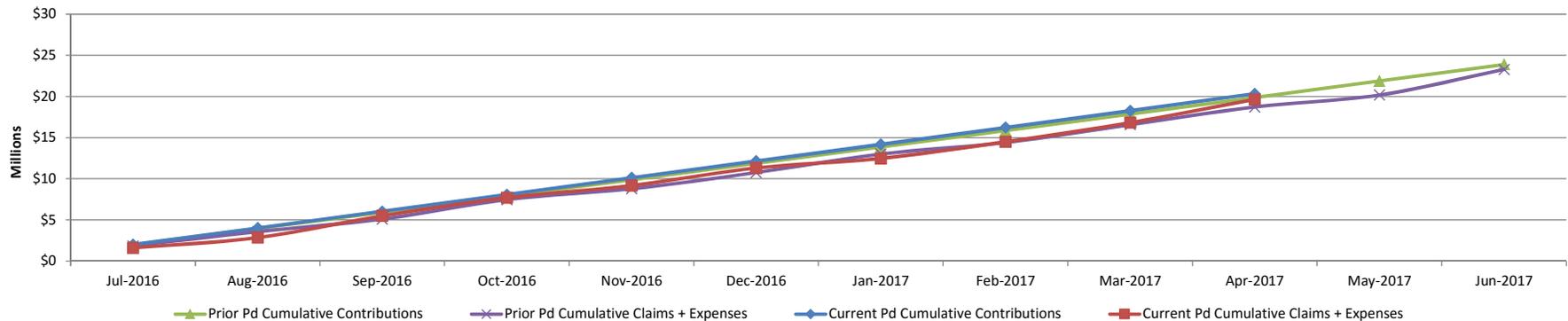


# Yavapai Combined Trust Monthly Contributions vs. Expense Report



|                                | 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                       | 2,410              | \$2,038,117                | \$1,618,262           | \$315,702             | \$188,878          | \$32,201         | \$8,380          | \$2,163,423         | \$168,072             | (\$293,377)        | 114.4%       |
| Apr-2017                       | 2,421              | \$2,063,934                | \$2,202,302           | \$289,066             | \$146,360          | \$24,905         | \$3,467          | \$2,666,099         | \$163,963             | (\$766,129)        | 137.1%       |
| May-2017                       |                    |                            |                       |                       |                    |                  |                  |                     |                       |                    |              |
| Jun-2017                       |                    |                            |                       |                       |                    |                  |                  |                     |                       |                    |              |
| <b>TOTAL</b>                   | <b>23,810</b>      | <b>\$20,338,766</b>        | <b>\$13,332,586</b>   | <b>\$2,743,402</b>    | <b>\$1,406,161</b> | <b>\$323,393</b> | <b>\$84,942</b>  | <b>\$17,890,484</b> | <b>\$1,770,276</b>    | <b>\$678,007</b>   | <b>96.7%</b> |
| <b>Average</b>                 | <b>2,381</b>       | <b>\$2,033,877</b>         | <b>\$1,333,259</b>    | <b>\$274,340</b>      | <b>\$140,616</b>   | <b>\$32,339</b>  | <b>\$8,494</b>   | <b>\$1,789,048</b>  | <b>\$177,028</b>      | <b>\$67,801</b>    | <b>96.7%</b> |
| <b>Prior Pd (10 month) Avg</b> | <b>2,369</b>       | <b>\$1,987,993</b>         | <b>\$1,202,460</b>    | <b>\$258,066</b>      | <b>\$144,024</b>   | <b>\$31,710</b>  | <b>\$9,811</b>   | <b>\$1,646,071</b>  | <b>\$226,805</b>      | <b>\$115,118</b>   | <b>94.2%</b> |
| Change from Prior Pd           | 0.5%               | 2.3%                       | 10.9%                 | 6.3%                  | -2.4%              | 2.0%             | -13.4%           | 8.7%                | -21.9%                | 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       | 0.4%               | 2.2%                       | 4.7%                  | 5.6%                  | -0.4%              | 1.2%             | -13.6%           | 4.3%                | -21.3%                | n/a                | n/a          |

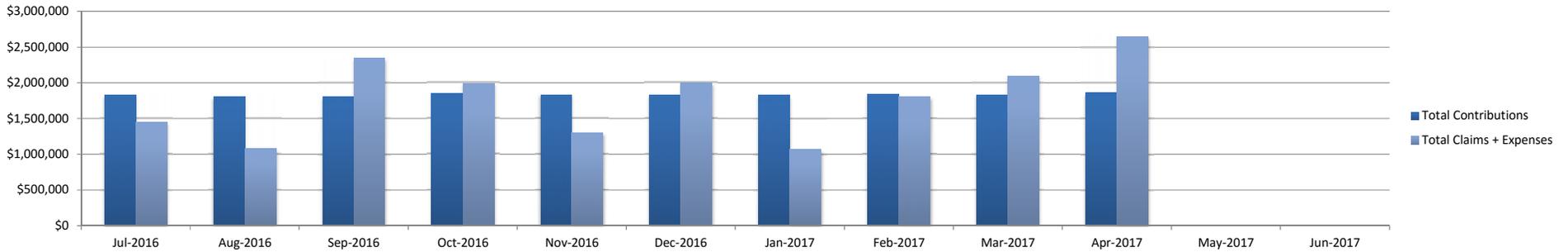
- (1) Includes COBRA contributions
- (2) Medical claims include stop loss refunds
- (3) Pharmacy claims include pharmacy rebates
- (4) STD claims in February 2017 reflect updated STD claims from July 2016 to February 2017.
- (5) Effective December 2016, expenses include ACA fees.





# Yavapai Combined Trust

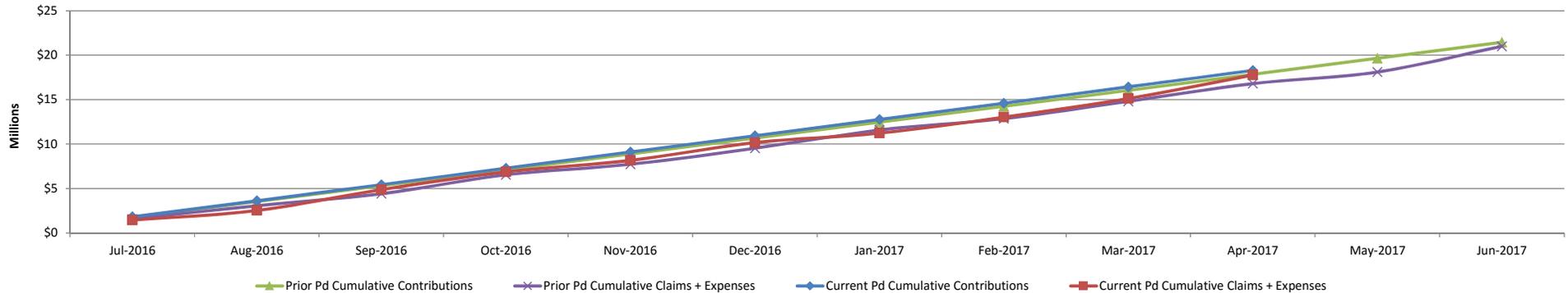
## Monthly Contributions vs. Expense Report - Medical / Pharmacy



|                                 | 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                        | 2,410         | \$1,831,773                | \$827,825          | \$679,555          | \$140,750          | \$1,648,130         | \$315,702          | (\$29,867)         | \$0                | \$160,959                  | \$2,094,923         | (\$263,150)        | 114.4%       |
| Apr-2017                        | 2,421         | \$1,858,522                | \$1,433,199        | \$656,033          | \$155,476          | \$2,244,709         | \$289,066          | (\$42,407)         | \$0                | \$156,878                  | \$2,648,245         | (\$789,723)        | 142.5%       |
| May-2017                        |               |                            |                    |                    |                    |                     |                    |                    |                    |                            |                     |                    |              |
| Jun-2017                        |               |                            |                    |                    |                    |                     |                    |                    |                    |                            |                     |                    |              |
| <b>TOTAL</b>                    | <b>23,810</b> | <b>\$18,298,744</b>        | <b>\$8,161,170</b> | <b>\$4,379,427</b> | <b>\$1,048,211</b> | <b>\$13,588,807</b> | <b>\$3,228,748</b> | <b>(\$256,221)</b> | <b>(\$485,346)</b> | <b>\$1,700,138</b>         | <b>\$17,776,126</b> | <b>\$522,618</b>   | <b>97.1%</b> |
| <b>Average</b>                  | <b>2,381</b>  | <b>\$1,829,874</b>         | <b>\$816,117</b>   | <b>\$437,943</b>   | <b>\$104,821</b>   | <b>\$1,358,881</b>  | <b>\$322,875</b>   | <b>(\$25,622)</b>  | <b>(\$48,535)</b>  | <b>\$170,014</b>           | <b>\$1,777,613</b>  | <b>\$52,262</b>    | <b>97.1%</b> |
| <b>Prior Pd (10 month) Avg</b>  | <b>2,369</b>  | <b>\$1,785,919</b>         | <b>\$715,296</b>   | <b>\$395,697</b>   | <b>\$98,723</b>    | <b>\$1,209,715</b>  | <b>\$274,883</b>   | <b>(\$7,256)</b>   | <b>(\$16,817)</b>  | <b>\$219,883</b>           | <b>\$1,680,408</b>  | <b>\$105,511</b>   | <b>94.1%</b> |
| <b>Change from Prior Pd</b>     | <b>0.5%</b>   | <b>2.5%</b>                | <b>14.1%</b>       | <b>10.7%</b>       | <b>6.2%</b>        | <b>12.3%</b>        | <b>17.5%</b>       | <b>253.1%</b>      | <b>188.6%</b>      | <b>-22.7%</b>              | <b>5.8%</b>         | <b>n/a</b>         | <b>n/a</b>   |
| <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> |
| <b>Change from Prior PY Avg</b> | <b>0.4%</b>   | <b>2.3%</b>                | <b>8.9%</b>        | <b>6.1%</b>        | <b>-10.2%</b>      | <b>6.2%</b>         | <b>12.2%</b>       | <b>323.7%</b>      | <b>74.1%</b>       | <b>-22.0%</b>              | <b>1.5%</b>         | <b>n/a</b>         | <b>n/a</b>   |

(1) Includes COBRA contributions

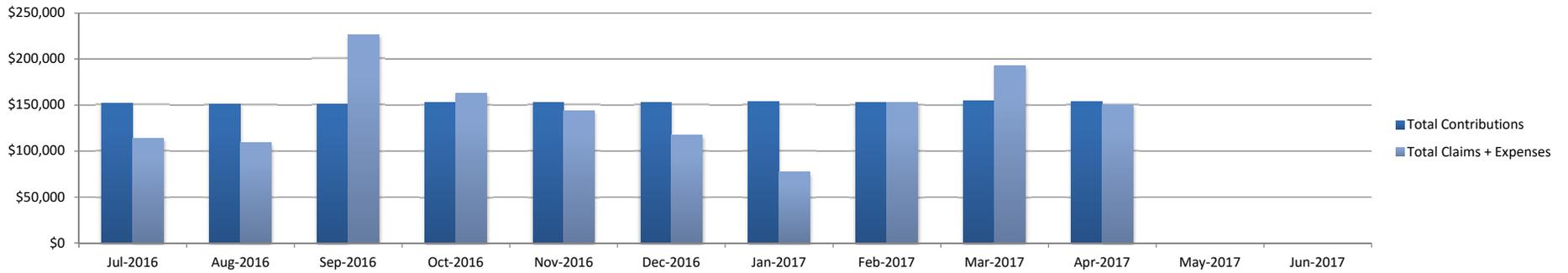
(2) Effective December 2016, medical plan expenses include ACA fees



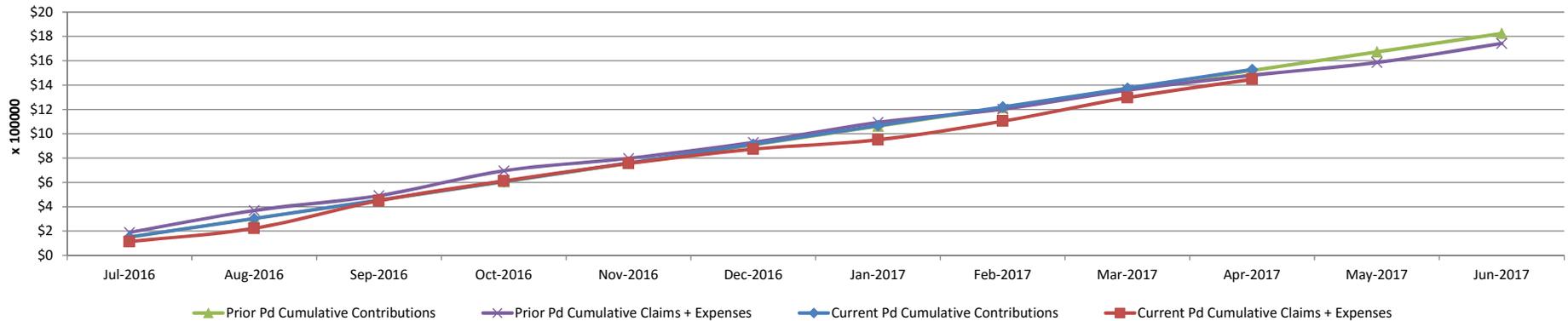


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Dental



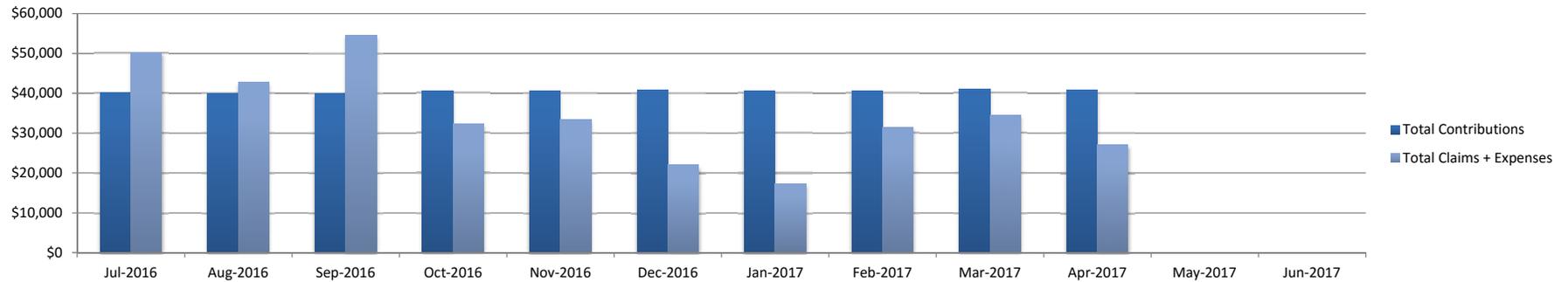
|                                | Enrollment    | Contributions      | Paid Claims        |                 |                    | Plan Expenses   | Total Cost         | Net Surplus/(Loss) | Loss Ratio   |
|--------------------------------|---------------|--------------------|--------------------|-----------------|--------------------|-----------------|--------------------|--------------------|--------------|
|                                |               |                    | 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                       | 2,368         | \$154,640          | \$182,439          | \$6,439         | \$188,878          | \$4,144         | \$193,022          | (\$38,382)         | 124.8%       |
| Apr-2017                       | 2,356         | \$153,820          | \$142,476          | \$3,884         | \$146,360          | \$4,123         | \$150,483          | \$3,337            | 97.8%        |
| May-2017                       |               |                    |                    |                 |                    |                 |                    |                    |              |
| Jun-2017                       |               |                    |                    |                 |                    |                 |                    |                    |              |
| <b>TOTAL</b>                   | <b>23,341</b> | <b>\$1,528,580</b> | <b>\$1,353,265</b> | <b>\$52,895</b> | <b>\$1,406,161</b> | <b>\$40,847</b> | <b>\$1,447,007</b> | <b>\$81,573</b>    | <b>94.7%</b> |
| <b>Average</b>                 | <b>2,334</b>  | <b>\$152,858</b>   | <b>\$135,327</b>   | <b>\$5,290</b>  | <b>\$140,616</b>   | <b>\$4,085</b>  | <b>\$144,701</b>   | <b>\$8,157</b>     | <b>94.7%</b> |
| <b>Prior Pd (10 month) Avg</b> | <b>2,318</b>  | <b>\$152,004</b>   | <b>\$139,068</b>   | <b>\$4,956</b>  | <b>\$144,024</b>   | <b>\$4,057</b>  | <b>\$148,080</b>   | <b>\$3,924</b>     | <b>97.4%</b> |
| Change from Prior Pd           | 0.7%          | 0.6%               | -2.7%              | 6.7%            | -2.4%              | 0.7%            | -2.3%              | n/a                | n/a          |
| <b>Prior Plan Year Avg</b>     | <b>2,320</b>  | <b>\$151,986</b>   | <b>\$136,547</b>   | <b>\$4,593</b>  | <b>\$141,140</b>   | <b>\$4,060</b>  | <b>\$145,200</b>   | <b>\$6,785</b>     | <b>95.5%</b> |
| Change from Prior PY Avg       | 0.6%          | 0.6%               | -0.9%              | 15.2%           | -0.4%              | 0.6%            | -0.3%              | n/a                | n/a          |



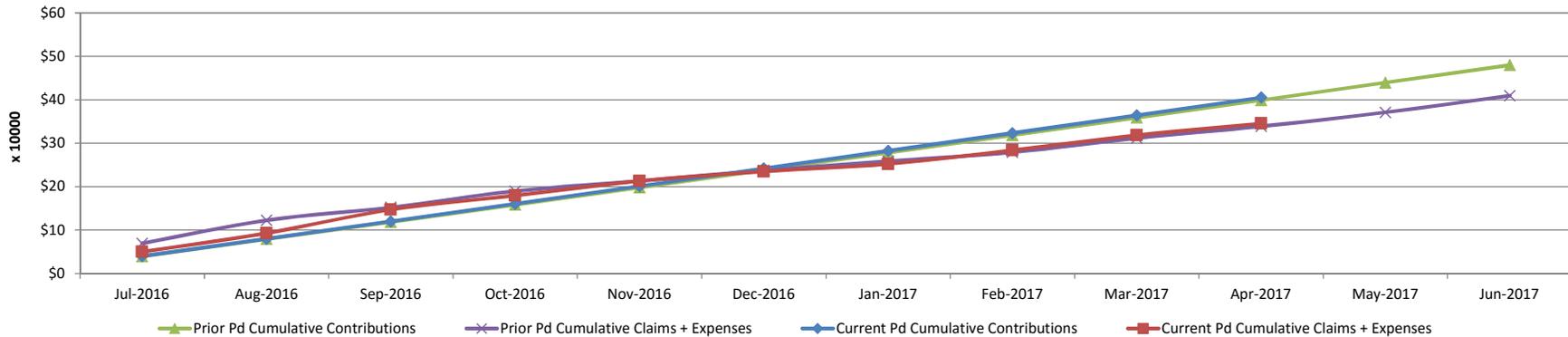


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Vision



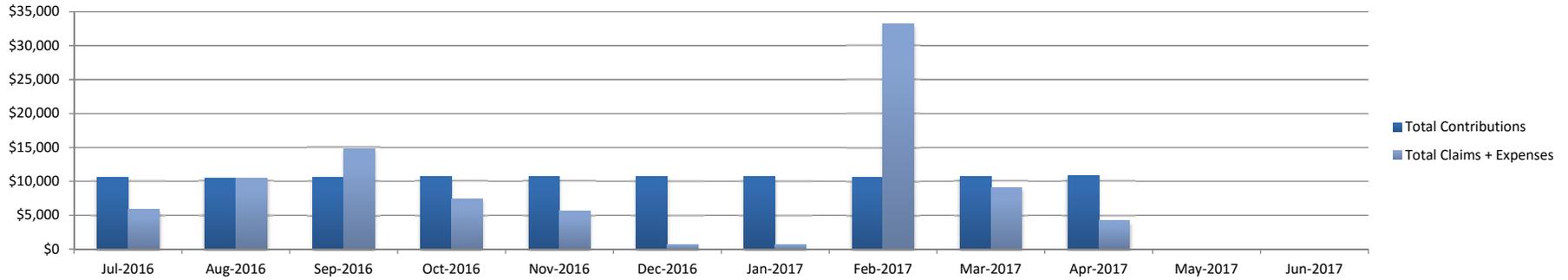
|                                | Enrollment    | Contributions    | Paid Claims      | Plan Expenses   | Total Cost       | Net Surplus/(Loss) | Loss Ratio   |
|--------------------------------|---------------|------------------|------------------|-----------------|------------------|--------------------|--------------|
| 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                       | 1,792         | \$41,034         | \$32,201         | \$2,240         | \$34,441         | \$6,593            | 83.9%        |
| Apr-2017                       | 1,785         | \$40,803         | \$24,905         | \$2,231         | \$27,137         | \$13,666           | 66.5%        |
| May-2017                       |               |                  |                  |                 |                  |                    |              |
| Jun-2017                       |               |                  |                  |                 |                  |                    |              |
| <b>TOTAL</b>                   | <b>17,666</b> | <b>\$405,144</b> | <b>\$323,393</b> | <b>\$22,083</b> | <b>\$345,476</b> | <b>\$59,669</b>    | <b>85.3%</b> |
| <b>Average</b>                 | <b>1,767</b>  | <b>\$40,514</b>  | <b>\$32,339</b>  | <b>\$2,208</b>  | <b>\$34,548</b>  | <b>\$5,967</b>     | <b>85.3%</b> |
| <b>Prior Pd (10 month) Avg</b> | <b>1,739</b>  | <b>\$39,904</b>  | <b>\$31,710</b>  | <b>\$2,174</b>  | <b>\$33,884</b>  | <b>\$6,020</b>     | <b>84.9%</b> |
| Change from Prior Pd           | 1.6%          | 1.5%             | 2.0%             | 1.6%            | 2.0%             | n/a                | n/a          |
| <b>Prior Plan Year Avg</b>     | <b>1,744</b>  | <b>\$39,992</b>  | <b>\$31,950</b>  | <b>\$2,180</b>  | <b>\$34,129</b>  | <b>\$5,863</b>     | <b>85.3%</b> |
| Change from Prior PY Avg       | 1.3%          | 1.3%             | 1.2%             | 1.3%            | 1.2%             | n/a                | n/a          |





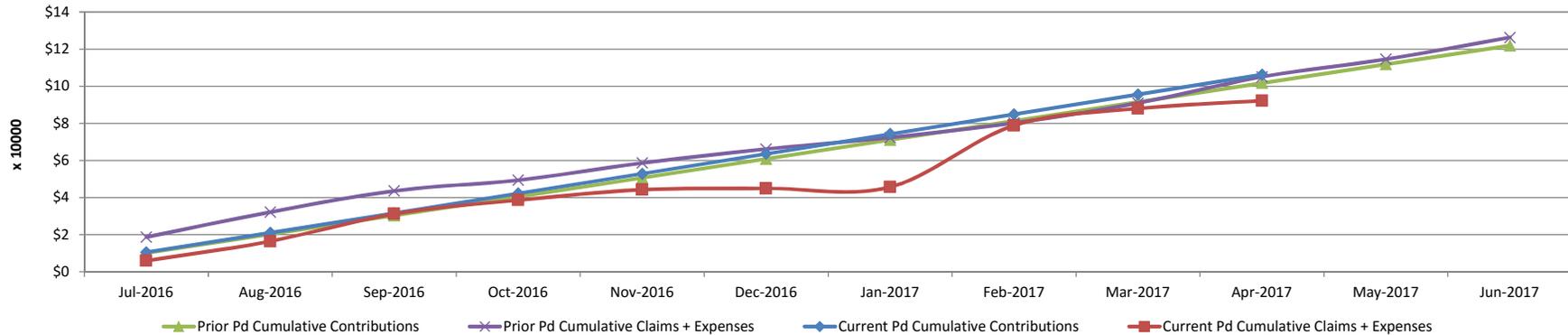
# Yavapai Combined Trust

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



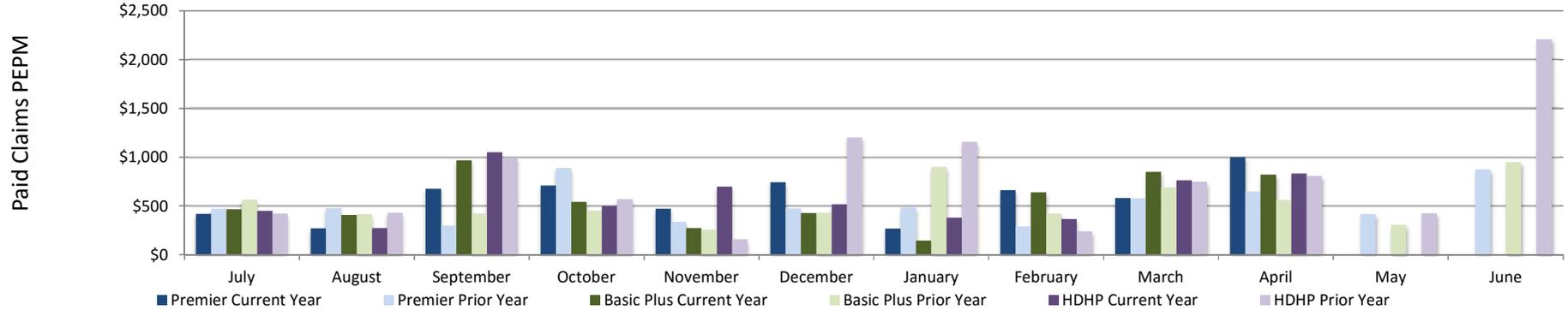
|                                | Enrollment    | Contributions    | Paid Claims     | Plan Expenses  | Total Cost      | Net Surplus/(Loss) | Loss Ratio    |
|--------------------------------|---------------|------------------|-----------------|----------------|-----------------|--------------------|---------------|
| 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                       | 2,429         | \$10,671         | \$8,380         | \$729          | \$9,109         | \$1,562            | 85.4%         |
| Apr-2017                       | 2,438         | \$10,789         | \$3,467         | \$731          | \$4,199         | \$6,590            | 38.9%         |
| May-2017                       |               |                  |                 |                |                 |                    |               |
| Jun-2017                       |               |                  |                 |                |                 |                    |               |
| <b>TOTAL</b>                   | <b>24,028</b> | <b>\$106,298</b> | <b>\$84,942</b> | <b>\$7,208</b> | <b>\$92,150</b> | <b>\$14,147</b>    | <b>86.7%</b>  |
| <b>Average</b>                 | <b>2,403</b>  | <b>\$10,630</b>  | <b>\$8,494</b>  | <b>\$721</b>   | <b>\$9,215</b>  | <b>\$1,415</b>     | <b>86.7%</b>  |
| <b>Prior Pd (10 month) Avg</b> | <b>2,306</b>  | <b>\$10,167</b>  | <b>\$9,811</b>  | <b>\$692</b>   | <b>\$10,503</b> | <b>(\$337)</b>     | <b>103.3%</b> |
| Change from Prior Pd           | 4.2%          | 4.6%             | -13.4%          | 4.2%           | -12.3%          | 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       | 4.1%          | 4.7%             | -13.6%          | 4.1%           | -12.4%          | n/a                | n/a           |

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

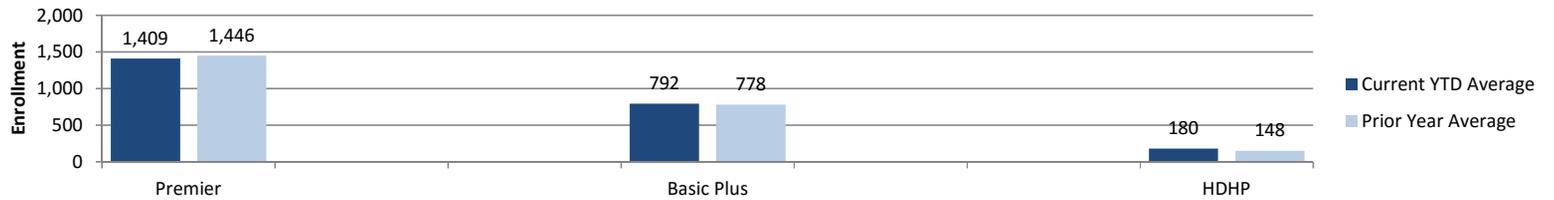




# Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan



|                    | Premier      | Basic Plus  | HDHP          |
|--------------------|--------------|-------------|---------------|
| Current YTD PEPM   | \$579.26     | \$552.82    | \$582.66      |
| Prior Average PEPM | \$518.47     | \$530.48    | \$788.72      |
| <b>% Change</b>    | <b>11.7%</b> | <b>4.2%</b> | <b>-26.1%</b> |

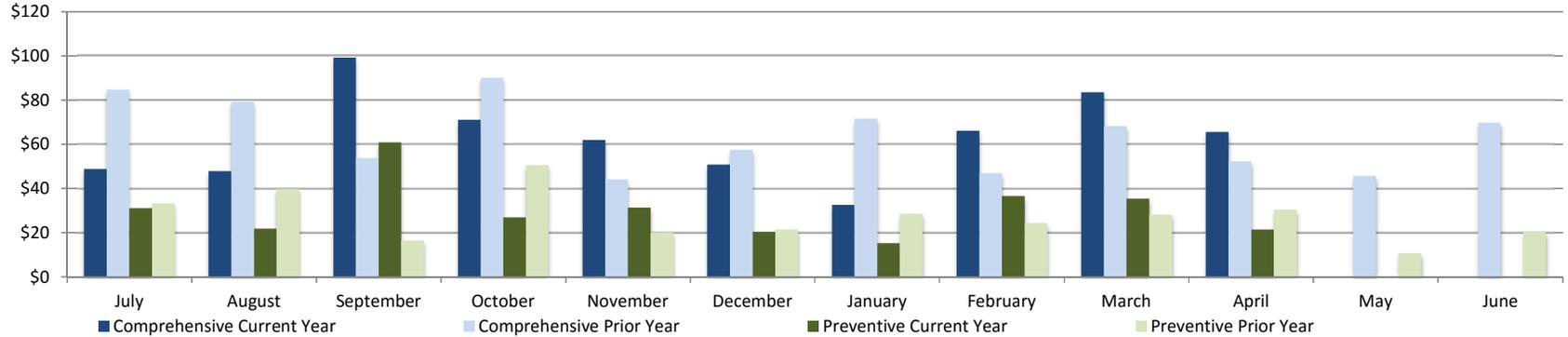


|                           | TOTAL        |              |              |
|---------------------------|--------------|--------------|--------------|
|                           | Premier      | Basic Plus   | HDHP         |
| Jul-2016                  | 1,419        | 778          | 169          |
| 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                  | 1,425        | 800          | 185          |
| Apr-2017                  | 1,434        | 800          | 187          |
| May-2017                  |              |              |              |
| Jun-2017                  |              |              |              |
| <b>Average</b>            | <b>1,409</b> | <b>792</b>   | <b>180</b>   |
| <b>% of Total</b>         | <b>59.2%</b> | <b>33.3%</b> | <b>7.6%</b>  |
| <b>Prior Year Average</b> | <b>1,446</b> | <b>778</b>   | <b>148</b>   |
| <b>Change</b>             | <b>-2.6%</b> | <b>1.8%</b>  | <b>21.6%</b> |

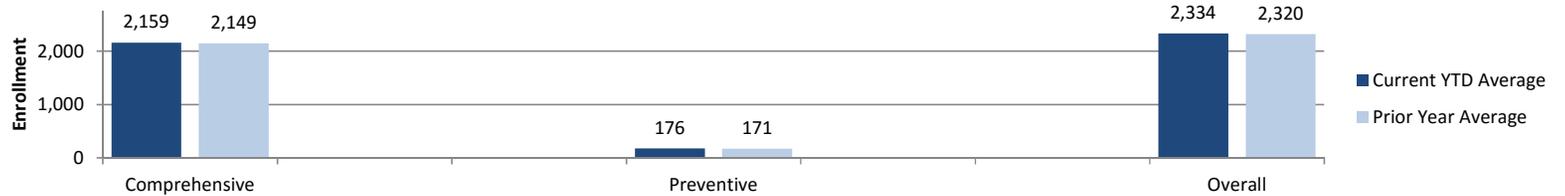


# Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



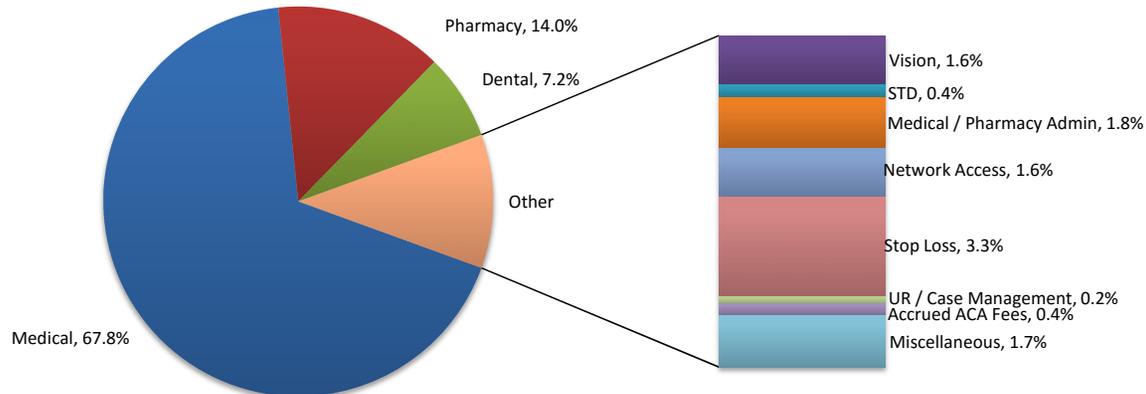
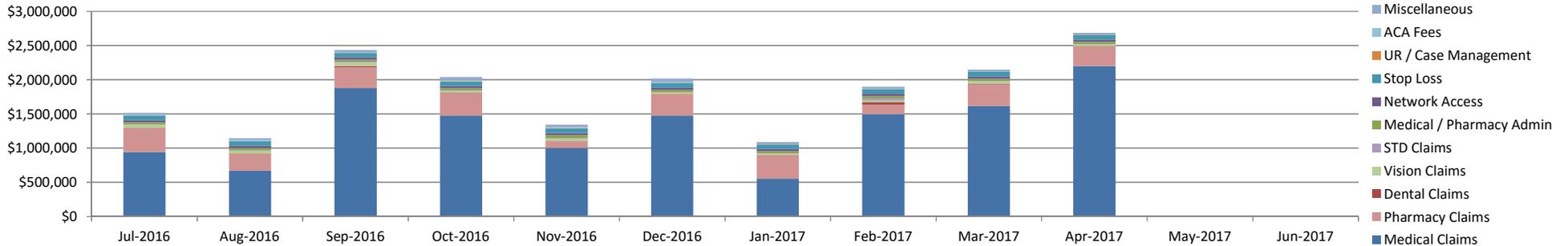
|                    | Comprehensive | Preventive   | Overall      |
|--------------------|---------------|--------------|--------------|
| Current YTD PEPM   | \$62.69       | \$30.12      | \$60.24      |
| Prior Average PEPM | \$63.55       | \$26.82      | \$60.84      |
| <b>% Change</b>    | <b>-1.3%</b>  | <b>12.3%</b> | <b>-1.0%</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                  | 2,186         | 182         | 2,368         |
| Apr-2017                  | 2,174         | 182         | 2,356         |
| May-2017                  |               |             |               |
| Jun-2017                  |               |             |               |
| <b>Average</b>            | <b>2,159</b>  | <b>176</b>  | <b>2,334</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>0.5%</b>   | <b>2.5%</b> | <b>0.6%</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                   | 2,410              | \$1,618,262        | \$315,702        | \$188,878        | \$32,201        | \$8,380        | \$33,848                 | \$32,562           | \$66,185         | \$4,462              | \$942            | \$30,072        |  |
| Apr-2017                   | 2,421              | \$2,202,302        | \$289,066        | \$146,360        | \$24,905        | \$3,467        | \$33,789                 | \$32,468           | \$65,885         | \$4,449              | \$946            | \$26,427        |  |
| May-2017                   |                    |                    |                  |                  |                 |                |                          |                    |                  |                      |                  |                 |  |
| Jun-2017                   |                    |                    |                  |                  |                 |                |                          |                    |                  |                      |                  |                 |  |
| <b>Average</b>             | <b>2,381</b>       | <b>\$1,333,259</b> | <b>\$274,340</b> | <b>\$140,616</b> | <b>\$32,339</b> | <b>\$8,494</b> | <b>\$33,453</b>          | <b>\$32,156</b>    | <b>\$65,375</b>  | <b>\$4,407</b>       | <b>\$7,572</b>   | <b>\$34,065</b> |  |
| PEPM Avg                   |                    | \$559.96           | \$115.22         | \$59.06          | \$13.58         | \$3.57         | \$14.05                  | \$13.51            | \$27.46          | \$1.85               | \$3.18           | \$14.31         |  |
| <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>\$7,572</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               | \$3.18           | \$21.71         |  |
| % Change                   | 0.4%               | 4.3%               | 5.2%             | -0.8%            | 0.8%            | -13.9%         | -7.0%                    | 2.0%               | -35.9%           | -2.6%                |                  | -34.1%          |  |

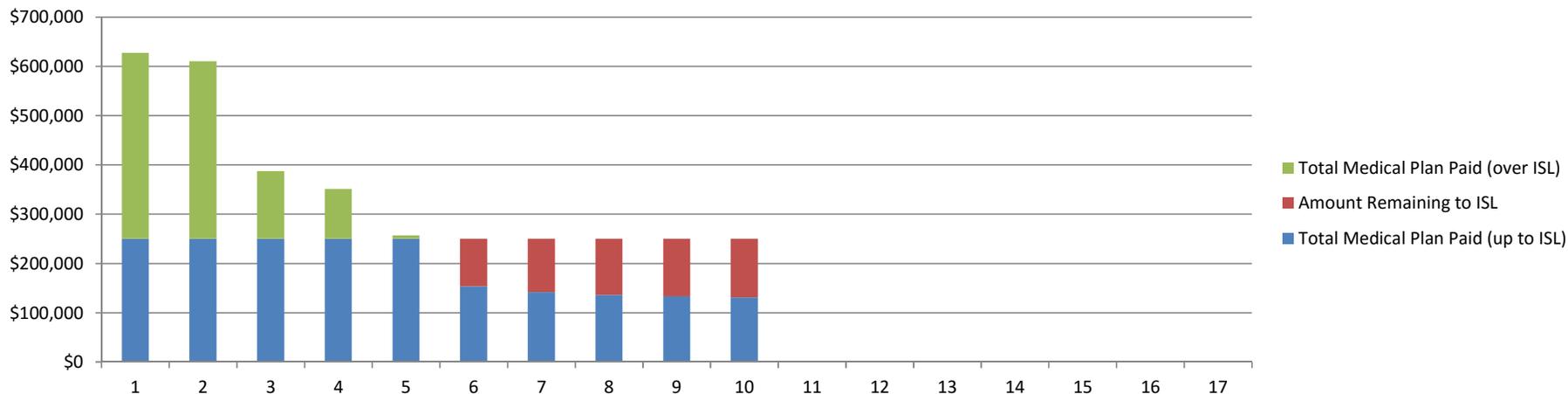
Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates; Effective December 2016, ACA fees will be included in the monthly report; STD claims in February 2017 reflect updated STD claims from July 2016 to February 2017.

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## Yavapai Combined Trust

### Claimants over \$125,000 through April 2017



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

| Claimant #                                     | Status     | Major Diagnosis                        | Medical Paid       | Pharmacy Paid    | Total Plan Paid    |
|--|------------|--|--------------------|------------------|--------------------|
| 1  | Active     | Cancer                                 | \$505,211          | \$121,754        | \$626,965          |
| 2  | Active     | Intussusception-intestinal obstruction | \$610,241          | \$0              | \$610,241          |
| 3  | Active     | Cancer                                 | \$356,110          | \$30,887         | \$386,996          |
| 4  | Active     | Bile duct rupture/sepsis               | \$350,089          | \$844            | \$350,933          |
| 5  | Active     | Inflammatory polyneuropathy            | \$256,368          | \$577            | \$256,945          |
| 6  | Active     | Cancer                                 | \$153,432          | \$37             | \$153,469          |
| 7  | Active     | Cancer                                 | \$141,431          | \$38             | \$141,468          |
| 8  | Terminated | Major depressive disorder              | \$130,819          | \$5,401          | \$136,220          |
| 9  | Active     | Enlarged heart                         | \$129,876          | \$3,512          | \$133,388          |
| 10   | Active     | Heart disease                          | \$130,720          | \$106            | \$130,826          |
| 11   |            |  |                    |                  |                    |
| 12   |            |  |                    |                  |                    |
| 13   |            |  |                    |                  |                    |
| 14   |            |  |                    |                  |                    |
| 15   |            |  |                    |                  |                    |
| 16   |            |  |                    |                  |                    |
| 17   |            |  |                    |                  |                    |
| <b>Total</b>                                   |            |  | <b>\$2,764,297</b> | <b>\$163,155</b> | <b>\$2,927,451</b> |
| <b>% of Medical/Rx Claims</b>                  |            |  | <b>17.2%</b>       | <b>1.0%</b>      | <b>18.2%</b>       |
| <b>Total Exceeding Stop Loss Deductible</b>    |            |  |                    |                  | <b>\$982,080</b>   |
| <b>Aggregating Specific Deductible</b>         |            |  |                    |                  | <b>\$100,000</b>   |
| <b>Estimated Reimbursement Due and/or Paid</b> |            |  |                    |                  | <b>\$882,080</b>   |



## Yavapai Combined Trust Estimated Fund Balance

### Calculation as of April 30, 2017

|   | Recommended<br>Funding Policy | Fund Balance<br>as of 4/30/17 |
|---|-------------------------------|-------------------------------|
| Estimated Expenses/Claims For One Month <sup>1</sup>                            | \$2,018,000                   |                               |
|   | +                             |                               |
| Estimated Risk Corridor <sup>2</sup>  | <u>\$5,504,000</u>            |                               |
|   | =                             |                               |
| <b>Total Estimated Fund Balance</b>   | <b><u>\$7,522,000</u></b>     |                               |
| <b>Total Equity<sup>3</sup></b>   |                               | <b><u>\$12,155,494</u></b>    |
|   | +                             | +                             |
| Estimated Recommended Reserve for Incurred But Not Reported (IBNR) <sup>4</sup> | <b>\$2,487,000</b>            |                               |
| IBNR Liability  |                               | <b>\$2,381,000</b>            |
|   | +                             | +                             |
| <b>Current Liabilities Other Than IBNR</b>                                      |                               | <b><u>\$610,665</u></b>       |
|   | =                             | =                             |
| <b>Total Recommended Reserves</b>   | <b><u>\$10,009,000</u></b>    |                               |
| <b>Total Liabilities and Equity<sup>3</sup></b>                                 |                               | <b><u>\$15,147,160</u></b>    |
| <b>Reserve Surplus/(Shortage)</b>   | <b><u>\$5,138,160</u></b>     |                               |

(1) One month average claims and expenses based on 12 month period ending April 30, 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 April 30, 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
- ◇ CALENDAR REMINDERS
- ◇ CONGRATULATIONS CHRISTINE
- ◇ YCPAC UPDATE
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WELLNESS UPDATE
- ◇ 2017 YOUTH JOB FAIR A SUCCESS
- ◇ NEED COMPUTER SKILLS
- ◇ MANAGING CHANGE IN THE WORKPLACE
- ◇ SUMMER SAFETY TIPS
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

## YCSA President's Welcome

**G**reetings Amazing Yavapai College Staff!

I hope everyone has found a way to weather the heat lately.

I would also like to thank everyone who volunteered, pitched in, or contributed in some way to assisting with the Goodwin Fire efforts. We have a great community, and it really shows when times are tough.

Also, the nomination letters for our upcoming elections will be available soon. If you are thinking about becoming a YCSA board member, or already know you would like to, please fill out a nomination letter so we can get your name on the ballot. We will be electing a President, New Hire/Professional Development Liaison, and Alternative Rep/Committee Chairperson. There will also be a special election for the Secretary position, which will only last for one year.

The capital improvement projects will continue which 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 Summer!

James Elphick

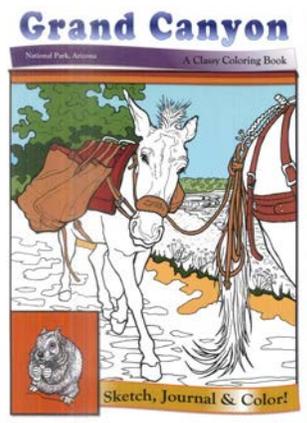
## Calendar Reminders

- July 17 Fall semester payment deadline
- July 26 Sedona Center Culinary/Hospitality program preview day
- July 27 Summer classes end
- July 30 Prescott Pops Symphony at the PAC
- Aug. 3 National Live Theater presents Peter Pan at the PAC
- Aug. 10-12 30<sup>th</sup> Annual Cowboy Poets Gathering
- Aug. 14 Employee Convocation – all offices closed
- Aug. 15 First YC Volleyball game of the season (vs. Embry-Riddle)
- Aug. 18 Residence halls open
- Aug. 21 Fall semester begins
- Aug. 27 Last day to drop full semester classes. Last day to receive a refund.



## Congratulations Christine!

**C**hristine Sutherland, Art Gallery Manager, recently published a Grand Canyon Classy Coloring Book. The book consists of 31 original illustrations of plants and animals in the Grand Canyon, 11 of Christine's poems, and extra pages for sketches, journaling, or photos. Christine previously published a Classy Coloring Book on Bear Lake and has one in-the-works for Yosemite National Park.



The Classy Coloring book can be found at the Grand Canyon visitor's centers, the Peregrine Bookstore, the Farmers Market, and through Amazon.



**N**ew benefit policy for Yavapai College staff and students:

All Yavapai College faculty and staff (full-time, part-time, adjunct), and all full-time Yavapai College students (six credits or more) are eligible to purchase two \$10 tickets per show to YCPAC performances (with some exceptions) one week prior to the show date.

If seats are available for "YCPAC Presents" shows one week before the show date, an announcement will be sent on DuckSoup, along with a date/time when tickets will go on sale. As always, discount tickets are not available for shows offered by presenters other than YCPAC. The PAC is no longer offering free tickets and half-price tickets during on sale dates.

# Celebrating Our Employees

Welcome to our new employees!

| Name              | Department                       | Campus   |
|-------------------|----------------------------------|----------|
| Rodney Jenkins    | Community Relations              | Prescott |
| Jacob Jackson     | Custodial                        | Prescott |
| Amber Snodgrass   | Radiology                        | Prescott |
| Joseph Sabato     | Facilities District              | Prescott |
| Jeri Denniston    | SBDC                             | Prescott |
| Richard Hernandez | SBDC                             | Prescott |
| Abbie Swavee      | Enrollment Svcs/<br>Registration | Prescott |
| Jennifer VanVleet | HPER/Athletics                   | Prescott |
| Rynnie Scott      | Academic<br>Advising             | Prescott |
| Steve Gomez       | Custodial                        | Prescott |

# Wellness Update



## Exercise Program

One of the most important aspects of an exercise program is simply STARTING it! Getting off the couch or out of your chair to start walking, running, bicycling, swimming or **insert your activity here** may help you lead a healthier and happier life.

Try to get at least 150 minutes (2 ½ hours) a week of moderate-intensity aerobic activity. You can break up your activity into 10-minute chunks and still get the health benefits. Try to also include muscle-strengthening activities. Hit the major muscle groups at least two days a week.

It's OK to start slow. Choose a physical activity that is appropriate for your current fitness level, then aim to increase your activity over time.

### Here are some tips for fitting fitness into your life:

- Add steps to your day. Park farther away from the entrance or get off the bus one stop earlier. Take the stairs instead of the elevator.
- Develop new routines. Take your dog for a daily walk. Or, maybe go to the park with your kids after dinner.
- Do you have a green thumb? Start a garden. Grow yummy veggies and share them with your family, friends and co-workers.
- Find a workout buddy. Exercising with a friend can be more fun and a good motivator.
- Keep exercise clothes at work. You can change into them before heading home or to the gym. Also have a comfortable pair of shoes so you can walk during breaks.
- Schedule fitness like you would any other appointment. That way you are more likely to do it.
- Clean up. Housework and yardwork count as physical activity, too.
- Double up. Move while you watch TV. Why not watch and stretch? Or during commercials, try getting up off the couch and marching in place.
- Sign up for a class. Aerobics classes, yoga sessions and social dancing are just a few of the many choices.
- Keep it fun. Making physical activity enjoyable is key in making it a regular part of your life.

## Healthy Lemon Raspberry Frozen Yogurt

### Ingredients

- 1 cup plain Greek yogurt (regular)
- 12 oz. frozen raspberries
- ½ cup fresh lemon juice
- 2 teaspoons fresh lemon zest
- 3 tablespoons honey



### Instructions

1. To a blender add Greek yogurt, raspberries, lemon juice, lemon zest, and honey.
2. Blend until smooth.
3. Serve immediately or for a more solid consistency place in an air tight container and put in freezer for 1-2 hours. Serve!

### Nutrition Information

Serving size: ½ cup; Calories: 101; Fat: 4g; Carbohydrates: 16g; Sugar: 13g; Sodium: 24 mg; Fiber: 2g; Protein: 2g; Cholesterol: 10mg



## 2017 Youth Job Fair a Success

Yavapai College, Goodwill of Central and Northern Arizona, DES, and the Yavapai Juvenile Justice Center partnered together to offer our local youth (aged 16 to 24) the first Prescott Youth Job Fair. Over 70 young adults attended this event and had the opportunity to mingle and meet with 33 local exhibitors and resources. For some, interviews took place on-site and job offers were made shortly after.

Feedback has been received back from several exhibitors in attendance that they love what this group is doing for the youth in the community, and they would definitely sign-up and be involved in this type of Job Fair again.



## Need Computer Skills?

Many of our students come to college underprepared for the computer skills required to succeed. If you run across them, let them know about the variety of resources available to build computer skills.

### Free Computer Classes

Goodwill career Center  
1385 Iron Springs Rd, Prescott  
928-515-6540

### YC Learning Center

<http://www.yc.edu/v5content/learning-center/computer-help.htm>  
Microsoft Office Tutorials  
How to Email Professors  
Tips for taking Online Classes

### YC TELS Teaching and eLearning Support

<https://www.yc.edu/v5content/teaching-and-elearning-support/students>  
Online and in-person Workshops on Using Canvas and Microsoft Office 365 and Being Successful in Online Classes

### A Student's Guide to the Computer

<http://www.grassrootsdesign.com/intro>

### Basic Computer Literacy

<https://www.gcflearnfree.org/topics/computers/>

### Learn the Basics

<https://digitalliteracy.gov/content/learner>

## Managing Change in the Workplace

Feel like everything is moving too fast? You may not be alone. In today's workplace, change is often the norm not the exception. While the expectation may be that you should adapt, we are creatures of habit. According to Dr. Tamar Chansky, author of "Freeing Yourself from Anxiety," changes at work can be a huge area of stress because "how we thrive is through routine and predictability. It gives us a sense of control." While it's perfectly normal to feel out of our comfort zone in these situations, employees can benefit from finding ways to overcome their fear or anxiety about change to be constructive, positive participants in the process.

Here are some tips on how to manage and ultimately succeed in the face of change:

1. Acknowledge that change is happening so you can begin to process it.
2. Recognize your fears/concerns about change. Write them down in an objective form so that you can see the areas you will need to address.
3. Identify one or more strategies on how you can create a system or organize your work environment in a way where you can tackle each area of concern.
4. Don't make assumptions. As you work through understanding your new role, new supervisor or new technology, communicate regularly within your workgroup to ensure you are on the right track in addressing your goals and concerns in relation to the larger picture.
5. Minimize distractions. You are learning new processes, procedures and/or how to work with new people and their workstyles which takes more concentrated thought than a job you already know well.
6. Set realistic expectations and stay positive. You cannot master a whole new set of rules right away. Allow yourself the patience to figure out what works best and remain positive that you will eventually find a new rhythm that will work for you.
7. Be flexible. Often in times of change, the first plan gets modified as real-world scenarios come into play. Allow flexibility for adjustment to happen so that the end product is the best one.
8. Get involved. If you are seeing change happen and want to help shape the outcome, don't be afraid to volunteer to help. Find valuable ways to be part of the change.
9. Reduce your stress and allow space for your concerns. There are lots of ways to take a breath from change so you can come back at it again with renewed energy: visit a colleague in person instead of calling to resolve an issue, take a few minutes to do some quick stretching at your desk, give yourself a couple of minutes of mindful, deep breathing, or take a walk.
10. Know your value. Take time to assess where you are most valuable in your skills and focus on those areas in the process of change. They will help you build the confidence to overcome the other areas where change is more difficult.

## Summer Safety Tips

Summer is upon us! Long, sunny days. Barbeques, summer sports, and boating on one of Arizona's many waterways may be top one your summer plans. Here are a few summer safety tips to keep in mind for a fun and fantastic summer:

1. Drink lots of water. It's easy to dehydrate in the Arizona sun, so make sure not to overload on alcoholic drinks or overly sugary drinks, but do load up on the water.
2. If out on the water this summer, make sure you wear your lifejacket. Drowning is no joke!
3. While we have less of a bug problem in Arizona, we do still have them. Use the bug repellents and keep from having itchy bites!
4. Sunscreen, hats, and even light long sleeve shirts can save you from the pain of sunburns. They say the sun is at its strongest between 10am and 4pm, so be smart and be prepared!
5. And, as always, if you are going to be drinking adult beverages make sure you have a plan for getting home. After all, driving drunk is never worth the consequences of getting caught or worse having an accident.

Bonus tip: Pets overheat too! If it's too hot for you, it's too hot for them.



Image credit: <https://www.senioradvisor.com/blog/2015/08/summer-safety-tips-for-seniors/>

## YCSA Committee Updates

### Social/Community Service

The Social/Community Service Committee is looking for a Co-Chair. If you would be interested, please email [janice.soutee@yc.edu](mailto:janice.soutee@yc.edu).

### Newsletter

Our next newsletter will be published after the Fall semester has begun. If you have any suggestions for articles or topics you would like to see covered by the YCSA Newsletter, please let us know!

We would love to have more YC staff join this committee. Interested? 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>                 |

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

July 2017

Greetings from Facilities!

The July issue of this newsletter contains the latest information related to Facilities Management programs and projects, along with general information concerning the campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please e-mail me at [david.laurence@yc.edu](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

At the new Prescott Valley Center addition, drywall is being installed on the first floor, and framing of the administrative/reception area and mechanical space is complete on the second floor. Ductwork and mechanical components are being installed along with fire sprinklers and lighting. Energizing of the new addition will occur the week of July 3 and the new central plant will be activated July 5. The elevator cab is expected to arrive on site in mid-July.

Site grading continues for the new drive and is nearing completion for the additional parking at the front of the center. Curb and gutter and paving will begin July 15.

Paving has started for the widened Panther Path along with the pouring of the new sidewalk, curb and gutter. Work continues related to the driveway serving the Prescott Valley Center.

The Town is making major improvements to Glassford Hill and Long Look Roads, which has significantly increased construction traffic around and at the Prescott Valley Center, so please use extra caution when traveling to and entering the site.

In Building 2, tape and texture is in process to prepare for painting scheduled to begin June 26. Ceiling grid and floor tile will begin the week of July 3.

At the EMS garage, fire alarm work and lighting are nearing completion. Paving of the new drive and concrete work is complete. Electrical tie-in scheduled for the morning of July 1.

The updated construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – March through July 1, 2017
2. Prescott Valley Center Parking Expansion – December 2016 through July 15, 2017
3. Prescott Valley Center Addition – January 2017 through 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 – June 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.



Parking Lot and Storm Water Drainage Grading



New Curb and Gutter and Sidewalk Preparation and Panther Path Widening



First Floor Multipurpose Room and Exam Rooms



Second Floor Framing for Administrative Suite and Mechanical/Electrical Room



New EMS Garage



Building 2 Second Floor Skills Lab

### Buildings 1 and 15 Renovation

Installation of lighting and ductwork is underway on the second floor of Building 1 along with texturing and painting of drywall. Ceiling grid will be installed the first week of July.

In Building 15 on the first floor, drywall is nearing completion and texturing and painting will continue into the first week of July. Lighting is being installed along with fire sprinkler drops and ductwork.

On the second floor, drywall is being installed along with mechanical and electrical rough-in.

New mechanical units destined for the roof of Building 15, are being stored in the old Supai lot.

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  
Building 15 Floor Two

May 15 – August 15, 2017  
August 15 – January 15, 2018



Building 1 Second Floor - Painting/Drawing



Printmaking/Watercolor



Graphic Design/Color/2D



Building 15 Second Floor Restrooms Plumbing Rough-in



First Floor New Restrooms Prepped for Paint – Project Superintendent Craig Olson



Building 15 First Floor Conference Room, Office Suite and Student Lounge



Ductwork Staged for Installation

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

### Sedona Center Renovation

The project is winding down to punch list items. Technology delivery install is underway along with the moving in of furniture. This will continue through July. New exterior furniture is on order and due to the long lead time, expected to arrive in September.



Pastry Kitchen Ready for Use with New Instructional Technology



Culinary



Technology Install in ITV Room 29



Completed Shade Structure



Enclosed Café Space



Banner Installation

SPS+

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: James Crockett

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.

## MAJOR MAINTENANCE PROJECTS

### Baseball Field Water Line Repair

Work is nearing completion for the replacement of approximately 400 feet of water line serving the baseball field and adjacent facilities. Kudos to Helmer Karstadt, Jaimie Hernandez, Brandon Biro, Mike Kervin for making this emergency repair during 100-degree weather.



Trenching for New Water Line

Project Manager: Brandon Biro

## PREVENTIVE MAINTENANCE PROJECTS

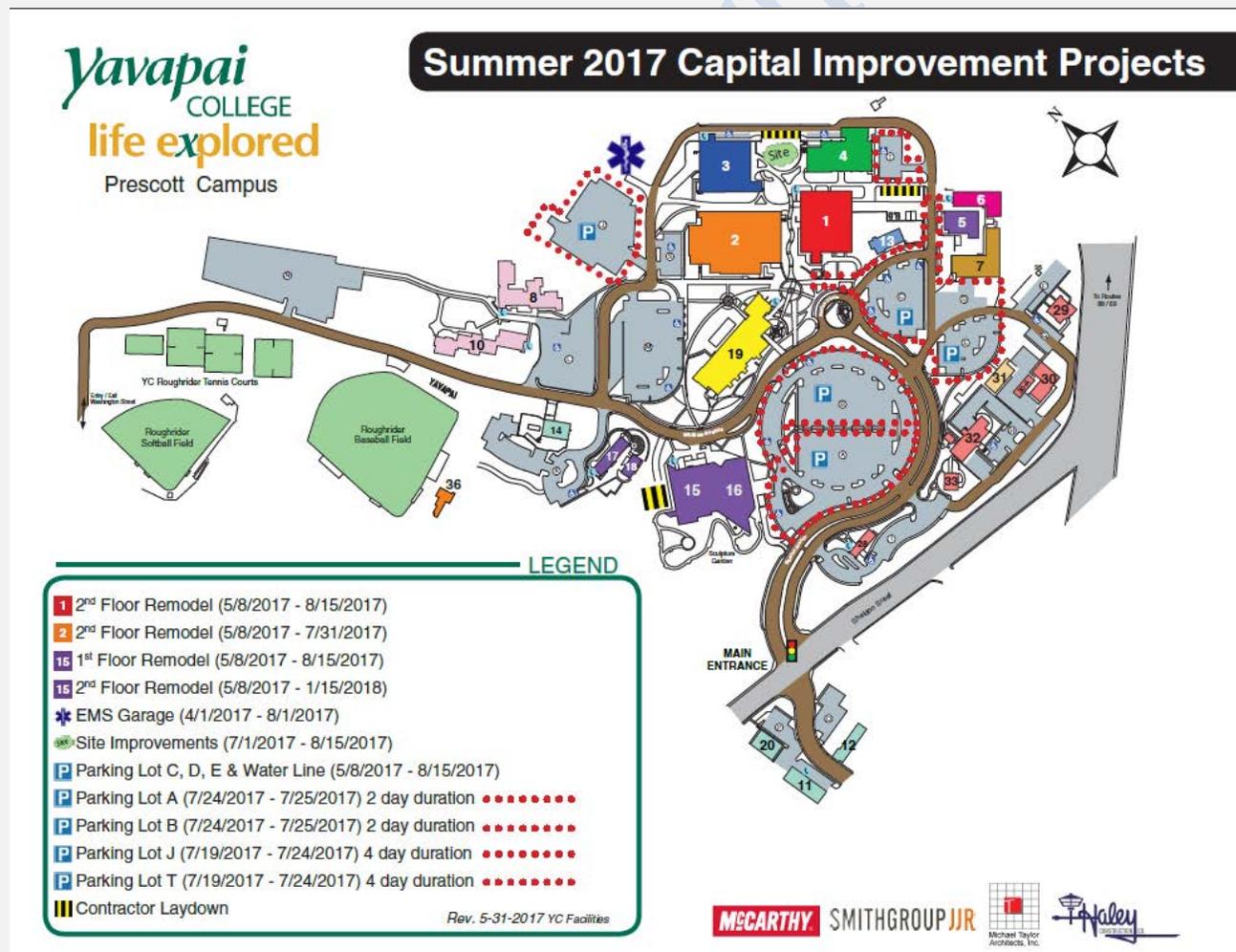
As part of the budget, preventive maintenance projects are scheduled each year to ensure that College facilities are maintained at a level to support optimum performance

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.

**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/FY18
- 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



Building 7 Parking Lot and Water Line Replacement



Waterline Replacement and Paving at FEC

## **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Please join us in welcoming Joseph Sabato as the new Technician III, Painter and Jacob Jackson hired as the new Custodian/Safety Officer at CTEC. Welcome gentlemen!

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

Under Construction

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

August 2017

Greetings from Facilities!

The August 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

At the new Prescott Valley Center addition, the elevator is nearing completion along with flooring, painting and lighting. During the week of August 7, offices, classroom and lab furniture and equipment will be assembled and installed. Interior cleaning will begin August 1 and run through August 3. New water service was switched over on July 31.

Paving is nearing completion for the new driveway, front parking lot and access drive. Site cleaning and sidewalk installation will be complete during the first week of August.

Paving is nearing completion on the widened Panther Path and the accompanying new sidewalk is complete.

The Town is making major improvements to Glassford Hill and Long Look Roads, which has significantly increased construction traffic around and at the Prescott Valley Center, so please use extra caution when traveling to and entering the site. The roadway and traffic improvements are scheduled to be complete by August 11.

In Building 2, work is complete except for a few minor punch list items and move in for EMS is underway.

The EMS garage is complete and is currently being used to stage furniture destined for Buildings 1 and 15. The garage will be turned over to the EMS program August 18.

The final construction schedule is as follows:

1. Construct EMS Garage for Ambulance Parking at Prescott – Complete

2. Prescott Valley Center Parking Expansion – Complete
3. Prescott Valley Center Addition – Substantial Completion
4. Prescott Valley Center Addition Floor 2 Completion - Programming begins August 30.
5. Building 2 Interior Remodel – Complete
6. Prescott Valley Center Existing Space Remodel – Programming begins August 30.
7. Move JTED from Centre Pointe to Prescott Valley – Complete
8. Move Allied Health to Prescott Valley Center – August 8-11
9. Move EMS from Prescott Valley Center to Building 2 – Complete

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.



Parking Lot Expansion at Front of Prescott Valley Center



Sidewalk Installation at Back Parking Lot





Skills Labs



First Floor Multipurpose Room and Exam Rooms



Second Floor Lobby



Building 2 Second Floor Skills Lab

## Buildings 1 and 15 Renovation

In Building 1, flooring installation is complete as work continues related to trim work in the Digital Lab. Special equipment ventilation is installed in Print Making/Water Color and flooring is complete for Graphic Design/Color/2D and Painting/Drawing. All new spaces are being tested and balanced for HVAC and building controls. Furniture and equipment assembly will occur the week of August 14.

In Building 15 on the first floor, work is nearing completion for occupancy. New restroom fixtures are being set along with flooring in remaining spaces. New HVAC roof top units are installed and work continues replacing the roof. Balancing of HVAC serving the first floor will continue into early August resulting in fine tuning and temperature adjustments. New furniture and equipment will be assembled the week of August 14.

On the second floor, drywall installation continues along with the installation of HVAC ductwork. Lighting is being installed along with mechanical and electrical rough-in.

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 |



Building 1 Second Floor - Painting/Drawing



Printmaking/Watercolor



Graphic Design/Color/2D



Digital Lab



Building 15 First Floor Restrooms Fixture Setting



Building 15 First Floor Student Lounge



First Floor Drama Rehearsal



Second Floor Rehearsal Hall



Second Floor Dance/Choral Rehearsal



Installing New Air Handler on Roof of Building 15

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

### Sedona Center Renovation

New furniture is being assembled and placed as technology delivery install continues. Landscaping improvements and post construction clean-up is complete. New exterior furniture is on order and expected to arrive in September due to the long lead time needed for fabrication. Site signage is complete along with parking lot striping.



View of New Front Entry



Culinary



Culinary



Community Room 34



Room 40



Café



"New" Back of Sedona Center



View at Front Entrance to the Sedona Center

SPS+

McCarthy Building Companies

Project Manager: David Laurence

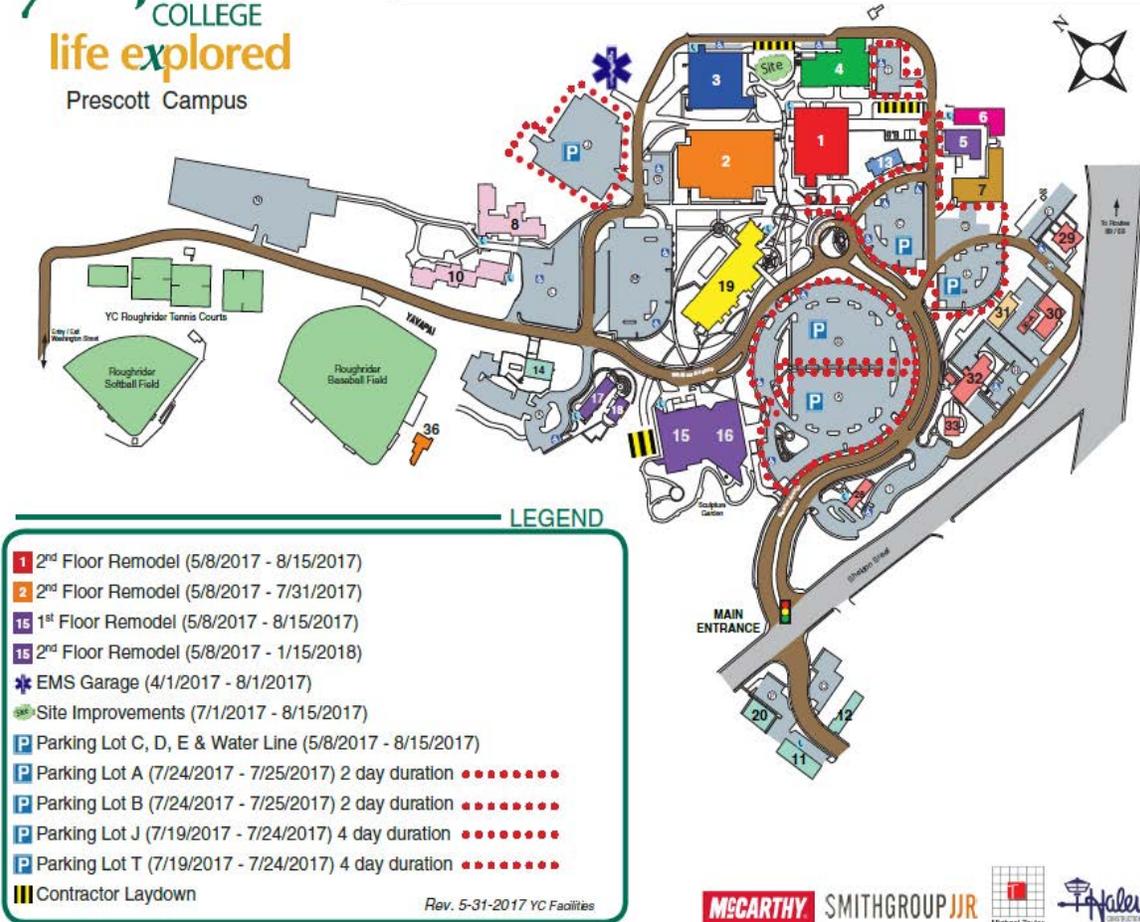
Logistics/Moving: James Crockett

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.

### **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.

## Summer 2017 Capital Improvement Projects



### Future FCA Projects:

- Building 15 Roof – August 2017
- Prescott Valley Roof – August 2017
- Building 3 Breezeway Decking Leaks – TBD/FY18
- Building 4 Breezeway Decking Leaks – TBD/FY18
- Phase 1 Baseball Field Drainage – In design
- Phase 2 Prescott Waterline Replacement – In design
- Phase 1 CTEC Parking Lot Drainage and Expansion – TBD/FY18



Waterline Replacement and Paving at Building 7

### **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Please join us in welcoming Kelly Stepanek as the new Verde Campus Lead Custodian and John Fabiano, HVAC Tech II at Prescott. Welcome to Yavapai College Facilities Management!

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.

## August 2017 College Highlights

### School of Arts and Humanities

- The Missoula Children's Theater teamed up with the Yavapai College Music Department to present *Cinderella*, an original adaptation of the classic fairy tale, June 19-24<sup>th</sup>. This year, 50 young students from grades 1-12 learned basic tools of an actor's trade – observation, memorization, concentration and imagination as they learned the production and presented two, full-scale musical production to 400 guests.





### School of Career and Technical Education

- **Dr. Karla Phillips**, Associate Dean (Chino/CTEC), described the accomplishments of the summer Horticulture class made up primarily of Master Gardeners. They built and planted hay bale gardens, grafted apple trees, harvested garlic and planted corn and pumpkins for our fall pumpkin festival.



- YC Line Work Instructor trained to become an OSHA Trainer this summer so he can provide OSHA training to our CTEC Faculty.
- Three Canine classes successfully completed this summer, preparing students for enrollment in the new Service Dog Program beginning this fall.



### School of Social Sciences

- **Dr. Michael Ruddell**, Professor of Anthropology, reports that he was recently involved in a project to identify three ancient Paleoindian Clovis points. The Clovis points were from three locations Milk Creek and Purcell Canyon (near Seligman) and the third from Placeritas Creek (Prescott area). All Clovis points are recorded in The Paleoindian Survey, a database of the Arizona State Museum, located at the University of Arizona in Tucson.

### School of Health and Wellness

- The 2017 Radiologic Technology pinning ceremony took place on Wednesday, July 26, 2017. This year's ceremony celebrated the seventh graduating class for the program. The photo below shows the Radiology Department Faculty (top row), the seven current graduates (in white coats) plus prior graduates from all cohorts including the first graduating class in 2011. All seven of the current graduates have secured positions in radiology. **Amber Snodgrass**, New Clinical Coordinator, is the photographer.



## Instructional Support

- **Alice Burroughs**, 25Live Coordinator, and **Noël Bossen**, Facilities District Office Manager, attended the 2017 Collegenet User Conference in Portland, OR in July 2017. The theme of the conference was *Innovation through Emergence*. The sessions included Training Your Users in using 25Live, Revitalizing 25Live, Basic Custom Reports, and many more sessions. The conference also provided them the opportunity to network with colleagues from other universities and community colleges.
- Under the direction of **Stacey Hilton**, Dean of Instructional Support, and **Lindsay Henning**, Computer Systems Professor/Quality Matters Director, the first Quality Matters certifications were recently awarded to ACC131: Principles of Accounting I taught by **Vikki Bentz**, Accounting Professor, and VGD121: Video Game Development for Game Engines I, taught by **Ruth Alsobrook-Hurich**, VGD Program Director. This was not an easy certification to earn, and these courses had to meet each and every criteria set forth by Quality Matters standards. Congratulations to them both for their dedication to creating quality online courses!
- On Monday August 21, 2017—the first day of the fall semester for Yavapai College—a total eclipse of the sun will be visible in the continental United States for the first time in almost 40 years. This total eclipse will ONLY be visible on a narrow track stretching from Oregon to South Carolina across the US. Because no other country will be able to see this total eclipse, it's being nicknamed "The All American Eclipse".
  - Although Arizona will only see a partial eclipse, the best time to view the eclipse in Prescott, AZ, is at 10:30 a.m. on August 21<sup>st</sup>. The Yavapai College Library will have eclipse glasses available on a first-come, first-served basis.

- Fall Semester is coming! The Prescott Campus Library is hosting its annual Welcome Back event for new and returning students. Meet your costumed librarians and dare to sit on the Iron Throne. Fill your head with knowledge while feasting on the sweet and savory. August 30<sup>th</sup> 10am – 1pm <https://www.facebook.com/events/579843562404765/>



**Presenter :** Ray Sigafoos

**Start Time :** 1:45 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 2/16/2017

**Item Type :** Information Item

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

**Description :** Information from Instruction and Student Development to Include: Faculty Senate Update; Pathways Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

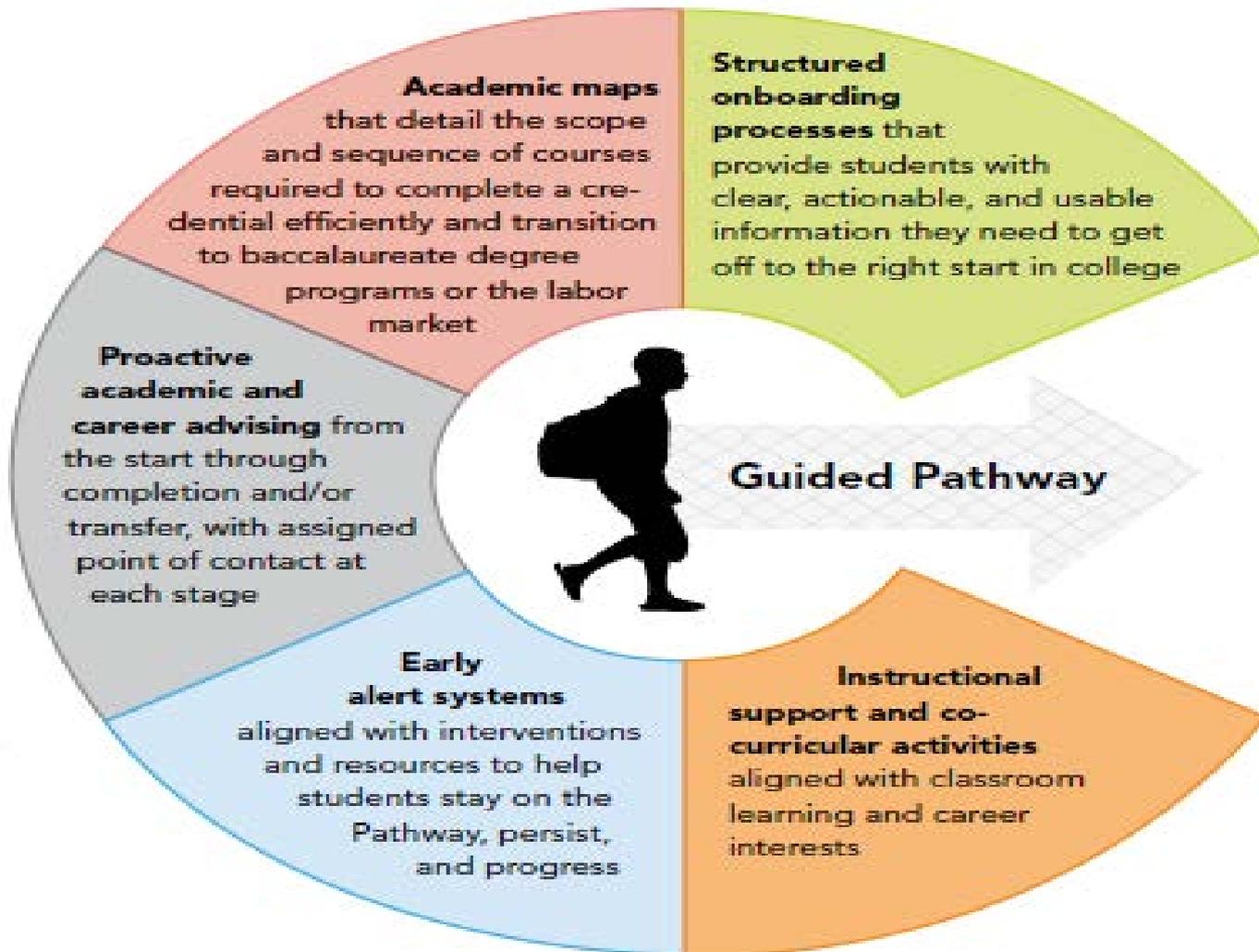
- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- Pathways Update by Scott Farnsworth, Associate Vice President for Student Success and Tania Sheldahl, Associate Vice President for Student Development
- Other Related Information

**Attachments :**

| Title               | Created      | Filename            |
|---------------------|--------------|---------------------|
| Pathways Update.pdf | Aug 03, 2017 | Pathways Update.pdf |



# What is Pathways



Source: Completion by Design

## PATHWAYS GOALS

- **Higher Completion Rates**
  - Increase number of degrees/certificates completed
  - Increase transfer rate
- **Efficient Completion**
  - Less credits to completion
  - Less semesters to completion
- **Clear Direction to Program**
  - Increase # of students declaring their major by 15 credits
  - Website adjusted to identify paths to completion

# Year One Accomplishments

# Year Two Goals

- **Establish baseline metrics to assess progress**
- **Align YC Gen Ed block to Pathways**
- **Align university to YC Pathways**
- **Align high school to YC Pathways**
- **Develop mandatory First Year Experiences**
- **Development of CRM and student tracking**

**Presenter :** Ray Sigafoos

**Start Time :** 2:05 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/16/2017

**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 :** 2:15 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**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 :** MONITORING REPORT (CONTINUED) - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:15 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/6/2017

**Item Type :** Monitoring Item

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

**Description :** Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING AND/OR DISCUSSION

**Details :** 3.0 Governance Process

The purpose of the Yavapai College Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

**Attachments :**

| Title               | Created      | Filename            |
|---------------------|--------------|---------------------|
| 3.0 Compilation.pdf | Aug 01, 2017 | 3.0 Compilation.pdf |

District Governing Board Policy Review  
 Evaluation of Governance Process Policies  
**Compilation - August 2017**

|  |   |         |
|--|---|---------|
| Governance Process 3.0   | The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations. |         |
| Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.<br><br>Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.             |   |         |
| Is the interpretation reasonable?  | YES<br>3  | NO<br>1 |
| Does the data show accomplishment of the interpretation?   | YES<br>3  | NO<br>1 |
| Is there sufficient evidence to indicate compliance with this Governance Process policy?   | YES<br>3  | NO<br>1 |
| Is this policy still relevant or useful to the Board?  | YES<br>3  | NO      |
| Comments:<br>McCasland: Needs slight revision to focus on serving the owners needs (comment on #4). I suggest we add the words "...that Yavapai COMMUNITY College achieves appropriate results for APPROPRIATE PERSONS FOR AN APPROPRIATE COST TO THE ORGANZATION, and avoids unacceptable actions and situations. |   |         |

SHADED ITEMS should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 2:20 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 4/6/2017

**Item Type :** Monitoring Item

| Policy No. | Description   | Ref No |
|------------|---|--------|
| 3.2        | As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.<br><br>Accordingly, the Board:  | 429130 |
| 3.2.1      | And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.   | 560671 |
| 3.2.1.1    | Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:<br><br>a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;<br>b) Assist one another in meeting high standards of public accountability; and<br>c) Build the capacities of all our institutions.  | 560672 |
| 3.2.1.2    | Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:<br><br>a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.<br>b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.<br>c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.<br>d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use. | 560673 |
| 3.2.1.3    | Shall monitor the President's performance in order to ensure successful fulfillment of Ends.  | 558845 |
| 3.2.1.4    | Shall also approve names for District real property as recommended by the President.  | 429139 |

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

**Details :**

## Governance Policy 3.2 - Board Job Description

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

### - 3.2.1 - Ownership Linkage

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

#### -3.2.1.1 - Commitment to Arizona Community College

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

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

#### -3.2.1.2 - Governing Policies

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

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

#### -3.2.1.3 - Assurance

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

#### -3.2.1.4 - Other Activities

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

### **Attachments :**

| <b>Title</b>        | <b>Created</b> | <b>Filename</b>     |
|---------------------|----------------|---------------------|
| 3.2 Compilation.pdf | Aug 01, 2017   | 3.2 Compilation.pdf |

District Governing Board Policy Review  
 Evaluation of Board Policies  
 Policy 3.2 Board Job Description  
 Compilation - August 2017

|  |   |         |
|--|---|---------|
| 3.2 Board Job Description  | As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board: |         |
| Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.<br><br>Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings. |   |         |
| Is the interpretation reasonable?  | YES<br>3  | NO<br>1 |
| Does the data show accomplishment of the interpretation?   | YES<br>3  | NO<br>1 |
| Is there sufficient evidence to indicate compliance with this Governance Process policy?   | YES<br>3  | NO      |
| Is this policy still relevant or useful to the Board?  | YES<br>3  | NO      |
| Comments:<br>McCasland: Change to The Board shall work toward establishing clarity in its values. Those values that have been explored, discerned and represented here shall influence the thinking of all other policies created by the board. These are the values that we believe:                  |   |         |
| 3.2.1 Ownership Linkage  | And its ownership link shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.  |         |
| Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.<br><br>Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings. |   |         |
| Is the interpretation reasonable?  | YES<br>3  | NO      |
| Does the data show accomplishment of the interpretation?   | YES<br>3  | NO      |
| Is there sufficient evidence to indicate compliance with this Governance Process policy?   | YES<br>3  | NO      |
| Is this policy still relevant or useful to the Board?  | YES<br>3  | NO      |

Comments:  
 McCasland: Needs to focus on owners' needs and using that information in developing the Ends, Board Means Policies and Executive Limitations Policies. Suggest change to: Governance is a function of ownership, not of management. The Board exists to act as the informed voice and agent of the owners. It is the link in the chain of command between the ownership and management. Ends Policies prescribe organizational results, beneficiaries and worth. The board should go out and talk to owners. The administration can help set up the meetings, but not attend or be part of the information gathering process. Board members receive information in a variety of ways from the owners, synthesize this information as a group and provide direction to the CEO through the Ends and Executive limitations policies.

|   |  |
|---|--|
| 3.2.1.1<br>Commitment to Arizona Community Colleges | Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:<br>a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;<br>b) Assist one another in meeting high standards of public accountability; and<br>c) Build the capacities of all our institutions. |
|---|--|

Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.

Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.

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

Comments:  
 McCasland: How is number 3 measured? Review to assess how this achieved. How is it measured? What is the Boards role? Is it relevant and achievable?

|                               |  |
|-------------------------------|--|
| 3.2.1.2<br>Governing Policies | Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:<br>a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority. |
|-------------------------------|--|

|  |  |
|--|--|
|  | <p>b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.</p> <p>c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.</p> <p>d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.</p> |
|--|--|

Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.

Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.

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

Comments:

Harris: Comment on #3: Is a work in progress.

McCasland: Policy needs revision: Board sets policy that defines all work of the organization. The board decides its policies in each category first at the broadest, most inclusive level. It further defines each policy in descending level of detail until reaching the level of detail at which it is willing to accept any reasonable interpretation by the CEO.

Suggest inclusion and consideration of:

The Board will govern with an emphasis on (a) the best interests of the entirety of the ownership and stewardship of the agency, (b) outward vision rather than internal preoccupation, (c) encouragement of diversity in viewpoints, (d) strategic leadership more than administrative detail, (e) clear distinction of board and chief executive roles, (f) collective rather than individual decisions, (g) future rather than past or present, and (h) proactivity rather than reactivity. On any issue, the Board must insure that all divergent views are considered in making decisions, yet must resolve into a single position. The Board shall work toward establishing clarity in its values. Those values that have been explored, discerned and represented here shall influence the thinking of all other policies created by the board. Specific job outputs of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.

|                   |   |
|-------------------|---|
| 3.2.1.3 Assurance | <b>Shall monitor the President’s performance in order to ensure successful fulfillment of Ends.</b> |
|-------------------|---|

Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.

|  |  |         |
|--|--|---------|
| Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.   |  |         |
| Is the interpretation reasonable?  | YES<br>4   | NO      |
| Does the data show accomplishment of the interpretation?   | YES<br>3   | NO<br>1 |
| Is there sufficient evidence to indicate compliance with this Governance Process policy?   | YES<br>3   | NO      |
| Is this policy still relevant or useful to the Board?  | YES<br>3   | NO      |
| Comments:<br>Harris: Comment on #4: Absolutely<br><br>McCasland: Add more definition. The board must establish ends that are objectively measurable, verifiable, aligned with board policy and provide appropriate results for our beneficiaries - the customers and owners. Ends Policies should prescribe organizational results, beneficiaries, and worth. The board must monitor organizational performance against previously stated Ends policies and through Executive Limitations policies the board defines what the CEO is not allowed to do – providing clarity and boundaries for the CEO Monitoring is for the purpose of discovering if the organization achieved a reasonable interpretation of these board policies. |  |         |
| 3.2.1.4 Other Activities   | Shall also approve names for District real property as recommended by the President. |         |
| Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.<br><br>Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.   |  |         |
| Is the interpretation reasonable?  | YES<br>4   | NO      |
| Does the data show accomplishment of the interpretation?   | YES<br>4   | NO      |
| Is there sufficient evidence to indicate compliance with this Governance Process policy?   | YES<br>2   | NO      |
| Is this policy still relevant or useful to the Board?  | YES<br>2   | NO      |
| Comments:  |  |         |

SHADED ITEMS should be discussed at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 2:30 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/16/2017

**Item Type :** Monitoring Item

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

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

**Details :** Policy 4.0 - Board/President Linkage

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

**Attachments :**

| Title               | Created      | Filename            |
|---------------------|--------------|---------------------|
| 4.0 Compilation.pdf | Aug 01, 2017 | 4.0 Compilation.pdf |

District Governing Board Policy Review  
Evaluation of Board Policies

Policy 4.0 – Board – President Linkage  
**Compilation - August 2017**

|   |  |    |
|---|--|----|
| Board – President Linkage 4.0   | The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College. |    |
| <p>Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.</p> <p>Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.</p> |  |    |
| Is the interpretation reasonable?   | YES<br>4   | NO |
| Does the data show accomplishment of the interpretation?  | YES<br>3   | NO |
| Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?   | YES<br>3   | NO |
| Is this policy still relevant or useful to the Board?   | YES<br>3   | NO |
| <p>Comments:<br/>McCasland: How is this measurable?</p>   |  |    |

SHADED ITEMS should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 2:35 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**Item Type :** Monitoring Item

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

**Description :** Board Self-Evaluation - Governing Board Policy 4.7 - President Succession; and Possible Update of Policy - MONITORING, DISCUSSION AND/OR DECISION

**Details :**

1. Monitoring - the Board will discuss the compilation of their monitoring of Policy 4.7.

**Policy 4.7 - President Succession**

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

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

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

2. The Board will discuss, review, and/or vote on possible corrective updates to Policy 4.7 as follows:

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

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

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

**Attachments :**

| <b>Title</b>                    | <b>Created</b> | <b>Filename</b>                 |
|---------------------------------|----------------|---------------------------------|
| 4.7 Compilation.pdf             | Aug 01, 2017   | 4.7 Compilation.pdf             |
| Possible Policy 4.7 Updates.pdf | Aug 01, 2017   | Possible Policy 4.7 Updates.pdf |

District Governing Board Policy Review  
 Evaluation of Board-President Linkage Policies  
 Policy 4.7–President Succession

Compilation - August 2017

|  |  |    |
|--|--|----|
| President Succession<br>4.7  | <p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as <b>Acting President during the President’s absence. The President’s whereabouts shall be available through the President’s</b> executive assistant and known by the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p><b>The Chair of the Board shall be kept apprised of the President’s</b> schedule.</p> |    |
| Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.   |  |    |
| Data – The data will be a summation of my experience as a Board member that I have gathered from participation, interaction, and contribution in Board undertakings.   |  |    |
| Is the interpretation reasonable?  | YES<br>4   | NO |
| Does the data show accomplishment of the interpretation?   | YES<br>4   | NO |
| Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?  | YES<br>3   | NO |
| Is this policy still relevant or useful to the Board?  | YES<br>3   | NO |
| Comments:<br>Harris: Comment on #3: It is adhered to and conveyed in a timely manner.<br><br>Sigafoos: Is the Executive Director of the Foundation a VP? Has this position changed since Steve Walker retired? |  |    |

SHADED ITEMS should be raised for discussion at the meeting.

#### Policy 4.7 - President Succession

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

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

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

**Presenter :** Ray Sigafoos

**Start Time :** 2:36 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**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 :** OWNERSHIP LINKAGE (CONTINUED) - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:36 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 2/16/2017

**Item Type :** Information Item

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

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

**Details :** The Board will share information from the International Policy Governance Association (IPGA) Conference in San Diego, CA on June 22-24, 2017.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:51 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/16/2017

**Item Type :** Information Item

| Policy No. | Description   | Ref No |
|------------|---|--------|
| 3.5.5      | <p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol> | 560681 |

**Description :** Reports from Board Liaisons - 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 :** 2:56 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/16/2017

**Item Type :** Heading

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

**Description :** OTHER INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:56 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/16/2017

**Item Type :** Decision Item

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

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

**Details :** The Board will review the Proposed Dates and Places for Future Meetings for Fiscal Year 2017 - 2018:

- September 11, 2017 - Board Retreat at the Hassayampa Inn from 9:00 a.m. to 4:00 p.m.
- September 12, 2017 - Tour of the Sedona Center Facilities at 12:15 p.m. prior to Regular Board Meeting
- September 12, 2017 - Sedona Center Grand Opening and Ribbon Cutting at 3:45 p.m.
- September 25-28, 2017 - ACCT Conference in Las Vegas, NV
- Proposal to change April 10, 2018 meeting date to April 17, 2018

**Attachments :**

| Title   | Created      | Filename  |
|---|--------------|---|
| FY17-18- Proposed Dates and Places of Future Meetings.pdf | Jul 31, 2017 | FY17-18- Proposed Dates and Places of Future Meetings.pdf |

## 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.<br>Location: Prescott Campus – Rock House        |
| Board Retreat                    | September 11, 2017 - 9:00 a.m.<br>Location: Hassayampa Inn, Prescott                |
| Regular Board Meeting            | September 12, 2017, Tuesday, 1:00 p.m.<br>Location: Sedona - Rm 34                  |
| Regular Board Meeting            | October 10, 2017, Tuesday, 1:00 p.m.<br>Location: Verde Valley Campus, Room M-137   |
| Regular Board Meeting            | November 14, 2017, Tuesday, 1:00 p.m.<br>Location: Prescott Campus-Rock House       |
| DECEMBER 2017 – NO BOARD MEETING |   |
| Regular Board Meeting            | January 9, 2018, Tuesday, 1:00 p.m.<br>Location: Prescott Campus – Rock House       |
| Annual Board Workshop            | February 12, 2018 – TBD<br>Location: Prescott Campus – Rock House                   |
| Regular Board Meeting            | February 13, 2018, Tuesday, 1:00 p.m.<br>Location: Prescott Campus-Rock House       |
| Regular Board Meeting*           | March 6, 2018, Tuesday, 1:00 p.m.<br>Location: Verde Valley Campus, Room M-137      |
| Regular Board Meeting            | April 10, 2018, Tuesday, 1:00 p.m.<br>Location: CTEC - 181                          |
| Regular Board Meeting            | May 8, 2018, Tuesday, 1:00 p.m.<br>Location: Prescott Campus, Community Room 19-147 |
| Regular Board Meeting            | June 12, 2018, Tuesday, 1:00 p.m.<br>Location: Prescott Campus-Rock House           |

\*March meeting changed due to Spring Break

5/11/17

## DATES AND PLACES OF EVENTS – FY 2017-2018

| TYPE OF EVENT  | DATE/DAY/TIME/LOCATION   |
|--|--|
| Board Tour   | September 12, 2017, Tuesday, 12:15 p.m.<br>Location: Sedona Center – Rm 34                     |
| Sedona Center Grand Opening  | September 12, 2017, Tuesday, 3:45 p.m.<br>Location: Sedona - Rm 34                             |
| Association of Community College Trustees (ACCT) Leadership Congress | September 25–28, 2017<br>Location: Las Vegas, NV   |
| Nursing Pinning Ceremony   | December 8, 2017, Friday – 3:00 p.m.<br>Location: Prescott Campus – Performing Arts Center     |
| Northern Arizona Regional Training Academy (NARTA) Commencement      | December 14, 2017, Thursday – 11:00 a.m.<br>Location: Prescott Campus – Performing Arts Center |
| Verde Valley Commencement  | May 4, 2018, Friday, 6:00 p.m.<br>Location: Verde Valley Campus                                |
| Nursing Pinning Ceremony   | May 5, 2018, Saturday, 1:00 p.m.<br>Location: Prescott Campus – Performing Arts Center         |
| Prescott Commencement  | May 5, 2018, Saturday, 6:00 p.m.<br>Location: Prescott Campus – Performing Arts Center         |
| Northern Arizona Regional Training Academy (NARTA) Commencement      | May 24, 2018, Thursday – 11:00 a.m.<br>Location: Prescott Campus – Performing Arts Center      |
| International Policy Governance Association (IPGA) Conference        | June 21-23, 2018<br>Location: Savannah, GA   |

**Presenter :** Ray Sigafoos                      **Start Time :** 3:01 PM                      **Item No :** 31  
**Proposed By :** User Seven                      **Time Req :** 0  
**Proposed :** 5/5/2017                      **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 :** MONITORING REPORT (CONTINUED) - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos                      **Start Time :** 3:01 PM                      **Item No :** 32  
**Proposed By :** Ray Sigafoos                      **Time Req :** 10  
**Proposed :** 5/5/2017                      **Item Type :** Monitoring Item

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

**Description :** Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

**Details :** The Board will complete the Monthly Board Meeting Evaluation for today's meeting.

**Attachments :**

| Title                             | Created      | Filename                          |
|-----------------------------------|--------------|-----------------------------------|
| August Monthly Eval Worksheet.pdf | Jun 14, 2017 | August Monthly Eval Worksheet.pdf |

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

Completed for Month of: August  
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.<br><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.<br><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.<br><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.<br><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?

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**Presenter :** Ray Sigafoos

**Start Time :** 3:11 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/16/2017

**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