



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, October 24, 2017
1:00 PM**

Prescott Valley Center, Room 110 and 111
6955 Panther Path
Prescott Valley, 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	714674
2	Call to Order - PROCEDURAL	1	1:00 PM	714675
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	714676
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	714677
5	Approval of District Governing Board September 11, 2017 Retreat and September 12, 2017 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	714678
6	Adoption of Agenda - DECISION	1	1:07 PM	714679
7	OWNERSHIP LINKAGE - HEADING	0	1:08 PM	714680
8	Open Call - PROCEDURAL	15	1:08 PM	714681
9	MONITORING REPORT - HEADING	0	1:23 PM	715743
10	September Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:23 PM	715746

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:28 PM	714682
12	Receipt of Report on Revenues and Expenditures -- Month of September 2017 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:28 PM	714683
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:29 PM	714684
14	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:30 PM	714685
15	For Consideration for Approval of the First Amendment to the Intergovernmental Agreement Between the Arizona Board of Regents, University of Arizona and Yavapai County Community College District - RECEIPT, DISCUSSION AND/OR DECISION	1	1:31 PM	733579
16	For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District for Library Services in Spring Valley - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:32 PM	740938
17	INFORMATION - HEADING	0	1:33 PM	714686
18	Information from the President to include Fall 2017 Community Outreach; YC Food Pantry Opening; Homeland Security Visit; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:33 PM	714687
19	Information from Instruction and Student Development to Include Faculty Senate; Respect Campaign; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:48 PM	714688
20	SHORT RECESS - PROCEDURAL	10	2:03 PM	714692
21	MONITORING REPORTS (CONTINUED) - HEADING	0	2:13 PM	714693
22	Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:13 PM	714694
23	Board Evaluation of Policies - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING AND/OR DISCUSSION	5	2:23 PM	720266
24	Board Self-Evaluation of Policies - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING AND/OR DISCUSSION	5	2:28 PM	720267
25	Develop Process and Schedule for Monitoring of Governance Process and Board - President Linkage Policies - DISCUSSION AND/OR DECISION	10	2:33 PM	738186
26	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	2:43 PM	714696
27	2017-2018 Ownership Linkage Plan - DISCUSSION AND/OR DECISION	20	2:43 PM	714697

Item No.	Item	Time Req.	Start Time	Ref No.
28	Report from the Association of Community College Trustees (ACCT) Leadership Congress - INFORMATION AND/OR DISCUSSION	15	3:03 PM	722702
29	Reports from Board Liaisons - Board Spokesperson; Arizona Association of District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION, DISCUSSION AND/OR DECISION	5	3:18 PM	714700
30	OTHER INFORMATION - HEADING	0	3:23 PM	714701
31	District Governing Board Dates and Places of Future Meetings for Fiscal Year 2017 - 2018 - DISCUSSION AND/OR DECISION	5	3:23 PM	714703
32	MONITORING REPORT (CONTINUED) - HEADING	0	3:28 PM	715744
33	Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	3:28 PM	715745
34	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:38 PM	714704

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/26/2017

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 : 1:02 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 4/26/2017

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 : 1:04 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 4/26/2017

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 District Governing Board September 11, 2017 Retreat and September 12, 2017 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions, motions made and approved by the District Governing Board at the September 11, 2017 Retreat and the September 12, 2017 Regular Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

Attachments :

Title	Created	Filename
Unapproved Retreat Minutes - Sept 11 2017.pdf	Sep 18, 2017	Unapproved Retreat Minutes - Sept 11 2017.pdf
Unapproved Regular Meeting Minutes -Sept 12 2017.pdf	Sep 18, 2017	Unapproved Regular Meeting Minutes - Sept 12 2017.pdf



**Yavapai College District Governing Board
Board Retreat
Unapproved Minutes of Board Retreat
Monday, September 11, 2017
9:00 AM
Arizona Room – Hassayampa Inn
122 E. Gurley Street
Prescott, Arizona**

Members Present:

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

Guests:

Richard Stringham, Senior Associate from Governance Coach

Administration Present:

Dr. Penelope H. Wills, President
Dr. Ron Liss, Vice President for Instruction and Student Development
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
Mr. Rodney Jenkins, Vice President for Community Relations
Lynne Adams, Board Attorney
Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 9:02 a.m.

3. Welcome to Guests and Staff – PROCEDURAL

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

4. Adoption of Agenda – DECISION

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

5. OWNERSHIP LINKAGE - HEADING

6. Results of the District Governing Board 2016-2017 Ownership Linkage Plan and Environmental Scan - INFORMATION AND/OR DISCUSSION

The Board received results of the 2016-2017 Ownership Linkage Plan and reviewed the Environmental Scan, which provided ownership feedback/input for both Ends Review and the FY17-18 Ownership Linkage Planning.

- Dr. Tom Hughes, Director of Institutional Effectiveness and Research, provided an environmental scan to include trends and challenges of higher education (refer to *Environmental Scan* handout and Power Point).
- Dr. Tom Hughes, Director of Institutional Effectiveness and Research, presented the preliminary results of the District Governing Board Ownership Survey (refer to *Community Survey* handout and Power Point).
- Dr. Penny Wills, President, provided result of the Community Conversation Sessions (refer to *Community Conversation Outcomes* handout).

7. Review of Yavapai College District Governing Board Ends Statements and Executive Limitations - INFORMATION, DISCUSSION, AND/OR DECISION

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

- Considerations of the Ends – What is the organization (Yavapai College) for; what is achievable; what is the long range future; how deep should the Ends go; Ends are instructions to the President, the President provides the reasonable interruption; and the President will determine measures to show compliance.
- Three components of the Ends:
 - A. What benefits is the organization to produce on the owners' behalf?
 - B. Who are the primary intended beneficiaries?
 - C. At what cost?

8. SHORT RECESS - PROCEDURAL

Meeting recessed at 11:05 a.m.; reconvened at 11:10 a.m.

9. OWNERSHIP LINKAGE (CONTINUED) – HEADING

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

Richard Stringham led the Board in a review the Yavapai College District Governing Board Ends Statements.

- The Board answered what are the implications for Ends?
 - A. Does this analysis suggest gaps in the current Ends?

- The Board does not see any gaps.
- B. Does the analysis suggest that one or more current Ends statements need revision or removal?
 - Add language such as “removing barriers” in 1 or 1.1.
 - Priorities/worth (budget).
 - Address public funds in 1.2 or 1.3.
- C. What questions arise that need further investigation for crafting Ends policies?
 - Assessing 1.2 or 1.3 tends to be participation/engagement rather than hard numbers.
- D. Are there implications for Executive Limitation policies?
 - Transparency re: how budget is expended and reported.

11. RECESS AND LUNCH - PROCEDURAL

Meeting recessed at 12:05 a.m.; reconvened at 12:45 p.m.

12. OWNERSHIP LINKAGE (CONTINUED) - HEADING

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

Richard Stringham led the Board through the following question based on the ownership input received:

- A. Which of the existing Ends are you confident have the broad support of your ownership?
 - All
- B. Which of your Ends were less often mentioned/supported by the broader ownership?
 - All are important to our owners.
- C. Does the input suggest any gaps or changes in the existing Ends?
 - East side of the county perceives resources allocation is not equitable.
- D. What questions arise that need further exploration (either linkage or study)?
 - Access and barriers.

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

1 Ends

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

Member Harris moved, seconded by Member McCarver, to approve Ends Statement 1.0 as revised. Motion carried with 4 yes votes and 1 no vote from Member McCasland.

1.1 Education Ends -

Students achieve their educational goals at an affordable price. This is the first priority.

1.1.1 Job Seekers Ends

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

1.1.2 Transfer Student Ends

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

Member McCarver moved, seconded by Member Harris, to approve the Ends Statements title of 1.1.2 as revised. Motion carried unanimously.

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

1.2 Economic Ends –

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

1.3 Community Ends -

Yavapai County residents have access to social and cultural opportunities. This is the third priority.

The Board is requesting to have a Monitoring Report for 1.0 Ends.

14. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:02 p.m.; reconvened at 2:18 p.m.

15. OWNERSHIP LINKAGE (CONTINUED) – HEADING

16. Develop the 2017-2018 Ownership Linkage Plan - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham reviewed the primary purposes of ownership linkage and the Board evaluated how the 2016-2017 Ownership Linkage Plan met the primary purposes:

- A. Which of the primary purposes were substantially achieved?
 - Owners’ wishes; report back to owners (addressed through the annual report); Board engaged in question development; Board involved in gathering ownership input.
- B. Which are yet to be addressed?
 - Compile open call feedback; responding to open call.
- C. What worked well in the past year’s linkage activities?
 - Gathered 1200 survey responses; rural forums.
- D. What could be improved?
 - Expand the focus group effort; other data sources; summation of open call.

Samples of Ownership Linkage questions should help create the Ends (not the how to or if the Ends have been achieved). What questions should be asked in the coming year (refer to handout - Ideas for Ownership Linkage Questions):

- Prioritizing services that the college offers or intended products/results.
- Which of the following results are "valued most"? or Which of the following outcomes do you value most? [provide list of Ends]
- What do you believe will be the most significant challenges facing *our industry/your community* in the next 5-10 years?
- Are there particular needs/issues you would like *our organization* to address?
- If there was only one need, that if met, could immediately assist you or your organization/community, what would that be?
- What is the most important difference that our organization can make?
- What do you see as the role of the organization?

Which specific ownership segments should be asked:

- Different communities from where we have already visited.
- Same mix.
- Groups that already meet (e.g. civic groups).

2017/2018 Ownership Linkage Proposal:

- Connect with different groups – include students
- Use same questions
- Add questions
 - o What do we look like in 5 years?
 - o If there was only one need, that if met, could immediately assist you or your organization/community, what would that be?
 - o What is the most important difference that *our organization* can make?
- Focus Sessions
- Piggyback on the College's 2017-18 student survey with questions 4 and/or 8 from the handout.
- Report back to owners - acknowledge input; what did the Board do with that input (policies); and report on achievements of that input (monitoring).

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

The Board reviewed their Annual Calendar with additional discussion at tomorrow's Regular Meeting.

18. Summary of September 11, 2017 Retreat - DISCUSSION AND/OR DECISION

The Board reviewed the information, discussion, and decisions from the September 11, 2017 Retreat including:

- Review of Ends Statements
- 2017-2018 Ownership Linkage Proposal

19. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

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

Board Retreat adjourned at 4:03 p.m.

Respectfully submitted:

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

Date: October 24, 2017

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, September 12, 2017
1:00 PM
Sedona Center
4215 Arts Village Drive
Sedona, 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 McCarver.

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. 6-10)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board August 8, 2017 Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call – PROCEDURAL

The following owners addressed the Board:

Bob Weir, Verde Academy for Career and Technology Education, Superintendent – YC Partnership
Paul Chevalier - Culinary

9. MONITORING REPORT – HEADING

10. August Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 13-14)

The Board assesses 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 for the Board's review and discussion.

11. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda as written. Motion carried unanimously.

12. Receipt of Report on Revenues and Expenditures – Month of August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-31)

The President reported compliance.

15. For Consideration for Approval of the Intergovernmental Agreement Between 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 (refer to Board agenda, pgs. 32-49)

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.

16. INFORMATION - HEADING - CONTINUED

17. Information from the President to Include College Highlights, and Facilities Management News, and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 50-75)

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

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues – Yavapai College has received the five year U.S. Department of Education TRIO grant in the amount of \$1,287,500.

18. Information from Instruction and Student Development to Include: Faculty Senate; Enrollment; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 76-80)

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

- Faculty Senate Update - Dr. Matt Percy presented information on the College's efforts to assess shared governance and the correlating faculty survey that will be distributed this semester. The survey has been developed and is currently being reviewed by the Institutional Research Office. The Standards Committee is reviewing best practices for the classroom with specific emphasis on appropriate class capacity and "Quality Matter" research. Faculty Senate is performing an overall review of faculty committees for effectiveness.
- Enrollment Update – Dr. Liss informed the Board that enrollment is up 1.6% in student head count and .7% in student credit hours.
- Adjunct Advisor – Attached – Information Only

19. SHORT RECESS - PROCEDURAL

No recess was taken.

20. MONITORING REPORTS – HEADING

21. Board Self-Evaluation of Governing Board Policy 3.4 - Agenda Planning- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 81-92)

22. Board Evaluation of Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 93-95)

23. Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 96-98)

The Board requested to discuss the monitoring schedule of Policy sections 3 – Governance Process and 4 – Board/President Linkage at the October meeting.

24. 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. 99-100)

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.

Member McCasland moved, seconded by Member Irwin, to revise policy 4.7 as proposed in the agenda to remove the last sentence (see above). Motion carried unanimously.

25. OWNERSHIP LINKAGE - HEADING

26. Preliminary Results of District Governing Board Ownership Survey - INFORMATION AND/OR DISCUSSION (see the PowerPoint)

Dr. Tom Hughes, Director of Institutional Effectiveness and Research, presented 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 Board’s Ownership Linkage Plan.

27. Review and Summary of the September 11, 2017 Board Retreat – INFORMATION, DISCUSSION, AND/OR DECISION

The Retreat summation included:

- District Governing Board Ends Statements revision.
- District Governing Board 2017-2018 Ownership Linkage Plan to include:
 - o Two (2) community forums - one on each side of the county.
 - o 2018 Spring Student Satisfaction Survey – the Board will attach ownership linkage questions to the upcoming student survey.
- Retreat summations from Board members.

2017-2018 Ownership Linkage Plan

Ownership Linkage Tools/Techniques
News Releases
Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
Website – Minutes and agendas Online comments News and Information
Brochures/Information on “How the Board Works”
Board Liaisons for AADGB and YC Foundation
Community Outreach Communication (bi-annual)
Annual Report
Budget process and adoption
Community Forums
Spring 2018 Student Satisfaction Survey to include Ownership Linkage questions
Community Survey (suggested to be conducted every 3 rd year 2017/2020/2023)

Member McCarver moved, seconded by Member Harris, to adopt the proposed 2017-2018 Ownership Linkage Plan with principal projects of two (2) community forums with one on each side of the county, and utilizing the 2018 Student Satisfaction Survey to include ownership linkage questions. Motion carried unanimously.

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

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.

Member McCarver moved, seconded by Member Harris, to appoint Chair Ray Sigafoos as the Yavapai College Voting Board Representative at Association of Community College Trustees Leadership Congress. Motion carried unanimously.

29. 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 attendance at the meeting held on August 24th, that included information regarding ACCT Governance Institute for Student Success (GISS) event to be held on November 29 – 30 at the Maricopa Community College.

- Yavapai College Foundation - Dr. Patricia McCarver reported attendance at the August 9th meeting, that included introduction of new Board members and a presentation from the Foundation's investment firm. The next meeting will be on September 13th at CTEC.

30. OTHER INFORMATION - HEADING

31. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION

(refer to Board agenda, pgs. 105-106)

The Board reviewed the Proposed Dates and Places for Future Meetings for Fiscal Year 2017-2018:

- September 25-28, 2017 - ACCT Conference in Las Vegas, NV
- October 24, 2017 District Governing Board meeting will be held at the Prescott Valley Center
- Proposing a new annual meeting schedule with no meetings to be held during June, July, August, December.

Member Irwin moved, seconded by Member Harris, to approve the proposed 2018 meeting schedule with elimination of the June and August meeting unless the budget process or other condition requires an extension for approval. Motion carried with 4 yes votes and 1 no vote.

- Proposing a December Board Retreat to review the Executive Limitations

Member Harris moved, seconded by Member McCarver, to schedule a December work session to review the Executive Limitation Policies. Motion carried unanimously.

32. MONITORING REPORT - HEADING (CONTINUED)

33. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION

The Board completed the Monthly Board Meeting Evaluation for today's meeting.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 2:28 p.m.

Respectfully submitted:

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

Date: October 24, 2017

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos	Start Time : 1:07 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 4/26/2017	Item Type : Decision Item	

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:08 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 4/26/2017	Item Type : Heading	

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:08 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/26/2017

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 may be put on a future Board agenda. However, members of the public body shall not discuss or take legal action on matters raised during an Open Call to the public unless the matters are properly noticed for discussion and legal action.

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:23 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/18/2017

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 : 1:23 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/18/2017

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 : September 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 September 12, 2017 meeting, the Board completed the assessment for that meeting. Staff compiled the results.

Attachments :

Title	Created	Filename
Sept Monthly Eval Compilation.pdf	Sep 15, 2017	Sept Monthly Eval Compilation.pdf

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

Compilation for Month of: September

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
	5	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:		

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.	1	3	1	
The Board's behavior demonstrates that its constituency is the entire county.	1	2	2	McCarver: We have an ownership linkage plan that varies from year to year. We are focused on hearing from various groups that change based on the Board's identified Ownership Linkage plan for the year.
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	
What is the most important thing the Board could do to improve our function as a board?				
McCarver: Better communication. Many times comments are made on monitoring reports that are not actually an evaluation of the report. Sometimes discussions are disjointed, and we may not be accurately understanding what issues are raised. Members need to focus their comments on the specific monitoring report that is under review, We need a better way to come to closure on issues and either decide to act on them or officially decide to put them aside.				

Presenter : Ray Sigafoos

Start Time : 1:28 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/26/2017

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 : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:28 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/26/2017

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 September 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 third month of Fiscal Year 2017-2018 ending September 30, 2017 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Sept 2017 in Oct.pdf	Oct 20, 2017	Financial Update - Sept 2017 in Oct.pdf
YCFS Sept 2017 - Governing Board Budget Report.pdf	Oct 20, 2017	YCFS Sept 2017 - Governing Board Budget Report.pdf
YCFS September 2017_Summary.pdf	Oct 20, 2017	YCFS September 2017_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

September 2017

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 is planned for November 2017.
- The auditors began 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.

- The total Auxiliary fund is 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 Three Months Ended September 30, 2017
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 9,359	\$ 23,210	\$ 32,569
Association of Community College Trustees	Membership & Conference Fees	10,921	-	10,921
Connie Harris	Travel	889	-	889
Deborah McCasland	Travel	874	-	874
DGB Community Survey	Printing & Advertising	12,893	-	12,893
HF Group LLC	Binding	106	1,394	1,500
International Policy Governance Association	Policy Governance Certifications	2,950	-	2,950
Karen Jones	Travel	841	-	841
Osborn Maledon PA	Legal Counsel	2,203	16,547	18,750
Ourboardroom Technologies	Software Maintenance	5,750	5,750	11,500
Patricia McCarver	Travel	834	-	834
Penelope Wills	Travel	782	-	782
Ray Sigafoos	Travel	698	-	698
Sodexo Inc.	Food Supplies	184	4,816	5,000
Steve Irwin	Travel	782	-	782
Supplies/Other	Various Vendors	853	-	853
The Governance Coach	Consulting	265	5,000	5,265
VVTV	Board Meeting Broadcasts	250	2,750	3,000
YC Printing Services	Printing	40	-	40
				<u>110,941</u>
Remaining Budget - September 30, 2017				<u>\$ 60,359</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2017 - 25.0% 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	\$ 13,313,867		\$ 13,313,867	\$ 44,078,000	30.2%
Restricted Fund	5,003,483		5,003,483	13,840,500	36.2%
Auxiliary Fund	1,705,171		1,705,171	4,634,800	36.8%
Unexpended Plant Fund	4,007,498		4,007,498	10,971,500	36.5%
Debt Service Fund	1,727,018		1,727,018	6,903,300	25.0%
TOTALS	25,757,037		25,757,037	80,428,100	32.0%

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 10,008,666	\$ 18,703,821	\$ 16,720,805	\$ 11,991,682	\$ 44,078,000	27.2%
Restricted Fund		4,905,321	996,819	794,710	5,107,430	13,840,500	36.9%
Auxiliary Fund		1,180,057	1,071,852	795,298	1,456,611	4,634,800	31.4%
Unexpended Plant Fund		3,632,824	3,449,712	-	7,082,536	10,971,500	64.6%
Debt Service Fund		1,300	1,725,075	-	1,726,375	6,903,300	25.0%
TOTALS		19,728,168	25,947,279	18,310,813	27,364,634	80,428,100	34.0%
SURPLUS/(DEFICIT)					(1,607,597)	-	

COMMENTS:

Through the third month, 34.0% of budget has been committed (excluding labor encumbrances) compared to 32.0% of revenues received.

The budget currently has a deficit of \$1,607,597 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 September 30, 2017 - 25.0% 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	\$ 8,860,476		\$ 8,860,476	\$ 35,620,000	24.9%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	4,815,685		4,815,685	10,746,500	44.8%	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	73,512		73,512	416,500	17.6%	416,500	-
Interest Income	6,844		6,844	45,000	15.2%	45,000	-
Fund Balance Applied to Budget	225,000		225,000	900,000	25.0%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(927,500)		(927,500)	(3,710,000)	25.0%	(3,710,000)	-
TOTAL REVENUES	13,313,867		13,313,867	44,078,000	30.2%	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	\$ 3,249,909	\$ 7,474,080	\$ 7,008,803	\$ 3,715,186	\$ 17,947,000	20.7%	\$ 17,767,890	\$ (179,070)
Academic Support	1,167,011	1,967,566	1,887,481	1,247,096	4,552,000	27.4%	4,460,960	(91,040)
Institutional Support	2,638,531	4,431,454	3,669,824	3,400,161	8,945,000	38.0%	8,810,825	(134,175)
Student Services	1,160,856	2,209,814	2,077,859	1,292,811	5,260,000	24.6%	5,181,100	(78,900)
Operation/Maintenance of Plant	1,383,299	2,596,808	2,067,739	1,912,368	6,328,000	30.2%	6,264,720	(63,280)
Scholarships	398,054	15,000	-	413,054	877,000	47.1%	877,000	-
Public Service	11,006	9,099	9,099	11,006	169,000	6.5%	166,465	(2,535)
TOTAL EXPENDITURES	10,008,666	18,703,821	16,720,805	11,991,682	44,078,000	27.2%	43,528,960	(549,000)
SURPLUS/(DEFICIT)				\$ 1,322,185	\$ -			

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 licenses, IT maintenance, dues, etc.).
 Scholarships at 47.1% of budget due to fall 2017 financial aid awards being made.

The Budget currently has a surplus of \$1,322,185.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2017 - 25.0% 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	\$ 4,057,188		\$ 4,057,188	\$ 11,255,400	36.0%
State Grants and Contracts	17,191		17,191	365,000	4.7%
Private Gifts, Grants and Contracts	291,105		291,105	856,000	34.0%
Proposition 301 Funds	282,749		282,749	700,000	40.4%
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	151,000		151,000	N/A	N/A
TOTAL REVENUES	5,003,483		5,003,483	13,840,500	36.2%

	<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	\$ 635,594	\$ 547,385	\$ 345,276	\$ 837,703	\$ 2,791,500	30.0%
Student Services	231,723	401,603	401,603	231,723	1,372,500	16.9%
Scholarships	4,004,924	-	-	4,004,924	9,510,500	42.1%
Public Service	33,080	47,831	47,831	33,080	166,000	19.9%
TOTAL EXPENDITURES	4,905,321	996,819	794,710	5,107,430	13,840,500	36.9%
SURPLUS/(DEFICIT)				\$ (103,947)		

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 42.1% 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 \$103,947.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2017 - 25.0% 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	\$ 708,294		\$ 708,294	\$ 1,250,600	56.6%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	93,323		93,323	185,000	50.4%	185,000	-
Food Services Sales	6,127		6,127	33,000	18.6%	33,000	-
Vending	2,774		2,774	40,000	6.9%	40,000	-
Edventures	272,019		272,019	280,000	97.1%	290,000	10,000
Winery - Tasting Room	29,451		29,451	100,000	29.5%	100,000	-
Family Enrichment Center	119,394		119,394	579,300	20.6%	579,300	-
Public Services							
Community Events	90,725		90,725	463,800	19.6%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	30,000	(25,000)
Other Revenues							
Yavapai College Foundation	79,791		79,791	438,000	18.2%	438,000	-
Other	61,898		61,898	244,600	25.3%	244,600	-
Fund Balance Applied to Budget	25,000		25,000	100,000	25.0%	100,000	-
General Fund Transfer In	317,425		317,425	1,269,700	25.0%	1,269,700	-
Auxiliary Fund Transfer Out	(101,050)		(101,050)	(404,200)	25.0%	(404,200)	-
TOTAL REVENUES	1,705,171		1,705,171	4,634,800	36.8%	4,619,800	(15,000)

	<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	\$ 16,473	\$ 21,335	\$ -	\$ 37,808	\$ 99,600	38.0%	\$ 99,600	\$ -
Student Services	164,516	276,927	240,943	200,500	689,200	29.1%	689,200	-
Auxiliary Enterprises	465,520	382,133	279,784	567,869	1,541,200	36.8%	1,541,200	-
Public Service	225,976	391,457	274,571	342,862	974,500	35.2%	974,500	-
Facilities & Administrative Allocation Expense	307,572	-	-	307,572	1,230,300	25.0%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	1,180,057	1,071,852	795,298	1,456,611	4,634,800	31.4%	4,534,800	(100,000)
SURPLUS/(DEFICIT)				\$ 248,560	\$ -			

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.

Bookstore sales at 50.4% of budget due to that start-up of the fall 2017 semester. 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 \$248,560.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2017 - 25.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 2,062,263		\$ 2,062,263	\$ 8,290,500	24.9%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	5,503		5,503	25,000	22.0%
Other	8,732		8,732	20,000	43.7%
Fund Balance Applied to Budget	1,681,000		1,681,000	1,681,000	100.0%
General Fund Transfer In	250,000		250,000	1,000,000	25.0%
TOTAL REVENUES	4,007,498		4,007,498	10,971,500	36.5%

	<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):						
Preventative Maintenance	\$ 1,066,206	\$ 1,493,842	\$ -	\$ 2,560,048	\$ 3,674,000	69.7%
Unplanned Maintenance	44,670	99,904	-	144,574	250,000	57.8%
Capital Improvement Projects	2,051,002	1,585,148	-	3,636,150	4,208,800	86.4%
Equipment	395,584	208,851	-	604,435	2,240,000	27.0%
Furniture and Fixtures	67,252	11,608	-	78,860	250,000	3.5%
Library Books	8,110	50,359	-	58,469	98,700	23.4%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	3,632,824	3,449,712	-	7,082,536	10,971,500	64.6%
SURPLUS/(DEFICIT)				(3,075,038)	-	

COMMENTS:

The Budget currently has a deficit of \$3,075,038 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

Presenter : Ray Sigafoos

Start Time : 1:29 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/26/2017

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 President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitations 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Policy 2 3 1_Sept in Oct.pdf	Oct 20, 2017	Policy 2 3 1_Sept in Oct.pdf

Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
September 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 three months ended September 30, 2017, the General Fund has a surplus of \$1,322,200. 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 three months ended September 30, 2017, the Unexpended Plant Fund has a deficit of \$3,075,000 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 September 30, 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 three months ended September 30, 2017, there were no variances from budget.

President's Conclusion:

I report compliance.

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

Presenter : Ray Sigafoos

Start Time : 1:30 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/26/2017

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 President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2017 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.2 - Reserves

For consideration for approval of the monthly monitoring report for Executive Limitation 2.3.2 - Reserves for the month of September 2017. The President shall not allow the Current Fund Reserves to drop seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.

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

Attachments :

Title	Created	Filename
Policy 2.3.2_Sept in Oct.pdf	Oct 20, 2017	Policy 2.3.2_Sept in Oct.pdf

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

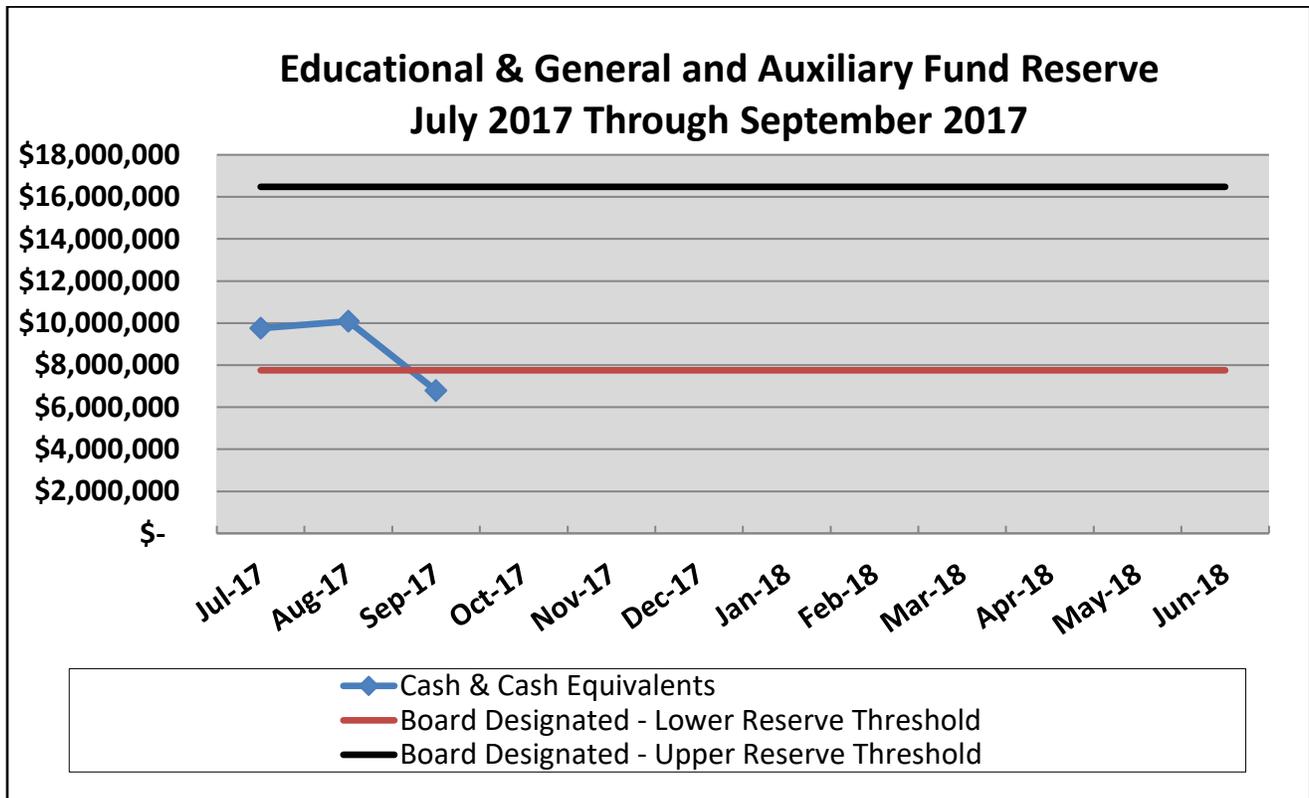
The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization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

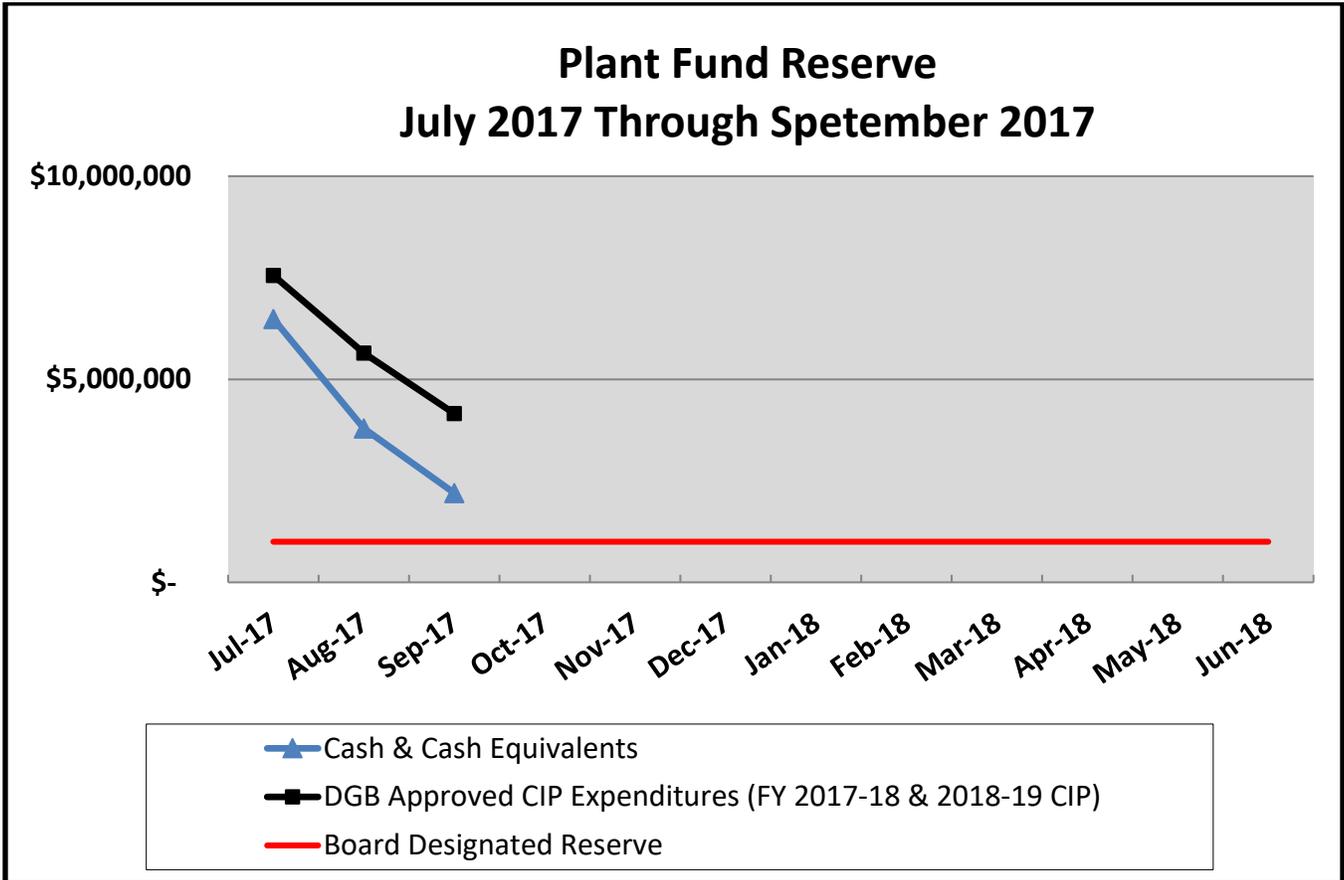
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2017, through September 30, 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 : 1:31 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 9/8/2017

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 First Amendment to the Intergovernmental Agreement Between the Arizona Board of Regents, University of Arizona and Yavapai County Community College District - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the first amendment to the intergovernmental agreement (IGA) between the Arizona Board of Regents, University of Arizona and Yavapai County Community College District for the access and use of the Cracchiolo DK Ranch. The Board approved the original IGA at the September 13, 2016 meeting. This amendment changes the notice clause of contact information for the University of Arizona and adds a clause that the parties may change contact information by providing informal notice to the other party without need for a written amendment.

Attachments :

Title	Created	Filename
IGA - UofA DK Ranch.pdf	Oct 11, 2017	IGA - UofA DK Ranch.pdf

AMENDMENT NO. 1
TO THE INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA
AND
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

This Amendment modifies the Intergovernmental Agreement (“Agreement”) made effective the 22nd day of September, 2016 between The Arizona Board of Regents, University of Arizona, (“UA”) and the Yavapai County Community College District (“Agency”), referred to collectively hereinafter as the “Parties”.

The Parties hereby agree to modify the Agreement as follows:

The NOTICE clause contact information for the University of Arizona is modified to read:

Administrative:

Associate Director for Strategy and Rangelands, Arizona Experiment Station
School of Natural Resources and the Environment
University of Arizona
1311 East Fourth Street, Rm 112
Tucson, AZ 85721

Contractual:

Director, Contracting & Pre-award Services
Sponsored Projects & Contracting Services
University of Arizona
P.O. Box 210158, Rm 515
Tucson, AZ 85721-0158

The Parties agree to add the following to the end of the NOTICE clause:

“A Party may change its Notice clause contact information by providing informal notice to the other Party, without need for a written amendment.”

Except for the modifications stated above, the Agreement remains in full force and effect.

IN WITNESS HEREOF, to the extent permitted by law, the Parties sign this Amendment, as indicated by its authorized representatives signing below:

FOR THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA

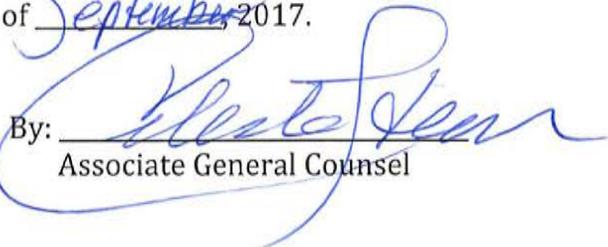

Name: Stephen G. Harsy, PhD
Title: Director, Contracting & Pre-award Services

Date: 10/3/17

Attorney Approval:

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

Dated this 26th day of September 2017.

By: 
Associate General Counsel

FOR YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

Name: Ray Sigafoos
Title: District Governing Board Chair

Date: _____

Attorney Approval:

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

Dated this 22ND day of SEPTEMBER 2017.

By: W.A. Parnell on behalf of C. Benson Hufford
Name: C. Benson Hufford
General Counsel

Presenter : Ray Sigafoos

Start Time : 1:32 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 9/28/2017

Item Type : Consent Item

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

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

Details : At the August 8, 2017 District Governing Board Meeting, the Board approved 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 with an amendment to paragraph 11.2. Upon review by the College's attorney, paragraph 11.2 was removed and replaced with paragraph 10.4 to place amendment language in the correct section of the agreement. The attorney also revised the beginning effective date to commence on the date of final signature. The IGA will terminate on July 31, 2020 with automatic renewals for two (2) successive three-year (3) terms.

Attachments :

Title	Created	Filename
Spring Valley Library V2.pdf	Oct 20, 2017	Spring Valley Library V2.pdf

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

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

RECITALS

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

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

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

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

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

AGREEMENT

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

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

automatically renew for two successive three-year terms.

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

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

8. Insurance.

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

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

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

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

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

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

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

8.4.2 Workers' Compensation and Employers' Liability

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

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

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

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

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

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

10. MUSD Obligations.

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

Agreement shall be transferred to and become the personal property of YCFLD on the date of final signature, and may be used for any purpose at the sole discretion of YCFLD.

- 10.2 Provide one-time payment of \$5,000 for purchase of additional Library materials.** A one-time payment of Five Thousand Dollars (\$5,000) will be paid by MUSD to YCFLD on or before November 1, 2017, so YCFLD may purchase additional Library materials intended to benefit MUSD students, faculty, and staff. All decisions to purchase additional Library materials will be made at the sole discretion of the YCFLD.
- 10.3 Provide supplemental staff.** The MUSD will coordinate with YCFLD to provide at least twenty hours per week of supplemental Library staff coverage, including supplying volunteers from the community.
- 10.4 Maintenance of Library Premises.** MUSD shall maintain and keep the Library Premises in good condition at MUSD's expense throughout the term of this Agreement. MUSD shall maintain the roof of the building or buildings at the Premises, and shall maintain all other improvements including, but not limited to, interior walls; floors; windows; doors; heating and cooling systems, including changing filters at least quarterly; plumbing; gas and electric facilities; fire systems; security systems and access control systems; and the Library Premises' landscape, grounds, and parking lot.

11. YAVAPAI COLLEGE Obligations.

- 11.1 Library Premises.** YAVAPAI COLLEGE, at no cost to the YCFLD, shall provide an appropriate space no less than 1,000 square feet, solely approved by the YCFLD, that is suitable for library services.
- 11.2 Utilities.** YAVAPAI COLLEGE shall pay all charges for water; sewer; gas; electricity; telecommunications, including telephone and Internet services; trash removal; pest control; janitorial; and other services and utilities used by YCFLD on the Premises during the term of this Agreement unless otherwise expressly agreed in writing by YAVAPAI COLLEGE and YCFLD. Janitorial services shall be provided twice weekly.
- 11.3 Furniture; Alterations and Improvements.** YAVAPAI COLLEGE shall provide to YCFLD for its use during the term of this Agreement all necessary furniture and partition walls, excepting Library shelving and materials, necessary for library operations. Upon mutual agreement by all parties, YAVAPAI COLLEGE, at YAVAPAI COLLEGE's expense, shall remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Library Premises in a workmanlike manner and utilizing good quality materials as YCFLD deems desirable for the purpose of providing library services in accordance with the configuration described in Exhibit A. YAVAPAI COLLEGE, at YAVAPAI

COLLEGE's expense, shall install a book drop at YCFLD's direction and as provided by YCFLD no later than November 1, 2017. All personal property, equipment, machinery, trade fixtures, and temporary installations owned by YAVAPAI COLLEGE shall remain YAVAPAI COLLEGE's property free and clear of any claim by MUSD or YCFLD. All personal property, equipment, machinery, trade fixtures, and temporary installations owned by YCFLD shall remain YCFLD's property free and clear of any claim by MUSD or YAVAPAI COLLEGE. YCFLD shall have the right to remove any of its property at any time during the term of this Agreement or at the end of this Agreement provided that all damage to the Library Premises caused by such removal shall be repaired by YAVAPAI COLLEGE at YAVAPAI COLLEGE's expense.

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

12. YCFLD Obligations.

- 12.1 Library Operations.** The YCFLD shall provide the resources necessary for operation of the Library to include equipment, staffing, supplies, and related expenses, except as otherwise expressly provided herein.
- 12.2 Ancillary Services.** Ancillary services to be provided by the YCFLD will include professional management and governance of the Library, collection management and acquisition, dedicated staffing, coordination and training of volunteers, and oversight of policy and procedures connected with the Library operation.
- 12.3 Hours of Operation; Staffing.** The YCFLD shall establish the hours of operation of the Library based on its evaluation of community needs as determined by the use of the Library. Hours of operation are subject to review and approval by YAVAPAI COLLEGE and the MUSD. The YCFLD shall provide dedicated Library staff for a minimum of 40 hours per week.
- 12.4 Surrender of Library Premises.** The YCFLD shall surrender the Library Premises at the end of the initial term, or any renewal thereof, in as good order and condition as at the commencement of the term, reasonable use and ordinary wear and tear and damage by fire and other unavoidable casualty accepted.
- 12.5 Library shelving and materials.** In addition to MUSD obligations under Sections 10.1 and 10.2, YCFLD shall provide additional Library shelving and materials as necessary for library operations.
- 12.6 Technology.** The YCFLD shall provide, at YCFLD's expense, excepting those items that are YAVAPAI COLLEGE's obligation under Section 11.4, technology

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

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

MUSD: Mayer Unified School District #43
Attn.: Dean Slaga
P O Box 1059
Mayer, AZ 86333
Fax: 928-632-4005

YAVAPAI COLLEGE: Yavapai County Community College District
Attn.: Purchasing & Contracting
1100 E Sheldon Street
Prescott, AZ 86301
Fax: 928-776-2193

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

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

- 14. Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this

Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.

15. Headings and Construction of Agreement. In construing this Agreement, all headings and titles are for the convenience of the parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the parties, but rather according to its fair meaning as a whole, as if all parties had prepared it.

16. Alternative Dispute Resolution. Pursuant to A.R.S. § 12-1518, disputes under this Agreement may be resolved through the use of arbitration.

17. Waiver of Jury Trial. The Parties expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury.

18. Disputes; Attorney Fees. The Parties expressly covenant and agree that in the event of litigation arising from this Agreement, no Party shall be entitled to an award of attorney's fees, either pursuant to this Agreement, pursuant to A.R.S. §12-341.01(A) and (B), or pursuant to any other state or federal statute.

19. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party. This Agreement is not intended to benefit any third party.

20. Compliance with Law. The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including but not limited to environmental laws.

21. Immigration Law Compliance. The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the Agreement, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor, subcontractor or employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

- 22. Fingerprint and E-verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H).
- 23. Nondiscrimination.** The Parties shall comply with the Office of the Arizona Governor Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- 24. Non-appropriation of funds.** The Parties recognize and acknowledge that the Parties are governmental entities and this Agreement's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of the Parties' obligations under this Agreement and shall notify the other Parties in writing of any such non-allocation of funds at the earliest possible date, and this Agreement shall automatically expire without penalty to the Parties. If the Parties' allocation of funds is reduced, then the scope of this Agreement may be reduced, if appropriate, or this Agreement may be cancelled without further duty or obligation.
- 25. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. Any changes in the governing laws, rules, or regulations that do not materially affect the parties' obligations under this Agreement will apply but do not require an amendment.
- 26. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the parties hereto, either party may propose amendments to the Agreement to bring the Agreement into conformity with such laws. If the parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either party may terminate this Agreement upon written notice to the other party.
- 27. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 28. Parole Evidence.** This Agreement is intended by the Parties as a final and complete expression of their Agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.

29. Entire Agreement. This Agreement contains the entire, integrated Agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes all prior negotiations, representations, or Agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.

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

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

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

MAYER UNIFIED SCHOOL DISTRICT #43:



Mark Mathern, Governing Board President

9/13/17

Date

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

Ray Sigafos, Board Chair

Date

YAVAPAI COUNTY FREE LIBRARY DISTRICT:



Thomas Thurman, Board of Directors Chairman

10/19/17

Date

DETERMINATIONS OF COUNSEL

MAYER UNIFIED SCHOOL DISTRICT #43:

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

Eve A. Parrell
Attorney's Signature
Printed Name: EVE A. PARRELL
Title: Attorney

9/19/17
Date

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

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

Attorney's Signature
Printed Name: _____
Title: _____

Date

YAVAPAI COUNTY FREE LIBRARY DISTRICT:

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

Joy L. Biedermann
Attorney's Signature
Printed Name: Joy L. Biedermann
Title: Deputy Yavapai County Attorney

19 October 2017
Date

undersigned Attorney, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the Mayer Unified School District #43.

Attorney's Signature
Printed Name: _____
Title: _____

Date

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

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

Eve A. Powell for C. Benson Hufford

Attorney's Signature
Printed Name: C. BENSON HUFFORD
Title: ATTORNEY FOR COLLEGE

8/28/17

Date

YAVAPAI COUNTY FREE LIBRARY DISTRICT:

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

Attorney's Signature
Printed Name: _____
Title: _____

Date

Yavapai COLLEGE

FALL 2017 COMMUNITY UPDATE



FROM THE DESK OF DR. PENNY WILLS

Greetings. I hope that like me, you're yearning for crisp air and leaves crunching under foot while still looking back fondly on some carefree summer days and warm nights under the stars.

Among the reasons to look back fondly on fall semester – even at this early stage – was the first-day gathering of eclipse watchers. Hundreds of students and visitors at every Yavapai College campus and center witnessed the historic event in unison – sharing viewing posts and apparatus and giving the spectacle the attention it deserved. It was gratifying to join in the wonder, awe, and fellowship the eclipse brought to the entire YC community.

Much more stationary, but garnering a lot of attention this fall nonetheless, are new college learning spaces in Sedona, Prescott Valley, and Prescott. The Sedona Center welcomed culinary arts and lifelong learning students to state-of-the-art kitchens and technology-rich classrooms. The Prescott Valley Center opened new classroom and laboratory doors to students pursuing training in healthcare professions that support medical offices, pharmacies, and nursing. The Prescott Campus unveiled new spaces for visual and performing art students, as well as a garage for the emergency medical service program's mobile laboratory. A variety of activities and events are planned in the coming weeks to share these new facilities with you. Watch the YC website and your email for information about forthcoming opportunities to take a tour and even sign up for a class.

Your Dream Starts Here

One project that I have taken a lot of pride in is the effort to make higher education more accessible to less populated areas of the county. As of early September, YC had agreed to provide laptops to community libraries in Camp Verde, Ash Fork, Yamell, and Mayer, creating "remote learning centers" where students can study and earn degrees and certificates close to home. Providing college services to less populated areas of the county is a priority initiative of the YC District Governing Board and college leadership. I am very appreciative of the staff team that has made these opportunities possible.

Accessibility to everyone who lives and works in Yavapai County is central to the mission of the YC Regional Economic Development Center and the YC Small Business Development Center. The former is hosting a job fair at the Prescott Valley Event Center on Sept. 19, one of several fairs the REDC and its partners organize across the county every year. The SBDC, meanwhile, has a full slate of educational workshops for small businesses planned this fall. The SBDC also is now offering free, one-on-one small business counseling in the Prescott area and in Clarkdale, Cottonwood, Camp Verde and Sedona. Access the services of either organization by calling 928-776-2008.

I sincerely hope that even if you're not involved in teaching or learning at YC this fall, that you at least get a chance to take in the sights and sounds at one of our campuses or centers. Whether your free-time adventures take you to the tasting room at the Southwest Wine Center in Clarkdale, to an OLLI workshop in Sedona, the fall horse show at the Chino Valley Agribusiness and Technology Center, or to a volleyball or soccer game in Prescott or Prescott Valley, I guarantee the experience will be an uplifting one.

And, don't forget to keep tabs on our fall-semester cultural arts activities and events. Our Visual Arts Department is planning to take part in an artist studio tour this semester and our performing arts students are gearing up for a traditional slate of fall concerts and a grand musical production of "A White Christmas." Visit the calendar on the College website, www.yc.edu, to keep tabs on all things YC.

Thanks for taking the time to delve a little into all the good things happening at YC this fall. I hope to see you out and about enjoying your Community College!

Dr. Penny Wills
President
Yavapai College

Newsletter Announcement

Watch for future editions of my Community Update letter within the pages of a new magazine we are developing that will showcase everyone and everything that makes Yavapai College the community asset that it is.

Districtwide Renovations

Yavapai College has been hard at work upgrading, remodeling, and adding to classroom lab spaces. We are excited to announce the enhancement of 68,177 square feet districtwide.

68,177 square feet

Continue the Conversation

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



Your Dream Starts Here

October 2017 College Highlights

School of Arts and Humanities

- **Nicole Dean**, Professor of English, presented an hour-long workshop exploring the role of creativity and imagination in the art of rhetorical persuasion at the TYCA-West Conference on October 13-14. Nicole demonstrated how simple creativity exercises can facilitate inclusive discussions of hot-button topics that are otherwise polarizing. Through the development of imagination and empathy, students develop the ability to consider all sides of an issue, and thus to create more well-rounded and well-informed arguments.
- **Cindy DeCecco**, Professor of Art, reports Phoenix Art Museum design curator, Dennita Sewell, addressed students, staff and community members at Yavapai College 9/25/2017. Professor Sewell, discussed her career, the fashion industry, fashion education news and forthcoming exhibits at the Phoenix Art Museum. Professor DeCecco wanted YC students to hear about the “fantastic opportunities” available for everyone interested in fashion and the arts in general. “Students who may be wondering what they can do with an art degree would want to hear Ms. Sewell. They will find out there are lots of tie-ins.”

Link to the article: <https://www.dcourier.com/news/2017/sep/24/phoenix-art-museum-fashion-design-curator-speak-ya/>



[Phoenix Art Museum fashion design curator to speak at Yavapai College](#)

Art Professor Cynthia DeCecco went to a lecture of Dennita Sewell's while on sabbatical and knew she had to invite the Arizona fashion design icon to Yavapai College.

- **Sandi Van Lieu**, Professor of English, received her Ed.D. in Organizational Leadership with an emphasis in higher education through Grand Canyon University this past September. Her dissertation explored the issue of adjunct English faculty and their engagement in scholarship. Ms. Van Lieu grew up in Cottonwood and graduated from YC's Verde Campus in 1999. She began as an adjunct at YC in 2007.

School of Business & Computer Systems

- **Dr. Terry Lovell**, Professor of Business, recently interviewed the following guests on his weekly radio show “KYCA Talks”: **Dr. Mark Shelley** about the Respect YC Campaign and recent campus visit of Dr. Rupert Nacoste on October 5-6. Dr. Nacoste presented three sessions for students entitled “Respect Starts with Me! How to Handle Neo-Diversity Anxiety,” one session for faculty and staff, “How to Have Those Difficult Conversations – Race, Politics, Religion, and More,” and one session for the public entitled “Creating Civility and Respect in Turbulent Times.” Dr. Nacoste is a Distinguished Professor of Psychology at North Carolina State University.

Lovell also recently interviewed authors JA JANCE and Andrew Mayne on their new novels; **Dennis Garvey**, Dean of the Division of Lifelong Learning; **Linda Brannock**, YC Career Coach and Katherine Anderson from the Regional Economic Development Center; **Ken Krebs**, Fire Science Program Director, and Jaye Lene Long, Co-founder and Director of the 6th Annual Hope FEST AZ taking place on the Prescott Courthouse Square, Saturday October 14.

School of Career and Technical Education

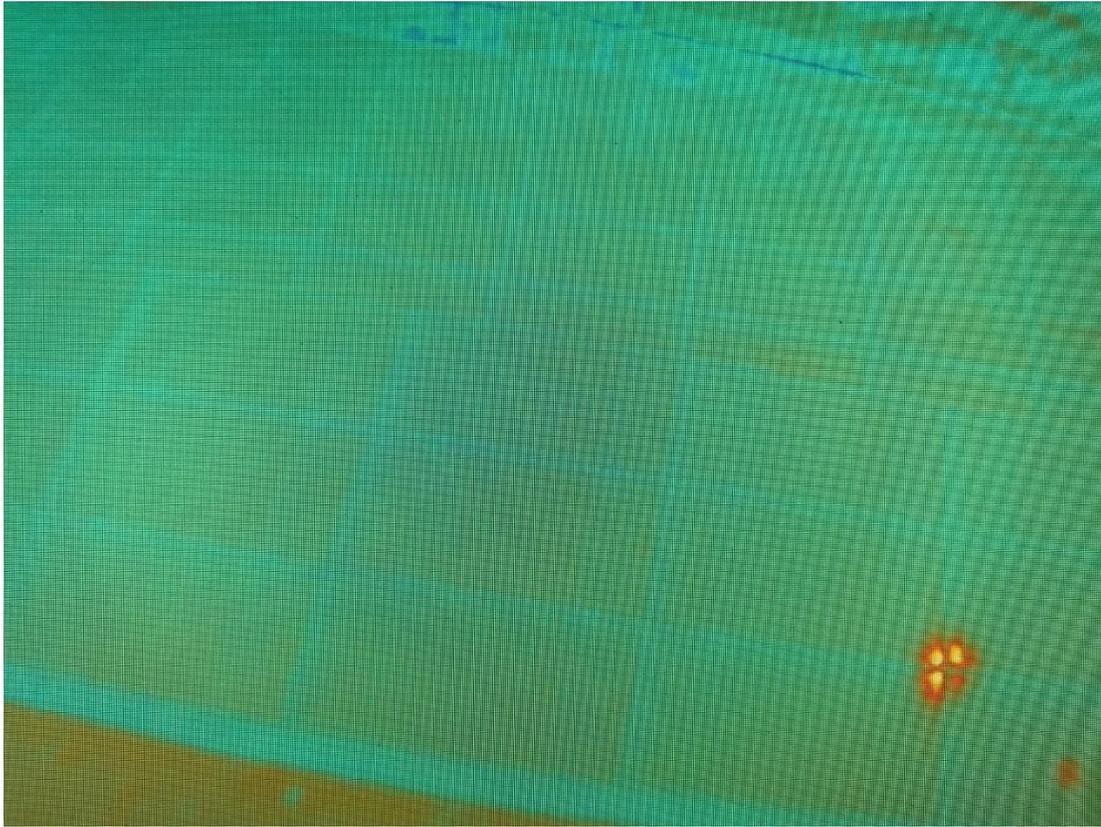
- **Karla Phillips**, Associate Dean for the Chino Valley Campus, reports the annual Chino Valley Area Chamber of Commerce mixer was held on September 20th. The event was well attended with guests including Chino Mayor, Darryl Croft and Town Manager, Cecelia Gritman. Highlights of the evening included service dog task demonstrations provided by Canine Instructor **Andy Lloyd** and students. There were also opportunities to try backhoe and line truck operations with “Place the Pole” and “Backhoe Golf” activities provided by line work instructor, **Marc Gaines**.



- **Matt Mintzmyer**, Unmanned Aircraft Associate Professor, has been very busy with students on a variety of drone related jobs around the county. Students filmed the Chino Mudder competition from the air, which was a huge hit with participants. Students were also able to determine dead solar panel cells using thermal imaging cameras on the drones for a company that has solar fields in Paulden. Students are now filming operations on the CTEC campus, which will be utilized in promotional videos. Currently, the program is seeking grant funding to work with local fire agencies to ensure that all agencies have appropriate unmanned aircraft and trained personnel. Only one agency in Yavapai County has unmanned aircraft which can be used for Search and Rescue, thermal imaging of building occupants, and wildfire patterns among other things.

The first picture is an aerial view of the course used for the Chino Mudder race, the second is a view of our drone using a thermal scanner to scan solar panels for a solar company in Paulden and locate cells that are not working. The third picture is the thermal scan which actually shows the cells that aren't working (dots on bottom right).





- **Dick Hartley**, CNC Professor, reports that Manufacturing Technology students are involved in designing and making their own 3-D printers this semester as part of the course outcomes. "Most businesses now are designing their own printers and the software to manufacture items for the printers, so everything is vertically integrated and proprietary," said Hartley.
- **Jerrad Smith**, Automotive Professor, reports that YC Automotive will be wrapping up their NATEF accreditation visit in December. Being a certified program through NATEF allows YC to meet the new standards as put forward by the Arizona Department of Education.

School of Health and Wellness

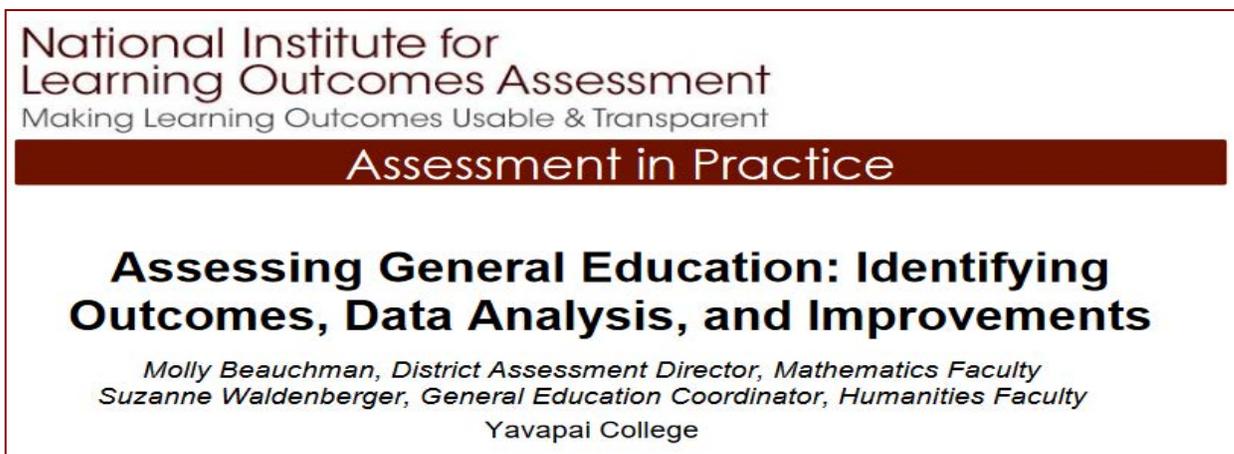
- **Dr. Selina Bliss**, Nursing Professor, has been elected the President of the Arizona Nurses Association. The Arizona Nurses Association is a State constituent member association of the American Nurses Association, which is a professional organization to advance and protect the profession of nursing. Arizona nurses from all backgrounds and specialties are invited to be members of the Arizona Nurses Association, whose Mission is to advance the nursing profession and promote a healthy Arizona. Dr. Bliss offers a unique and fresh perspective to this position for three reasons – she represents rural nurses, associate degree programs, and the bedside staff nurse.
- **Nancy Bowers**, Associate Dean, Allied Health, reports that plans are under way for the Ribbon Cutting Ceremony for the newly expanded Prescott Valley Center. The ceremony will be held on October 24th prior to the District Governing Board Meeting.

Guests will be treated to refreshments and tours of our School of Health and Wellness facilities featuring the Allied Health Program.

- The 2017 Radiology cohort had 100% first time pass rate for the national certifying exam given by the ARRT (American Registry of Radiologic Technologist). All graduates were employed within one month of graduating.
- The May 2017 nursing graduates had a 92% first attempt NCLEX-RN pass rate with two students waiting to test.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) awarded continuing accreditation to the YC Emergency Medical Services – Paramedic program through 2022.

Instructional Support

- **Molly Beauchman**, PhD, District Assessment Director and Mathematics Professor, and **Suzanne Waldenberger**, PhD, General Education Coordinator and Humanities Professor, were recently asked to submit an article to the National Institute for Learning Outcomes Assessment (NILOA) about General Education Assessment at Yavapai College. NILOA published the article on their website in September 2017. The article can be found at http://www.learningoutcomesassessment.org/documents/AiP%20Sept%202017_Yavapai%20College.pdf.



The Student Learning & Outcomes Assessment (**SLOA**) Committee, led by **Molly Beauchman**, PhD, *District Assessment Director/SLOA Chair/Mathematics Professor*, held the annual Assessment Day on September 22nd. Over 115 faculty, staff and administrators attended the event this year. Data for the General Education GECCO Critical Thinking and Creativity categories was returned and analyzed at the College, program/department levels. Also, preparation for the collection of Information Literacy and Digital Literacy was reviewed for the upcoming cycle.

Program Review was also a big topic for Assessment Day this year. A presentation on writing and aligning program and course outcomes as it relates to Assessment and Program Review was presented by **Molly Beauchman**. **Tom Hughes**, PhD, Director of Institutional Effectiveness and Research, also presented and explained the new Program Review data package that is being developed, as well as an update on the

Program Review reporting process. It was a very busy work day for all participants, and SLOA appreciates the record number of participants this year!



- **TeLS** is currently hosting the 5th annual 9x9x25 Blogging Challenge. Faculty pledge to write one 25-sentence blog post each week for 9 weeks. To see the submissions, visit <http://www.telswebletter.com/tag/9z9z25/>

- **Tara O'Neil**, Education Professor/Adjunct Faculty Coordinator, was asked last spring to serve on Faculty Senate as a representative for adjunct faculty.

As discussions occur in faculty senate that impact adjunct faculty, Tara will be an integral part of communicating with adjunct faculty any updates that may affect them, and receiving feedback from them to take back to Faculty Senate.

- **Tara O'Neil**, Education Professor/Adjunct Faculty Coordinator, hosted an Adjunct Faculty meeting utilizing ZOOM on September 19th. The meeting focused on how and when to submit an Early Alert, presented by **Meghan Paquette**, Academic Advisor, and Technology Safety presented by **Sean Hagan**, College Information Security Officer.

The meeting was well-attended, and included adjunct faculty from English, Business & Computer Science, Math, Biology, and several others.

Quality Matters, a nationally recognized, faculty-centered, peer-review process that certifies the quality of online and hybrid courses, recognizes courses for their commitment to quality assurance by designing courses that meet Quality Matters Standards.

We are so excited to announce that another Yavapai College courses has earned QM certification. Congratulations to **Lindsay Henning**, Computer Systems Professor/Quality Matters Director, for QM certification for both her online and hybrid sections of CSA126: MS Office for Windows course.



- The library is offering a new monthly service for faculty and staff. Sign-up to get articles and/or books delivered to you each month on higher education topics of your choice such as guided pathways, student retention, diversity, online instruction and more. <http://yc.libwizard.com/currenttopics>
- The library unveiled a new website with responsive design to improve the mobile user's experience. Library jargon was removed and replaced with modern, friendly language and content was updated to act more as a training tool to guide students to the appropriate resources. www.yc.edu/library
- **Dennis Brydon**, OLLI Instructor/Quiller recently demonstrated the art of Quilling at the Prescott Library. Quilling is an art form that involves strips of paper that are rolled and shaped into beautiful designs. Visit the Prescott Library soon to look at some fantastic pieces!



Lifelong Learning

- **Dennis Garvey**, Dean of Lifelong Learning, attended a working meeting in Chicago (October 9-11) regarding the future of the OLLI Programs. Dennis is one of only fifteen people invited by the National Network.

Dennis Garvey also represented Yavapai College as the closing speaker of the Area Agency on Aging Conference (Building Strong Communities) in Flagstaff, October 5-6.

School of Social Sciences

- **Dr. Mike Davis**, Administration of Justice and Paralegal Programs Director, presented a webinar on October 3rd entitled “Neurobiology and the Law” sponsored by the Administrator of the Arizona Courts. The webinar will be made available to all judges and staff in the State.
- **Le Anne Lawhead**, Professor of Early Childhood Education Program Director, reports an outstandingly successful early childhood education conference September 30th on the Prescott Campus, the Early Learning Institute. Over 160 early childhood education students, professionals, agency representatives, and expert presenters came together for a great day of inspiration of professional development. Presentations ranged from working with children with autism, oo-ey gooey science, to supporting children who have experienced trauma. There was also a presentation by Professor Lawhead entitled, "Music - the ultimate classroom tool". The day began with a key note presentation from Dr. Jill Stamm, Emeritus Clinical Professor from ASU and founder of the New Directions Institute for Early Brain Development. Yavapai College partnered with the Friends of the Prescott Public Library and First Things First to offer this no cost opportunity to those in the early childhood field.
- Creative Writing and Psychology **Professor Laraine Herring's** essay, "Robot Kisses" was featured on The Manifest-Station.
<http://www.themanifeststation.net/2017/08/27/robot-kisses/>

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

October 2017

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1b

Prescott Valley Center

Work related to the balancing of the heating portion of the HVAC system is complete along with the installation of the boilers. Parking lot rehabilitation work was completed over the Labor Day weekend. Roofing of the old section of the building will be complete October 15.

A ribbon cutting ceremony will occur at 11:00 a.m. on October 24 prior to the District Governing Board meeting.

Building 15 2nd Floor Renovation

Drywall is complete as work continues to prep and paint. Ceiling grid is being installed along with HVAC registers and lighting. Wood dance floor installed and remaining flooring will be installed through October 23. ITS and Facilities will be installing furniture and equipment November 1 through January 5.



Second Floor Rehearsal Hall





Second Floor Dance/Choral Rehearsal



Music Library

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: James Crockett

Prescott Open Space

Steel erection is underway and will be complete by October 11. Concrete will be poured for amphitheater seating week of October 9. Shade structure will be painted week of October 16 along with the setting of pavers. Electrical tie-in for future technical and lighting needs will begin the week of October 23. The project is scheduled for completion on October 31, 2017.



Off-loading Steel for New Shade Structure



Setting Structural Steel



Rendering of Shade Structure and Seating

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Sedona Center Point of Sale

Room 09 is being fitted with millwork, display cases, sinks and equipment to support food and beverage sales. This space will eventually be operated by the culinary program to serve food prepared at the Sedona Center. Completion date is scheduled for November 1, 2017.



SPS+

McCarthy Building Companies

Project Manager: David Laurence

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 – Substantial Completion

Prescott Valley Roof – Substantial Completion

Building 3 Breezeway Decking Leaks – May 2018

Building 4 Breezeway Decking Leaks – May 2018

Phase 1 Baseball Field Drainage – July 2018

Phase 2 Prescott Waterline Replacement – March 2018

Phase 1 CTEC Parking Lot Drainage and Expansion – TBD/FY18 and FY19

Verde Valley Building L Drainage – Summer 2018



Prescott Valley Pavement Rehabilitation

RISK and EMERGENCY MANAGEMENT – Peter Oppenheim

Workplace Safety Tips

Being aware of hazards in the workplace and learning office safety tips goes a long way toward preventing accidents.

Basic Safety Tips

Slips and falls are the most frequent cause of injuries in the workplace, and people working in an office are twice as likely to be injured by falling than people who are working in other types of workplaces. Keeping alert and thinking ahead can help minimize the risk.

A Little Common Sense Goes a Long Way

Use basic common sense throughout your day at the office. That means:

- Sit upright in your chair, with your feet touching the floor when you're working at your desk. Before sitting down, look to make sure your chair is beneath you and hasn't rolled away.
- Look where you're going whenever you're walking around the office or campus.
- If you've got to carry anything from one place to another, don't stack things up so high that you can't see directly in front of you.
- Walk, don't run.
- Go slowly if the floor is wet or otherwise slippery.
- Don't read, look at your phone or text while walking.
- Always hold the handrail when using stairs.
- When carrying boxes, use an elevator if available.
- Only open one drawer in a filing cabinet at a time to keep it from tipping over.
- Close desk or file cabinet drawers before walking away so others don't walk into them.
- Store supplies inside of cabinets or bookcases, and place heavier items in the lower drawers or shelves.
- Immediately wipe up spilled beverages, water tracked in by wet shoes or drippings from umbrellas. Ask Facilities if you need help or you don't know if the liquid is hazardous (blood or bodily fluids).



- Obey college (no) smoking rules and locations, and don't throw matches, ashes or cigarette butts on the ground or into regular trash. This includes vaping.
- Keep the floors and aisles clear of electrical cords.
- Don't touch electrical outlets, plugs or switches with wet hands.

Report It

Anytime you see something unsafe, report it to Facilities or Risk Management. A form for reporting unsafe conditions or behaviors can be found at <https://www.yc.edu/v5content/facilities/risk-form.htm>. Things you might want to point out include sightings of:

- Torn carpet
- Loose tiles
- Wobbly steps or floorboards
- Burned-out lightbulbs
- Broken chairs or desks



Source: Safety.Lovetoknow.com

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Please join us in welcoming Nenad Dimitrievski as new Custodian/Safety Office at CTEC. Nenad has been working as a part time employee in Viticulture. Welcome to Yavapai College Facilities Management!

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

Presenter : Ray Sigafoos

Start Time : 1:48 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/26/2017

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; Respect Campaign; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Dr. Matt Percy, Faculty Senate President, will share pertinent information regarding Faculty Senate, Faculty Association, and committee updates.
- Dr. Liss will report on the Respect Campaign, featuring the guest speaker, Dr. Rupert W. Nacoste, Distinguished Alumni Professor of Psychology of North Carolina State University
- Adjunct Advisor - Attached - Information Only
- Other Related Information

Attachments :

Title	Created	Filename
Respect Starts Here Week 11 x 17 (1).pdf	Oct 11, 2017	Respect Starts Here Week 11 x 17 (1).pdf
Respect Article From AACC Web Site.pdf	Oct 19, 2017	Respect Article From AACC Web Site.pdf
AA Vol Issue Oct 2017.pdf	Oct 19, 2017	AA Vol Issue Oct 2017.pdf

Respect Starts Here.



Featuring

**Dr. Rupert W. Nacoste, Distinguished Alumni Professor of Psychology
of North Carolina State University**

Everyone is Welcome, and All Events are Free of Charge!

All Sessions are on the Yavapai College Prescott Campus unless otherwise noted.

Wednesday, October 4



Thursday, October 5

9:30-10:45am: **Dr. Rupert Nacoste:**

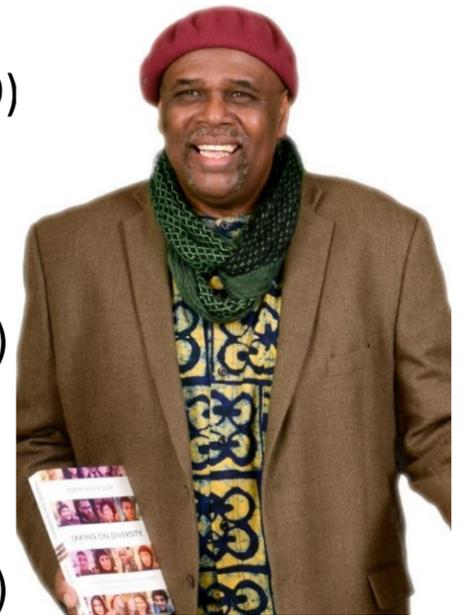
“Respect Starts with Me!—How to Handle Neo-diversity Anxiety”
(YC Students encouraged to attend, Everyone welcome. 3-119)

11:00am-12:15pm: **Dr. Rupert Nacoste:**

“Respect Starts with Me!—How to Handle Neo-diversity Anxiety”
(YC Students encouraged to attend, Everyone welcome. 3-119)

2:00-3:15pm: **Dr. Rupert Nacoste:**

“Respect Starts with Me!—How to Handle Neo-diversity Anxiety”
(YC Students encouraged to attend, Everyone welcome. 3-119)
Live Feed to Yavapai College’s Verde Valley Campus!



6:00pm: **Film: Bully Fighters, Yavapai College Performing Arts Center**



BULLY FIGHTERS is a 25 minute dramatic film inspired by true events. THE FILM The film raises both sides of this delicate topic when a passionate attorney takes three teens to court for bullying on manslaughter charges after they bullied a girl into committing suicide. The fictional story evokes emotion to rouse people to consider and discuss ways to conquer bullying. It’s a movement for change.

Friday, October 6

9:30-11:30am: **Dr. Rupert Nacoste: How to Have Those Difficult Conversations—
Race, Politics, Religion & More**
(YC Faculty and Staff strongly encouraged to attend, Everyone welcome. 3-119)

1:30-3:00pm: **Community Event!**

Dr. Rupert Nacoste: Creating Civility and Respect in Turbulent Times
(Special Invitation to YC OLLI and Community Education Students,
Open to the Public. 3-119)

Giving diversity a voice



By Michael Grady

October 12, 2017

An Arizona college takes an interdisciplinary approach to examining tolerance and diversity.

Shortly after last November's election, when racially charged incidents and hate speech spiked across college campuses, [Yavapai College](#) President Penelope Wills met with faculty and staff, hoping to find ways the central Arizona community college could get in front of the problem.

"In *Healing the Heart of Democracy*, Parker Palmer said our democracy is definitely broken," Wills says. "But is it broken apart – where we turn on one another? Or is it broken open, where you can examine and discuss possibility? I wanted an approach that asked, 'How can we fix this?'"

YC Sociology Professor Mark Shelley agrees. "We could've dropped the hammer and just said, 'hate speech won't be tolerated!' But that hard-line approach just seems to invite retribution, and escalation."

So the team created the Respect YC Campaign: a multi-ethnic, interdisciplinary approach that drew upon the passions of campaign organizers and challenged YC's students to give it a voice. Engaging student enthusiasm was the key to success.



"You can't just talk to them," Shelley says. "You have to get them to do the talking." To that end, the college sponsored essay, visual art and YouTube contests – challenging its own students to make the case for diversity. They made eloquent arguments in oils, prints, sculptures and collage. The art winner, *Table of Diversity*, is a turned-wood entry from student-artist John Stewart. It blended twelve contrasting woods, symbolizing the different races "cupped together as if in the hands of the Great Creator."

Contest winners received three free credit hours, and their entries were displayed at the library, the student diner, and posted online. “We got support from every level, from the administration, to the faculty to the student groups,” Shelley says. “That allowed us to address the issue in a variety of ways.”

Respect YC also sponsored events. Author, psychology professor and communications expert Rupert Nacoste visited campus to lead discussions on conducting civil discourse across issues of race, religion and politics. They screened the Broadway musical *Allegiance* – based on actor George Takei’s experience in a Japanese internment camp – to promote diversity awareness.

“It got contagious,” Wills says, as other campus groups, like the anti-bullying initiative and the student-run Chalk for Change, embraced Respect YC and began carrying its message. “Tolerance was an issue that people wanted to address.”

As a result, “tolerance” and “diversity” are no longer just buzzwords at Yavapai College. They are concepts examined within its classrooms. “In class, we have discussions about Charlottesville, the NFL and the national anthem,” Shelley says. “One of my students said, ‘These things are hard to talk about.’ But it’s easier to talk about if the conversation is already going around you.”

The conversation will continue at Yavapai College, Wills says. With support from above, creative expression and student voices at the core. “It makes me feel proud of our students,” she says, “and better about the world.”

Link to the above Article

<http://www.aacc21stcenturycenter.org/article/giving-diversity-a-voice/>

Link to Dr. Nacoste’s presentations at Yavapai College, October 2017

www.yc.edu/respectstartshere



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October Highlights

- Oct 3 Pre-Nursing Workshop—
Verde Campus 3:30-4:30
- Oct 4 FTSE Day
- Oct 4 University Transfer Day
Verde Valley Campus
10:00 am – 1:00 pm—M-137
- Oct 4 Pre-Nursing Workshop—
Prescott Campus 3:30-4:30
- Oct 5 University Transfer Day
Prescott Campus
10:00 am -1:00 pm Bldg. 19-147
- Oct 6 First Friday Training – Sign up today!
- Oct 7 Prescott Farmers Market
7:30 am—12:00 noon
- Oct 10 Graphing Calculator Workshop
RSVP Prescott Learning Center
- Oct 14 Last day student-initiated withdrawals
- Oct 17 Adjunct Faculty Training
5:30—6:30 Prescott Library
Training Room
- Oct 23 Spring 2018 Registration
Continuing Students
7:00 am—12:00 noon
- Oct 27 Adjunct Faculty Meeting –
Dr. Penney Wills
- Oct 30 Open Registration Spring 2018
Registration Continuing and
Degree Seeking Students

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

WEDNESDAY, OCTOBER 4 IS FTSE DAY!

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

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

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

Note: Saturday, Oct. 14 - last day for student-initiated withdrawals.

UNIVERSITY TRANSFER DAY...

Please encourage your students to attend one of these events, as it is never too early to start planning the transfer process. Two of the attachments list the schools that will have representatives in attendance. A representative from the "Earn to Learn" program will be at both UTD events. This scholarship opportunity is for students who plan to attend ASU, NAU, or UA. Eligible students who earn and save \$500 can receive a \$4000 scholarship!

VERDE VALLEY CAMPUS
Wednesday, Oct 4th, 2017
10:00 am – 1:00pm
Bldg. M Lobby & Community Rm
601 Black Hills Drive
Clarkdale, AZ 86324

PRESCOTT CAMPUS
Thursday, Oct 5th, 2017
10:00 am – 1:00pm
Bldg. 19 Lobby & Community Rm
1100 E. Sheldon Street
Prescott, AZ 86301

Questions? Contact Paula Fuhst at paula.fuhst@yc.edu or ext. 2131.



The Adjunct Advisor

Published for Yavapai College Adjunct Faculty
Yavapai College
1100 E. Sheldon Street—Prescott, AZ 86301
601 Black Hills Drive—Clarkdale, AZ 86324
Elsie Gibbs Freeman, Editor
E-mail: egibbsf@instructor.yc.edu

*I don't dream at Night,
I dream at day,
I dream all day;
I'm dreaming for living*

STEVEN SPIELBERG

Reminder...

You have until the end of November 24 to complete these **Employee Training Courses**:

- FERPA Basics (New 2016)
- Data Security & Privacy
- Conflicts of Interest (New 2016)
- Intersections: Preventing Harassment and Sexual Violence (EDU)

Complete these steps to access the training site:

- Log into YC website
- Click My Services drop-down menu
- Locate Employees menu
- Select Online Training

Required training courses are listed
Click Begin Course

Note: you do not have to complete any course in a single session.

Contact **Kirsten Fanning** hrtraining@yc.edu
if you have any questions,.



Mark Your Calendar

Tuesday, October 17

5:30 pm to 6:30 pm

ADJUNCT FACULTY MEETING

Building 3-106 (Prescott)
Building 1-125 (Verde –Zoom)
Topic: Turnitin & Library Tour



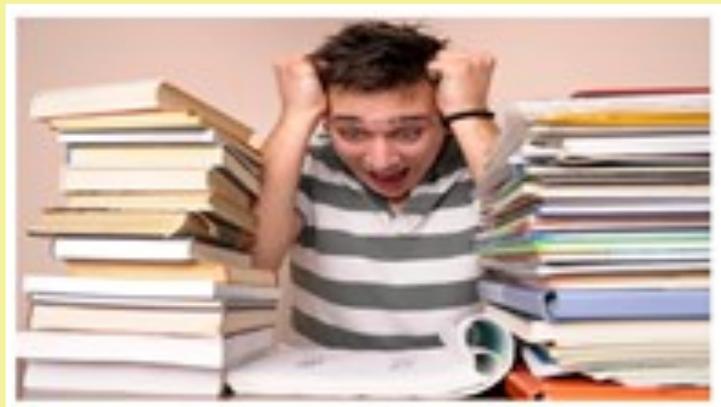
Close Facebook and Open your textbooks It's midterms time.....

**Extended Computer Lab ~ Verde Valley Campus
September 30 through October 5**

**Enter M-112
Through the Learning Center Doors**

**Monday, October 2 through Thursday, October 5
9:00 a.m. to 7:00 p.m.**

**Friday, October 6
9:00 a.m. to 2:00 p.m.**



You CAN do it, We can Help!



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

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

- Supplemental Instruction
- Back-to-Basics
- Test Preparation
- Computer Help
- Workshops & Study Skills

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

Verde Valley Learning Center – Building M-122
Mon-Thurs: 8:00 am – 7:00 pm
Fri: 9:30 am – 5:00 pm
(920) 634-6562 verde.lc@yc.edu

.....
Graphing Calculator Workshop

With Jeri Hamilton

Tuesday, October 10, 3:30 to 4:30

Prescott 19-223 and Verde G-102

Some topics include:

- Difference in negative & subtraction signs
- 2nd enter/edit keys
- Raising to a power
- Fractions on a calculator
- Graphing functions
- Calculus specific topics
- Statistics

RSVP Learning Center at 928-776-2085

Keep up with Current Innovations

The library is offering a new monthly service for faculty. Sign-up to get articles and/or books delivered to you each month on higher education topics of your choice such as guided pathways, student retention, diversity, online instruction and more.

For more information, contact **Ustadza White**
Manager

Library Technical Services & Technology
<http://yc.libwizard.com/currenttopics>



Support Teaching & eLearning

9 x 9 x 25 Challenge!

You can't win if you don't play!

25 sentences per post.

Write a blog post each week consisting of 25 sentences (or more) about teaching and learning. The faculty blogs will be aggregated into an RSS feed on the [TeLS Webletter](#), and Newsflashes will be sent to make all faculty aware that posts are available for reading.

Began: Monday, September 18th

Ends: Sunday, November 19th

Prizes! Some weekly rewards include: ice cream delivered to your door, books, thumb drive, free Lunch, a shirt and so much more!



Questions? Contact TeLS
928-771- 6120

QM@YC

Quality Matters, a nationally recognized, faculty-centered, peer-review process that certifies the quality of online and hybrid courses, recognizes courses for their commitment to quality assurance by designing courses that meet Quality Matters Standards.

Under the direction of **Stacey Hilton**, Dean of Instructional Support, and **Lindsay Henning**, Computer Systems Professor/Quality Matters Director, the first Quality Matters certifications for online and hybrid courses were recently awarded. This was not an easy certification to earn: these courses met each and every criterion set forth by Quality Matters standards. Congratulations to them for their dedication to creating quality online courses!

We are very excited to announce the following Yavapai College courses have earned QM certification:

- ACC131: Principles of Accounting I (online)
Author: Professor Vikki Bentz
- VGD121: Video Game Development for Game Engines I (online)
Author: VGD Director/Professor Ruth Alsobrook-Hurich
- CSA126: MS Office for Windows (online & hybrid)
Author: QM Director/Professor Lindsay Henning



Lindsay Henning, Ruth Alsobrook-Hurich & Vikki Bentz

To learn more,
Visit www.yc.edu/QM or
contact Lindsay.Henning@yc.edu

*If your actions inspire others to dream more,
learn more, do more,
and become more,
you are a leader.*

John Quincy Adams



Friday

October 27, 2017

Adjunct Faculty Meeting

12:00 noon to 1:30 pm

A conversation with President
Dr. Penny Wills

Instructor Notification Forms

Perhaps you've received an Instructor Notification Forms from the Disability Resources (DR) office and you're wondering what they are for and how they should be processed. These forms outline any "reasonable and appropriate" academic accommodations or modifications that the student is entitled. It is the student's responsibility to talk with you about their needs and how to carry out some accommodations. Students are not required to disclose the nature of their disability to you, only what their specific needs are. Disability Resources is also unable to disclose any students disability unless they give their written permission.

Accommodations are made on a case-by-case basis and are based on a student's documented disability. Accommodations include: extra testing time, distraction-free testing, preferential seating, closed-captioning of video-based materials, electronic textbooks, American Sign Language Interpreting, audio recording lectures, and note taking assistance. There may be times that Disability Resources staff need to work with you and the student together in order to come up with appropriate accommodations in a specific course. **When you receive an Instructor Notification Form, talk with the student about their specific accommodations, sign the form, and keep the yellow copy for your records.**

If your course is an online class, you will receive the Instructor Notification Form either in interoffice mail or via email from Disability Resources and you would return the signed form to the DR office. The student should contact you via email or phone to discuss their accommodations with you.

If you have any questions know that Disability Resources also is a resource for you. Please do not hesitate to contact robb.ferguson@yc.edu or 928-776-2079 or Petra Bennett, Disability Resource Specialist, at petra.bennett@yc.edu or 928-776-2057.

Presenter : Ray Sigafoos **Start Time :** 2:03 PM **Item No :** 20
Proposed By : Ray Sigafoos **Time Req :** 10
Proposed : 4/26/2017 **Item Type :** Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 2:13 PM **Item No :** 21
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 4/26/2017 **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 REPORTS (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 2:13 PM **Item No :** 22
Proposed By : Ray Sigafoos **Time Req :** 10
Proposed : 4/26/2017 **Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
1.1	Students achieve their educational goals at an affordable price. This is the first priority.	669506
1.1.1	Job seekers have the qualifications, skills, and abilities to succeed.	287648
1.1.2	Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.	738123
1.1.3	Lifelong learners have access to a variety of learning opportunities.	586136

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

Details :

1.1 Education Ends

Students achieve their educational goals at an affordable price. This is the first priority.

1.1.1 Job Seekers Ends

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

1.1.2 Transfer Student Ends

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

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.x and we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.x.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.x and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.x. I move that the President provide the Board with a new Monitoring Report for Policy 1.x [at the X board meeting] [within X amount of months] that includes a new interpretation.

or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.x and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.x. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Report 1.1.pdf	Oct 16, 2017	Report 1.1.pdf
Report 1.1.1.pdf	Oct 16, 2017	Report 1.1.1.pdf
Report 1.1.2.pdf	Oct 16, 2017	Report 1.1.2.pdf
Report 1.1.3.pdf	Oct 16, 2017	Report 1.1.3.pdf
1.1 Compilation.pdf	Oct 19, 2017	1.1 Compilation.pdf

**President's Preliminary Monitoring Report
End Statement 1.1 Education Ends
October 2017**

End Statement:

1.1 Students achieve their educational goals at an affordable price. This is the first priority.

President's Interpretation:

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

Supporting Evidence:

The varying levels of educational attainment and diverse educational goals with which students enter Yavapai College continue to require a comprehensive approach. The College provides credit and non-credit options for students to access courses and programs ranging from Adult Basic Education (ABE), career preparation, transfer to universities, and personal enrichment. The number of career and technical education students completing applied science associate degrees and certificates is summarized in the End Statement 1.1.1 monitoring report. The number of students completing associate degrees for transfer is summarized in the End Statement 1.1.2 monitoring report. Community member participation in credit and non-credit courses and programs for personal enrichment and interest is summarized in the End Statement 1.1.3 monitoring report. This report addresses the College's progress on the vital projects as measured by the education Key Performance Indicators.

The College served an average of 493 Adult Basic Education (ABE) students per year over the past five years with 78% working towards a GED and 22% focused on English language learning. There has been an average of 61 GED completers each year from the ABE program over the past five years¹.

A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in Arizona Community Colleges Strategic Vision Report² and the federal Integrated Postsecondary Educational Data Survey³. Retention measures link directly to Board End 1.1. Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 63% for the fall 2015 cohort (source IPEDS). Eighty-nine percent of YC's 2014 Credential-Seeking Cohort (excluding those who transferred and/or earned a degree or certificate) persisted to spring 2015, and 73% of them returned the following fall. YC's retention rates are substantially higher than the 53% reported as a national comparison, in part because the national figure is not limited to credential-seekers. In 2014 the testing for GED was substantially changed nationally. This is reflected in a significant drop in pass rates and the Yavapai results mirror the national drop.



Source:

¹ABE Program Federal Compliance Data

²Arizona Community Colleges Strategic Vision Report: Yavapai College 2017

³Integrated Postsecondary Educational Data Survey, 2006 – 2015

Status and Plans:

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

Benchmark data is currently reported (please see Education KPIs in this report). Although progress on these measures will be reported in subsequent years, it is important that the board be knowledgeable of these significant undertakings.

These efforts also directly support Board End 1.1. The following key projects directly support student success through improving educational goal attainment by Yavapai College students:

1. Accreditation of Programs –

In 2017, the College completed a successful four-year distance accreditation visit. Yavapai College maintains its accredited status and remains in the Higher Learning Commission’s Open Pathway that is reserved for best practice institutions. The College will submit an interim report in 2018 to provide evidence that assessment of student learning includes evaluation by mode of delivery. YC’s next HLC comprehensive visit will occur in 2022-2023. We are awaiting final approval from the Commission.

Summer 2017, Yavapai College’s associate degree nursing program received continuing accreditation from the responsible granting body, the Accreditation Commission for Education in Nursing (ACEN).



ACEN Letter August
2017.pdf



Nursing
Certificate.pdf

The College’s Emergency Medical Services program successfully completed its CoAEMSP reaccreditation in fall 2016.



EMS Award
Letter.pdf

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

Yavapai College’s Fire Science will host a reaccreditation visit by the International Fire Service Accreditation Congress in spring 2018.

2. Student Communication System - Student Development implemented a new vendor, Salesforce, for tracking and sending group/mass email communications. With Salesforce as a Client

Relationship Management (CRM) system and its companion system, Pardot, a marketing overlay, our prospective and currently registered student communications plans are being built and implemented. Monitoring student progress through the recruitment funnel as well as the entire student life cycle is a critical piece of our Pathways Project.

The system also allow us to communicate via responsive email with our registered students, keeping them current on important dates and deadlines, as well as upcoming events by department. Having this overview of overall student communications, we are working as a department and in conjunction with Marketing to ensure that students receive the information they need without being overwhelmed by communications. We are being strategic as an organization with our volume, type and quality of communication generated for both prospective and current students.

The system is being implemented by department, with Recruitment and Early College Staff fully engaged in the system. Academic Advising will be on board by the end of October, and Answer Center Staff in the early spring. Data will be generated by the end of the 2017-2018 academic year on success of our communications.

These systems are part of our move from reactive to proactive interactions with our students. With this work initiated across the student development area we have seen a turn-around in enrollment. For the first time in over five years the YC enrollment has seen an increase in headcount (1%) and an increase in student credit hours (.2%).

3. Strategic Plan – Yavapai College engages in strategic planning to assure that the College is forward looking in serving our students and community needs. Planning is guided by the District Governing Board’s End Statements and the College mission. 2016-2017 highlights of strategic actions and projects include:

Student Success (SS)

- Pathways (SS)
 - Areas of study created www.yc.edu/aos
 - Academic maps created (sequence, gen ed)
 - Website templates created by faculty
 - Career Exploration using O*Net & Holland Code
 - Success Coach model for student engagement
- Redesign Academic Program Review (SS)
- Evaluate Impact of New Student Orientation (SS)

Engaged Community (EC)

- Marketing
 - “persona marketing” (EC)
 - Website redesign for new student prospects (EC)
 - Verde and Prescott Open Houses (EC)
- Conducted Community Survey (EC)

Fiscal Stewardship (FS)

- Remodels of Sedona and PV Center (FS)
 - Sedona resulted in an increase of 450 in student credit hours(SCH) of about.
 - Prescott Valley resulted in an increase in Allied Health enrollment of about 400 SCH
- Development of space utilization guidelines (FS)

- Budget transparency (FS)
 - Faculty Budget/Compensation Meetings
 - Open Forums, Division Meetings
 - Budget Survey
4. Community Education - is target-marketing credit courses that may naturally follow from non-credit courses offered during the year. Examples include Digital Photography, Computer Fundamentals, Tai Chi Chuan and Yoga.
5. Pathways - Pathways - Guided Pathways was identified as one of the three strategic priorities for the 2016-2017 academic year. The AACC Definition of Pathways is: “institution wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from his/her point of entry through to attainment of high quality post-secondary credentials and careers with value in the labor market.” To this end, the Pathways Steering Committee was established and work began to meet the Goals of the project:
- Higher completion rates
 - Efficient completion
 - Clearer direction to program completion

During the 2016-2017 academic year, the cross-functional Pathways teams accomplished the following goals:

- Pathways website established – www.yc.edu/pathways
- Academic progression plans have been developed by faculty in the traditional term-by-term format as well as a new visual pathway format.
- Faculty evaluated general education coursework and made developed recommended course based on discipline/program.
- Academic Divisions were re-aligned to support Pathways
- Academic Advising re-aligned to a Success Coach model to support student success throughout the student life cycle and to monitor student progress.

2017-2018 academic year goals:

- Develop mandatory first year experiences
 - Revamp new student orientation
 - Update Student Success Course
 - Develop First Year experiences
- Develop student tracking (CRM) engagement from application to graduation for both academic and non-academic benchmarks.
- Align high school to YC pathways
- Align university pathways/partnerships
- Align General Education block with Pathways

Key Performance Indicators (KPI's):

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

Red = Poor

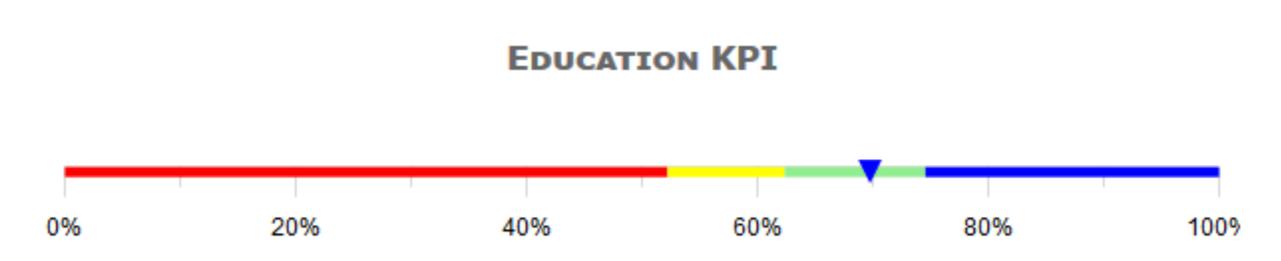
Yellow = Caution

Green = Good

Blue = Excellent

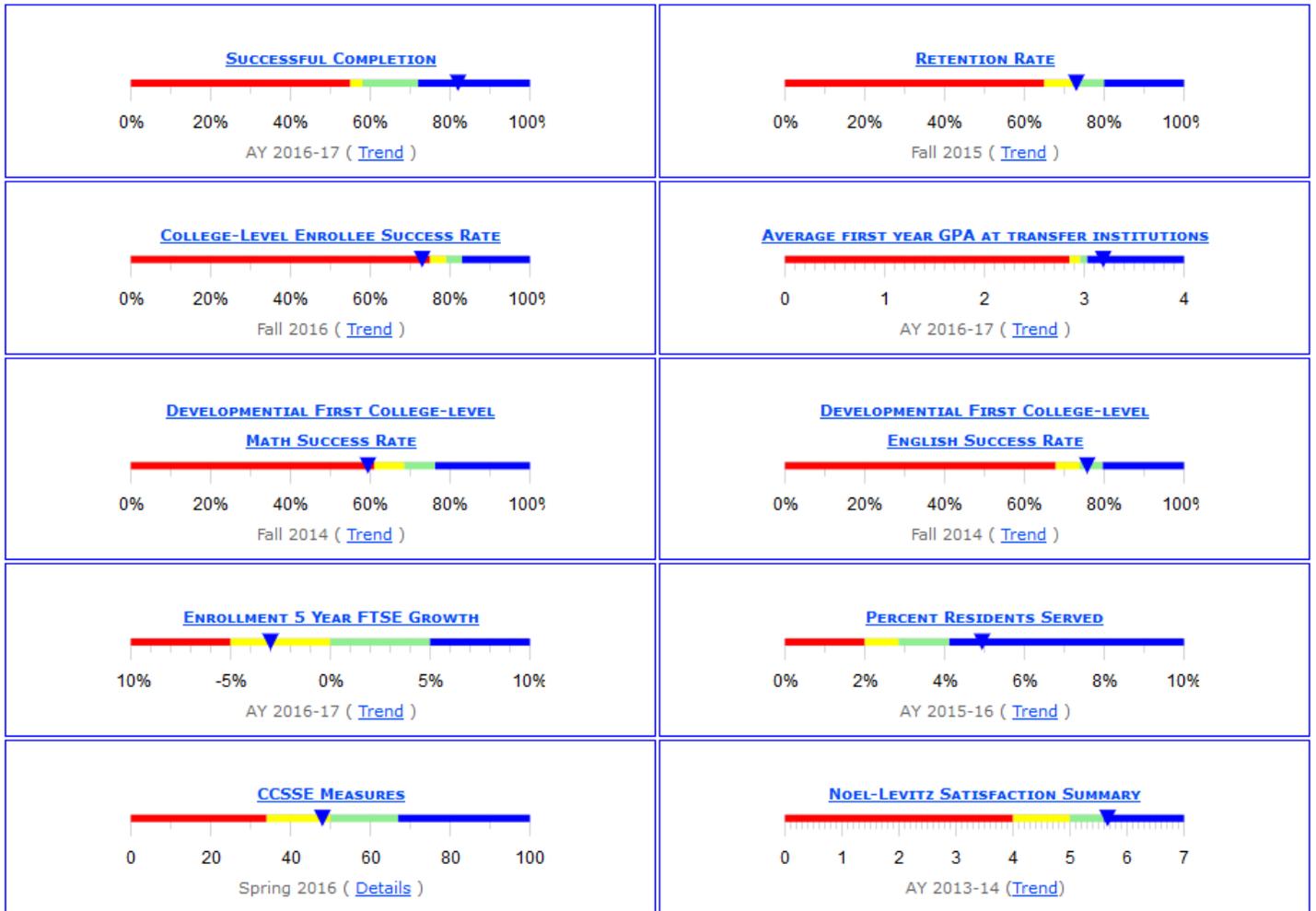
Education

The Education key performance indicator (KPI) is a composite measure of 10 important core indicators. The core indicators include successful completion, retention, college-level success rate, GPA at transfer institution, developmental mathematics and English, enrollment, residents served, student engagement, and student satisfaction.



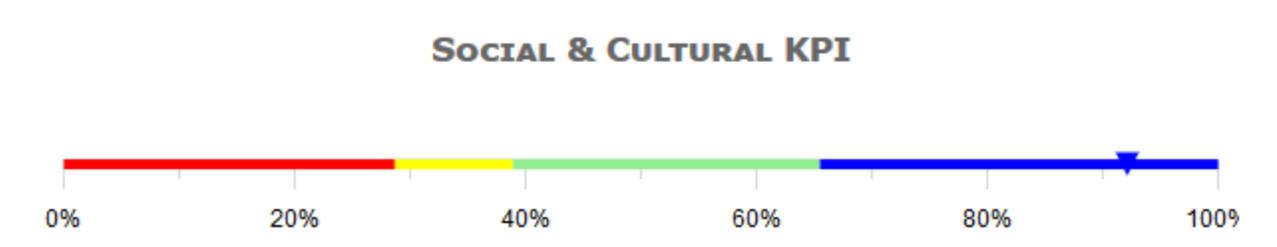
Education KPI Details

The Developmental First College-Level English Success Rate has increased since last year's report while the Developmental Math and College-Level Enrollee Success Rates have both declined. The remained of the detailed KPIs' remain relatively unchanged.



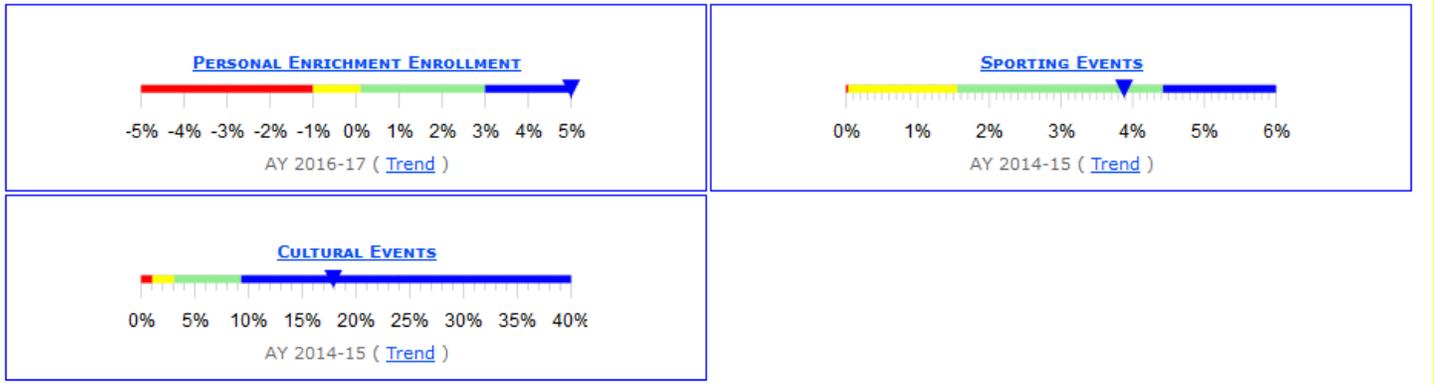
Social and Cultural

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



Social and Cultural KPI Details

The details show penetration rates of the personal enrichment courses, cultural activities and sporting events attendance. Sporting Events and Personal Enrichment penetration rates have both increased over last year's report.



President's Conclusion: I report compliance.

**President's Preliminary Monitoring Report
End Statement 1.1.1 Job Seekers Ends
October 2017**

End Statement:

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

President's Interpretation:

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

Supporting Evidence:

Career and Technical students' success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 5.6% for career and technical awards. Yavapai College enjoys strong partnerships with Joint Technology and Education Districts within the county, as such, area High School students are afforded earlier (dual and concurrent enrollment) and increased opportunities to attain qualifications, skills and abilities in technical fields. While overall credit enrollment has trended down in recent years, Career and Technical areas have fluctuated averaging 45,003 student credit hours for the past five years.



Average
Occupational SCH 2

Yavapai College degree and certificate completers have licensure exams and/or industry certification pass rates that regularly are higher than state and/or national averages, indicating that their level of skill attainment and qualifications prepare them for the workplace. This success is due, in part, to industry advisory boards that many of our Career and Technical programs utilize. These advisory boards meet regularly with faculty and staff in an effort to evaluate and ensure the relevance of college curriculum in these areas. As such, those completers were prepared for the work place.

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ¹ (2016)	91%	85%	86%
First-time pass rate for Radiological Tech license ² (2016)	100%	89%	82%
Pass rate for third-party industry certification ³ (2013-14) (most recent data available)	100%	83%	89%

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

Sources:

¹National Council of State Boards, National Council Licensure Examination (NCLEX)

²American Registry of Radiologic Licensure Examination (ARRT) 8-29-16

³Strategic Vision Student Progress and Outcomes Report - Carl Perkins Measurement – Technical Skills Attainment

Compilation of AAS and Certificate Completers at Yavapai College:

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Associate of Applied Science ⁴	258	289	264	272	271
Certificates ⁴	655	755	790	876	863
Total	913	1044	1054	1148	1134



2012-1017 Graduate
by Program.xlsx



AZ
NURSING-2010-2016-



ARRT 2016 Pass
Rate.pdf



% Occupational
Earning Industry Cred



CHART 2012-17
Occupational Student:

Strategic Planning and End Statement 1.1.1

The College's 2015-2020 Strategic Plan addresses End Statement 1.1.1 in strategic initiative 2, Economic Responsiveness. In 2016-2017, YC completed and made significant progress on strategic initiative actions related to job seekers. Completed actions include:

- REDC Career Coach implemented paid internship opportunities for students in Prescott, Prescott Valley, Cottonwood, and Yarnell.

Internship Placements 2016/2017

- 9 students placed from Film & Media Arts, Graphic Design, and Culinary
- Verde Brewing Company (employer paid) ,1 student completed internship and was placed with company full time
 - Wolf Publishing (1 employer paid 1 unpaid), 2 students completed internships and both placed into employment
 - Classic V-8 (employer paid), 2 students placed
 - Astara Fisher Show (employer paid), 1 student placed
 - Weaver Mountain Chamber of Commerce (Yarnell), 1 student placed
 - SMARTgirls, 1 student placed
 - Stepping Stones, 1 student placed
- 6 students placed from Applied Pre-Engineering
- Arizona Archery, 1 student placed
 - Merit Engineering, 3 students placed
 - Resa, 2 students placed

Source:

⁴Office of Institutional Effectiveness and Research

- 5 Internships forwarded to program leads for program specific internships
 - 4 companies requesting internships, all information forwarded to program leads
 - 1 company referred to NAU Yavapai, company needed higher education requirement

- Joint project between the Regional Economic Development Center (REDC) and Institutional Effectiveness and Research (IER) developed a custom web software solution to capture and track graduate placement information.

Overall, 71% of spring 2017 Associate of Applied Science and Certificate recipients were employed within three months of graduation. The following programs had 100% job placement.

Advanced Bookkeeping	Basic Firefighter
Accounting Assistant	Fire Science
Administration of Justice	Gas Tungsten Arc Welding
Animal Care & Management	Law Enforcement & Corrections
Agriculture Technology Mgt	Management
Computer Appl. Specialist	Phlebotomy Technician
Computed Tomography	Paramedicine
Culinary Arts Fundamentals	Production Horticulture
Diesel Technician	Structural Welding
Early Childhood-Advanced	Therapy and Service Dog Team
Early Childhood Education	Windows Server Administrator
Elect & Instrumentation Tech	

President’s Conclusion:

I report compliance.

**President's Preliminary Monitoring Report
End Statement 1.1.2 Students Ends
October 2017**

End Statement:

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

President's Interpretation:

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

Supporting Evidence:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The following is based on the most recent complete academic year data (2015-16). YC students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.96¹. Comparing Yavapai College transfer students' first year GPA (3.19) to the National Community College Benchmark cohort places YC transfer students in the 90th percentile. Additionally, comparing junior year GPA of Yavapai College transfers to junior students at AZ universities who started as freshman places YC GPA higher overall. As reported in the Arizona Community College 2017 Outcomes report, the transfer rate of Yavapai College students (credential-seeking cohort) to universities was 27%, which is higher than the national average of 25%². Seventy-one percent of YC 2012-13 full time transfer students to in-state public universities completed a bachelor's degree within four years².

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Associate Degrees ³	266	278	300	287	238
Arizona General Education Certificates ³	277	298	271	277	229
Average first-year grade point average (GPA) at transfer institutions ⁴	3.02	3.12	3.19	3.08	NA



2012-2017 Associate Degrees & Transfer C



CHART First Year Transfer GPA Trends



2017 Strategic Vision Outcomes Re



YC Transfer Rate Summaries 2017.pdf

Sources:

- ¹National Community College Benchmark Project, 2017 Final Report
- ²AZ Community Colleges 2017 Outcomes Report (pages 7, 8)
- ³Office of Institutional Effectiveness and Research
- ⁴Arizona State System for Information on Student Transfer (ASSIST)

President's Conclusion: I report compliance.

**President’s Preliminary Monitoring Report
End Statement 1.1.3 Lifelong Learners Ends
October 2017**

End Statement:

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

President’s Interpretation:

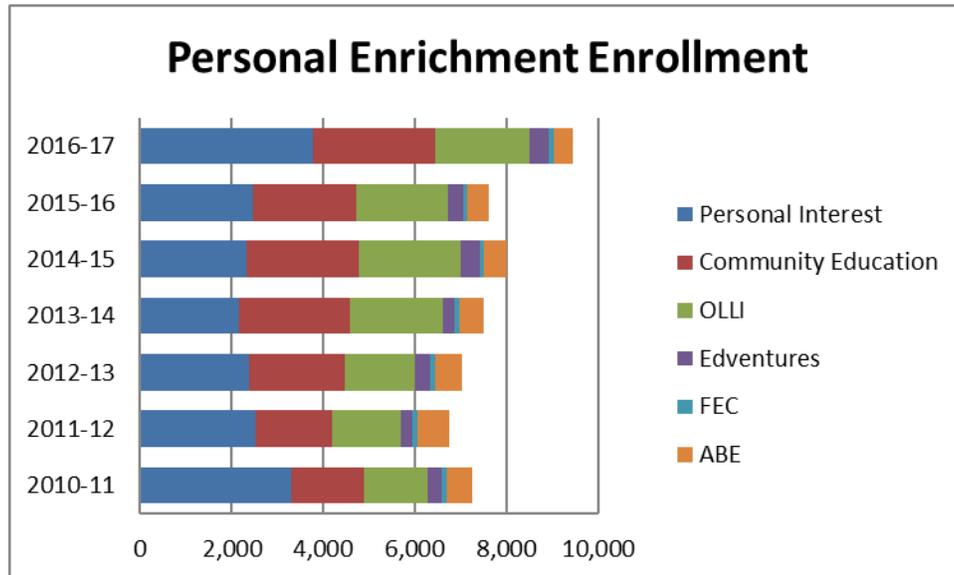
1.1.3 Yavapai College will provide credit and non-credit courses and programs for personal enrichment and interest.

Supporting Evidence:

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

The Division of Lifelong Learning’s unduplicated headcount reached a record 5,146 for FY 2016-2017. When including students taking for-credit courses for personal interest, enrollment jumps to 9,430.

In 2016-17, there were 3,770 personal interest students registered in credit courses. Examining fall and spring credit enrollment, personal interest students make up 17% of YC’s credit students.



Sources: Office of Institutional Effectiveness and Research

Data reported by the National Community College Benchmark Project shows YC’s non-credit student penetration rate ranks at the 75th percentile for public community colleges.

National Community College Benchmark Report, 2017

Form 14A: Market Penetration Students (AY 2015-2016)	Reported Value	%Rank
Non-Credit Student Penetration Rate	2.03%	75%

Community Education Non-Credit and OLLI enrollments have a compound annual growth rate of 10.7% between 2012-2013 and 2016-2017.

Division of Lifelong Learning Statistics, 2013-2017, Unduplicated Head Counts

West County

Community Education & College for Kids	Unduplicated Students Served				
	2012/13	2013/14	2014/15	2015/16	2016/17
Community Education	1353	1560	1575	1500	1526
College for Kids (Prescott Campus)	183	243	248	289	296
Edventures	278	189	317	336	408
Osher Life Long Learning Institute	850	1151	1203	971	1120
Totals	2664	3143	3343	3096	3350

East County

Community Education & College for Kids	Unduplicated Students Served				
	2012/13	2013/14	2014/15	2015/16	2016/17
Community Education	81	81	281	459	461
College for Kids (Verde Campus)					376
Osher Life Long Learning	680	870	1005	1030	959
Totals	761	951	1286	1489	1796

District Totals	3425	4094	4629	4585	5146
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Sources: Office of Institutional Effectiveness and Research, Division of Lifelong Learning enrollment

President's Conclusion: I report compliance.

Presidential Monitoring Worksheet for Ends Policies

1 Ends: Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to improve quality of life. The College will achieve these results at a justifiable cost.

Compilation - October 2017

1.1 Education Ends	Students achieve their educational goals at an affordable price. This is the first priority.	
Interpretation: All Yavapai College students successfully complete their specific educational goals. These goals include: earning associate degrees for transfer to bachelor's degrees and/or into careers; obtain a GED; complete specific courses to prepare for transfer and/or job skill development and upgrading; and completing courses for personal enrichment and interest.		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
<p>Comments/Remarks:</p> <p>McCasland: Does this mean that all enrolled students complete their classes? No drop-outs? Are we meeting the educational needs of students in outlying communities? Are we affordable? For the last 5 or 6 years we have raised tuition and our enrollment stats dropped.</p> <p>Sigafoos: This is a "yes but ..." response to the question about the data. The report did not address the affordable price component of the End. That should be corrected or maybe the language of the End statement should be altered. This topic may be covered in the report on Policy 1.0, the overarching End which we were not asked to assess in this round of policy assessments. That End will be assessed next month.</p> <p>McCarver: Retention rates are solid. KPI's related to education are in general very high or trending upward. Would like to see these KPI's represented in a comparison format, so we can see prior year data in comparison to the current year.</p>		
1.1.1 Job Seekers Ends	Job seekers have the qualifications, skills, and abilities to succeed.	
Interpretation: Yavapai College will provide high-quality educational programs that meet industry needs and standards. This includes both transfer and career technical programs.		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
<p>Comments/Remarks:</p> <p>McCasland: This appears to be true for students in Prescott and Prescott Valley, but what about students in the Verde Valley? We have a far fewer CTE offerings in the Verde Valley and unmet needs that could be addressed with some Capital Improvement funds.</p>		

Presidential Monitoring Worksheet for Ends Policies

McCarver: Exam pass rates are exemplary, employment rates after graduation are also high.		
1.1.2 Transfer Student Ends	Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.	
Interpretation: Yavapai College will provide high-quality accredited degree and certificate programs that will transfer into and advance the completion of baccalaureate programs.		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: Harris: This is an on-going focus to continually improve. McCasland: Again, we do not have equity in opportunities for our outlying communities. McCarver: Students transferring to Arizona universities are performing well, particularly in comparison to the national CC Benchmark. Student GPA's are high, and our students are completing their bachelor's degree in 4 years.		
1.1.3 Lifelong Learners Ends	Lifelong learners have access to a variety of learning opportunities.	
Interpretation: Yavapai College will provide credit and non-credit courses and programs for personal enrichment and interest.		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCasland: What is the process for Lifelong Learner input on credit/noncredit courses they would like to have offered? We are getting better, but access is not countywide. McCarver: Enrollment in personal enrichment courses or programs has increased significantly. College for Kids and Community Education enrollments continue to grow.		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:23 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 6/20/2017

Item Type : Monitoring Item

Policy No.	Description	Ref No
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.2.1	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	560685
4.2.2	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	26269
4.2.3	The Board shall not evaluate, either formally or informally, any staff other than the President.	26272

Description : Board Evaluation of Policies - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING AND/OR DISCUSSION

Details : Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

Attachments :

Title	Created	Filename
4.2 Compilation.pdf	Oct 20, 2017	4.2 Compilation.pdf

District Governing Board Policy Review
 Evaluation of Board-President Linkage Policies
 Policy 4.2 Accountability of the President
 Compilation - October 2017

4.2 Accountability of the President	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	<p style="color: blue;">Sigafoos: The basis for the Policy Governance model is the operational accountability of the President as delegated to her/him.</p> <p style="color: purple;">McCarver: On occasion a board member may ask another staff member for additional information--at one of our Board Meetings, for example, during a presentation, or to gather additional information related to a specific agenda item. This has been allowed by the Board in these situations, in order to proceed with the presentation or discussion.</p>
Most of the time	1	
Some of the time	0	
Rarely	0	
Never	0	

4.2.1 Delegation of Employment Contract Authority	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	<p style="color: orange;">McCasland: I think we should re-evalutate this with respect to PLT and Board interaction.</p> <p style="color: green;">Harris: Yes, to my knowledge.</p>
Most of the time	0	
Some of the time	0	
Rarely	0	
Never	0	

District Governing Board Policy Review
 Evaluation of Board-President Linkage Policies
 Policy 4.2 Accountability of the President
 Compilation - October 2017

4.2.2 President Performance	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Harris: As noted at Board meetings and the executive evaluation session.
Most of the time	2	
Some of the time	0	
Rarely	0	
Never	0	

4.2.3 Other Staff Performance	The Board shall not evaluate, either formally or informally, any staff other than the President.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	0	
Some of the time	0	
Rarely	0	
Never	0	

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 6/20/2017

Item Type : Monitoring Item

Policy No.	Description	Ref No
4.3	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies. Accordingly:	558949
4.3.1	The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.	558886
4.3.2	The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.	694487
4.3.3	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	396334
4.3.4	The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President's choices.	558887

Description : Board Self-Evaluation of Policies - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING AND/OR DISCUSSION

Details : The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretations of these policies.

Attachments :

Title	Created	Filename
4.3 Compilation.pdf	Oct 19, 2017	4.3 Compilation.pdf

District Governing Board Policy Review
 Evaluation of Board-President Linkage Policies
 Policy 4.3 Delegation of the President

Compilation - October 2017

4.3 Delegation to the President	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies. Accordingly:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	McCasland: Authority down, accountability up; We are weak in both aspects
Most of the time	1	
Some of the time	0	
Rarely	0	
Never	0	

4.3.1 Ends Policies	The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	McCasland: The Board should develop ends from owner input and then instruct the President. Why does the President and Admin. Team participate in developing ends?
Most of the time	0	
Some of the time	1	McCarver: We complete a review of Ends policies each year.
Rarely	0	
Never	0	

District Governing Board Policy Review
 Evaluation of Board-President Linkage Policies
 Policy 4.3 Delegation of the President

Compilation - October 2017

4.3.2 Executive Limitations Policies	The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: Too much trust and little verification. The Board needs to set the direction of the college from owner input and define the expected, specific ends.
Most of the time	1	
Some of the time	0	McCarver: We have Executive Limitations policies in place.
Rarely	1	
Never	0	

4.3.3 President's Authority	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	Harris: This has been the practice observed so far during my tenure. McCasland: Rubber stamps - When has a budget been rejected or redefined by the Board?
Most of the time	0	
Some of the time	0	
Rarely	0	
Never	0	

District Governing Board Policy Review
 Evaluation of Board-President Linkage Policies
 Policy 4.3 Delegation of the President

Compilation - October 2017

4.3.4 Change in Policies	The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President's choices.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	<p style="color: green;">Harris: The recent retreat allowed for a review and revision of Ends.</p> <p style="color: brown;">McCasland: We do not change the Ends or Executive Limitations. The majority of the Board always supports the President's choices. (<i>checked Always and Never</i>).</p>
Most of the time	0	
Some of the time	0	
Rarely	0	
Never	1	

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:33 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 9/15/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	396359
4	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	560684

Description : Develop Process and Schedule for Monitoring of Governance Process and Board - President Linkage Policies - DISCUSSION AND/OR DECISION

Details : At the September 12, 2017 District Governing Board meeting, the Board requested a future discussion regarding their monitoring process and frequency of the Board's performance policies. The Board currently monitors their performance through these policies on an annual rotating schedule. The Board will discuss developing a process and schedule for monitoring Governance Process Policies (section 3) and Board - President Linkage Policies (section 4). A proposed calendar is attached.

Attachments :

Title	Created	Filename
DGB Annual Agenda Calendar DRAFT 2.pdf	Oct 12, 2017	DGB Annual Agenda Calendar DRAFT 2.pdf

DRAFT - District Governing Board Annual Agenda Calendar

		Monitoring			Policy	Ownership	
Month	President's Monitoring & Evaluation	Board Self-Evaluation Even Years	Board Self-Evaluation Odd Years	Ends	Policy Decisions	Board Education	Ownership Linkage
	No Meeting in June						
	No Meeting in July						
	No Meeting in August						
September	Policy 2.3.1 (monthly) Budget Deviations Policy 2.3.2 (monthly) Reserves	EVEN YEARS Policy 3.0 Global Governance Process EVEN YEARS Policy 3.2 Board Job Description EVEN YEARS Policy 4.0 Global Board – President Linkage	ODD YEARS Policy 3.1 Governing Style ODD YEARS Policy 4.1 Unity of Control			Annual Board Retreat <ul style="list-style-type: none"> Review of Ends Statements Ownership Linkage Plan Annual Calendar Review Board Policies Finalize Dates & Places of Future Meetings for next year. MAY or SEPT Impact of Legislative Issues; Changes to AZ Statutes that Govern Community College Board; and Relevant Public Policy Issues (<i>Attorney</i>)	Develop Ownership Linkage Plan (refer to Sept Retreat) <ul style="list-style-type: none"> - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback - Board Education Needs Review Redistricting Information/File & consider recommendations to Legislators Ownership Linkage Update: Recap Previous Year (<i>Nov/Feb/May</i>)

DRAFT - District Governing Board Annual Agenda Calendar

Month	President's Monitoring & Evaluation	Monitoring			Policy	Ownership	
		Board Self-Evaluation Even Years	Board Self-Evaluation Odd Years	Ends	Policy Decisions	Board Education	Ownership Linkage
October	<p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p>	<p>EVEN YEARS</p> <p>Policy 4.2 Accountability of the President</p>	<p>ODD YEARS</p> <p>Policy 3.3 Board Members Code of Ethics</p> <p>ODD YEARS</p> <p>Policy 4.3 Delegation to President</p>	<p>1 Ends</p> <p>1.1 & 1.1.1</p> <p>1.1.2 & 1.1.3 Education</p>		<p>Arrange for Board Education over the next year (in support of the Ownership Linkage Plan)</p>	<p>Finalize Ownership Linkage Plan (refer to Sept Retreat)</p> <ul style="list-style-type: none"> - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback - Board Education Needs
November	<p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p> <p>Policy 2.1 Service to the Public</p>			<p>Ends 1</p> <p>Ends 1.2 Economic</p> <p>Ends 1.3 Community</p> <p>Full year reporting July to June</p>	<p>DGB Legal Services Contract (every 3-5 yrs.) Due 12/31/19</p>	<p>Plan for Annual Board February Workshop:</p> <ul style="list-style-type: none"> • Draft Budget • Review of Executive Limitations • Assessment of Board's Performance (<i>Review Board Self-Evaluation Process</i>) <p>Identify Potential Board Officers and Liaisons to be appointed in January</p> <p>New Board Member Orientation (<i>post-November election as needed</i>)</p>	<p>Implement Ownership Linkage Plan</p> <ul style="list-style-type: none"> - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Comm. Outreach/Feedback - Board Education Needs <p>Ownership Linkage Update: Recap 1st Quarter (Nov/Feb/May)</p> <p>Certify Election Results (if applicable)</p>
No Meeting in December							

DRAFT - District Governing Board Annual Agenda Calendar

Month	President's Monitoring & Evaluation	Monitoring		Ends	Policy	Ownership	
		Board Self-Evaluation Even Years	Board Self-Evaluation Odd Years		Policy Decisions	Board Education	Ownership Linkage
January	<p>Policy 2.4 Asset Protection</p> <p>Policy 2.5 Communication & Support to the DGB</p> <p>Policy 2.5.1 Compliance</p> <p>Policy 2.6 Presidential Continuity and Absences</p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p>	<p>EVEN YEARS</p> <p>Policy 3.4 Agenda Planning</p>	<p>ODD YEARS</p> <p>Policy 3.5 Board Chair Role</p> <p>ODD YEARS</p> <p>Policy 4.7 President Succession</p>		<p>Oath of Office for New Board Members</p> <p>Board Elections: Chair & Secretary – 2 yr. term</p> <p>Liaison Selections: AADGB; YC Foundation; Others as Needed</p> <p>Preliminary Budget Assumptions & Environment Analysis</p> <p>Budget Work Study Session</p>	<p>Ethical Standards/ Training/Open Meeting Law (<i>Attorney</i>)</p> <p>Completion of Annual Conflict of Interest Declarations (<i>All Board Members</i>)</p> <p>Plan for Annual Board February Workshop:</p> <ul style="list-style-type: none"> Draft Budget Review of Executive Limitations Assessment of Board's Performance (<i>Chr. compile & discuss results of Board Self-Evaluation</i>) 	<p>Board Member Terms</p> <p><i>McCasland 2022</i> <i>Harris 2018</i> <i>Sigafoos 2018</i> <i>McCarver 2020</i> <i>Irwin 2020</i></p> <p>January Oath of Office for New Board Members</p> <p>Finalize Annual Report</p> <p>Determine recruiting materials for prospective Board candidates for the County School Superintendent's orientation meeting to be held in March (applicable for 2018/2020)</p>
February	<p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves (VP Finance)</p> <p>Policy 2.3.3 Certification Financial Records Internal Report & External audit (CAFR)</p> <p>Policy 2.1.2 Treatment of Students</p>	<p>EVEN YEARS</p> <p>Policy 3.6 Board Committee Principles</p>			<p>Review & Approve Revenue Plan (if needed include Tuition/Fee changes)</p>	<p>Disclose Completed Annual Conflict of Interest Declarations</p> <p>Annual Board Workshop:</p> <ul style="list-style-type: none"> Draft Budget Review - Executive Limitations Assessment of Board's Performance 	<p>Ownership Linkage Update: Recap 2nd Quarter (<i>Nov/Feb/May</i>)</p>

DRAFT - District Governing Board Annual Agenda Calendar

Month	President's Monitoring & Evaluation	Monitoring			Policy	Ownership	
		Board Self-Evaluation Even Years	Board Self-Evaluation Odd Years	Ends	Policy Decisions	Board Education	Ownership Linkage
March	<p>Policy 2.3.4 Real Property</p> <p>Policy 2.3.4.1 Lease Limits & Delegation of Lease Authority for Real Property</p> <p>Policy 2.3.4.2 Improvements to Leased Property</p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p>	<p>EVEN YEARS</p> <p>Policy 4.4 Monitoring President Performance</p>	<p>ODD YEARS</p> <p>Policy 3.7 Cost of Governance</p>		<p>Develop DGB Budget for next fiscal year</p> <p>Preliminary Capital Budget Review</p>	<p>Review President's Evaluation Process (review previous evaluation packet)</p>	<p>Provide recruiting materials for the Prospective Board Candidate Information packet distributed by County School Superintendent (applicable for 2018/2020)</p> <p>-College Fact Sheet</p> <p>-DGB How It Works</p> <p>-Policy Gov. Fact Sheet</p>
April	<p>Policy 2.1.1 Treatment of Employees</p> <p>Policy 2.2 Compensation & Benefits</p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p>	<p>EVEN YEARS</p> <p>Policy 4.6 President Emeritus/a Status (only reviewed, if needed)</p>			<p>Preliminary Budget Approval</p> <p>Distribute President's Evaluation Packet</p> <p>Determine timeline/process for completion of the President's Evaluation packet</p>	<p>Discussion/revision of President's Evaluation Process (review previous evaluation packet)</p> <p>Start Plan for Annual Sept. Board Retreat:</p> <ul style="list-style-type: none"> • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies 	<p>County School Supervisor issues publicity for orientation meeting to recruit prospective Board candidates (applicable for 2018/2020)</p>

DRAFT - District Governing Board Annual Agenda Calendar

		Monitoring			Policy	Ownership	
Month	President's Monitoring & Evaluation	Board Self-Evaluation Even Years	Board Self-Evaluation Odd Years	Ends	Policy Decisions	Board Education	Ownership Linkage
May	<p>Policy 2.0 Executive Limitations & Ends Monitoring <i>Annual summary results prior to meeting for review</i></p> <p>Policy 2.3 Financial Management- Planning Include summary of 2.3.1 & 2.3.2</p> <p>Policy 2.3.1 (monthly) Budget Deviations</p> <p>Policy 2.3.2 (monthly) Reserves</p> <p>Executive Session for Annual President Evaluation & Compensation</p>		<p>ODD YEARS</p> <p>Policy 4.5 President Compensation & Benefits</p>		<p>Truth in Taxation, Tax Levy Meeting (<u>if needed</u>)</p> <p>Budget Adoption Meeting (<u>Must be completed by June 15</u>)</p> <p>Dual Enrollment IGA submitted with Legal Counsel's review</p>	<p>Plan for Annual Board Retreat in Sept:</p> <ul style="list-style-type: none"> Review of Ends Statements Ownership Linkage Plan Annual Calendar Review Board Policies <p>MAY or SEPT Impact of Legislative Issues; Changes to AZ Statutes that Govern Community College Board; and Relevant Public Policy Issues (<i>Attorney</i>)</p>	<p>Ownership Linkage Update: <i>(Nov/Feb/May)</i></p> <p>County School Superintendent will conduct prospective candidate orientation meetings (applicable for 2018/2020)</p>

Ownership Linkage Proposal for Community Forums

Yavapai College District Governing Board

Overview:

Community Forums are an ownership linkage tool the Yavapai College District Governing Board will employ to link with the owners of the Yavapai College for feedback and comments in the development of the Ends Statements and the evaluations of the institution's advancement towards the Ends.

Proposal:

The following proposal is submitted to the Yavapai College District Governing Board for approval to conduct input sessions that will provide purposeful ownership connection, seek perspective, and greater good expectations and values for the College.

The Community Forums will engage 10 to 15 participants for a 90-minute session led by a professional facilitator, with purpose to learn the participants' preference, recommendations, and insights related to the long term expectations and values of Yavapai College.

Planning:

- Identify the participants
 - Business Leaders
 - Chamber of Commerce Representatives
 - Civic/Community Organizations
 - Economic Development Representatives
 - Mayors
 - Town Managers
 - School Administrators
 - Social Services
 - Students
 - Superintendents
 - YC Alumni
 - YC Donors
- Locations
 - Eastside – The Village of Oak Creek
 - Westside – Prescott Valley
- Agenda
 - Develop questions (4 to 5 questions)
 - *What do you believe will be the most significant challenges facing our community in the next 5-10 years?*
 - *What is the most important difference that our organization can make?*
 - *If there was only one need, that if met, could immediately assist you or your organization/community, what would that be?*
 - *Which of the following outcomes do you value most? [provide list of Ends]*
 - *Are there particular needs/issues you would like our organization to address?*
- Other
 - Send Invitations
 - Select snacks/drinks
 - Identify promotional items

Ownership Linkage Proposal for Community Forums

Yavapai College District Governing Board

Implementation:

- Greet/Welcome participants
- Introduce topic and discussion
- Monitor time closely
- Keep discussion on track
- Record session via audio/written
- Thank and provide departing gifts

Reporting:

- Analyze session data
- Compile report summary

Presenter : Ray Sigafoos

Start Time : 3:03 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 7/19/2017

Item Type : Information Item

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

Description : Report from the Association of Community College Trustees (ACCT) Leadership Congress - INFORMATION AND/OR DISCUSSION

Details : The Board will share information from the Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas, NV on September 25-28, 2017.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:18 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/26/2017

Item Type : Information Item

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

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

Details : Board Spokesperson - Ray Sigafoos

Arizona Association of 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 : 3:23 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/26/2017

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:23 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/26/2017

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 the FY 2017 - 2018 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings.

Note that the Board will have a Workshop on Monday, December 11, 2017 at the Prescott Campus in the Rock House.

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Oct 11, 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, Monday, 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 Rooms 110/111
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Workshop	December 11, 2017, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Budget Preview Work Session	January x , 2018 TBD Location: Prescott Campus – Rock House
Regular Board Meeting	January 9, 2018, Tuesday, 1:00 p.m. 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
JUNE 2018 – NO BOARD MEETING	

*March meeting changed due to Spring Break *October and April meetings changed at Board request 10/11/17

DATES AND PLACES OF EVENTS – FY 2017-2018

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Board Tour	September 12, 2017, Tuesday, 12:15 p.m. 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
Prescott Valley Center Ribbon Cutting	October 24, 2017, Tuesday, 11:00 a.m. Location: Prescott Valley Center
GISS and Leadership Institute on Diversity	November 29-30, 2017 Location: Rio Salado College, Tempe, AZ
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 : 3:38 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/26/2017

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