



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, September 12, 2017
1:00 PM**

Sedona Center, Room 34
4215 Arts Village Drive
Sedona, Arizona

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	707669
2	Call to Order - PROCEDURAL	0	1:00 PM	707670
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	707671
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	707672
5	Approval of August 8, 2017 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION	3	1:02 PM	707673
6	Adoption of Agenda - DECISION	1	1:05 PM	707674
7	OWNERSHIP LINKAGE - HEADING	0	1:06 PM	707675
8	Open Call - PROCEDURAL	30	1:06 PM	707676
9	MONITORING REPORT - HEADING	0	1:36 PM	715357
10	August Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:36 PM	715359
11	CONSENT AGENDA - HEADING	0	1:41 PM	707678

Item No.	Item	Time Req.	Start Time	Ref No.
12	Receipt of Report on Revenues and Expenditures - Month of August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:41 PM	707679
13	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:42 PM	707680
14	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:43 PM	707681
15	For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott, Town of Prescott Valley, Central Arizona Fire and Medical Authority, Groom Creek Fire District, Walker Fire Protection Association, Yavapai County Community College District, and Yavapai Prescott Indian Tribe for the Consolidation of Dispatch Services (Restated) - RECEIPT, DISCUSSION AND/OR DECISION	2	1:44 PM	725986
16	INFORMATION - HEADING	0	1:46 PM	707686
17	Information from the President to include College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	5	1:46 PM	707687
18	Information from Instruction and Student Development to Include Faculty Senate Update; Enrollment Update; Adjunct Advisor Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION	10	1:51 PM	707688
19	SHORT RECESS - PROCEDURAL	10	2:01 PM	707685
20	MONITORING REPORT (CONTINUED) - HEADING	0	2:11 PM	707690
21	Board Self-Evaluation of Governance Process 3.4 - Agenda Planning - MONITORING AND/OR DISCUSSION	5	2:11 PM	710038
22	Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION	5	2:16 PM	707691
23	Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING AND/OR DISCUSSION	5	2:21 PM	707692
24	Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - Possible Update of Policy - DISCUSSION AND/OR DECISION	2	2:26 PM	726675
25	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	2:28 PM	707694
26	Preliminary Results of District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:28 PM	722469
27	Review and Summary of the September 11, 2017 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:38 PM	707695
28	Selection of the Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION	5	2:53 PM	707696

Item No.	Item	Time Req.	Start Time	Ref No.
29	Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION; DISCUSSION; AND/OR DECISION	5	2:58 PM	707697
30	OTHER INFORMATION - HEADING	0	3:03 PM	707698
31	District Governing Board Dates and Places of Future Meetings for Fiscal Year 2017 - 2018 - DISCUSSION AND/OR DECISION	5	3:03 PM	707700
32	MONITORING REPORT (CONTINUED) - HEADING	0	3:08 PM	715358
33	Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	3:08 PM	715360
34	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:18 PM	707701

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/4/2017

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 : 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 : 4/4/2017

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 to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 4/4/2017

Item Type : Decision Item

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

Description : Approval of August 8, 2017 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the August 8, 2017 Regular District Governing Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Aug 8 2017.pdf	Aug 22, 2017	Unapproved Regular Meeting Minutes - Aug 8 2017.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, August 8, 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. Ray Sigafoos, Chair
Dr. Connie Harris, Board Member
Ms. Deb McCasland, Board Member

Mr. Steve Irwin, Secretary
Dr. Patricia McCarver, Board Member

Administration Present:

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

Lynne Adams, Board Attorney

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Irwin

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board June 13, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board June 13, 2017 Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call – PROCEDURAL

No owners requested to address the Board.

9. MONITORING REPORT – HEADING

10. June Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 12-13)

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 for the Board's review and discussion.

11. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda items #13 and #14 as written. Motion carried unanimously.

12. Receipt of Report on Revenues and Expenditures – Month of June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

The President reported compliance.

Member McCasland moved, seconded by Member Irwin, to approve Consent Agenda item #12: Report on Revenues and Expenditures – Month of June 2017 as written. Motion carried unanimously.

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

15. For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District for Library District - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-42)

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.

The Board requested that section 11.2 be amended as follows:

Maintenance of Library Premises: As per Item 12 from the Lease Agreement between YAVAPAI COLLEGE and MUSD, YAVAPAI COLLEGE shall maintain and keep the Library Premises in good condition at YAVAPAI COLLEGE's expense throughout the term of the Agreement.

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda item #15: Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District with amendment to section 11.2. Motion carried unanimously.

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 (refer to Board agenda, pgs. 43-65)

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.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda items #16: Second Amendment to Intergovernmental Agreement between Yavapai College and Mountain Institute Technical Education District as written. Motion carried unanimously.

17. INFORMATION - HEADING - CONTINUED

18. Information from the President to Include: Introduction of 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 Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 67-124)

Dr. Penny Wills reported on the following 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 – Prescott Valley Economic Development Foundation awarded Yavapai College with an award for contributing to the economic vitality of Prescott Valley.

19. Information from Instruction and Student Development to Include: Faculty Senate; Pathways; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 125-132)

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

- Faculty Senate Update - Dr. Matt Percy thanked Dr. Selina Bliss for her service as the 2016-17 Faculty Senate President and extending her service to include the summer. During 2017-18 Faculty Senate will be working on reviewing Shared Governance, structure of the faculty community, faculty workload, and faculty handbook.
- Pathways Update by Scott Farnsworth, Associate Vice President for Student Success and Tania Sheldahl, Associate Vice President for Student Development, to include both academic and non-academic goals, exploring the Pathway webpage, curriculum maps, and year two goals will include:
 - o Establish baseline metrics to access progress
 - o Align YC Gen Ed block to Pathways

- Align YC to University Pathways
- Align High School to Pathways
- Develop mandatory First Year Experiences
- Development of CRM and student tracking

Dr. Liss presented the new Academic Re-organization (see handout) that supports the structure of Pathways and reflects the academic schools, course scheduling, and student tracking.

20. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:18 p.m.; reconvened at 2:31 p.m.

21. MONITORING REPORTS – HEADING

22. Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 134-135)

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.

23. Board Evaluation of Governance Policy 3.2 - Board Job Description - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 136 -141)

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.

24. Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 142-143)

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.

25. Board Self-Evaluation - Governing Board Policy 4.7 - President Succession; and Possible Update of Policy - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda pgs. 144-147)

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.

Member McCarver moved, seconded by Member Harris, to revise policy 4.7 as proposed in the agenda (see above). Motion carried unanimously.

26. OWNERSHIP LINKAGE - HEADING

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

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

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

- Board Spokesperson – no report.
- Arizona Association for District Governing Boards (AADGB) – Members McCasland and Harris reported the next AADGB meeting will be August 24, 2017.
- Yavapai College Foundation - Dr. Patricia McCarver reported the next meeting will be August 9, 2017.

29. OTHER INFORMATION - HEADING

30. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 150-151)

The Board reviewed 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

Presenter : Ray Sigafoos

Start Time : 1:06 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 4/4/2017

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 designated time.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:36 PM

Item No : 9

Proposed By : Ray Sigafoos

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 - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:36 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 5

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: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	560668

Description : August 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 August 8, 2017 meeting, the Board completed the assessment for that meeting. Staff compiled the results.

Attachments :

Title	Created	Filename
August Monthly Eval Compilation.pdf	Aug 09, 2017	August Monthly Eval Compilation.pdf

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

Compilation for Month of: August

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
	5	Board focused on administrative/internal operations
	5	Board involved in making decisions in areas already delegated to CEO
	5	Decisions without considering ownership input, or led by a few vocal owners
	4	Decisions without whole Board input, or led by a few vocal members
1	3	Board automatically approving decisions of individuals or committees without due consideration
	5	Board focused on present and/or past
	5	Board making reactive decisions rather than pro-active decisions
Other Comments: Sigafoos: the most important section of the meeting was the pathways discussion. Definitely a future focused item. McCasland: We didn't make any decisions, just accepted reports.		

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.			3	2	McCarver: We didn't have any substantial decisions to make--mostly limited to items from Consent agenda and reviewing monitoring report compilations. McCasland: Very little discussion.
The Board's behavior demonstrates that its constituency is the entire county.	1	3		1	
Board members operate ethically and without conflicts of interest.			3	2	
Board decisions are made with the goal of supporting student learning and student success.			2	3	McCarver: We are very focused on student success—discussion related to Pathways is an example. Sigafoos: Pathways
What is the most important thing the Board could do to improve our function as a board? McCasland: Plan for the future and work from owner input. Harris: Continue to learn and seek clarification. Looking forward to the September retreat for further discussion.					

Presenter : Ray Sigafoos

Start Time : 1:41 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/4/2017

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">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:41 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/4/2017

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 August 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 second month of Fiscal Year 2017-2018 ending August 31, 2017 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Aug 2017 in Sept.pdf	Sep 07, 2017	Financial Update - Aug 2017 in Sept.pdf
YCFS Aug 2017 - Governing Board Budget Report.pdf	Sep 07, 2017	YCFS Aug 2017 - Governing Board Budget Report.pdf
YCFS August 2017_Summary.pdf	Sep 07, 2017	YCFS August 2017_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2017

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 is planned for November 2017.
- The auditors will begin their field work on October 16, 2017. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2017 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 FY2016-2017 will be presented to the Board in early 2018.

FY 2017-2018 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. Based on higher than average collections last fiscal year we expect collections to exceed the historical average.
- Tuition and fees is projected to come in at budget for the fiscal year based upon a slight increase in fall 2017 enrollments.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

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

Unexpended Plant Fund

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

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

**For the Two Months Ended August 31, 2017
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):	<u>Purpose</u>				
Salary Expenses	Staff Support	\$ 6,331	\$ 25,531	\$ 31,862	
Association of Community College Trustees	Membership & Conference Fees	10,920	-	10,920	
Cosmopolitan Hotel	Deposit for ACCT Conference	1,565	-	1,565	
DGB Community Survey	Printing & Advertising	11,207	-	11,207	
The Governance Coach	Consulting	265	5,000	5,265	
HF Group LLC	Binding	106	1,394	1,500	
International Policy Governance Association	Policy Governance Certifications	1,475	-	1,475	
Osborn Maledon PA	Legal Counsel	-	18,750	18,750	
Ourboardroom Technologies	Software Maintenance	5,750	5,750	11,500	
Ray Sigafoos	Travel	176	-	176	
Sodexo Inc.	Food Supplies	184	4,816	5,000	
Studio G Multimedia	Board Meeting Broadcasts	-	3,000	3,000	
Supplies/Other	Various Vendors	750	-	750	
				<u>102,970</u>	
Remaining Budget - August 31, 2017					<u>\$ 68,330</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2017 - 16.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 10,950,713		\$ 10,950,713	\$ 44,078,000	24.8%
Restricted Fund	4,569,648		4,569,648	13,840,500	33.0%
Auxiliary Fund	1,329,468		1,329,468	4,634,800	28.7%
Unexpended Plant Fund	1,833,279		1,833,279	10,971,500	16.7%
Debt Service Fund	1,151,850		1,151,850	6,903,300	16.7%
TOTALS	<u>19,834,958</u>		<u>19,834,958</u>	<u>80,428,100</u>	<u>24.7%</u>

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 6,653,652	\$ 20,401,108	\$ 18,433,478	\$ 8,621,282	\$ 44,078,000	19.6%
Restricted Fund		4,541,732	1,101,634	875,761	4,767,605	13,840,500	34.4%
Auxiliary Fund		856,842	1,177,113	867,554	1,166,401	4,634,800	25.2%
Unexpended Plant Fund		2,623,930	4,805,135	-	7,429,065	10,971,500	67.7%
Debt Service Fund		1,300	1,150,050	-	1,151,350	6,903,300	16.7%
TOTALS		<u>14,677,456</u>	<u>28,635,040</u>	<u>20,176,793</u>	<u>23,135,703</u>	<u>80,428,100</u>	<u>28.8%</u>
SURPLUS/(DEFICIT)					<u>(3,300,745)</u>	<u>-</u>	

COMMENTS:

Through the second month, 28.8% of budget has been committed (excluding labor encumbrances) compared to 24.7% of revenues received.

The budget currently has a deficit of \$3,300,745 which is due to the Plant Fund (see page 5 for further details).

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2017 - 16.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 17/18 Budget	Percent of Budget	FY 17/18 Estimate	Budget to Estimate Variance
REVENUES:							
Primary Property Taxes	\$ 5,906,984		\$ 5,906,984	\$ 35,620,000	16.6%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	5,197,227		5,197,227	10,746,500	48.4%	10,746,500	-
Tuition and Fees - Contingency	-		-	(530,000)	0.0%	(530,000)	-
State Appropriations	159,850		159,850	640,000	25.0%	640,000	-
Other Revenues	50,666		50,666	416,500	12.2%	416,500	-
Interest Income	4,319		4,319	45,000	9.6%	45,000	-
Fund Balance Applied to Budget	150,000		150,000	900,000	16.7%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(618,333)		(618,333)	(3,710,000)	16.7%	(3,710,000)	-
TOTAL REVENUES	10,950,713		10,950,713	44,078,000	24.8%	44,078,000	-

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 17/18 Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 17/18 Estimate	Budget to Estimate Variance
EXPENDITURES (Note 1):								
Instruction	\$ 1,724,611	\$ 8,308,650	\$ 7,821,675	\$ 2,211,586	\$ 17,947,000	12.3%	\$ 17,767,890	\$ (179,070)
Academic Support	852,960	2,176,489	2,071,909	957,540	4,552,000	21.0%	4,460,960	(91,040)
Institutional Support	2,116,100	4,687,950	3,939,094	2,864,956	8,945,000	32.0%	8,810,825	(134,175)
Student Services	721,571	2,334,188	2,285,645	770,114	5,260,000	14.6%	5,181,100	(78,900)
Operation/Maintenance of Plant	890,343	2,868,822	2,305,147	1,454,018	6,328,000	23.0%	6,264,720	(63,280)
Scholarships	340,339	15,000	-	355,339	877,000	40.5%	877,000	-
Public Service	7,728	10,009	10,008	7,729	169,000	4.6%	166,465	(2,535)
TOTAL EXPENDITURES	6,653,652	20,401,108	18,433,478	8,621,282	44,078,000	19.6%	43,528,960	(549,000)
SURPLUS/(DEFICIT)				\$ 2,329,431	\$ -			

COMMENTS:

First quarter State Aid was received in August 2017.

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2017 semester being recorded. This will even out over the next few months.

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

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

The Budget currently has a surplus of \$2,329,431.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2017 - 16.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 3,797,552		\$ 3,797,552	\$ 11,255,400	33.7%
State Grants and Contracts	17,834		17,834	365,000	4.9%
Private Gifts, Grants and Contracts	100,155		100,155	856,000	11.7%
Proposition 301 Funds	236,107		236,107	700,000	33.7%
State Appropriation - STEM Workforce	179,250		179,250	639,100	28.0%
Fund Balance Applied to Budget	125,000		125,000	125,000	100.0%
Restricted Fund Transfer Out	(100,000)		(100,000)	(100,000)	100.0%
Reimbursement Due	213,750		213,750	N/A	N/A
TOTAL REVENUES	4,569,648		4,569,648	13,840,500	33.0%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Instruction	\$ 473,940	\$ 607,257	\$ 381,384	\$ 699,813	\$ 2,791,500	25.1%
Student Services	159,426	441,763	441,763	159,426	1,372,500	11.6%
Scholarships	3,881,443	-	-	3,881,443	9,510,500	40.8%
Public Service	26,923	52,614	52,614	26,923	166,000	16.2%
TOTAL EXPENDITURES	4,541,732	1,101,634	875,761	4,767,605	13,840,500	34.4%
SURPLUS/(DEFICIT)				\$ (197,957)		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in August 2017.

Scholarships at 40.8% of budget due to fall 2017 financial aid awards being made.

Instruction expenditures above budget due to the encumbering of various expenses at the beginning of the fiscal year (e.g. Carl Perkins Grant equipment, van shuttle services for mining program etc.). This is also the reason the Restricted Fund currently has a deficit of \$197,957.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2017 - 16.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 17/18 Budget</u>	<u>Percent of Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 708,111		\$ 708,111	\$ 1,250,600	56.6%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	9,861		9,861	185,000	5.3%	185,000	-
Food Services Sales	2,607		2,607	33,000	7.9%	33,000	-
Vending	683		683	40,000	1.7%	40,000	-
Edventures	244,967		244,967	280,000	87.5%	280,000	-
Winery - Tasting Room	17,167		17,167	100,000	17.2%	100,000	-
Family Enrichment Center	77,054		77,054	579,300	13.3%	579,300	-
Public Services							
Community Events	60,901		60,901	463,800	13.1%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	30,000	(25,000)
Other Revenues							
Yavapai College Foundation	27,263		27,263	438,000	6.2%	438,000	-
Other	19,938		19,938	244,600	8.2%	244,600	-
Fund Balance Applied to Budget	16,667		16,667	100,000	16.7%	100,000	-
General Fund Transfer In	211,617		211,617	1,269,700	16.7%	1,269,700	-
Auxiliary Fund Transfer Out	(67,367)		(67,367)	(404,200)	16.7%	(404,200)	-
TOTAL REVENUES	1,329,468		1,329,468	4,634,800	28.7%	4,609,800	(25,000)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 17/18 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 4,714	\$ 25,219	\$ -	\$ 29,933	\$ 99,600	30.1%	\$ 99,600	\$ -
Student Services	107,378	301,035	265,037	143,376	689,200	20.8%	689,200	-
Auxiliary Enterprises	392,747	418,533	300,489	510,791	1,541,200	33.1%	1,541,200	-
Public Service	146,953	432,326	302,028	277,251	974,500	28.5%	974,500	-
Facilities & Administrative Allocation Expense	205,050	-	-	205,050	1,230,300	16.7%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	856,842	1,177,113	867,554	1,166,401	4,634,800	25.2%	4,534,800	(100,000)
SURPLUS/(DEFICIT)				\$ 163,067	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to all of the fall 2017 semester room revenues being recorded. This will even out over the next few months.

Edventures sales and related expenditures are ahead of budget due to most of the November 2017 New Zealand trip's revenues and expenditures being received and incurred. Note, Edventures expenditures are part of Auxiliary Enterprises.

The Budget currently has a surplus of \$163,067.

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

Presenter : Ray Sigafoos

Start Time : 1:42 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/4/2017

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 Limitation 2.3.1 - Budget Deviations - August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Report Policy 2 3 1_Aug in Sept.pdf	Sep 07, 2017	Report Policy 2 3 1_Aug in Sept.pdf

Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
August 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 two months ended August 31, 2017, the General Fund has a surplus of \$2,329,400. This is primarily the result of tuition and fee revenues being recorded for the fall 2017 semester.

For the fiscal year ended June 30, 2018, General Fund revenues are projected to be at budget and expenditures are projected to be under budget by \$549,000, resulting in a net surplus of \$549,000 — a 1.2% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2018, the Auxiliary fund is projected to be within budget.

Unexpended Plant Fund



- For the two months ended August 31, 2017, the Unexpended Plant Fund has a deficit of \$5,595,800 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2018, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of August 31, 2017, the Restricted Fund has a deficit but is expected to be below budget for the fiscal year.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the two months ended August 31, 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 : 1:43 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/4/2017

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 - August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitations 2.3.2 - Reserves

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
Report Policy 2.3.2_Aug in Sept.pdf	Sep 07, 2017	Report Policy 2.3.2_Aug in Sept.pdf

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

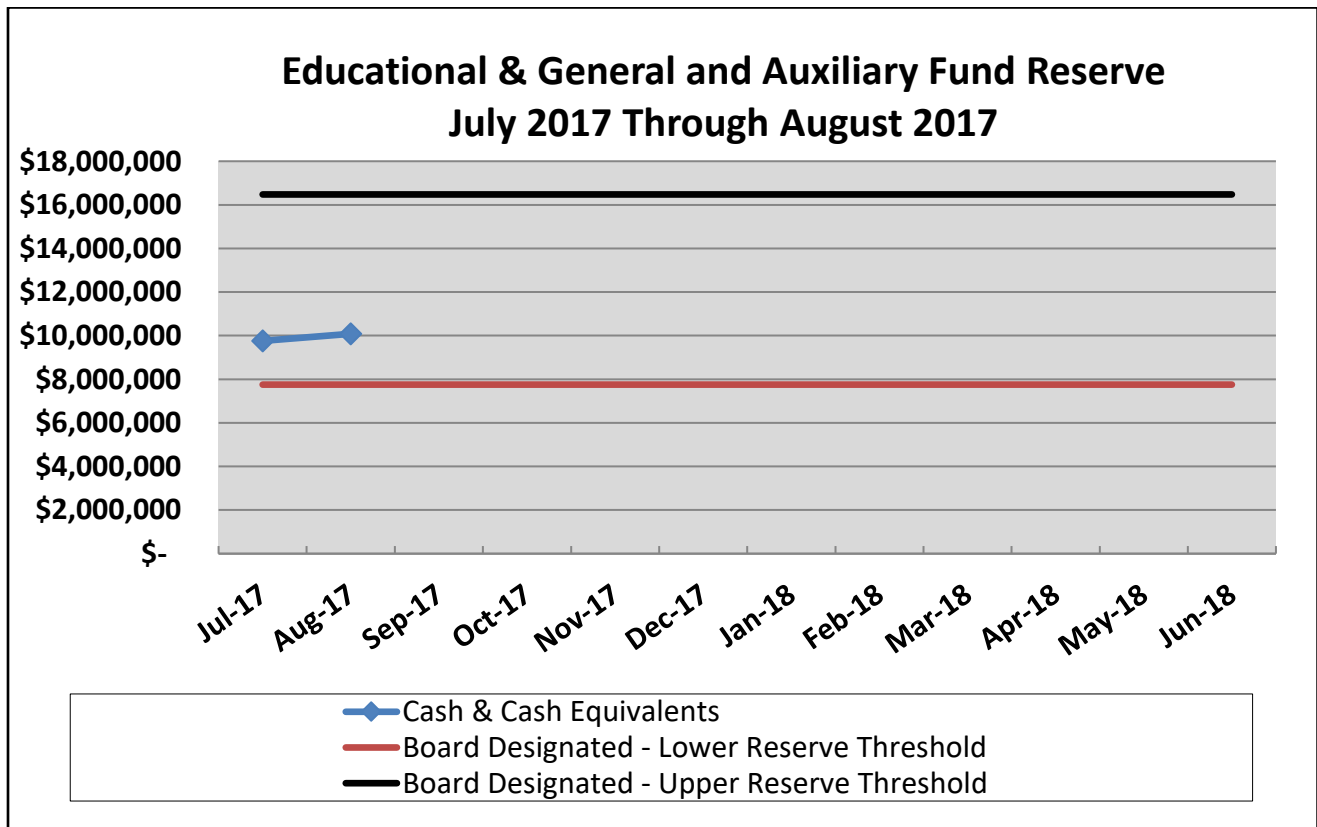
The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization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

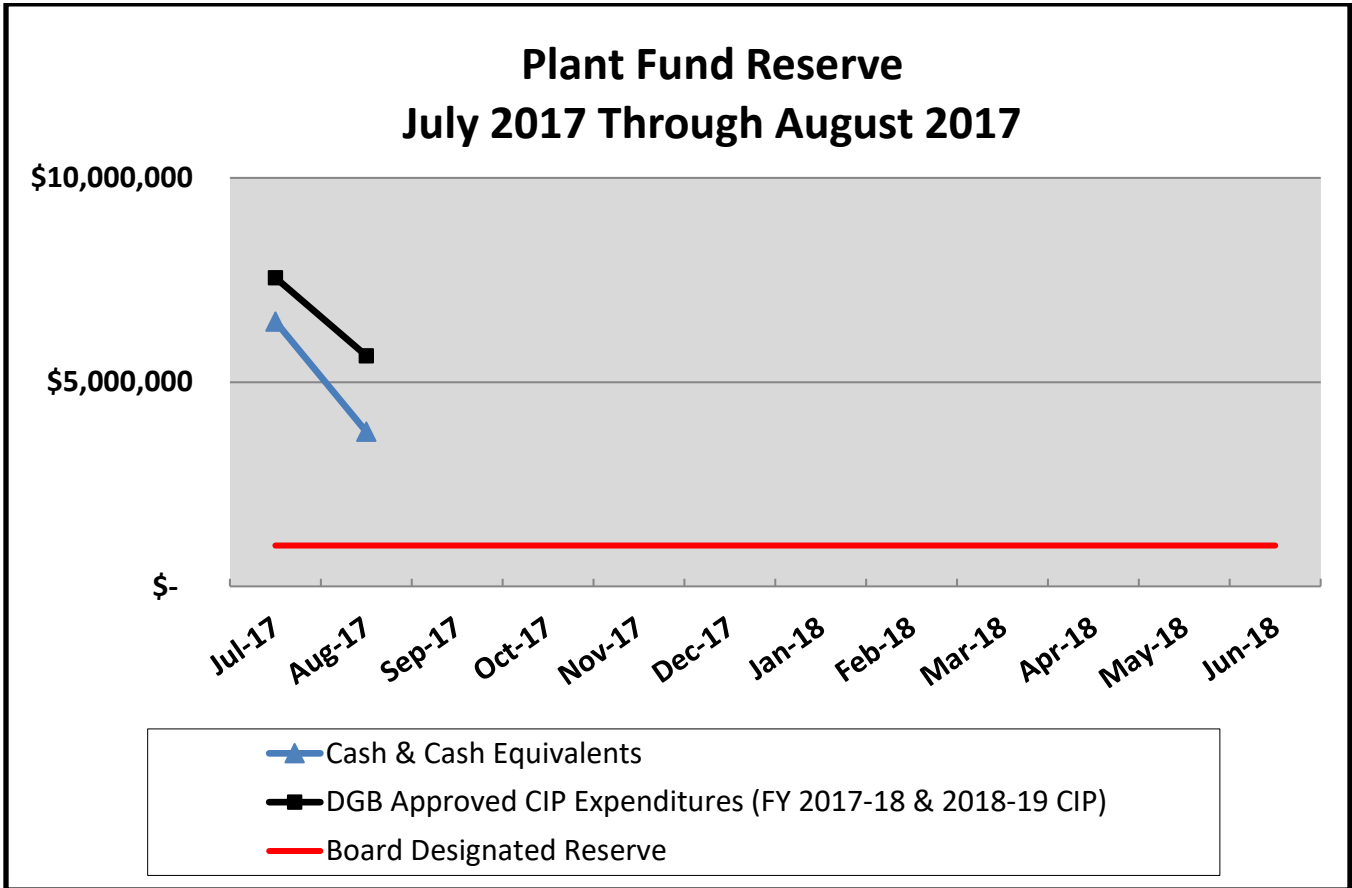
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2017, through August 31, 2017, Current Fund reserves have been in compliance with the above executive limitation.



For the period July 1, 2017, through August 31, 2017, Plant Fund reserves have exceeded the Governing Board’s designated reserve and are currently below 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 : 1:44 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 8/21/2017

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 the City of Prescott, Town of Prescott Valley, Central Arizona Fire and Medical Authority, Groom Creek Fire District, Walker Fire Protection Association, Yavapai County Community College District, and Yavapai Prescott Indian Tribe for the Consolidation of Dispatch Services (Restated) - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the intergovernmental agreement (IGA) between the City of Prescott , Town of Prescott Valley, Central Arizona Fire and Medical Authority, Groom Creek Fire District, Walker Fire Protection Association, Yavapai County Community College District, and Yavapai Prescott Indian Tribe for the consolidation of dispatch services. The participating agencies originally entered into an agreement on July 1, 2011 and revised January 1, 2017 to operate dispatch facilities for their respective emergency services and now would like to consolidate those dispatch services. The City of Prescott will serve as the lead agency in the operation of the consolidated dispatch services and each of the participating parties will make a monthly fee payment based on a workload division of costs as set forth in Schedule A (minimum annual fixed fee of \$5000). The IGA will be in effect until December 31, 2019 and will automatically renew for twenty-four month consecutive periods beginning January 1, 2020.

Attachments :

Title	Created	Filename
IGA PRCC.pdf	Aug 31, 2017	IGA PRCC.pdf

INTERGOVERNMENTAL AGREEMENT
JOINT DISPATCH SERVICES
- Restated -

THIS AGREEMENT, entered into this 1st day of July, 2011, and revised this 1st day of January, 2017, by and between the CITY OF PRESCOTT, a municipal corporation of Arizona ("City"), and the TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona (Prescott Valley), the, CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY (CAFMA), the GROOM CREEK FIRE DISTRICT (Groom Creek, the WALKER FIRE PROTECTION ASSOCIATION (Walker) the YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT (Yavapai College) and the YAVAPAI PRESCOTT INDIAN TRIBE (YPIT), a federally recognized Indian tribe ("Tribe") (all hereinafter collectively referred to as the "Participating Agencies" or individually as the "Participating Agency").

WITNESSETH:

WHEREAS, the parties all have implicit authority to operate dispatch facilities for their respective emergency services; and

WHEREAS, it is the desire of the parties to consolidate dispatch services; and

WHEREAS ARS §11-952 authorizes the parties to jointly exercise any powers common to them and to enter into one (1) or more inter-governmental agreements for cooperative action; and

WHEREAS, the parties have concluded that the most effective means of providing for consolidated dispatch services is for the City to serve as lead agency in the operation of consolidated dispatch services for the participating agencies; and

WHEREAS, the parties wish to modify and restate, in its entirety, the terms of that certain Joint Dispatch Intergovernmental Agreement originally dated April 26, 2005;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree to amend and restated the above referenced 2005 Dispatch Agreement as follows:

ARTICLE 1. PURPOSE.

The purpose of this Intergovernmental Agreement (IGA) is for the City to provide consolidated dispatch services for the City and each of the police departments and/or fire departments/districts of the Participating Agencies at the City's dispatch facility.

ARTICLE 2. IGA TERM.

- A. This IGA is effective as of the opening and commencement of operations of the new Prescott Regional Public Safety Communications Center, August 2, 2005 (hereinafter referred to as the "Effective Date"), currently located at 216 S. Cortez Street, Prescott Arizona, and shall be extended from January 1, 2017 until December 31, 2019.
- B. Subject to the limitations of Article 5, this IGA shall be effective until December 31, 2019, at which time, as to each party, it will be automatically renewed for consecutive periods of twenty-four months beginning January 1, 2020, unless one of the parties gives written notice to the other parties of its intent to terminate, which notice must be given to each participating party no later than three hundred sixty (360) days prior to the intended termination date.

ARTICLE 3. PERFORMANCES - CITY.

- A. The City shall provide the following services under this IGA:
 - 1. All needed on-site personnel, facilities, work spaces, equipment and utilities needed to operate a dispatch center, known as the Prescott Regional Public Safety Communications Center ("Dispatch Center"), for fire suppression and emergency services (including medical), police and animal control dispatching for all of the Participating Agencies and the City ("Consolidated Dispatch Services"), as well as provide the necessary training, supervision, compensation, insurance, benefits, licenses, or other requirements for the personnel working out of said Dispatch Center. Any external infrastructure (including but not limited to radio towers, FCC licensing, RF or hardware links to the Dispatch Center, etc.) shall be the responsibility of the Agency which owns, uses or controls such external infrastructure.
 - 2. Remote or local radio base/repeater stations and control stations that are to be connected to the Prescott Regional Public Safety Communications Center's console system must be either a 2-wire or 4-wire circuit and employ either tone or E&M signaling. Direct Current (DC) signaling will not be supported. Line levels shall appear at the console connection point on a 600 ohm balanced line at -10 dBm receive and 0 dBm transmit.
- B. Operate the Dispatch Center in compliance with all applicable local, state and federal laws, including but not limited to working conditions, physical accommodations, and security. The City will provide and continue to provide EMD (emergency medical dispatch) protocol, services, and training during the term of this Agreement.

- C. The parties agree that the fire department dispatch protocol presently in effect shall continue to be used for purposes of emergency fire and EMD under this Agreement, and that the same may be modified after consultation with the participating agencies.
- D. Provide separate fire and police dispatch services by separate dispatch personnel so that no individual dispatcher on duty will be responsible for simultaneously providing dispatch services for both fire suppression and emergency services (including medical), and police and animal control. The city shall use reasonable efforts to maintain minimum staffing at all times possible; minimum staffing is defined as five Dispatchers and one Supervisor resulting in two (2) qualified Fire Dispatchers and three (3) qualified Police Dispatchers and one (1) Call Taker, on duty, at all times. An exception to the minimum staffing of six (6) would be any time prior to 0800 hours or after 0000 hours providing the five (5) dispatchers in the room are two (2) qualified Fire Dispatchers and three (3) qualified Police Dispatchers; provided, however, that the City's inability to maintain such staffing shall in no way impose any liability on the City among the Participating Agencies nor shall such inability grant any rights or privileges to the Participating Agencies not otherwise provided for herein.
- E. Use its best efforts to dispatch manpower and/or apparatus within one (1) minute of receiving a call for fire agencies and for police emergency, priority-one traffic. Said dispatch shall be consistent with the dispatch protocol then in effect.
- F. Upon reasonable request, provide to the Participating Agencies detailed information regarding personnel services, dispatcher deployment, operating expenditures and administrative services that are proposed to be charged to the Participating Agencies.
- G. Upon request of a Participating Agency, provide standard computer aided dispatch (CAD) management reports necessary to determine numbers of calls for service, response times, at scene times, daily call logs and other standard reports available through CAD. The City will make its best efforts to satisfy any such request within ten (10) days of said request having been made, or as otherwise agreed between the affected Participating Agencies. The City will make its best efforts to provide any other requested nonstandard reports.
- H. A Reverse Emergency Notification type of system will be available to the Partners of the Prescott Regional Communications Center for use during an emergency or for non-emergency use with the approval of the Director. PRCC management has the capability to access the Reverse Emergency Notification system on-site using existing computer equipment or remotely using cell phones. All ongoing costs of this service will be paid through the current expenditures portion of this agreement.

ARTICLE 4. PERFORMANCES - PARTICIPATING AGENCIES.

- A. Each Participating Agency shall provide the following services under this IGA:
 - 1. Within 30 days of billing by the City, remit to the City, on a monthly basis, its proportionate share, as determined by Article 5, of the actual costs incurred-pursuant to Article 3 above.
 - 2. Each Participating Agency shall establish a phone number separate from that of the Dispatch Center for administrative and non-emergency calls, to be answered at the Participating Agency's facility, and to publish and advertise the same.
- B. Each Participating Agency shall enter into an Arizona Interagency Radio System State Plan Memorandum of Understanding with the Arizona Department of Public Safety, within sixty (60) days of the date of executing this IGA.
- C. Any new or existing agency must operate in compliance with current FCC requirements.

ARTICLE 5. DETERMINATION OF PAYMENTS.

- A. It is understood by the parties that the fee payment is based on a workload division of costs as set forth in Schedule A. The net cost for each Participating Agency shall be divided by the percentage of workload (calls for service) as a percentage of the Dispatch Center's total calls for service. The percentage of workload to determine payments for the current fiscal year shall be recalculated annually based upon the previous calendar year's percentage of workload. Calls for service shall be determined as follows:
 - 1. Fire "Call for Service" - Alarm numbers, not CAD incident numbers, will be used for tracking "calls for service". When a request is received that initiates a response by any field personnel, a CAD incident will be created and an Alarm number assigned to the incident. Calls that are canceled after the dispatch will receive an Alarm number.

2. Police “Call for Service” - Any time there is a response by police personnel based upon a request processed by the Dispatch Center. This shall exclude any on-sight self-initiated activity by police personnel based upon public safety needs (e.g., Traffic Stops, Community Based Policing). Any request received by the Dispatch Center that is entered into CAD will be documented as a Call for Service regardless of whether or not it is assigned to police personnel (e.g., an alarm company calls back and cancels a burglar alarm because they found a responsible person on premise prior to the call being dispatched).
- B. Each Participating Agencies’ monthly payments to the City shall include and be determined by multiplying the following cost components by each Agencies’ percentage of workload as calculated in 5(A):
1. Current Expenditures - is the amount of current operating and additional capital expenditures incurred after the commencement of operations to include any and all fees incurred by personnel, utilities, building maintenance, or manmade or naturally caused events that create an additional, unexpected or unbudgeted cost or expense, etc.
 2. Capital Expenses as identified as necessary by the City after presentation to the Participating Agencies for consultation and discussion.
- C. Until its participation under this Agreement is terminated, each Participating Agency to this Agreement shall pay a minimum annual fixed fee of \$5,000 each fiscal year, which shall include Current Expenditures, Initial Capital and Capital Expenses as identified. After the City has determined the total monthly payments actually paid by a Participating Agency at the end of each fiscal year, the balance of this amount is due within 30 days of the City’s billing.

ARTICLE 6. DISPOSITION OF PROPERTY.

- A. Upon partial or complete termination of this IGA, all property acquired by the City in the operation of the Dispatch Center and used in or affixed to the Dispatch Center will remain the property of and shall be the responsibility of the City. Any equipment or technical material acquired by a Participating Agency and used primarily outside of the Dispatch Center shall be the property and responsibility of the Participating Agency that acquired and used said equipment or technical material.
- B. Each Participating Agency shall provide the name and phone number of that agency's technical repair specialist.

ARTICLE 7. DISCLOSURE OF INFORMATION.

To the extent permitted by law, the parties, their respective officers, employees, subcontractors, agents and assigns, shall not divulge to third parties any information obtained by them through their respective performances under this IGA, subject to Arizona public records law.

ARTICLE 8. LIAISON OFFICERS.

- A. The Chiefs of each Participating Agency shall appoint a Liaison Officer to assist the City in coordinating the performances hereunder. In the event of a dispute or other issue between the parties which does not constitute a "default", the same shall be communicated between the Liaison Officers and the City, and they shall mutually attempt to resolve the matter within a reasonable period not to exceed twenty-one (21) days, unless a longer specified period is otherwise mutually agreed to by the parties. Thereafter, the matter shall be referred to the Prescott City Manager for final resolution.
- B. The Liaison Officers and the City representative(s) shall meet as and when needed; provided, however, that the Liaison Officers and the City shall hold an annual meeting in January of each year to discuss operational issues, performance issues, financial issues, Capital Expenditures, the terms under which another agency may become an additional Participating Agency and a party to this agreement, and any other issues relating to this Agreement.
- C. In the event of a need for an unbudgeted Capital Expenditure, the City representative and the Liaison Officers shall meet as soon as reasonably practical to mutually determine the actual need for any such Capital Expenditure, all pursuant to the other provisions of this Article. Due consideration shall be given to each parties financial needs and budgetary constraints. All parties shall make reasonable efforts to identify, meet, and determine such need prior to the occurrence of an actual need for an unbudgeted Capital Expenditure.
- D. In the event that the parties contemplate that another agency may become an additional Participating Agency and a party to this agreement, the City representative(s) and the Liaison Officers shall meet as soon as reasonably practical to mutually determine the terms under which such agency may become a Participating Agency and party to this agreement, subject to the other provisions of this Article.

ARTICLE 9. TIME IS OF THE ESSENCE.

Time is of the essence in this IGA. It is expected that the parties shall diligently and deliberately carry out their respective performances hereunder.

ARTICLE 10. AMENDMENTS.

This IGA may be amended at any time by mutual written agreement. No other agreements or understandings shall modify the provisions of this IGA.

ARTICLE 11. INDEMNIFICATION.

- A. In the event of any litigation, claims or other legal costs being incurred by the City as a result of its operation of the Dispatch Center, then and in that event each Participating Agency shall share in the cost thereof pursuant to that agency's actual responsibility, jointly or severally, for the damages alleged in any such litigation, claims, or other legal costs.
- B. Each Participating Agency shall indemnify and hold harmless all other Participating Agencies, their authorized agents, Board members, officers, directors and employees for, from and against all costs, claims, losses, liabilities, penalties, expenses, or other damages, including but not limited to settlements, judgments, court costs, reasonable fees of attorneys and experts, caused by or resulting from the negligent or intentional acts or omissions by that Participant, its authorized agents, officers, directors and employees committed in the course of performing its obligations under this Agreement in accordance with the limitations on liability set forth in A.R.S. §48-818. Nothing in the section shall limit any right to contribution or other allocation of fault between the parties as determined by a court of competent jurisdiction and as permitted by all applicable state and federal laws.
- C. The amount and type of insurance coverage requirements set forth in this or any other Agreements between the parties will in no way be construed as limiting the scope of indemnity provided by this Section.

ARTICLE 12. INSURANCE.

The parties shall maintain the following coverage:

- A. Each party's Commercial General Liability, and Automobile Liability insurance coverage required hereunder shall specifically name the other party, its agents, Board members, representatives, officers, directors, officials and employees as Additional Insureds, and a current Certificate reflecting same will be provided at the time of the execution hereof.
- B. All insurance required herein shall be maintained in full force and effect during the term of this Agreement and thereafter until all the obligations required to be performed under the terms of this Agreement are performed and completed.
- C. Each participant's insurance shall be primary insurance as it relates to bodily injury or property damage for which that participant is found liable in the performance of its responsibilities hereunder in accordance with the limitations set forth in A.R.S. §48-818 and shall be non-contributory.

- D. In the event any insurance policies required by this Agreement are written on a “claims made” basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for two years past completion of the Services. Such continuing coverage shall be evidenced, upon request, by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the two-year period.
- E. The participants’ General Liability, Auto Liability, and Workers’ Compensation policies shall contain a waiver of rights of recovery (subrogation) against the other parties , their agents, representatives, Board members, officials, officers and employees for any claims for which the other is found to be liable arising from or caused by performance of responsibilities under this Agreement, and will exchange certificates of coverage providing for same and in the amounts agreed to here in below.
- F. Notwithstanding anything to the contrary in this Agreement, it is specifically acknowledged and agreed: (i) that the insurance coverage and limits of liability required by this Agreement may be provided by a combination of primary and excess liability policies and self-insurance retentions or deductibles as applicable; (ii) that each party is responsible for paying the premiums, deductible or self-insured retention under all policies in effect under this Agreement; (iii) that the insurance policies purchased by the parties provide coverage for general operations of the party and its affiliates, and such policies include coverage applicable to, but not exclusively limited to, this Agreement and the work or services provided pursuant to this Agreement.
- G. The parties further agree and understand that, in lieu of bonding or other security for such self-insured retention amounts, that the parties have each relied upon the other’s assertion that it is required to provide such security, in the amount of any deductibles or self-insured retention amounts, to the insurance companies providing it with the insurance coverages required in this Agreement.
- H. The parties shall each immediately notify the other if, at any time during the term of this Agreement, it is not required, or fails to provide, such security to its insurance carriers. Such notice will in any event be provided no less than 30 days in advance of a cancellation as it applies to all coverages, and no more than 10 days as it applies to a cancellation for non-payment of premiums.

- I. Prior to commencing any performances under this Agreement, the parties shall each furnish the other with certificate(s) of insurance, or formal endorsement as required by this Agreement, issued by their respective insurers as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. If a certificate of insurance is submitted as verification of coverage, the parties shall reasonably rely upon the certificate of insurance as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement.

- J. If any of the above-cited policies expire during the life of this Agreement, it shall be the party holding such insurance's responsibility to forward renewal certificates within ten days after the renewal date containing all the aforementioned insurance provisions. Certificates of insurance shall specifically include the following provisions:
 - (1) All Participating Agencies, their agents, representatives, officers, directors, officials and employees are Additional Insured's as required in this Agreement.

 - (2) The Commercial General Liability and Auto Liability policies shall waive rights of recovery (subrogation) against the holders thereof, their agents, representatives, officers, officials and employees for any claims for which another Participating Agency is found to be liable arising from or caused by performance of services by any other Participating Agency under this Agreement.

 - (3) New Certificates. If any party replaces or upgrades any of its policies during the term of this Agreement, that party shall forward renewal certificates to the other within ten (10) days after the effective date of such renewal policies.

ARTICLE 13. BINDING EFFECT.

This Agreement and the terms, provisions, promises, covenants and conditions hereof, shall be binding upon and shall inure to the benefits of the parties hereto and their respective successors, assigns or other legal representative as herein provided.

ARTICLE 14. INDEPENDENT CONTRACTOR.

Each of the Participating Agencies is an independent contractor and nothing in this Agreement shall be construed as creating an employment relationship, agency, partnership, or joint venture between them. Each Participating Agency shall control and direct the methods by which it performs its responsibilities hereunder.

ARTICLE 15. NON-DISCRIMINATION.

The parties agree to comply with Arizona Governor's Executive Order 2009-09 - "Prohibition of Discrimination in Contracts Non-Discrimination in Employment by Government Cooperators and Subcontractors, Superseding Executive Order 99-4 and Amending Executive Order 75-5."

ARTICLE 16. IMMIGRATION COMPLIANCE.

The parties agree to comply with Arizona Governor's Executive Order 2009-09 - "Prohibition of Discrimination in Contracts Non-Discrimination in Employment by Government Cooperators and Subcontractors, Superseding Executive Order 99-4 and Amending Executive Order 75-5."

ARTICLE 17. WORKERS' COMPENSATION.

For purposes of workers' compensation, an employee of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this Agreement, is deemed to be an employee of both the party who is the primary employer and the party under whose jurisdiction or control or within whose jurisdictional boundaries they are then working, as provided in A.R.S. §23-1022(D). However, only the primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purpose of this section. Each party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required therein

ARTICLE 18. NOTICES.

Any notice by either party to the other shall be considered duly served if delivered in person to the office of the authorized representative listed below, or if deposited in the U.S. mail, properly stamped with required postage, and addressed to the authorized representative listed below. Either party may change its representative or the address thereof giving the other written notice. Unless changed, notices shall be sent to the following:

City: City Manager
City of Prescott
201 S. Cortez Street
Prescott, AZ 86302

Copy to: Police Chief
City of Prescott
222 S. Marina Street
Prescott, AZ 86303

Copy to: Fire Chief
City of Prescott
1700 Iron Springs Road
Prescott, AZ 86305

Town: Town Manager
Town of Prescott Valley
7501 E. Civic Circle
Prescott Valley, AZ 86314

Copy to: Police Chief
Town of Prescott Valley
7601 E. Civic Circle
Prescott Valley, AZ 86314

Central/Chino : Fire Chief
(CAFMA) Central Arizona Fire and Medical Authority
8555 E. Yavapai Road
Prescott Valley, AZ 86314

Copy to: Fire Chief
Central Arizona Fire and Medical Authority
P. O. Box 264
Chino Valley, AZ 85323-0264

Yavapai College: Director of Purchasing
Yavapai College
1100 Sheldon Street
Prescott, AZ 86301

Groom Creek: Fire Chief
Groom Creek Fire District
1110 E. Friendly Pines Road
Prescott, AZ 86303

Walker: Fire Chief
Walker Fire Protection Association
4980 E. Walker Road
Prescott, AZ 86303

Tribe Police Chief
Yavapai Prescott Tribal Police
530 E. Merritt
Prescott, AZ 86303

ARTICLE 19. ACCOUNTING AND AUDITING.

The City shall keep accurate and complete records of its performances hereunder in accordance with Generally Accepted Accounting Practice (GAAP). The Participating Agencies (including their respective auditors) shall have the right at any reasonable time to examine, audit, and reproduce all records pertaining to costs, including (but not limited to) payrolls, employees' time sheets, invoices and all other evidence of expenditures for the performances hereunder. Such records shall be kept by the City as required by the Arizona State Library and Public Records, Manual for Records Retention and Disposition for Arizona State Agencies, and the City shall make such records available for the periods they are required to be maintained by the manual.

ARTICLE 20. GOVERNING LAW.

This IGA shall be interpreted in accordance with the substantive and procedural laws of the State of Arizona and shall be deemed made and entered into in Yavapai County.

ARTICLE 21. ALTERNATIVE DISPUTE RESOLUTION.

The parties hereto 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. In the event of litigation, the parties hereby agree to submit to a trial before the Court. The parties hereto further expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorneys fees, either pursuant to the Contract, pursuant to ARS Section 12-341.01(A) and (B), or pursuant to any other state or federal statute.

ARTICLE 22. SAVINGS CLAUSE.

In the event any phrase, clause, sentence, section, Article or other portion of this IGA shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this IGA shall not be affected thereby and shall remain in force and effect to the fullest extent permissible by law.

ARTICLE 23. ENTIRE AGREEMENT.

This IGA constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof, and all prior and contemporaneous agreements, representations, negotiations and understandings of the parties hereto, oral or written, are hereby superseded and merged herein.

ARTICLE 24. CONFLICT OF INTEREST.

This IGA may be canceled without penalty pursuant to ARS §38-511 in the event of a conflict of interest as described therein by any person significantly involved in negotiating this IGA on behalf of the respective parties.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Prescott this ____ day of _____, 2017.

HARRY OBERG, Mayor

ATTEST:

APPROVED AS TO FORM:

MAUREEN SCOTT
City Clerk

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the Town of Prescott Valley this ____ day of _____, 2017.

HARVEY SKOOG, Mayor

ATTEST:

DIANE RUSSEL
Town Clerk

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Central Yavapai Fire District this ____ day of _____, 2017.

Name: STEVE RUTHERFORD
Chairman of the Board

ATTEST:

Name: JULIE PETTIT
Clerk

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Groom Creek Fire District this ____ day of _____, 2017.

Name: ROBERT SCHULZ
Chairman of the Board

ATTEST:

Name: TERRY HAMMON
Clerk

PASSED, APPROVED AND ADOPTED by the Yavapai County Community College District Governing Board this ____ day of _____, 2017.

Name: RAY SIGAFOOS
Board Chair

ATTEST:

Name: PENELOPE H. WILLS, Ph.D.
College President

Name: KAREN JONES
Executive Assistant to President

PASSED, APPROVED AND ADOPTED by the Board of Directors of Yavapai Prescott Indian Tribe this ____ day of _____, 2017.

Name: ERNEST JONES, SR.
President

ATTEST:

Name: REBECCA DOKA
Secretary/Treasurer

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the City of Prescott, 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 City of Prescott.

JON PALADINI
City Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Town of Prescott Valley, 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 Town of Prescott Valley.

IVAN LEGLER
Town Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Central Yavapai Fire District, 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 Central Arizona Fire and Medical Authority.

Name: NICK CORNELIUS
Attorney for the Central Arizona Fire and Medical
Authority

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Groom Creek Fire District, 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 Groom Creek Fire District.

Name: WILLIAM WHITTINGTON
Attorney for the Groom Creek Fire District

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Williamson Valley Fire District, 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 Walker Fire Protection Association.

Name: WILLIAM WHITTINGTON
Attorney for the Walker Fire Protection Association

Pursuant to A.R.S. Section 11-952(D), the foregoing agreement has been reviewed by the undersigned attorney for the Yavapai County Community College District, 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 Community College District.

 on behalf of C.
Benson Hufford
Name: C. BENSON HUFFORD
Attorney for the Yavapai County Community College

District

PRCC PROPOSED FY 17/18 BUDGET

Agency	Calls For Service	% Total	Total FY 17/18 Budget \$2,800,000	Change	2017/2018 Calls For Service Increase 5% Buffer	16/17 Budget	2016/CFS
PPD	24,136	36.08%	\$1,010,327	-\$34,417	\$50,516.37	\$1,044,744	25,917
PVPD	21,161	31.64%	\$885,795	-\$4,503	\$44,289.73	\$890,298	22,085
CAFMA	10,966	16.39%	\$459,034	\$28,015	\$22,951.71	\$431,019	10,692
PFD	8,345	12.48%	\$349,320	\$18,195	\$17,465.99	\$331,125	8,214
YPTP	1,592	2.38%	\$66,641	\$609	\$3,332.04	\$66,032	1,638
GCFD	145	0.22%	\$6,070	\$1,070	\$303.48	\$5,000	115
YCPD	506	0.76%	\$21,181	\$16,181	\$1,059.05	\$5,000	148
WFPA	39	0.06%	\$1,633	\$5,000	\$81.63	\$5,000	32
	66,890	100.00%					

The blue column indicates a 5% buffer for increased Calls For Service. This will allow for a small contingency for an unexpected increase in "Calls For Service". Agencies may, if they choose, budget to cover this 5% increase in "Calls For Service" within their respective internal contingency funds. The PRCC will complete the budget process using the proposed FY 17/18 budget numbers.

2017/2018 Budget of \$2,800,000 includes:
 Hosted Next Gen 911 Telephone Upgrade (\$24,000)
 Public Safety GIS Mapping Costs (\$10,000)
 Upgraded Recording System (\$20,000)

2016 Calendar Year Actual Dollars Spent = \$2,449,100
 2017 (January) Actual Dollars Spent = \$1,306,705
 2017/2018 Budget Request = \$54,000
 Total 2017/2018 Proposed Budget = \$2,800,000

Presenter : Ray Sigafoos

Start Time : 1:46 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/4/2017

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 : 1:46 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

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 College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

Attachments :

Title	Created	Filename
September 2017 College Highlights.pdf	Sep 05, 2017	September 2017 College Highlights.pdf
September 2017 Facilities Management Newsletter.pdf	Sep 05, 2017	September 2017 Facilities Management Newsletter.pdf

September 2017 College Highlights

School of Arts and Humanities

- **Jessica Crocker**, Adjunct Ceramics Instructor, recently appeared on AZ TV's "Sandy and Friends" show to promote the Annual Empty Bowls Event and the Yavapai College Ceramics program. Yavapai College hosted 15 potters who glazed and fired 200 bowls for the August 27th event on the Prescott Courthouse Square. For a donation of \$15, participants chose a handcrafted bowl and sampled two servings of soup prepared by local chefs. Donations went to local food banks to help alleviate hunger in our community.



- **Joani Fisher**, Professor of English, completed her doctoral degree in May 2017. She is currently our English Department Chair.
- **Curtis Kleinman**, Professor of Spanish, received his Ph.D. in Instructional Design Technology in July 2017.

School of Business and Computer Sciences

- **Dr. Joy D'Angelo**, Fast-Track Management Program Director, and Business and Computer Systems Department Chair, held a program information session the first day of Fall Semester to launch Students for Success. The information session was held simultaneously on the Prescott and Verde Campus using Zoom technology and ran from 4:45 to 8:30 PM. In addition to Dr. D'Angelo, three other program faculty members (**Professor Denise Woolsey**, **Adjunct Faculty Tonya Nolan**, and **Adjunct Faculty Donna Bell**) presented overviews of their classes, assignments, due dates and Canvas course shells. Fifteen highly appreciative students attended this event. It was a little hectic to squeeze one more thing into the first week of the fall semester, but notes Dr. D'Angelo, the students' "words of appreciation made it all worthwhile."
- **Dr. Terry Lovell**, Professor of Business, reports that this summer he has been doing the KYCA radio show five days a week. Recent guests have included **Dr. Mark Shelley** who discussed the Yavapai College Respect Program, **Jeri Denniston**, Program Director of the Small Business Development Center, and **Dennis Garvey**, Dean of The Lifelong Learning Division. Dr. Lovell's program provides many hours of free advertising for Yavapai College and its programs!
- **Peter Martinez**, Adjunct Faculty in Accounting and Business, reports that along with four fellow "supervisors" he recently completed an audit and institutional review of Sun Community Federal Credit Union. His role, along with the other four other supervisors, is to help strengthen the direction of the financial institution as well as to ask external auditors to evaluate the effectiveness of the risk management. As a supervisor, he reviews the systems and operations of the bank, to assess any violations discovered by external auditors. If the credit union is not following guidelines, the supervisors charge the leadership to seek solutions and provide resolution in accordance to NCUA guidelines. Notes Professor Martinez, "My participation is a real hands-on exposure to the financial world and gives me the experience and knowledge to teach my students about the demands of the occupation, job market expectations, and the training and skill sets needed in today's markets. In short, it brings education closer to the door step of the occupation."
- **Greg Tomsho**, Computer Networking Technologies Program Director, had two textbooks published by Cengage this summer: *MCSA Guide to Installation, Storage, and Compute with Windows Server 2016 (ISBN: 978-1-337-40066-4)* and *MCSA Guide to Networking with Windows Server 2016 (ISBN: 978-1-337-40078-7)*. He's had seven other titles published by Cengage, a couple with co-authors. What was somewhat unique about writing the most recent books is that he was writing three books simultaneously. The third will be published in a few weeks. Tomsho reports that writing three books at a time was a pretty brutal process, every night and weekend for about 10 months. The other books he's written are used in colleges and technical schools nationwide, and some even internationally. YC uses them in our Windows Server certification courses. One of his other titles, *Guide to Networking Essentials*, now in its 7th edition, is used in our CNT100 and CNT115 courses.

School of Career and Technical Education

- **Yavapai College Canine Public Skills students** took part of their final exam at an area nursing home, to the delight of the residents. Read about how the four-legged students and their partners all made the grade [here](#).



- **John Morgan**, Dean for Career and Technical Education, shared the following photos of the new wrap on the CTEC Diesel truck used to promote STEM programs at CTEC. The National Science Foundation (NSF) and Arizona Science Foundation provided the funding for this project.





- The AVMA (American Veterinary Medical Association) approved several YC courses for continuing education credit for Certified Veterinary Technicians. These courses are:
 - AGE 125 Equine Behavior and Psychology
 - AGS 190 Canine Behavior and Psychology I
 - AGS 192 Canine Behavior and Psychology II
 - AGS 282 Zoo and Domestic Animal Behavior
- **Rick Peters**, Electrical Engineering Instructor, worked with student interns **Riley Lewis** and **Scott Blakeley** over the summer to add to the number of electric motor control trainers and robots in the Electrical Instrumentation Laboratory at CTEC. The interns built new trainers, which will continue to lower the equipment to student ratios to 2:1 or 1:1. CTEC campus personnel have worked hard through grants and innovation to ensure that students get plenty of hands-on time with low equipment to student ratios. As a result, students are better prepared to enter the workforce.



School of Social Sciences

- On August 30, **Dr. Mike Davis**, Administration of Justice and Paralegal Programs Director, presented to the Yavapai County Bar Association on “Social Media Legal Pitfalls and the New Rules on Electronic Discovery.” More than seventy attorneys attended this local bar association event and received CLE credits for their participation.
- **Dr. Mike Ruddell**, Professor of Anthropology, was a guest speaker in Ms. Pena's 4th grade class at Trinity Christian School on Tuesday, August 15, 2017. Dr. Ruddell brought stone tool artifacts and Pleistocene age fossils. He discussed the importance of prehistory with students who were curious, asked many good questions, and were very engaged. They especially liked hearing about the mammoth excavation in the San Pedro River region in southeastern Arizona. Before he left, Dr. Ruddell received many requests to come back, and he promised to do so later this year. After his presentation, he received 20 handwritten thank you letters from the children, which included their own illustrations. Several students wrote they wanted to be an archeologist someday!
- **Laraine Herring**, Professor for Psychology and Creative Writing Program Director, was recently notified that an excerpt from her book, *Writing Begins with the Breath: Embodying Your Authentic Voice*, was selected for inclusion in a special Antioch University alumni edition of *Lunch Ticket*. In addition, Professor Herring's short essay "On Discernment, Alchemization and Activism," was published at ladylibertylit.com. The link is <https://www.ladylibertylit.com/single-post/2017/06/30/On-Discernment-Activism-and-Alchemization>. Finally, on August 10-12, Professor Herring attended a workshop by Cathy Malchiodo as part of the Prescott College Expressive Arts Therapy Institute. The workshop focused on Visual Journaling for Personal and Community Healing. She started working on an

altered book to document her ongoing process adjusting to her revised reality post-surgery for colon cancer.

- **Kelli Jones**, HR Employment/Recruitment and Adjunct Faculty in Geography, reports she was invited by the Arizona Geographic Alliance to participate in a Four Corner's Advanced Summer Institute and Field Study as a Teacher Consultant. This collaborative institute brought together geography instructors (P-20) in the southwest region to strengthen geographic education efforts in the area and bridge gaps from the P-12 classroom to higher education learning initiatives. The purpose was to reconnect geographers to the regional cultural and physical elements to make classroom experiences more relevant and engaging. This was a great opportunity not only to learn, share, network, and bring innovative techniques into the classroom for students, but also to represent Yavapai College as a recognized resource in the field of geographic sciences/education.

Student Development

Yavapai College was awarded a \$20,000 Grant from the Governor's Office of Youth, Faith and Family to support Drug and Alcohol Education and Prevention. The funds will be used to educate our students on the risks associated with abuse and alcohol and controlled substances. We will also be training our student leaders and student organizations on peer-to-peer education. Below is the description of services:

- Support collegiate recovery through our Recovery Club.
- Provide training for student leaders through the National Association of Student Personnel Administrators (NASPA) certified Peer Education Program.
- A one-year subscription to online resource, "My Student Body," to engage students in effective prevention activities and to provide resources.
- Bring a national speaker, Willie May Aikens, to campus to discuss the effects of drug abuse on his career as a professional baseball player and his life. This event will take place on September 14 and is open to the public.
- Staff training for alcohol and drug addictions through conference attendance.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

September 2017

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1b

Allied Health/EMS/JTED Health Occupation Programs

At the new Prescott Valley Center addition, work is wrapping up related to landscaping and site work. The new HVAC system supporting the building is being tested and balanced through the end of August.

Work continues with the replacement of the roof over the old section of the building through the first week of September. September 1-3, pavement rehabilitation will occur along with the designation of one-way traffic, counter-clockwise around the building.





Computer Classroom



Reception and Testing



Testing



Phlebotomy/CPR Flexible Space



Skills Lab



New Central Plant



Buildings 1 and 15 Renovation

At Building 1, move in is nearing completion as this interior construction project winds down to a few punch list items and HVAC adjustments. The roof replacement project is scheduled to be complete on September 15. Most of the roofing work is occurring in evenings and overnight.

Building 15 first floor is substantially complete with a few remaining punch list items. Signage installation continues through the first week of September.

The second floor is progressing nicely with the installation of ductwork, ceiling grid and lighting. Drywall will be installed through September 15. Roof replacement will continue through September. The completion of the second floor is scheduled for January 2018.



Building 1 Second Floor - Painting/Drawing



Printmaking/Watercolor



Graphic Design/Color/2D



Digital Lab



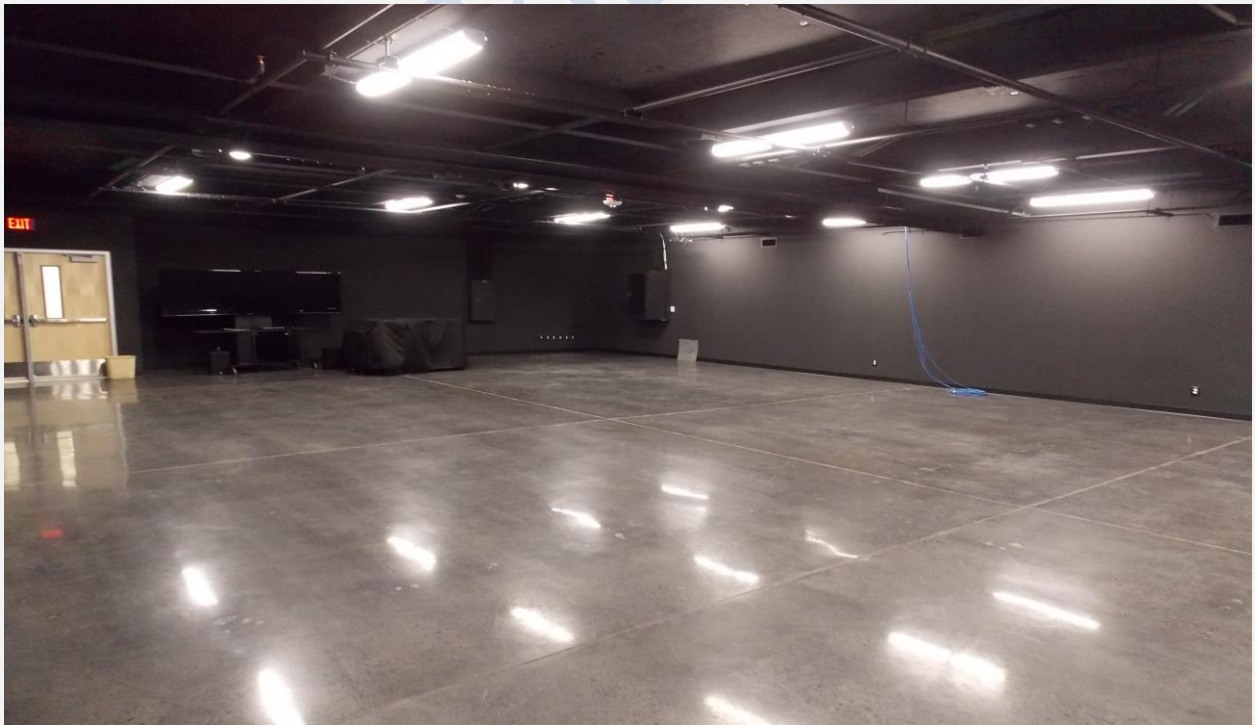
Building 15 First Floor Lobby



Student Lounge



Flexible Classroom



Drama Rehearsal



Practice/Teaching Office – Chris Tenney’s Awesome Office



Second Floor Rehearsal Hall



Second Floor Dance/Choral Rehearsal

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

Prescott Open Space

Work has started for the new amphitheater and shade structure between Buildings 1, 2, 3 and 4 and will continue through October 2017.

SmithGroup/JJR

McCarthy Building Companies

Project Manager: Chris Larson



Rendering of Shade Structure and Seating

Sedona Center Renovation

There will be a grand re-opening at the conclusion of the District Governing Board meeting on September 12.



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.

Future FCA Projects:

Building 15 Roof – September 2017

Prescott Valley Roof – September 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



New One Way Traffic Designation at Building 3



A and B Parking lot Overlay and New Handrail System

RISK and EMERGENCY MANAGEMENT – Peter Oppenheim

Get Ready, Get Set, Prepare!

September is national preparedness month.



Disasters can occur at any time and any place. Being prepared is the best way to minimize, or even eliminate, the impact on you and your family, business and community. Here are some tips to be ready:

Make a Basic Emergency Kit

Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air.

Recommended Supplies to Include:

- Water one gallon per person per day, for drinking and sanitation

- Food at least a three-day supply of non-perishable food
- Battery-powered radio and extra batteries
- Flashlight and extra batteries
- First Aid kit
- Whistle to signal for help
- Filter mask or cotton t-shirt, to help filter the air
- Moist towelettes for sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food (if kit contains canned food)
- Plastic sheeting and duct tape to shelter-in-place
- Garbage bags and plastic ties for personal sanitation
- Unique family needs, such as daily prescription medications, infant formula or diapers, and important family documents.



Make a Plan

Develop a Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. Consider a plan where each family member calls, texts or e-mails the same friend or relative in the event of an emergency. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members. In addition, texts may get through overloaded lines easier than a voice call.

Should I Stay or Should I Go?

Depending on your circumstances and the nature of the situation, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. Use all available information to assess the situation.

Stay - Shelter-in-Place

There are circumstances when staying put and creating a barrier between yourself and a potentially hazardous situation outside, a process known as sheltering-in-place and sealing the room, can affect the likelihood of survival. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room.

Quickly bring your family and pets inside, lock doors, and close windows and air vents. Consider precutting plastic sheeting to seal windows, doors and air vents and fireplace dampers. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents.



Understand that sealing the room is a temporary measure to create a barrier between you and contaminated air. Watch TV, listen to the radio or check the Internet for instructions.

Go – Leave the Area

Plan in advance how you will assemble your family, where to meet, and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. If you have a car, keep at least a half tank of gas in it at all times. Become familiar with alternate routes as well as other means of transportation out of your area.

If you do not have a car, plan how you will leave if you have to. Take your emergency supply kit, unless you have reason to believe it is contaminated, and lock the door behind you. Stay informed by watching TV, listening to the radio or using the Internet.

BE INFORMED
about what kind of disasters might occur
where you live, work or visit.

Ad Council Ready.

READY.GOV/MYPLAN

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Please join us in welcoming Angela Stotz and Patrick Flannigan as new custodians for the Prescott Campus. Angela comes to us from SODEXO food service on the Prescott Campus. Patrick was previously a part-time custodian and is now with the College full time. Welcome to Yavapai College Facilities Management!

Facilities is looking to fill the recently vacated Technician I, Grounds position and a Technician II, Maintenance at the Verde Valley campus.

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

Under Construction

Presenter : Ray Sigafoos

Start Time : 1:51 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/4/2017

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; Enrollment Update; Adjunct Advisor Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- Enrollment Update - Dr. Ron Liss
- Adjunct Advisor - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Adjunct Advisor Aug 2017.pdf	Aug 24, 2017	Adjunct Advisor Aug 2017.pdf



August 2017; Volume VII Issue 1

In this Issue

From our Registrar	1
Computer Lab Hours - Verde Campus	1
eLearning	2
Money, Money, Money Pay Dates	2
eLearning	2
Adjunct Faculty Meeting Information	2
Verde Valley Learning Center	2
Verde Learning Center Hours	2
A Message from Disability Services	3
Money Matters - Financial Aid	3
Love your Libraries	3
Computer Commons Hours - Prescott	4
Prescott Campus Learning Center	4
FERPA	4

Total Solar Eclipse
August 21 2017

August Happenings

- August 21** - December 8, 2017
Yavapai College - Fall Semester begins
- August 21 & 22 - Welcome Week—Verde Campus**
7:30 to 5:30 pm
- August 24** - Last day to add regular (15 week) semester classes
- August 26** - Online Bookstore charges end at midnight
Re-open Sept 4th
- August 27** - Last day to drop regular (15 week) semester classes (dropped classes do not show on
- August 27** - **Short Classes (5-8 weeks)** Last day to: 3rd day after displayed start date. Last day to drop, receive refund: 6th day after displayed start date.
Classes less than 5 weeks—Last day to add/drop with refund: day before 1st session
- August 28** - In-store Bookstore charges end at 5:00 pm
- August 28** - Financial Aid Freeze Date
- August 29 & 30—Welcome Week 2—Verde Campus Resources & Involvement**
11 am to 2 pm
- August 30** - **Open House** — Computer Lab, Learning Center, & Library. **FREE** Progressive Lunch
10:30 am to Noon
- August 30- Prescott & Verde Valley Libraries**

From our Registrar... Sheila Jarrell

Accessing Rosters: Access your rosters daily during the first two weeks of the semester and then on a weekly basis to know who is - or is not - attending/participating in your class. It is your responsibility to monitor enrollment and attendance. **My Class Roster** shows current enrollment. Update rosters regularly by dropping no-shows and by withdrawing students who are not participating. *This is required by Federal Financial Aid and Veteran's Administration.* Regulations.

Monitor rosters for current enrollment-via www.yc.edu...(not Canvas)

Log into www.yc.edu with username/password;

click on *My Services*, then *Faculty*; **choose** a link:

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

Registration is an online process for students, so your roster will show changes through Thursday as students add and through Saturday as students drop classes and as faculty drop “no shows.”

My Class Roster is current to the moment. Use the Faculty Withdraw link to drop them as “no shows.”

POT I (Full-length semester classes)

Last day to add: Thursday, August 24

Last day to drop: Sunday, August 27

Last day for refund: Sunday August 27

- A similar timeline will apply to **short classes of 5-12 weeks** –the fourth day of the part of term is the deadline to add, and midnight of seventh day is the deadline to drop and be refunded.
- For classes **less than 5 weeks**, students must add/drop prior to the day of the first class meeting.
- Deadline for student-initiated withdraws, full semester classes is Saturday, October 14. Check the **College Catalog** for academic and student information.

Mark your calendars: October 7 is FTSE!

Watch for future communications from the Registrar.

Questions regarding rosters, grades, FTSE or FERPA?

Contact registrar@yc.edu or call Sheila Jarrell, Registrar,

Verde Computer Lab M-112

Hours of Operation

Monday — Thursday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 2:00 p.m.
Saturday—Sunday	Closed
Extended lab hours during Mid-Terms and Finals	

Lab is open to all students working on assignments, CANVAS, email, research, or just looking for a place to study independently in groups.

Dedicated computers for Film & Media and ADA students.

YAVAPAI COLLEGE

Published for Yavapai College Adjunct Faculty

1100 E. Sheldon Street— Prescott, AZ
86301

Elsie Gibbs Freeman, Editor
Phone: 928-634-6562
Leave a message or e-mail:

*What Makes a
Great Teacher?*



*I conceive that a
knowledge of books is
the basis on which all
other knowledge rests*

E-LEARNING

Canvas is the YC learning management system, aka: where your online courseware lives. Every teacher has access to a Canvas course shell you can design and use according your needs, whether online or face-to-face. Here are some basic things to know:

- ◆ You can message students with the Canvas inbox only after the course is published.
- ◆ A course will be accessible for students to SEE the content as soon as you publish it from the course home page.
- ◆ Students can PARTICIPATE in the course between the dates you set in the course settings for each course. YOU SHOULD SET THOSE CORRECTLY for your timeline and click the box below those date fields regarding “students can only participate between these dates.”
- ◆ You can restrict access before and after those dates by clicking the “Restrict students from viewing...” also in the course settings.
- ◆ Be sure to “Update Course Details” after making your choices.

There’s so much more to know!

Contact us with your questions (928-771-6120) or tels@yc.edu. The teaching and eLearning (TeLS) Department is your go-to place for all things related to online learning the Canvas LMS, trainings for you and your students, media needs and much more. You can find us at www.yc.edu/tels.

Thatcher Bohrman

Teaching & eLearning Support
928-771-6120 support line



\$\$ MONEY—MONEY—MONEY \$\$

Compensation Rate for 2017-18
\$781 load hour

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

Pay dates for Fall 2017:

September 1, 15, 29
October 13, 27
November 10, 24
December 8



Please note there are 8 pay periods this semester.
The final pay date for the fall semester will be
December 8th

ADJUNCT FACULTY MEETINGS

Ms. Tara Oneill, Adjunct Faculty Coordinator has scheduled adjunct faculty meetings for September, October, and November. While attendance is not mandatory, professional development hours are provided. Also, it is a great time to network with other faculty.

Tuesday, September 19, 12:00 noon to 1:00 pm

Bldg 3-106 (Prescott) Bldg I-125 (Verde—ITV)

Topic: **EARLY ALERT & TECHNOLOGY SAFETY**

Tuesday, October 17, 5:30 pm to 6:30 pm

Bldg 19-121 Prescott Library Instruction Room

Topic: **TURNITIN AND LIBRARY TOUR**

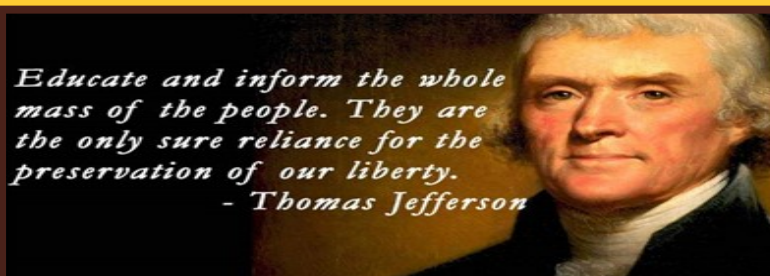
Friday, November 17, 8:30 pm to 9:30 pm

Bldg 19-224 (Prescott) Bldg G103 (Verde—ITV)

Topic: **MULTIPLE AND EMOTIONAL INTELLIGENCE**

For more information contact Tara at:

928-717-7621 or e-mail: Tara.oneill@yc.edu



Visit the Verde Learning Center

Friendly, informative tutors are on duty Monday through Friday to provide assistance with a variety of subjects. Also, there is lots of space to spread out books, handouts, and your laptop computer. We urge you to tell your students how they can enhance the quality of their learning experience by using the numerous resources available at the YC Learning Centers.

The goal of the Learning Centers is to provide individual and/or group assistance in a supportive and comfortable learning environment. Research studies show that students utilizing these services generally achieve their desired results on exams and homework.

Check out the Verde Learning Center today!

Hours of Operation:

Monday – Thursday 9:00am-7:00pm

Friday 10:00am-3:00pm

“If you want to build a ship, don’t drum up the men to gather wood, divide the work, and give orders. Instead, teach them to yearn for the vast and endless sea.”

—Antoine de Saint-Exupéry



Learning Knows No Bounds

A NOTE FROM DISABILITY RESOURCES...

The office of Disability Resources (DR) provides education support services to students with documented disabilities. These may include alternative testing arrangements, interpreters for the deaf, note taking assistance, and adaptive technologies. A student must first self-identify and meet with Disability Resources in order to receive any academic adjustments or modifications. If a student requires an accommodation, you will receive an Instructor Notification Form (INF) (either from the student or via email) that details the approved accommodations. If you have any questions or concerns about a student’s accommodations, please contact the DR office right away to discuss.

More information is available on the web at:

<https://www.yc.edu/v5content/disability-resources/faculty.htm>.

You can call us at 928.776.2085

Robb Ferguson
Director
X2079

Petra Bennett
Specialist
x2057

FINANCIAL AID KEY DATES TO REMEMBER!

Important Policy Change: August 28 (Freeze Date) we will lock students into their credit hours and pay financial aid based off of these credits. If students add classes after this date, their financial aid funding will not increase. They must pay for the class out of pocket the day they register.

Bookstore Charging: Students can charge books at our bookstore now through August 28. We must stop bookstore charging the week of August 28 to prepare for refunds. Charging will resume on September 4 for eligible students.

First Refunds: September 1. Financial aid pays on “attending hours” the classes they are in now. First disbursement for students will be September 1 if all their class/classes begin on August 21.

If a student’s registration includes a combination of classes that start on August 21 **AND** classes that begin after that date, they may receive a partial disbursement of financial aid on September 1 and the remainder will disburse 7-10 days after their next class/classes begin.

Dropping Students: Please make sure to drop students as “no-shows” prior to the end of the add/drop period. This is important for financial aid because we do not want to disburse aid to students who really are not attending! This then becomes a debt to Yavapai College and the student. Please make sure to access your rosters and drop students no later than **Sunday, August 27.**

Questions? Contact Us.

Diana Dowling
Associate Dean of Student Development
Prescott Campus, Bldg 1
(928) 776-2391

Diana.Dowling@yc.edu

<https://www.yc.edu/finaid/apply.htm>



YOUR LIBRARY

It’s one of the friendliest, and most helpful places on Campus!

Do your students need assistance with:

- ◆ Researching papers?
- ◆ Using library databases?
- ◆ Searching the web for relevant, authoritative, and reliable information?

Your friendly Library Instruction Team can help!

Schedule a *Library Instruction & tour* for your students.

We’ll tailor a lesson plan just for your students’ needs.

It’s fun & educational for them—and you might learn something new, too.

Scheduling is easy! Just click the link below to schedule a class for your students for an academic-enhancing library instruction.

<https://yc.libguides.com/facultyservices>

See you soon at the library!

Shelly Gilliam,
Librarian, Instructional Services
Phone: 776-2274
shelly.gilliam@yc.edu

Roy Sandoval
Verde Campus Library
Phone: 634-6539
roy.sandoval@yc.edu

VISIT THE COMPUTER COMMONS ~ PRESCOTT CAMPUS

Teachers, please remind your students about the fine state-of-the-art computer resources and helpful staff available to them at all computer facilities.

Hours of Operation are:

Prescott Campus Computer Commons

Monday — Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 7:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Sunday	2:00 p.m. to 7:00 p.m.



Being ignorant is not so much a shame as being unwilling to learn.

* * *

What has become clear to you since we last met?

Mark your calendar...

Adjunct Faculty Meetings Verde/Sedona Campuses

All meetings occur on Friday, from 12:00 noon—1:30 pm and generally take place in G-105. **FREE LUNCH!!!**

August 25—Welcome new adjunct faculty, College Updates and Resources

September 29 — Guest Presenter

October 27 — Visit with Dr. Penny Wills

November 17 — TBA

Welcome Back...From the Prescott Learning Center!

As you prepare for the fall semester remember that the Learning Center is here to support you in assisting students toward their success.

Services Offered:

Drop-In Tutoring, Online Writing Tutor, Supplemental Instruction, Study Skills Tips and Workshops, Assistance in forming Study Groups, Computer Lab, Science Center, Group/Individual Study Rooms, WEPA Printing, and Student Copier.

Check out our website: www.yc.edu/learningcenter

Hours of Operation:

Monday – Thursday 8:00am-8:00pm
Friday 9:30am-5:00pm

Important Dates to Remember:

Tutors return on Monday, August 21, 2017

Supplemental Instruction begins the first day of class (select classes only)
Student Success Workshops can be offered in your classroom or students can schedule them in the LC

What's New at the Prescott Learning Center?

We are now offering individualized one-on-one study skill sessions for students who need extra help identifying problem areas in learning and studying, as well as helping students develop their own personal study strategies in areas such as time management, note taking, test preparation, calming test anxiety, reading strategies, goal setting, and other study-skill related practices to improve academic performance. Please refer any student and we will ensure they receive the resources needed for success!

CONTACT US TO SCHEDULE A WORKSHOP FOR YOUR CLASS:

Email: prescott.lc@yc.edu ~ **Call:** (928) 776-2085 ~ **Visit:** 1-207

Benefits of Tutoring

 Encourage Higher Level of Thinking	 Increase Subject-Specific Knowledge	 Promote Self-Regulated Learning
 Enhance Academic Success	 Improve Communication Skills	 IT'S FREE!!

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Registrar would like to remind us that FERPA is a Federal law designed to protect the privacy of student education records. The law applies to current and former students of any institution which received Federal funding, such as financial aid and grants. All student information contained in Yavapai College education records is confidential. Some specific FERPA issues for Faculty & Instructional Staff:

POSTING GRADES: Since grades can never be directory information, it is inappropriate to post grades in a public setting.

WEB-BASED TOOLS TO SUPPORT CLASSES: Courses supported by class websites and/or discussion groups must take extra precautions to not inadvertently release non-directory student information. It is recommended that such Web-based tools employ a security layer so that only class members and instructors can access appropriate information.

STUDENTS OPTING FOR "CONFIDENTIAL" IN THE CLASSROOM SETTING: Students cannot choose to be anonymous in the classroom setting. If a student has chosen "confidential" for his or her directory information, that does not mean that an instructor cannot call on him or her by name in class or that the student's email address cannot be displayed on an electronic classroom support tool such as a discussion board, blog, or chat feature.

through Board education and enriched input and deliberation.

3.4.1 End of Year Cycle

The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.

3.4.2 Start of Annual Cycle

The cycle shall start with the Board's development of its agenda for the next year.

3.4.2.1 Calendar for Owner Input

Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, and will be held during the balance of the cycle.

3.4.2.2 Calendar for Education and Ends

Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.

3.4.2.2.1 Board Member Orientation Process

New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes.

a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.

b) Board members will be familiarized with:

1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law;

2) The Board's Policy Manual;

3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance);

4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and

5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.

3.4.3 All Meeting Agendas

The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:

a) Ownership Linkage;

b) Policy Development;

c) Monitoring of President Performance;

d) Fulfillment of items that are:

1) Procedural,

2) For Information Only, and

3) For Board Education.

For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).

3.4.3.1 Referencing Existing Board Policy

All items on the agenda will reference the relevant existing Board policies.

3.4.3.2 Distinguishing Between Matters for the Board or President

- a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision.
- b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.

3.4.3.3 Process for Placing Items on the Agenda

The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair.

- a) If it is the Board's issue it will be placed on the next Board agenda.
- b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.
- c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.

3.4.3.4 Consent Agenda

The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to:

- a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and
- b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.

3.4.4 President Monitoring

President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.

3.4.5 Elections/Appointments As required by A.R.S.15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.

Attachments :

Title	Created	Filename
3.4 Compilation.pdf	Sep 07, 2017	3.4 Compilation.pdf

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

3.4 Agenda Planning	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.	
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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: No evidence, no reasonable interpretation that identifies measurements that will be used to demonstrate compliance. The Governance Coach notebook I was given as a new board member has explicit information on guidelines for preparing internal monitoring reports. It suggests providing 'verifiable' data that you demonstrate is true and provide 'evidence - not just 'opinion' and don't provide 'trust me' statements.		
3.4.1 End of Year Cycle	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term Ends.	
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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: No data		

3.4.2 Start of Annual Cycle	The cycle shall start with the Board's development of its agenda for the next year.				
<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?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>4</td> <td></td> </tr> </table>	YES	NO	4	
YES	NO				
4					
Does the data show accomplishment of the interpretation?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>3</td> <td>1</td> </tr> </table>	YES	NO	3	1
YES	NO				
3	1				
Is there sufficient evidence to indicate compliance with this Governance Process?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	YES	NO	3	
YES	NO				
3					
Is this policy still relevant or useful to the Board?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>4</td> <td></td> </tr> </table>	YES	NO	4	
YES	NO				
4					
Comments:					
3.4.2.1 Calendar for Owner Input	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, and will be held during the balance of the cycle.				
<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?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>4</td> <td></td> </tr> </table>	YES	NO	4	
YES	NO				
4					
Does the data show accomplishment of the interpretation?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>3</td> <td>1</td> </tr> </table>	YES	NO	3	1
YES	NO				
3	1				
Is there sufficient evidence to indicate compliance with this Governance Process?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	YES	NO	3	
YES	NO				
3					
Is this policy still relevant or useful to the Board?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>4</td> <td></td> </tr> </table>	YES	NO	4	
YES	NO				
4					
<p>Comments:</p> <p>Harris: Have not experience this yet as part of the cycle and look forward to it.</p> <p>McCasland: This is extremely important for the Board in developing ends statements. We need to have meaningful and detailed discussions with owners on a regular basis. The Board governs on behalf of ALL the owners, and must make decisions in the best interests of the owners as a whole. We have to connect with owners to understand their values, perspectives, wants and needs. We take this owner information and develop written policies within which management operates, and that describe the board's own work and processes. The next responsibility is to measure the assurance of the CEO's compliance with the policies through a structured monitoring process.</p>					

<p>3.4.2.2 Calendar for Education and Ends</p>	<p>Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.</p>	
<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>		
<p>Is the interpretation reasonable?</p>	<p>YES 4</p>	<p>NO</p>
<p>Does the data show accomplishment of the interpretation?</p>	<p>YES 4</p>	<p>NO 1</p>
<p>Is there sufficient evidence to indicate compliance with this Governance Process?</p>	<p>YES 3</p>	<p>NO</p>
<p>Is this policy still relevant or useful to the Board?</p>	<p>YES 4</p>	<p>NO</p>
<p>Comments: Harris: Looking forward to seeing/hearing information in Sept. and October.</p> <p>McCasland: Another very important job of the Board. The Policy Governance model has the Owners providing information to the Board, board conversations to refine those needs and refining the needs into Ends statements that direct the work of the college that are provided to the CEO. The CEO then reports on progress towards those ends with specific, measurable monitoring reports. We aren't doing this. We need to spend more time talking with the owners, and in Board discussions to evaluate our current needs and what Ends will work.</p>		
<p>3.4.2.2.1 Board Member Orientation Process</p>	<p>New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes.</p> <p>a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.</p> <p>b) Board members will be familiarized with:</p> <ol style="list-style-type: none"> 1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law; 2) The Board's Policy Manual; 3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance); 4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and 5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments. 	
<p>Interpretation – The interpretation of this policy is my expectation of the accomplishments and/or behaviors of the Board.</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.		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: Harris: This was all incorporated into my recent orientation. McCasland: Are we following this policy? I did not understand Policy Governance until I attended the conference this summer. Now the handbooks and materials make sense and illuminate that we are not following PG.		
3.4.3 All Meeting Agendas	The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of: a) Ownership Linkage; b) Policy Development; c) Monitoring of President Performance; d) Fulfillment of items that are: 1) Procedural, 2) For Information Only, and 3) For Board Education. For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).	
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 4	NO 1
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Use it. In my opinion, the Board Chair does not allow meaningful discussion of board business. Agenda item suggestions are squashed.		
3.4.3.1 Referencing Existing Board Policy	All items on the agenda will reference the relevant existing Board policies.	

<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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
<p>Comments: McCasland: Time should be allocated at many meetings to discuss ownership input in a timely manner and assess our ends statements.</p>		
3.4.3.2 Distinguishing Between Matters for the Board or President	<p>a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision.</p> <p>b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.</p>	
<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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
<p>Comments: McCasland: Response to #3, no, especially within Policy Governance. The Board directs the college actions and evaluates the President's actions to make sure there is CEO compliance.</p> <p>We are too hands off and need to have actual President's Executive Limitations.</p>		
3.4.3.3 Process for Placing Items on the Agenda	<p>The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair.</p> <p>a) If it is the Board's issue it will be placed on the next Board agenda.</p> <p>b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.</p>	

	c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.	
<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 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
<p>Comments: McCasland: Response to #3, There is a prejudice against This policy is not executed equally among board members.</p>		
3.4.3.4 Consent Agenda	<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>	
<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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
<p>Comments: McCasland: I believe to be more effective board members we need to discuss the "Board's Work," processes that we are legally required to review, and not have everything put on the consent agenda. Each item should be assessed with regard to "how does this action serve our owners?"</p> <p>A consent agenda is used to process actions that have been reviewed and discussed by the Board at</p>		

some point with majority approval and then placed on the consent agenda at a following meeting.

3.4.4 President Monitoring	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.
-------------------------------	--

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

Comments:
 McCasland: I want to have explicit CEO interpretation of the Board's policy, including the metrics that will demonstrate compliance, and the rationale for why the board should consider the interpretation is reasonable. I want data that demonstrates evidence of compliance with the reasonable interpretation. (again this is from the Governance Coach handbook)

3.4.5 Elections/Appointments	As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one year terms at the January or February meeting.
---------------------------------	---

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

Comments:

McCasland: Isn't this more procedural rather than a policy?

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:16 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

Item Type : Monitoring Item

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

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

Details : Policy 3.6 - Board Committee Purpose and Principles

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

Policy 3.6.1 - May Not Speak or Act for the Board

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

Attachments :

Title	Created	Filename
3.6 Compilation.pdf	Sep 07, 2017	3.6 Compilation.pdf

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

<p>3.6 Board Committee Purpose and Principles</p>	<p>When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board’s role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees shall normally not have direct dealings with current staff operations.</p>	
<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>		
<p>Is the interpretation reasonable?</p>	<p>YES 5</p>	<p>NO</p>
<p>Does the data show accomplishment of the interpretation?</p>	<p>YES 4</p>	<p>NO 1</p>
<p>Is there sufficient evidence to indicate compliance with this Governance Process?</p>	<p>YES 3</p>	<p>NO</p>
<p>Is this policy still relevant or useful to the Board?</p>	<p>YES 4</p>	<p>NO</p>
<p>Comments: <i>McCarver: This is rarely needed with a 5 member board.</i> Harris: There have been no committees during the time I’ve served so far. This policy seems appropriate. <i>McCasland: I suggest we review the YCDBG Advisory Committee recommendations as we develop future ends statements. Advisory committees can assist us in gathering and refining owner input.</i></p>		
<p>3.6.1 May Not Speak or Act for the Board</p>	<p>Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.</p>	
<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 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: The Verde Valley Board Advisory Committee was an excellent tool for gathering ownership input and suggesting possible activities for the Board to incorporate into Ends statements. I suggest reviving this committee in 2018.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:21 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

Item Type : Monitoring Item

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

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

Details : Policy 4.1 - Unity of Control

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

Policy 4.1.1 - Decision or Instructions of Individual Board Members

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

Policy 4.1.2 - Request from Board Members and Board Committees

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

Attachments :

Title	Created	Filename
4.1 Compilation.pdf	Sep 07, 2017	4.1 Compilation.pdf

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

Compilation - September 2017

4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	
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 5
		NO
Does credible data show accomplishment of the interpretation?		YES 4
		NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?		YES 4
		NO
Is this policy still relevant or useful to the Board?		YES 4
		NO
Comments:		
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	
Interpretation – 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 5
		NO
Does credible data show accomplishment of the interpretation?		YES 4
		NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?		YES 4
		NO
Is this policy still relevant or useful to the Board?		YES 4
		NO
Comments: McCasland: Response to #3, Provide explicit information that this has been achieved.		
4.1.2 Requests From Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	
Interpretation – 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 4	NO
Does credible data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Response to #3, Provide explicit information on accomplishment of this end. Were there any situations that the President refused information requests?		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:26 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 8/23/2017

Item Type : Monitoring & Decision

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 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.</p> <p>The Chair of the Board shall be kept apprised of the President's schedule.</p>	725409

Description : Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - Possible Update of Policy - DISCUSSION AND/OR DECISION

Details : The Board will discuss, review, and/or vote on possible corrective update to Policy 4.7 to remove the last sentence resulting in wording 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.

Attachments :

Title	Created	Filename
Possible Policy 4.7 Update.pdf	Aug 23, 2017	Possible Policy 4.7 Update.pdf

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 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.~~

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/4/2017

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 : 2:28 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/13/2017

Item Type : Information Item

Policy No.	Description	Ref No
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: 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.	560672

Description : Preliminary Results of District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Tom Hughes, Director of Institutional Effectiveness and Research, will present the preliminary results of the District Governing Board Ownership Survey. This survey is part of the Board's Outreach Plan and provides ownership feedback/input for the FY17-18 Ownership Linkage Plan.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:38 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/4/2017

Item Type : Information Item

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

Description : Review and Summary of the September 11, 2017 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Report on the September 11, 2017 Board Retreat
- District Governing Board Ends Statements
- District Governing Board 2017-2018 Ownership Linkage Plan
- Retreat summations from Board members

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:53 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

Item Type : Decision Item

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

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

Details : Recommend that the Board appoint Ray Sigafoos as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress in Las Vegas, NV on September 25-28, 2017.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:58 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

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> <ul style="list-style-type: none"> 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson 	560681

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

Details : Board Spokesperson - Chair Sigafoos

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

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:03 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/4/2017

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 : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:03 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/4/2017

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 for Fiscal Year 2017 - 2018 - DISCUSSION AND/OR DECISION

Details : Board Members will review and update the District Governing Board Calendars for Fiscal Year 2017 - 2018.

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Aug 22, 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. Location: Prescott Campus – Rock House
Board Retreat	September 11, 2017 - 9:00 a.m. Location: Hassayampa Inn, Prescott
Regular Board Meeting	September 12, 2017, Tuesday, 1:00 p.m. Location: Sedona Center - Rm 34
Regular Board Meeting*	October 24, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Regular Board Meeting	January 9, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 12, 2018 – TBD Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting**	April 17, 2018, Tuesday, 1:00 p.m. Location: CTEC - 181
Regular Board Meeting	May 8, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
Regular Board Meeting	June 12, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

*March meeting changed due to Spring Break *October and April meetings changed at Board request
8/21/17

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

Presenter : Ray Sigafoos

Start Time : 3:08 PM

Item No : 32

Proposed By : Ray Sigafoos

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 : 3:08 PM

Item No : 33

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: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	560668

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

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:18 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/4/2017

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