



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, March 06, 2018
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	723422
2	Call to Order - PROCEDURAL	0	1:00 PM	723423
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	723424
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	723425
5	Approval of the February 13, 2018 District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION	1	1:02 PM	723426
6	Adoption of Agenda - DECISION	1	1:03 PM	723427
7	MONITORING REPORT - HEADING	0	1:04 PM	723462
8	February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:04 PM	723463
9	OWNERSHIP LINKAGE - HEADING	0	1:09 PM	723428
10	Open Call - PROCEDURAL	15	1:09 PM	723429

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:24 PM	723430
12	Receipt of Report on Revenues and Expenditures - Month of February 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:24 PM	723431
13	For Consideration for Approval of the Lease of Space for Resa Wearables- DISCUSSION AN/OR DECISION	1	1:25 PM	770535
14	INFORMATION - HEADING	0	1:26 PM	723434
15	Information from the President to Include Recognition by Yavapai County Free Library District; Employee Service Recognition; Yavapai College Staff Association (YCSA) Report; Spring 2018 Community Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:26 PM	723435
16	Information from the Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update; Broad Perspective on Pathways; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION	10	1:46 PM	723436
17	SHORT RECESS - PROCEDURAL	10	1:56 PM	723445
18	MONITORING REPORTS (CONTINUED) - HEADING	0	2:06 PM	723438
19	Content Review of Governance Process Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION AND/OR DECISION	5	2:06 PM	755394
20	Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING AND/OR DISCUSSION	5	2:11 PM	747065
21	Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION	5	2:16 PM	723444
22	POLICY ISSUES - HEADING	0	2:21 PM	723446
23	Review of the District Governing Board Budget Proposal for FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:21 PM	723447
24	Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:36 PM	723448
25	Review of the Preliminary Capital Budget for FY 2018-2019 - INFORMATION AND/OR DISCUSSION	30	2:51 PM	723449
26	OWNERSHIP LINKAGE - HEADING (CONTINUED)	0	3:21 PM	723450
27	Community Forums - INFORMATION AND/OR DISCUSSION	3	3:21 PM	770644
28	Receipt of the Third District Governing Board Annual Report - INFORMATION AND/OR DISCUSSION	5	3:24 PM	723451
29	Planning of September 2018 District Governing Board Retreat - DISCUSSION AND/OR DECISION	10	3:29 PM	723453
30	Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:39 PM	723454

Item No.	Item	Time Req.	Start Time	Ref No.
31	OTHER INFORMATION - HEADING	0	3:44 PM	723455
32	Proposed Dates and Places of Future Meetings for 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	5	3:44 PM	723456
33	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:49 PM	723457

Presenter : Ray Sigafoos	Start Time : 1:00 PM	Item No : 1
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 7/26/2017	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 : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:00 PM	Item No : 2
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 7/26/2017	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 : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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 : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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 : Board Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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 the February 13, 2018 District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion by the District Governing Board at the February 13, 2018 Regular Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meetings(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 Regular Meeting Minutes -Feb 13 2018.pdf	Feb 19, 2018	Unapproved Regular Meeting Minutes - Feb 13 2018.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, February 13, 2018
1:00 PM
Verde Valley Campus – M-137
Clarkdale, 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 Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the District Governing Board January 16, 2018 Budget Workshop and Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-12)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board January 16, 2018 Budget Workshop and Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. INFORMATION – HEADING

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

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

- Dr. Stephanie Scovill - Nursing
- Jennifer Ritter - Nursing
- Nanette Hofer - Musical Theater
- Shane Gibson – Math

9. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:08 p.m.; reconvened at 1:13 p.m.

10. MONITORING REPORT – HEADING

11. January Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 15-16)

At the January 16, 2018 meeting, the Board completed the assessment of how the meeting was conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process.

12. OWNERSHIP LINKAGE – HEADING

13. Appointments of 2018 Board Member Liaisons - DISCUSSION AND/OR DECISION

Board Chair Sigafoos appointed Board Liaisons to serve one-year terms for the following committees:

- Board Spokesperson – Chair Sigafoos

- Arizona Association for District Governing Boards Representative (AADGB) – Members and Harris
- Yavapai College Foundation – Members McCarver and Irwin

14. Open Call – PROCEDURAL

The following owners addressed the Board:

- Bob Oliphant: Tuition
- Ruth Wick: 1976 class catalog
- Carol German: CTE
- Steve King: Achieve60AZ Video and College for Kids
- Bob Weir: VACTE
- Paul Chevalier: Technical Training
- Janet Aniol: Beaver Creek/Lake Montezuma
- Dick Dahl: Verde Valley Forum for Public Affairs

15. CONSENT AGENDA – HEADING

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

16. Receipt of Report on Revenues and Expenditures – Month of January 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 19-28)

17. For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-35)

For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College, to have the Sheriff's Office assign a Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. The term of the agreement is 24 months ending December 31, 2019.

18. For Consideration for Approval Additions and Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 36-79)

In accordance with A.R.S. §15-1445, the Board approves curriculum amendments as following:

- Addition of new curriculum for certificates for 3D Modeling and Animation; Cybersecurity Specialist; Advanced Hotel and Restaurant Management; Medical Office Assistant; and Programming.
- Deletion of the certificates for Creative Writing; Machine Bearing and Gear Technician; Machine Set and Alignment Tech; and Gerontology; and the deletion of AAS Emergency Management Applications.

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

19. INFORMATION - HEADING

20. Information from the President to Include Verde Valley Campus Update; Employee Service Recognition; Spring Open Forums; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Information and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 81-115)

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

- Verde Valley Campus Update presented by Dr. James Perey to include strategic planning of academic and CTE programing.
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus.
- Spring Open Forums - February 15, 2018 at Prescott and Verde Valley Campuses.
- Budget To Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - Attached - Information Only

- Facilities Management News - Attached - Information Only

21. Information from Instruction and Student Development to Include Faculty Senate and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 116-122)

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

- Increase in the FY2017-18 enrollment.
- Faculty Senate Update - Dr. Matt Percy reported that Faculty Senate is working closely with administration regarding class scheduling; re-evaluating general education programs; and shared governance discussion.
- Adjunct Advisor – Attached – Information Only

22. POLICY ISSUES - HEADING

23. Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2017 - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pg. 123)

Frank D'Angelo, Controller, provided a brief presentation of the FY2016-17 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit).

The CAFR can be found at https://www.yc.edu/v5content/budget/docs/YCC_CAFR_6-30-17.PDF

24. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:23 p.m.; reconvened at 2:31 p.m.

25. POLICY ISSUES – HEADING (CONTINUED)

26. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2018-2019- DISCUSSION AND/OR DECISION (refer to handout)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2018-2019 Proposed Tuition and Fees. The changes to the FY 2018-2019 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Member McCarver moved, seconded by Member Irwin, to adopt the increase in tuition and fees presented for 2018-2019. Motion carried with 4 yes votes and 1 no vote by Member McCasland.

27. MONITORING REPORTS – HEADING

28. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 125-140)

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2. Motion carried unanimously.

29. Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 141-146)

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

30. Content Review of Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 147-151)

The Board performed the biennial content review for Policy 3.1 - Governing Style. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Member Sigafoos moved, seconded by Member McCarver, to revise policy 3.1.1 as follows:

3.1.1 - Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its

district (all residents of the county) and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

Motion carried with 4 yes votes and 1 no vote from Member McCasland.

31. Content Review of Governance Policy 3.5 - Board Chair Role - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 152-158)

The Board performed the biennial content review for Policy 3.5 - Board Chair Role. A compilation of the members' policy assessment and suggested edits was reviewed for consideration.

32. OWNERSHIP LINKAGE - HEADING - CONTINUED

33. Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

The Board will review the quarterly status report of the 2017-2018 Ownership Linkage Plan including a proposal for two (2) Community Forums.

Member Harris moved, seconded by Member McCarver, to approve the proposed Community Forum plan. Motion carried unanimously.

34. Review of Completed Board Members' 2018 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared information on their 2018 Annual Conflict of Interest forms that were distributed at the January 16, 2018 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.

35. 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 that the next meeting will be February 23 at Maricopa Community College.
- Yavapai College Foundation – Member McCarver reported the last meeting was January 17 with reports from Community Relations regarding future projects, President's speaker series, and financial reports. The next Foundation meeting is February 14, 2018.

36. OTHER INFORMATION – HEADING

37. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 162-164)

The Board reviewed the Proposed Dates and Places for Future with reminder of:

- Fiscal Year 2017-2018 District Governing Board proposed meetings.
- Fiscal Year 2018 - 2019 District Governing Board proposed meetings.
- Upcoming Association of Community College Trustees (ACCT) Leadership Congress in New York, NY October 24-27, 2018.

38. MONITORING REPORT - HEADING (CONTINUED)

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

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

40. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:35 p.m.

Respectfully submitted:

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

Date: March 6, 2018

*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 : 1:03 PM

Item No : 6

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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 : 1:04 PM

Item No : 7

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:04 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/26/2017

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 : February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will review the February 13, 2018 compiled assessment of how the meeting was 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.

Attachments :

Title	Created	Filename
Feb Monthly Eval Compilation.pdf	Feb 14, 2018	Feb Monthly Eval Compilation.pdf

**Yavapai College District Governing Board
Board Meeting Self-Evaluation (Monthly)
Compilation for Month of: February 2018**

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
	4	Board involved in making decisions in areas already delegated to CEO
	5	Decisions without considering ownership input, or led by a few vocal owners
	5	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.		5		
The Board’s behavior demonstrates that its constituency is the entire county.		3	2	
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: A greater understanding is needed by all Board members re: the role of the Board, and in identifying ownership that represents the entire county.				

Presenter : Ray Sigafoos

Start Time : 1:09 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 : 1:09 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 7/26/2017

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 : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:24 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 : 1:24 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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 February 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenue and Expenditures for the eighth month of FY 2017 - 2018 ending February 28, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Feb 2018 in March.pdf	Mar 02, 2018	Financial Update - Feb 2018 in March.pdf
YCFS Feb 2018 - Governing Board Budget Report.pdf	Mar 02, 2018	YCFS Feb 2018 - Governing Board Budget Report.pdf
YCFS Feb 2018_Summary.pdf	Mar 02, 2018	YCFS Feb 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

February 2018

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 was done in November 2017.
- The auditors began their field work on October 16, 2017. The audit report (Comprehensive Annual Financial Report) was issued in 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 was presented to the Board in February 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.
- 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.
- The Regional Economic Development Center training revenue is below budget due to the Caregiver Training course program being moved to

the Allied Health department subsequent to the FY 2017-18 budget being set.

- Instruction expenses and related ticket sale revenues were significantly above budget for the White Christmas production, both exceeding projections.
- 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 Eight Months Ended February 28, 2018
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances	
	Purpose				
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 25,498	\$ 11,605	\$ 37,103	
Association of Community College Trustees	Membership & Conference Fees	13,686	-	13,686	
Connie Harris	Travel	1,710	-	1,710	
Deborah McCasland	Travel	1,636	-	1,636	
DGB Community Survey	Printing & Advertising	21,413	-	21,413	
DGB Retreat	Room and Food Supplies	819	-	819	
HF Group LLC	Binding	328	1,172	1,500	
International Policy Governance Association	Policy Governance Certifications	5,900	-	5,900	
International Policy Governance Association	Membership & Conference Fees	2,630	-	2,630	
Karen Jones	Travel	1,229	-	1,229	
Osborn Maledon PA	Legal Counsel	14,059	23,441	37,500	
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500	
Patricia McCarver	Travel	834	-	834	
Penelope Wills	Travel	1,230	-	1,230	
Ray Sigafos	Travel	1,118	-	1,118	
Sodexo Inc.	Food Supplies	1,324	3,676	5,000	
Steve Irwin	Travel	1,099	-	1,099	
Supplies/Other	Various Vendors	1,407	-	1,407	
The Governance Coach	Consulting	10,101	-	10,101	
VVTV	Board Meeting Broadcasts	1,400	1,600	3,150	
YC Printing Services	Printing	2,546	-	2,546	
				<u>163,111</u>	
Remaining Budget - February 28, 2018					<u>\$ 8,189</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 33,009,695		\$ 33,009,695	\$ 44,078,000	74.9%
Restricted Fund	10,708,288		10,708,288	13,840,500	77.4%
Auxiliary Fund	3,574,115		3,574,115	4,634,800	77.1%
Unexpended Plant Fund	7,893,503		7,893,503	10,971,500	71.9%
Debt Service Fund	4,612,785		4,612,785	6,903,300	66.8%
TOTALS	<u>59,798,386</u>		<u>59,798,386</u>	<u>80,428,100</u>	<u>74.4%</u>

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 28,444,993	\$ 8,208,122	\$ 7,093,229	\$ 29,559,886	\$ 44,078,000	67.1%
Restricted Fund		10,208,750	462,132	361,661	10,309,221	13,840,500	74.5%
Auxiliary Fund		2,920,745	589,248	402,930	3,107,063	4,634,800	67.0%
Unexpended Plant Fund		7,959,436	1,282,744	-	9,242,180	10,971,500	84.2%
Debt Service Fund		563,954	4,037,546	-	4,601,500	6,903,300	66.7%
TOTALS		<u>50,097,878</u>	<u>14,579,792</u>	<u>7,857,820</u>	<u>56,819,850</u>	<u>80,428,100</u>	<u>70.6%</u>
SURPLUS/(DEFICIT)					<u>2,978,536</u>	<u>-</u>	

COMMENTS:

Through the Eighth month, 70.6% of budget has been committed (excluding labor encumbrances) compared to 74.4% of revenues received.

The budget currently has a surplus of \$2,978,536.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

GENERAL 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:							
Primary Property Taxes	\$ 23,627,936		\$ 23,627,936	\$ 35,620,000	66.3%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	10,360,753		10,360,753	10,746,500	96.4%	10,746,500	-
Tuition and Fees - Contingency	-		-	(530,000)	0.0%	(530,000)	-
State Appropriations	479,550		479,550	640,000	74.9%	640,000	-
Other Revenues	269,073		269,073	416,500	64.6%	416,500	-
Interest Income	45,716		45,716	45,000	101.6%	60,000	15,000
Fund Balance Applied to Budget	600,000		600,000	900,000	66.7%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(2,473,333)		(2,473,333)	(3,710,000)	66.7%	(3,710,000)	-
TOTAL REVENUES	33,009,695		33,009,695	44,078,000	74.9%	44,093,000	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	\$ 11,496,765	\$ 2,673,163	\$ 2,509,533	\$ 11,660,395	\$ 17,947,000	65.0%	\$ 17,677,810	\$ (269,150)
Academic Support	2,836,608	873,615	841,743	2,868,480	4,552,000	63.0%	4,415,440	(136,560)
Institutional Support	6,038,606	2,264,066	1,770,218	6,532,454	8,945,000	73.0%	8,766,100	(178,900)
Student Services	3,325,762	1,090,492	981,887	3,434,367	5,260,000	65.3%	5,154,800	(105,200)
Operation/Maintenance of Plant	3,929,603	1,279,001	969,744	4,238,860	6,328,000	67.0%	6,233,080	(94,920)
Scholarships	764,608	7,681	-	772,289	877,000	88.1%	877,000	-
Public Service	53,041	20,104	20,104	53,041	169,000	31.4%	96,330	(72,670)
TOTAL EXPENDITURES	28,444,993	8,208,122	7,093,229	29,559,886	44,078,000	67.1%	43,220,560	(857,400)
SURPLUS/(DEFICIT)				\$ 3,449,809	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2018.

Tuition and Fees revenues above budget due to spring 2018 tuition payments being recorded. This will even out over the next few months.

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

Scholarships at 88.1% of budget due to spring 2018 financial aid awards being made.

Public Service expenditures are below budget due to position vacancies at the REDC and a part-time position moving to Student Services earlier in the fiscal year.

The Budget currently has a surplus of \$3,449,809

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

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 8,868,830		\$ 8,868,830	\$ 11,255,400	78.8%
State Grants and Contracts	88,836		88,836	365,000	24.3%
Private Gifts, Grants and Contracts	676,387		676,387	856,000	79.0%
Proposition 301 Funds	528,802		528,802	700,000	75.5%
State Appropriation - STEM Workforce	537,750		537,750	639,100	84.1%
Fund Balance Applied to Budget	83,333		83,333	125,000	66.7%
Restricted Fund Transfer Out	(100,000)		(100,000)	(100,000)	100.0%
Reimbursement Due	24,350		24,350	N/A	N/A
TOTAL REVENUES	10,708,288		10,708,288	13,840,500	77.4%

	<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	\$ 1,313,786	\$ 265,357	\$ 164,972	\$ 1,414,171	\$ 2,791,500	50.7%
Student Services	681,107	176,239	176,239	681,107	1,372,500	49.6%
Scholarships	8,136,713	-	-	8,136,713	9,510,500	85.6%
Public Service	77,144	20,536	20,450	77,230	166,000	46.5%
TOTAL EXPENDITURES	10,208,750	462,132	361,661	10,309,221	13,840,500	74.5%
SURPLUS/(DEFICIT)				\$ 399,067		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2018.
Scholarships at 85.6% of budget due to spring 2018 financial aid awards being made.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

AUXILIARY FUND

	Year-to-Date Revenues		Total Revenues	FY 17/18 Budget	Percent of Budget	FY 17/18 Estimate	Budget to Estimate Variance
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,152,587		\$ 1,152,587	\$ 1,250,600	92.2%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	173,203		173,203	185,000	93.6%	185,000	-
Food Services Sales	21,942		21,942	33,000	66.5%	33,000	-
Vending	27,473		27,473	40,000	68.7%	40,000	-
Edventures	304,090		304,090	280,000	108.6%	310,000	30,000
Winery - Tasting Room	90,478		90,478	100,000	90.5%	110,000	10,000
Family Enrichment Center	368,687		368,687	579,300	63.6%	579,300	-
Public Services							
Community Events	311,102		311,102	463,800	67.1%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	5,000	(50,000)
Other Revenues							
Yavapai College Foundation	272,653		272,653	438,000	62.2%	438,000	-
Other	274,900		274,900	244,600	112.4%	295,600	51,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	100,000	-
General Fund Transfer In	846,467		846,467	1,269,700	66.7%	1,269,700	-
Auxiliary Fund Transfer Out	(269,467)		(269,467)	(404,200)	66.7%	(404,200)	-
TOTAL REVENUES	3,574,115		3,574,115	4,634,800	77.1%	4,675,800	41,000

	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	\$ 150,690	\$ 5,298	\$ -	\$ 155,988	\$ 99,600	156.6%	\$ 170,400	\$ 70,800
Student Services	476,509	127,265	107,127	496,647	689,200	72.1%	689,200	-
Auxiliary Enterprises	879,593	234,602	155,689	958,506	1,541,200	62.2%	1,525,800	(15,400)
Public Service	593,753	222,083	140,114	675,722	974,500	69.3%	989,101	14,600
Facilities & Administrative Allocation Expense	820,200	-	-	820,200	1,230,300	66.7%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,920,745	589,248	402,930	3,107,063	4,634,800	67.0%	4,604,801	(30,000)
SURPLUS/(DEFICIT)				\$ 467,052	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to the of spring 2018 semester room revenues being recorded. This will even out over the next few months.
 Edventures sales and related expenditures are ahead of budget due to most of the November 2017 New Zealand trip's revenues and expenditures being received and incurred. Note, Edventures expenditures are part of Auxiliary Enterprises.
 Regional Economic Development Center Training revenue is below budget due to the Caregiver Training course program being moved to the Allied Health department subsequent to the above budget being set/approved.
 Instruction expenses are above budget due to the White Christmas performance expenses exceeding projections. Related revenues, which are included in the Other category, exceeded budget as well.

The Budget currently has a surplus of \$467,052.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% 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	\$ 5,499,368		\$ 5,499,368	\$ 8,290,500	66.3%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	28,125		28,125	25,000	112.5%
Other	18,343		18,343	20,000	91.7%
Fund Balance Applied to Budget	1,681,000		1,681,000	1,681,000	100.0%
General Fund Transfer In	666,667		666,667	1,000,000	66.7%
TOTAL REVENUES	7,893,503		7,893,503	10,971,500	71.9%

	<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	\$ 3,074,834	\$ 508,068	\$ -	\$ 3,582,902	\$ 3,674,000	97.5%
Unplanned Maintenance	184,177	38,363	-	222,540	250,000	89.0%
Capital Improvement Projects	3,383,093	418,527	-	3,801,620	4,208,800	90.3%
Equipment	1,174,461	268,201	-	1,442,662	2,240,000	64.4%
Furniture and Fixtures	95,661	16,229	-	111,890	250,000	44.8%
Library Books	47,210	33,356	-	80,566	98,700	81.6%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	7,959,436	1,282,744	-	9,242,180	10,971,500	84.2%
SURPLUS/(DEFICIT)				(1,348,677)	-	

COMMENTS:

The Budget currently has a deficit of \$1,348,677 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.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2018 - 66.7% of the Fiscal Year Complete

Fiscal Year 2017-2018

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 3,270,333		\$ 3,270,333	\$ 4,928,800	66.4%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	12,785		12,785	10,000	127.9%
General Fund Transfer In	960,200		960,200	1,440,300	66.7%
Auxiliary Fund Transfer In	269,467		269,467	404,200	66.7%
Fund Balance Applied to Budget	100,000		100,000	150,000	66.7%
TOTAL REVENUES	4,612,785		4,612,785	6,903,300	66.8%

	<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 Obligation Bonds						
Principal Payments	\$ -	\$ 2,930,000	\$ -	\$ 2,930,000	\$ 4,395,000	66.7%
Interest Payments	330,402	110,131	-	440,533	660,800	66.7%
Pledged Revenue Obligations						
Principal Payments	-	713,333	-	713,333	1,070,000	66.7%
Interest Payments	185,151	61,716	-	246,867	370,300	66.7%
Revenue Bonds						
Principal Payments	-	206,667	-	206,667	310,000	66.7%
Interest Payments	47,101	15,699	-	62,800	94,200	66.7%
Bank Fees	1,300	-	-	1,300	3,000	43.3%
TOTAL EXPENDITURES	563,954	4,037,546	-	4,601,500	6,903,300	66.7%
SURPLUS/(DEFICIT)				11,285	-	

COMMENTS:

Through the Eighth month, 66.7% of budget has been committed (excluding labor encumbrances) compared to 66.8% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 2/27/2018

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 Lease of Space for Resa Wearables-
DISCUSSION AN/OR DECISION

Details : For consideration for approval of the lease of 3700 square feet at Yavapai College, Career Technical Education Center, 220 Ruger Road for use by Resa Wearables, Inc. The term of the lease is for three (3) years expiring on February 28, 2021. The Lessee has an option to extend, in writing, for an additional 2-year period in accordance with the terms and conditions of the lease subject to approval by the Lessor.

Attachments :

Title	Created	Filename
YC Lease to RESA 0318.pdf	Mar 02, 2018	YC Lease to RESA 0318.pdf

Facility Lease Agreement

LESSOR: Yavapai County Community College District
1100 E. Sheldon Street
Prescott, Arizona 86301

LESSEE: Resa
139 E NAVAJO DRIVE
PRESCOTT, AZ 86301

This Lease Agreement is made between Yavapai County Community College District, a political subdivision of the State of Arizona, having its principal office at 1100 East Sheldon Street, Prescott, Arizona 86301 ("Lessor") and Resa, located at 139 E Navajo Drive, Prescott, AZ 86301 ("Lessee"). For purposes of this lease, each of Lessor and Lessee may be termed a "Party" and collectively may be termed "the Parties".

1. PREMISES

Lessor hereby leases to Lessee and Lessee hereby leases from Lessor those premises (hereinafter called "premises") consisting of approximately 3700 square feet at Yavapai College, Career Technical Education Center, 220 Ruger Road, Prescott, AZ 86301. Lessee agrees to pay Rent contemplated herein for only the period of time during which Lessee makes use of the premises.

When using the facility, or any portion thereof, Lessee agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the Lessor pertaining to the use and occupancy of the facility. Lessee agrees to take good care of the facility and any equipment and furniture located therein, and to leave the facility at all times in as good order and conditions as existed prior to Lessee's use thereof. Lessee shall not use or allow to be committed any waste or nuisance in or about the facility, or subject the facility to any use that would damage any portion of the facility or raise or violate any insurance coverage maintained by the Lessor.

Lessee's employees will be subject to the Lessor's policies while on the Lessor's campus.

2. TERM

The term of this lease is 3 years (or until terminated as herein provided), commencing on March 1, 2018 and expiring on February 28, 2021. Lessee may request an option to extend the lease for an additional 2-year period in accordance with the same terms and conditions of the lease, subject to approval by the Lessor, upon providing written notice to the Lessor no later than one hundred twenty (120) days before the expiration of then current term.

3. RENT

Rent will begin on the first day of each month according to the following rates:

Year 1: \$2,467 per month
Year 2: \$2,621 per month
Year 3: \$2,775 per month
Years 4-5: To Be Determined

Rent is due within the first week of the month. Rent not received within 10 days of the due date will be assessed late fees.

Upon mutual agreement of both Parties, additional space may be added for mutually agreed upon fees. Request by the Lessee for additional space must be made in writing sixty (60) calendar days prior to the start of any period when needed.

4. TERMINATION

Either party may terminate this lease with sixty (60) days written notice to the other party. Upon termination of this lease on account of the expiration of the term hereof, or pursuant to paragraphs 4 or 5, Lessee shall peaceably and quietly, and in a timely manner deliver to Lessor possession of the Premises, including all improvements thereon.

5. DEFAULT

5.1 Default Defined

Any of the following events shall be considered a default by Lessee:

- (a) Lessee shall fail to pay within thirty calendar days after the date when due any monthly installment of rent; or
- (b) Lessee shall fail to perform or observe any of the other covenants, agreements or conditions contained in this Lease, and such default shall have continued for a period of thirty days after written notice from Lessor to Lessee, specifying such failure and requiring it to be remedied.

5.2 Effect of Default by Lessee

In the event of a default by Lessee, Lessor may, at its option, declare this lease to be terminated and canceled. Upon such termination and cancellation, Lessor may reenter upon the Premises and the improvements thereon, either with or without process of law, Lessee waiving any demand for possession of the Premises and the improvements situated thereon. Immediately upon termination and cancellation of the Lease, at Lessor's election or in any other way, Lessee shall peaceably surrender and deliver the Premises and the improvements thereon to Lessor or its agent or attorney. If Lessee holds the Premises, or any part thereof, one day after the date for their surrender, Lessee shall be deemed guilty of forcible detained of the Premises under the laws of Arizona shall be subject to eviction or removal, forcibly or otherwise, with or without process of law.

5.3 Additional Remedies

In addition to or in substitution for the foregoing remedies, Lessor shall have all such other rights and remedies provided at law or in equity on account of Lessee's default. All rights and remedies accruing to the Lessor shall be cumulative; that is, Lessor may pursue all rights that the law and this lease afford to it, in whatever order the Lessor desires and the law permits without being compelled to resort to anyone remedy in advance of any other. Nothing contained herein shall be construed as precluding Lessor from having any remedy that may be necessary to preserve its right and its interest in the Premises and this lease, even before expiration of the grace or notice periods, if under the then existing circumstances, the allowance of the grace or the giving of the notice would prejudice or endanger Lessor's rights and estate in this lease and the Premises.

5.4 Landlord-Tenant Relationship Only

The relationship between the parties is that of landlord and tenant. Lessee specifically acknowledges that all statutory proceedings regulating leases of commercial property and the relationship of landlord and tenant respecting collection of rent or possession of the Premises accrue to Lessor.

6. REPAIRS

Lessor shall promptly make all repairs and replacements to the premises, including all common areas, parking areas. Building facilities and other repairs may be needed to continue the use of the facilities in a useable condition. Lessor shall not be responsible for repairs caused by the sole negligence of Lessees, its employees, contractors or clients. Lessee will be responsible for cost of repairs to any building, furniture or equipment damaged by employees or guests.

7. UTILITY CHARGES

Lessor agrees to furnish and pay at no cost to the Lessee, water, gas and electricity, heat and air conditioning consumed on the premises occupied by the Lessee. However, Lessor shall not be liable for any stoppage or interruption of such services and utilities which is caused by causes outside control of the Lessor. Lessee will work directly with Lessor's IT Department on what services are necessary.

8. JANITORIAL AND MAINTENANCE

Lessor agrees to provide at Lessor's expense janitorial services 5 days per week, Monday through Friday during regular working hours. For those weeks that the Lessor is closed for business, janitorial and/or maintenance service will not be available. Janitorial work shall be done at such a time as not to interfere with the Lessee's normal business operations.

At the end of the term of this lease, Lessee shall surrender the premises to Lessor in a good state of repair and first class condition.

9. PARKING/SIGNAGE

Lessor shall provide Lessee with no covered, reserved parking spaces but will provide open, non-reserved spaces throughout the term of this lease or renewal thereof.

10. IMPROVEMENTS AND ALTERATIONS

Lessee shall not make any alterations, additions or improvements without the prior written consent of Lessor. Any such alterations, additions or improvements, except moveable furniture and trade fixtures, shall be made by Lessee at Lessee's sole cost and expense and shall at once become a part of the realty and belong to Lessor.

The Parties do not anticipate joint purchase of any property under this Agreement. Upon termination of this Agreement, each Party shall retain the property owned by that party, and if a Party is in possession of property owned by the other party, the property shall be returned to the Party owning the property within thirty (30) days of termination. Each Party shall be responsible for the expenses it incurs under this Agreement.

11. USE OF PREMISES

The premises described above are leased to Lessee for the sole purpose of providing Lessee's services. Lessee agrees to comply with applicable laws, ordinances, regulations and

building codes, now or hereafter in force in connection with its use of the leased premises. Lessee shall not commit or suffer the commission of any waste, overload any floor of the premises beyond the load limit established by Lessor, or knowingly permit any explosives or hazardous substance in the premises. As a material part of the consideration to the Lessor, Lessee hereby assumes all risk of damage to and loss or theft of property, and injury or death to persons related to Lessee's use or occupancy of any portion of the facility from any cause whatsoever, and Lessee hereby waives all claims in respect thereof against Lessor.

12. COMPLIANCE WITH LAW

Lessor shall promptly execute and comply with all statutes, rules, orders, building codes, fire codes, ordinances, requirements and regulations of City, County, State and Federal governments, including O.S.H.A., the Americans with Disabilities Act of 1990 (42 US Sec. 12101 through 12213 and 47 USC Sections 225,611), Arizonans with Disabilities Act of 1992 (CARS Sec. 41-1492 et. seq.) and their three underlying regulations and rules, which are applicable to the premises. Nothing herein contained shall be construed to restrict Lessor from contesting the applicability of any such regulations, rule or ordinance, provided Lessor indemnifies Lessee to its reasonable satisfaction against the consequences of non-compliance during the period of dispute.

Lessee shall indemnify, defend, and save harmless Lessor and all of its employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorney's fees and/or litigation expenses, which may be brought or made against or incurred by Lessor, on account of loss or damages to any employees, agents, representatives, or subcontractors, or arising out of its use of the facility, or arising of workers' compensation claims or unemployment disability compensation claims or unemployment disability compensation claims of employee of Lessee or out of claims under such similar laws. Lessee's obligation under this Section shall not extend to any liability caused by the sole negligence of Lessor, or its employees. Where both Lessor and Lessee, including their employees, agents or representatives participated in the liability causing event, each party shall contribute to the common liability a pro rata share based upon its relative degree of fault as established by compromise, arbitration or litigation.

13. ASSIGNMENT AND SUBLEASE

Lessee shall not assign, transfer, or encumber this lease nor sublet the leased premises or any portion thereof without the prior written consent of Lessor, and any such act shall constitute a breach of this lease. Consent to an assignment subletting, occupation or use by other persons shall not be unreasonably withheld and shall not release Lessee from any of Lessee's obligations hereunder or deemed to be consent to any subsequent assignment, subletting, occupation or use.

14. DESTRUCTION OF THE PREMISES

14.1 Total Destruction

In the event the premises are totally destroyed, this lease shall terminate. Lessor shall have the right to determine if premises are totally destroyed or partially destroyed.

14.2 Partial Destruction

In the event the premises are partially destroyed, Lessor, with reasonable promptness and dispatch, shall repair and rebuild the same within ninety (90) working days or as soon as they can be reasonably completed as determined by the Lessor. Lessee shall pay rent, if the remaining premises is tenantable, during such period of repair or rebuilding in the proportion of

tenantable premises occupied by Lessee. In case the remaining premises, following a partial destruction, are un-tenantable by Lessee, Lessee shall have the option to cease occupancy and all rent payments until the premises are tenantable or terminate the lease.

14.3 Tenantable Defined

The word "tenantable" as heretofore used shall be understood by both parties to mean tenantable for the purpose of performing the duties and services provided by Lessee to its clients.

15. SUBORDINATION

Lessor reserves the right to place liens or encumbrances on said property or any part thereof or interest therein superior in lien and effect to this lease. This lease, at the option of Lessor, shall be subject and subordinate to any and all such liens or encumbrances now or hereafter imposed by Lessor without the necessity of the execution and delivery of any further instruments on the part of the Lessee to effectuate such subordination. Notwithstanding the foregoing, Lessee covenants and agrees to execute and deliver upon demand such further instruments evidencing such subordination of this lease as may be requested by Lessor.

16. NONDISTURBANCE AND ATTORNMENT

Subject to the terms of this Lease, so long as Lessee is not in material breach of the terms of this lease, it shall have a right to the quiet possession of the premises without disturbance from the Lessor or any person claiming rights through Lessor, for the term of the lease. Lessee understands that there are other occupants in the building that will be conducting business. Any sale of the premises by Lessor or other transfer of ownership, whether voluntary or by operation of law, shall not by itself operate to terminate this lease or Lessee's right of possession.

17. ENVIRONMENTAL CONTROL

While Lessor is open for business, the Lessor shall maintain adequate heating, ventilation, cooling and lighting equipment in operation to maintain a comfortable learning environment. Heating and cooling is not maintained when the Lessor is closed for holidays, weekends, breaks, inclement weather, emergencies and on Fridays during the summer (May through August).

18. INSURANCE

Lessee shall maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of employees or agents of the program. The Lessee shall not be responsible for maintaining insurance coverage of liability arising from the acts and omissions of the Lessor's employees or agents.

Lessee shall maintain during the term of this Agreement the following insurance. Prior to commencing work or services Lessee shall furnish the YC Purchasing and Contracting Department with a certificate of insurance, naming YC as additional insured.

a) **Commercial General Liability** insurance with a limit of not less than \$2,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Lease Agreement.

b) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Lessee's owned, hired, and non-owned vehicles.

c) **Worker's Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

d) **Professional Liability** insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by Lessee, or any person employed by Lessee, with a limit of not less than \$1,000,000 each claim.

Certificates: Lessee must provide insurance coverage certificates and policies. Lessee is to provide annually to Lessor a certificate indicating that Lessee's insurance policy is in force and effect and shall not change or be cancelled until Lessor has been notified, in writing, at least thirty (30) days before the date of change or cancellation.

19. TIME

Time is of the essence of this lease and each and all of its provisions.

20. DEFINED TERMS AND MARGINAL HEADINGS

The word "Lessor" and "Lessee" as used herein shall include the plural as well as the singular. If more than one person is named as Lessee, the obligations of such persons are joint and several. The marginal headings and titles to the articles of this lease are not a part of this lease and shall have no effect upon the construction or interpretation of any part hereof.

21. HOLDOVER

Should Lessee hold possession after expiration of the lease term or any renewal thereof, Lessee may become a Lessee on a month-to-month basis only with advance written permission by the Lessor upon the same terms and conditions of this lease. Either Lessor or Lessee shall have the right to terminate any holdover tenancy with 30 days written notice to the Lessee or Lessor's last known address without incurring any penalty or damages.

22. ATTORNEY'S FEES

In the event of any legal action or proceeding brought by either party against the other arising out of this lease, the prevailing party shall be entitled to recover costs and reasonable attorney's fees, as determined by the court, not the jury, and such other matters deemed relevant by the court, and such amount shall be included in any judgment rendered in such proceedings.

23. WAIVER

No waiver by Lessor of any provision of this lease or of any breach by Lessee hereunder shall be deemed to be a waiver of any other provision hereof, or of any subsequent breach by Lessee. Lessor's consent to or approval of any act by Lessee requiring Lessor's consent to or approval shall not be deemed to render unnecessary the obtaining of Lessor's consent to or approval of any subsequent act of Lessee.

24. NOTICES

All notices to be given by one party to the other shall be in writing, mailed or delivered to each as follows:

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

LESSEE:
Resa
139 E NAVAJO DRIVE
PRESCOTT, AZ 86301
Attn: Glen Hinshaw

25. AGREEMENTS IN WRITING

All negotiations, considerations, representations, and understandings between the parties are incorporated and expressly stated herein and may be modified and altered only by agreement in writing between the parties.

26. PROHIBITION OF DISCRIMINATION

The Lessor agrees to comply with State of Arizona Executive Order No. 99-4, "prohibition of discrimination in state contracts, nondiscrimination in employment by government contractors and subcontractors."

27. LIENS

The Lessee shall keep the premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. In the event that Lessee shall not, within 10 days following the imposition of any such lien, cause the same to be released of record by payment or posting of a proper bond, Lessor shall have, in addition to all other remedies provided herein by law, the right to cause the same to be released by such means as he shall deem proper, including the payment of the claim giving rise to such lien. All such sums paid by Lessor and all expenses incurred by him in connection therewith shall be considered additional rent and shall be payable by Lessee on demand with interest at 10% per annum. Lessor shall have no rights to or any interest in the personal property of the Lessee located on or about the premises and will not place any lien on such property for any reason. Lessor will not take any action to deprive Lessee of possession of its personal property including but not limited to taking possession of the Lessee's personal property. Should the Lessor come into possession of any personal property of Lessee as an incident of the exercise of any of the rights of Lessor under this Lease, Lessor agrees to promptly deliver such property to Lessee upon Lessee's request.

28. RIGHT OF RECOVERY

Neither party shall recover from each other for Acts of God. If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at YC shall be interrupted or stopped, performance of this contract, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this Agreement may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

29. INSPECTION AND AUDIT

In accordance with Arizona Revised Statutes, Section 35-214, all books, accounts, reports, files and other records relating to this lease shall be subject at all reasonable times to inspection and audit by the Lessee, the State Auditor, or their agents, or employees at the Lessor's office or at the Lessee's offices designated in paragraph 25 at any time during the terms of the lease and for five years after termination thereof.

30. CONFLICT OF INTEREST

All parties hereby are put on notice that this agreement is subject to cancellation by the Governor pursuant to Arizona Revised Statutes, Section 38-511, the provisions of which are incorporated herein.

31. ANTITRUST VIOLATIONS

Lessor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Lessor toward fulfillment of this Contract.

32. COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS

Pursuant to the provisions of A.R.S. §41-4401, each Party warrants to the other Party that the warranting Party and all its subconsultants are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. §23-214(A). Each Party acknowledges that a breach of this warranty by the warranting Party or any of its subconsultants is a material breach of this Memorandum of Understanding subject to penalties up to and including termination of this Memorandum of Understanding or any subcontract. Each Party retains the legal right to inspect the documents of any employee of the other Party or any subconsultant who works on this Memorandum of Understanding to ensure compliance with this warranty.

A Party may conduct random verification of the employment records of the other Party and any of its subconsultants to ensure compliance with this warranty.

A Party will not consider the other Party or any of its subconsultants in material breach of the foregoing warranty if the warranting Party and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by Arizona Revised Statutes § 23-214(A).

33. SEVERABILITY

Any provision of this lease which is determined by a court of competent jurisdiction to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof, and the remaining provisions shall remain in full force and effect.

34. ARIZONA LAW

This lease shall be governed and interpreted by the laws of the State of Arizona; any action thereon shall be brought in the appropriate court in the County of Yavapai, State of Arizona.

35. COMPLIANCE WITH ANTI-BOYCOTT OF ISRAEL REQUIREMENTS

Lessee warrants it is not engaged in a boycott of Israel as defined by A.R.S. §35-393.01

36. ENTIRE AGREEMENT

This Lease Agreement, and its exhibits as noted herein, constitutes the entire agreement, for this subject, between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are not representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement. Acceptance by either party of performance not in strict compliance with the terms hereof shall not be deemed to waive the requirement of strict compliance for any other performance or any future performance obligations.

IN WITNESS WHEREOF, the parties hereto have executed this instrument by proper persons thereunto duly authorized so to do the day and year first above written.

FOR AND ON BEHALF OF THE LESSOR: Yavapai County Community College District

By: Ray Sigafos
Signature: _____
Title: District Governing Board Chair
Date: March 6, 2018

FOR AND ON BEHALF OF THE LESSEE: RESA Wearables, Inc.

By: _____
Signature: _____
Title: _____
Date: _____

Presenter : Ray Sigafoos

Start Time : 1:26 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:26 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 7/26/2017

Item Type : Information Item

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

Description : Information from the President to Include Recognition by Yavapai County Free Library District; Employee Service Recognition; Yavapai College Staff Association (YCSA) Report; Spring 2018 Community Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Corey Christians, Director of the Yavapai County Free Library District, will make a brief presentation in recognition of Yavapai College's assistance with the Spring Valley Library
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus
- YCSA Report - Report by Lisa Schlegel, Association President
- Spring 2018 Community Update - Attached
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- YCSA Newsletter - Attached
- College Highlights - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
Employee Recognition.pdf	Feb 28, 2018	Employee Recognition.pdf
YCSA Presentation.pdf	Feb 28, 2018	YCSA Presentation.pdf
Spring2018-Newsletter.pdf	Feb 28, 2018	Spring2018-Newsletter.pdf
Budget to Actual Monthly Report.pdf	Mar 02, 2018	Budget to Actual Monthly Report.pdf
Cash Reserve Monthly Report.pdf	Mar 02, 2018	Cash Reserve Monthly Report.pdf
YCSA Newsletter -February 2018.pdf	Mar 02, 2018	YCSA Newsletter -February 2018.pdf
March 2018 College Highlights.pdf	Mar 02, 2018	March 2018 College Highlights.pdf

YAVAPAI COLLEGE

YEARS OF SERVICE CELEBRATION

2018

Thanks a bunch for being so



(Marvelous and Magnificent!)

40

Years of Service

Tom Schumacher

30

Years of Service

Lucy McGuire
Ed Schultz
Tania Sheldahl
Scott Farnsworth

25

Years of Service

Debby Orlando
Cathy Gertsch
Jon Freriks
Keith Haynes

20

Years of Service

Teresa Schwickerath
Sheri Kinney
Vikki Bentz

15

Years of Service

Gene Fougner
Patti Schlosberg
Dennis Garvey
Tom Aldridge
Deborah Roberts
Randy Russell
Ellen Savoini
Mark Woolsey

10

Years of Service

Tricia Berlowe
Judy Brennen
Robb Ferguson Bryan
Connie Del Castillo
Barb Churchill
Ron Clausen
Ricardo Hernandez
Karen Smith
Sara Porter
Charles Allmon
Michael Davis
Jennie Jacobson
Matt Percy
Rick Peters
Gino Romeo
Rosemarie Thieme
Nichole Stubbe
Daniel Wheeler

5

Years of Service

Ryan Bouwhuis
Paige Ruggles-Kruger
Anthony Fritts
Kelly O'Brien
Nancy Ostapuk
Amy Fruchter
Ken Krebs
Leslie Sparkman
Brandelyn Andres
Steve Doyle
Richard Hartley
Jennifer Ritter
Jennifer Riley
Obe Biasetti
Karla Phillips
Ryan Cougill
Howard Kvidera
Mark Delorme
Karen Leja
Lisa Schlegel
Robin Weeks



Updates

1. New board members, committee chairs elected
2. Bylaws/Constitution revised
3. YCSA good news

Board Members

President – Lisa Schlegel, Community Relations Coordinator

Vice President - Janice Souttee, Student Engagement Coordinator

Secretary – Katherine Anderson, REDC/SBDC Assistant

Treasurer- Karen Smith, Chino Valley Instructional Support Specialist



YCSA Committee Chairs

Community Service & Social Events

- Janice Soutee, Student Engagement Coordinator
- Linda Brannock, Career Coach

Newsletter

- Katherine Anderson, REDC/SBDC Assistant

Staff Benefits & Professional Development

- Jane Hersh, Director of Vet Services & TRIO Programs
- Alexandra Helm, Verde Campus Admin. Coordinator



Bylaws/Constitution Revised

- Last revision was in 2012
- New Board configuration
- Approved by YCSA membership vote
- Announced approval at Convocation Day in January 2018
- Getting signatures then will post on YCSA web page



YCSA Good News

1. Service Excellence Recognition program
2. YCSA adopted Stepping Stones families in December
 - 67 gift and food items + over \$320 in gift card and c.c. donations
3. Community & Social Events Committee
 - Yavapalooza
4. Staff Benefits & Professional Development Committee
 - Develop relationship with new HR Director Kevin McVeigh

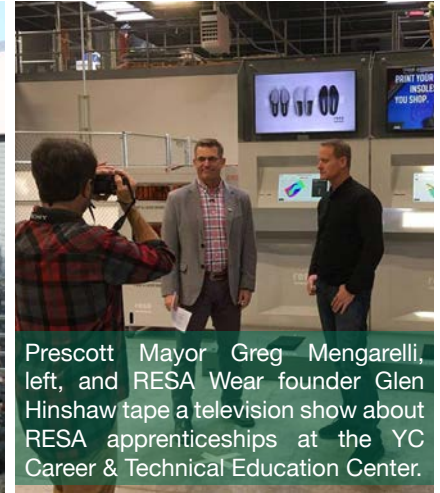




Thank you for your support!

Yavapai COLLEGE

SPRING 2018 COMMUNITY UPDATE



Prescott Mayor Greg Mengarelli, left, and RESA Wear founder Glen Hinshaw tape a television show about RESA apprenticeships at the YC Career & Technical Education Center.



YC Enology Program Director Michael Pierce, right, and Keith and Dalene Moore are photographed at the Arizona Wine Competition. An alumnus of the SWC, Keith Moore won a bronze medal at the competition while the Southwest Wine Center, the Yavapai college teaching winery, captured a Growers Cup and a gold medal.



Pictured at the Achieve60AZ video premiere are YC District Governing Board member Dr. Connie Harris and Jennifer.

FROM THE DESK OF DR. PENNY WILLS

Even in the winter - and this winter especially - Yavapai College campuses are alive with learning, creativity and physical activity. Every time I walk across one of our beautiful campuses I am reminded of how fortunate I am to be part of a college community that is changing lives and helping build a better tomorrow for everyone in Yavapai County.

Early in the new year, we put the final touches on plans to celebrate the college's 50th anniversary of life-changing and community-enhancing education. Those plans include a kickoff event on Aug. 25 featuring a very special, very famous and very funny guest -- Jay Leno. More details about the kickoff and fall 2018 celebrations at every campus will be announced soon.

As this milestone year unfolds, I continue to be proud of the initiative, the effort and the momentum exhibited every day by students, faculty and staff. This multi-generational group of men and women is a source of immense community value. I think you will agree when you hear what they have been up to lately...

Achieve60AZ

The new year found staff and Film & Media Arts students producing a video promotion for Gov. Doug Ducey's Achieve60AZ initiative. Cottonwood Oak Creek School District students starred in the video illustrating the importance of post-high school education and training. COCSD Superintendent Steve King, Arizona Sen. Sylvia Allen and I premiered the video with the students on Feb. 2. Watch the video here. I hope you enjoy it and can help us spread the word about this important initiative.

RESA Wear Partnership

As 2017 was drawing to a close, a staff and faculty team developed a technology training program for future employees of RESA Wear, a local orthotics manufacturer and retailer expanding into global markets. The first cohort of RESA Wear paid apprenticeships launched in January at YC's Career and Technical Education Center (CTEC). It is the college's aim to be the workforce development leader in the county, partnering with business, industry and local governments to attract and retain quality jobs and talent. Learn more about the RESA partnership here.

And...

- We continue to lead the state in development of student "Pathways" at YC. An initiative of the American Association of Community Colleges, the Pathways Project aims to increase student completion rates with efficient education and training paths and concerted staff and faculty engagement with students during their community college journey. Multiple elements of Pathways are in place and more are in development. We look forward to seeing the results of this promising initiative.
- The demand for skilled workers in technology fields has prompted YC to launch Computer Programming and Cyber Security certificate programs. The programs are designed to prepare students for entry-level positions in computer programming, cyber security and network administration. The new certificate programs will be available in fall 2018 from the YC School of Business and Computer Systems.
- Jobs are a focus of the Yavapai College Regional Economic Development Center during spring semester. The REDC and multiple community partners are hosting career fairs across the county, including our newly remodeled YC Sedona Center. Visit www.yc.edu/redc for all the details about forthcoming job fairs.
- This spring, the college initiated a districtwide effort to evaluate every online and hybrid course we offer, applying Quality Matters concepts that focus on student success and retention with engaging and effective instructional design. Quality Matters is a nationally recognized process that certifies the quality of online and hybrid courses. To date, five YC faculty members have earned Quality Matters certifications.

Award-winning Wines

The awards spotlight focused on YC's Southwest Wine Center students in recent months. In November, we learned the SWC's 2016 Mourvedre earned a highly coveted "Jefferson Cup" in an invitation-only competition by the same name in Kansas City, Mo. More recently, a student-crafted 2017 Amphoria won a "Growers Cup" for the best rose wine and a 2016 Puente won a gold medal in the non-traditional red blend category at the 2017 Arizona Wine Competition sponsored by azcentral.com. The SWC is hosting a competition of its own this spring. For details about the inaugural Emerging Winemakers competition and symposium visit emergingwinemakers.com.

As you can see, we continue to build on the college's legacy as a quality education and training resource for individuals seeking empowerment and for businesses striving to contribute more to the economy. If you have questions or comments about anything happening or on the horizon at YC, please be in touch. I look forward to working and celebrating with you in 2018.

With kindest regards,



Dr. Penny Wills
President
Yavapai College

Yavapai College
Budget to Actual Status by Fund
February 2018

The President's monthly report below provides **a brief financial status of each of the District's** five funds for the period July 1, 2017, through February 28, 2018.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the eight months ended February 28, 2018, the General Fund has a surplus of \$3,449,800. This is primarily the result of tuition and fee revenues being recorded for the spring 2018 semester. This will even out over the next several months.

For the fiscal year ended June 30, 2018, General Fund revenues are projected to be above budget by \$15,000 and expenditures are projected to be below budget by \$857,400, resulting in a net surplus of \$872,400 — a 2.0% positive variance.

Auxiliary Fund



For the eight months ended February 28, 2018, the Auxiliary Fund has a moderate surplus and for the fiscal year ended June 30, 2018, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the eight months ended February 28, 2018, the Unexpended Plant Fund has a deficit of \$1,348,700 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 February 28, 2018, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

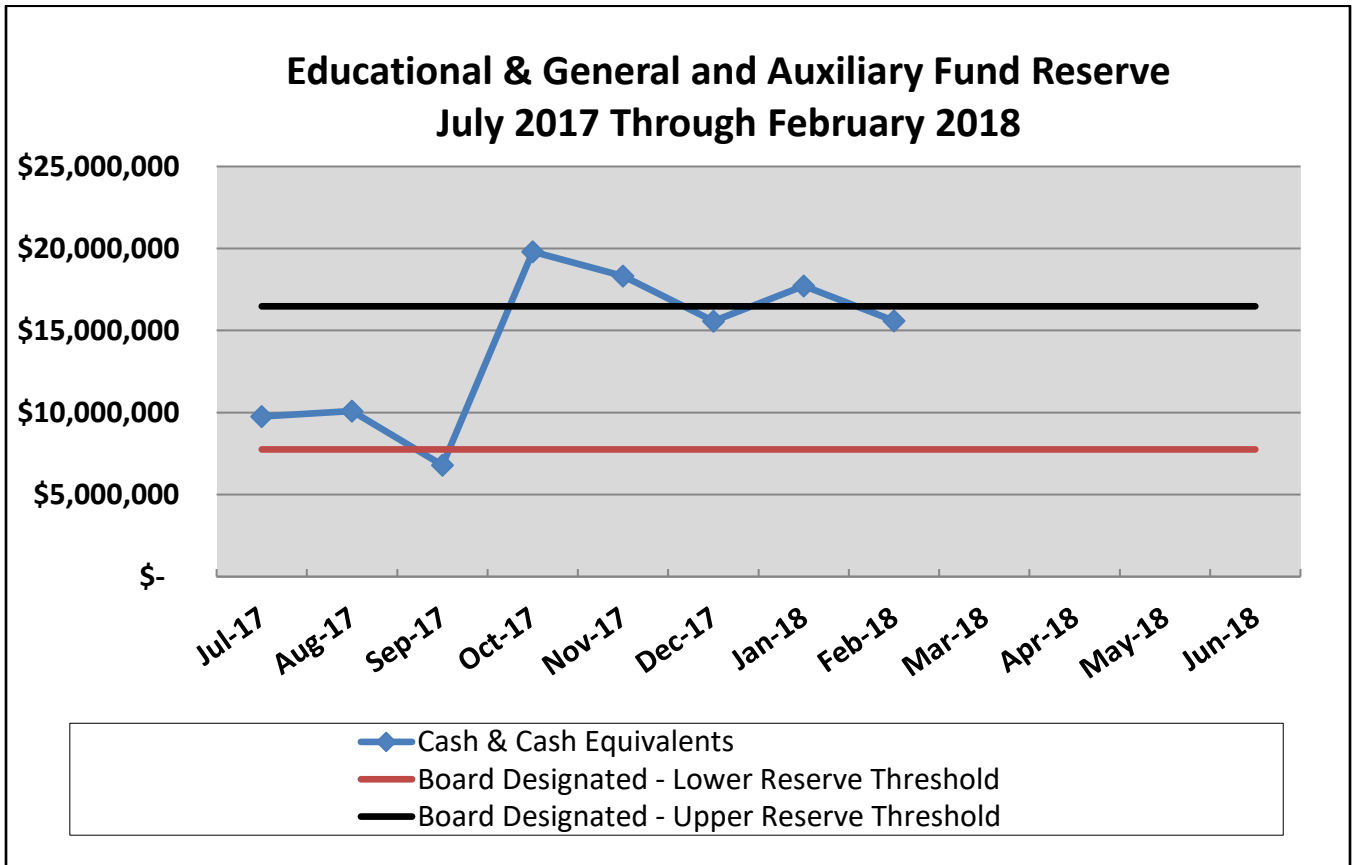


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the eight months ended February 28, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
February 2018

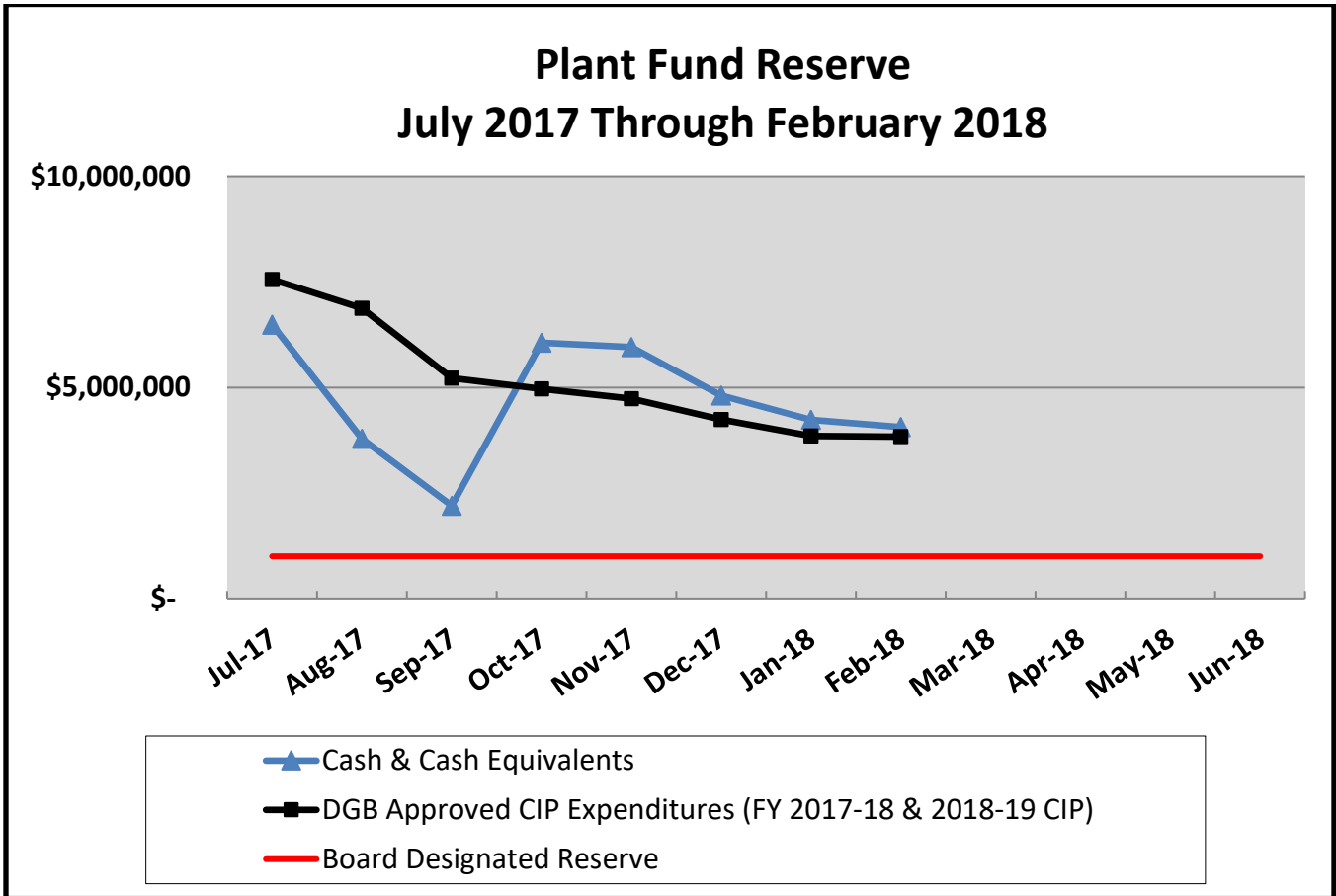
The President's monthly report on cash reserves below displays **the District's reserves** from July 1, 2017, through February 28, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budget or Plant Fund Reserves to drop below \$1 million.

For the period July 1, 2017, through February 28, 2018, Current Fund reserves have been in compliance with the **DGB's reserve requirements**.



For the period July 1, 2017, through February 28, 2018, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently slightly above the amount of monies needed to cover the next sixteen months of CIP that have been approved by the DGB.

IN THIS ISSUE

- ◇ *President's Welcome*
- ◇ *Calendar Reminders*
- ◇ *Celebrating Our Employees*
- ◇ *Dr. Bronander Science/Math Bowl*
- ◇ *Employee Years of Service*
- ◇ *Yavapalooza*
- ◇ *Message From Risk and Emergency Management*
- ◇ *YCSA Committee Updates*



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

A belated Happy 2018 to all YC Staff! Not to be a downer, but I hope that you all read the YC Health & Safety Message – Flu 2018 from Peter Oppenheim (reprinted here in the YCSA Newsletter). Our personal health affects the health of our departments, organization, and community, so please keep yourselves healthy!

The YCSA General Meeting was held on January 10, 2018. Here are a few highlights:

- ◆ A 3% raise has been proposed in the YC 2018-19 budget. The District Governing Board votes on the final budget in May.
- ◆ Summer working hours will remain at 36 like last year.
- ◆ Human Resources is revising the Performance Appraisal Form so that it will be more user friendly (shorter with more rating choices).
- ◆ The YCSA Bylaws & Constitution revision was approved. The minor editing errors will be corrected without another vote. There are some substantive suggestions to be discussed at the YCSA Board meeting in February.
- ◆ The Student Ambassadors presented the upcoming Roughrider Events for Spring 2018 (see the info on Yavapalooza in this newsletter). Such an impressive group of students!
- ◆ In December, YCSA adopted Stepping Stones families for the holidays. We collected 67 gift and food items, plus \$277 in gift cards, and \$43.76 in credit card donations. These families sincerely appreciated our donations. Thanks to all who donated!

Thanks also to everyone who has recognized a colleague through the Service Excellence program (<https://www.yc.edu/v5content/yavapai-college-staff-association/service-excellence.htm>). I had the pleasure of delivering 30 Service Excellence certificates this month! Please keep those nominations coming.

I'm pleased to announce that Alexandra Helm and Jane Hersh are the new Co-Chairs of the Employee Benefits & Professional Development Committee. They are looking forward to leading the committee forward!

I hope that you will consider running for either Vice President or Secretary of YCSA this year. Voting will take place this summer for the positions to start in fall 2018. If you have any questions about these positions, please feel free to contact current Vice President Janice Souttee (janice.souttee@yc.edu) or current Secretary Katherine Anderson (Katherine.anderson@yc.edu) for more information.

Thanks for all you do, each and every one of you, to make Yavapai College a great place to work!

Make it a great day,
Lisa Schlegel

Calendar Reminders

- February 18 Prescott Pops Symphony
- February 23 Literary Southwest Spring 2018 Series
- March 8 New York Gilbert & Sullivan Players
The Pirates of Penzance
- March 9 Residence Halls Close for Spring Break
- March 10 Deadline for Student Initiated Withdrawal
- March 11-17 Spring Break (All Campuses Closed)
- March 18 Residence Halls Open for Remainder of Semester
Phoenix Symphony in Prescott
- March 23 YC Prescott Job Fair
- March 29 Dr. Roy Bronander Science/Math Bowl
- April 4 YC Verde Valley Job Fair
- April 9 Registration Summer 2018 Opens (Degree Seeking)
- April 11 Open Registration Summer 2018
- April 16 Registration Fall 2018 Opens (Degree Seeking)
- April 23 Open Registration Fall 2018



Celebrating Our Employees

Welcome to our new employees!

Name	Department
Ashley Hust	YC Foundation
Christina Hardin	Instructional Support
Christina Kalbach	TRIO Program
Deborah Chambers	Student Services
Joseph DeJesus	Custodial
Karen Teal	SBDC
Laura Perrine	Nursing
Lauren Kookan	Allied Health
Michael Walsh	Maintenance
Teri Schenck	Allied Health
Tom English	Lineworker Electrical Program

Yavapalooza

We are excited to invite you to our third Yavapalooza, a springtime festival for the whole family. The festival will feature mini-games, inflatable games, a variety of food vendors, and live music. The event will be held on April 20 from 4pm-8pm in the Prescott Campus courtyard. To top off the evening the Collaborative Arts Standing Together Club invites you to join them for a “Swing Dance” in the Walraven Gymnasium from 8pm-10 pm.

Bring your family, friends, and neighbors to join us for a fun filled evening at Yavapai College Prescott Campus.

The Annual YC Dr. Roy Bronander Science/ Math Bowl

— by Beth Boyd

The YC Science and Math departments have held the Science Bowl, a Jeopardy-like contest between teams of mostly YC students, every year since its inception in 1980. The format has changed since then, along with the number of students (now four teams of five students each) and the diversity of the institutions represented. In the past Prescott High School and YC’s Verde campus occasionally sent teams.

Questions from the disciplines of biology, chemistry, geology, physics/astronomy and math are featured in a quick question and answer format, much like the Jeopardy quiz show. During some bowl games, live scientific demonstrations have been included, one of which resulted in a chemistry reaction, which set off the fire alarm and resulted in the evacuation of all of Building 4 during the game!

Each team participant receives a commemorative t-shirt and the winners receive a prize. Former Anatomy & Physiology and Microbiology professor Roy Bronander was an especially avid supporter of the game; when he passed away in 1998, the bowl was renamed after him: the Dr. Roy Bronander Science/Math Bowl. He invested a lot of time and effort into the bowl each year, and no doubt would have been pleased that he is remembered in this way.

Free and open to the public, the Annual YC Dr. Roy Bronander Science/Math Bowl will be held on Thursday, March 29, 2018 from 12:30pm-2:30pm in room 3-119.



Yavapai
COLLEGE

2018

COURTYARD BETWEEN
BUILDINGS 3 & 4
YAVAPAI COLLEGE
PRESCOTT CAMPUS

FREE EVENT for
YC Students!!

APRIL 20
4 PM - 10 PM

YAVAPAI

GAMES!
FOOD!
JUMP HOUSES!
LIVE MUSIC!

Sponsored by
STUDENT DEVELOPMENT
YC CLUBS & ORGANIZATIONS

YC Students are FREE w/ valid Student ID / Adults: \$2 / 18 & Under: FREE



A Message from YC Risk and Emergency Management

As many of you can personally attest, it's flu season. If you feel like it's worse this year than last, you're correct. The Arizona Department of Health Services (ADHS) released data today indicating that influenza activity continues to rise statewide. This season more than 11,515 cases have already been reported compared to only 1,109 at the same point last season. During the week of December 31, 2017 to January 6, 2018 alone, 2,455 new cases were reported in contrast to the 275 cases from the same period last season. Cases in Arizona are up 758% over last season!

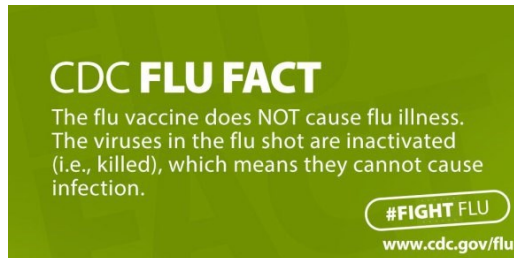
The Centers for Disease Control (CDC) has a great website for more information at: <https://www.cdc.gov/flu/about/season/flu-season-2017-2018.htm>



Flu Symptoms

Symptoms of flu include:

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Sore throat
- Runny or stuffy nose
- Muscle aches
- Stomach symptoms, such as nausea, vomiting, and diarrhea, also can occur but are more common in children than adults



The ADHS director, Dr. Cara Christ, advises “Due to the severity of this year’s influenza season, it is critical that everyone is taking precautions to prevent the spread.”

How Flu Spreads

Flu viruses spread mainly from person to person by the droplets produced when people with flu cough, sneeze or talk. Sometimes, people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults can infect others beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. *That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.*

Precautions:

- Get vaccinated right away (it's not too late)
- Stay home when you're sick
- Wash your hands frequently
- Cover your nose and mouth when coughing and sneezing
- Avoid touching your face.



The ADHS is advising ill people to only seek emergency medical care if they are at high risk for serious complications or are experiencing severe symptoms. People with mild symptoms or at lower risk from complications from influenza should stay home and rest or call their healthcare provider.

Continued on Page 6...

Message from YC Risk and Emergency Management (Continued)

Individuals at high risk of serious complications from flu include:

- Children younger than 5 years old
- Adults aged 65 and older
- People with chronic disease, especially heart and lung disease
- People with immunosuppression, including that caused by medications or by HIV infection
- Women who are pregnant or postpartum (within 2 weeks after delivery)
- People younger than 19 years who are receiving long-term aspirin therapy
- American Indians/Alaska Natives
- People with extreme obesity
- Residents of nursing homes and other chronic-care facilities

“If you’re at high risk or have symptoms such as difficulty breathing, chest pain, dizziness, confusion, persistent vomiting, cannot drink fluids, or have flu-like symptoms that improve but then return with fever or worse cough, seek emergency medical care immediately,” Dr. Christ said.

Keys to Success



- **Get vaccinated**
- **Cover coughs & sneezes**
- **Wash hands frequently**
- **Avoid touching your face**
- **Stay home if you’re sick!**

YCSA Committee Updates

Social/Community Service

The Social/Community Service Committee has no updates at this time. The committee will next be meeting on February 20 at 8:30am in Room 3-124.

Newsletter

Our next newsletter will be published in late April or Early May. If you have any suggestions for articles or topics you would like to see covered in our next edition, please let us know!

We would love to have more YC staff join this committee. Interested? Please email katherine.anderson@yc.edu.

YCSA Committees 2018

Employee Benefits & Professional Development

Alexandra Helm, Co-Chair
alexandra.helm@yc.edu ext. 6511

Jane Hersh, Co-Chair
jane.hersh@yc.edu ext. 2091

Linda Brannock, Chair
linda.brannock@yc.edu ext. 2170

Social/Community Service (SCS)

Katherine Anderson, Chair
katherine.anderson@yc.edu ext. 2008

Newsletter

YCSA Board 2018

Lisa Schlegel — President	928-776-2257	lisa.schlegel@yc.edu
Janice Soutee — Vice President	928-776-2125	janice.soutee@yc.edu
Katherine Anderson — Secretary	928-776-2008	katherine.anderson@yc.edu
Karen Smith — Treasurer	928-717-7760	karen.smith@yc.edu
Alexandra Helm — Committee Co-Chair	928-634-6511	alexandra.helm@yc.edu
Jane Hersh — Committee Co-Chair	928-776-2091	jane.hersh@yc.edu
Linda Brannock — Committee Chair	928-776-2170	linda.brannock@yc.edu

March 2018 College Highlights

School of Arts and Humanities

- **Dr. Mark Shelley**, Department Chair for the School of Social Science, presented on "Technology: What is it Doing To Us?" at the first Distinguished Guest Lecturer event at the Yavapai College Library on February 15. His lecture was well received with standing room only.
- **Nicole Dean**, English Professor, will present a paper titled "Louis C.K. and the Upside-Down World of Comedic 'Truth'" at the 2018 Far West Popular Culture Association in Las Vegas on February 26. The paper examines the concept of Bakhtinian carnivalesque in relation to the idea commonly expressed by comedians that comedy "tells the truth." Looking closely at the life and work of Louis C.K., who was recently called out by the #metoo movement after years of protection by his peers, the paper also investigates how comedy simultaneously supports and undermines existing power structures through this form of truth telling.
- **Dr. Amy Stein**, History Professor, created a history course "book club" through which students may earn extra credit by reading an extra book a month and meeting to talk about the book. The activity is designed to meet the learning objectives of the history courses in which they discuss primary and secondary source materials and contextualize historical information. Book groups meet in person on the College libraries at the Verde Valley or Prescott campuses. All four online sections and both of Dr. Stein's on ground classes are invited to participate. Out of state students may join in via Zoom. This month, students are invited to read, "The Gate Keepers" a history of Presidential "Chiefs of Staff." At present over a dozen students are participating. The Prescott and Verde Valley Campus Libraries have been extremely supportive. Students express their excitement about meeting in person. Next month the club will read, "Balkan Ghosts," a history of central Europe.

School of Career and Technical Education

- **Dr. Karla Phillips**, Associate Dean Chino Valley Center, reports the UAS students have been coming out to practice flying and mapping and have mapped the entire Chino Valley Center. Their software package can show a 2D, 3D, or vegetation map of the 80 acres. The line work students want to explore ways that drones could help them perform their duties better.



School of Health and Wellness

- **Michael Nelson**, EMS Program Director, reports that on February 13, YC EMS program held a paramedic didactic lecture day on the Verde Valley Campus. This is the first time this event has been held in over a decade, and lectures will repeat at least once a month until cohort 10 graduates.

Nine EMS students should complete their coursework by March 1st and prepare for their National Exams. Twelve students expect to graduate and begin work in the field as paramedics that same month.

The EMS program also introduced a summer EMT course (8 weeks) that will provide some relief for the overloaded fall and spring courses.

- The senior students of the Yavapai College 2018 Cohort for Radiologic Technology attended the annual conference hosted by ACERT (Association of Collegiate Educators in Radiologic Technology) in Las Vegas, NV January 30 - February 2, 2018. Students participated in the Student Bowl with 540 other radiology students from all over the United States. During the three-day event, radiology students attended lectures by noted educators and authors in radiologic technology. Students also had the opportunity to view the exhibit, *Real Bodies*, that features 20 whole human specimens and over 200 human organ and partial body specimens.



Instructional Support

- The TeLS Staff recently attended the national conference of the Instructional Technology Council in Tucson. Attended by 300 faculty and educational technologists, the conference was an excellent chance to connect with peers from community colleges across the state as well as the nation. The conference themes were dominated by the topics of course quality, accessibility, and open educational resources that make college textbook costs lower.
- **Shelly Gilliam**, Library Public Services Manager, **Ginney Bilbray**, Librarian, and **Brenda Taylor** (from the Sharlot Hall Museum) presented “Community Partnerships” at the Arizona Archives Summit in Tempe, Arizona on February 1, 2018. The presentation highlighted relationships in the Yavapai Library Network, within the archives community, and how those relationships helped with the YC 50th anniversary commemorative book.

- The Library held its annual Blind Date With a Book display from February 5 - 16. Here is the promotional link: <https://www.youtube.com/watch?v=bjyMCqnyt9w>
In conjunction, the library highlighted its romance titles with a special display and this poster, starring the library's own Courtney Comstock and James Rider:




- **Dennis Garvey**, Dean for Lifelong Learning, presented, "Who Will I be When I'm Older?"

YC Library's Distinguished Guest Lecture Series

FREE! "Who Will I be When I Am Older?"
& answers to other aging questions!


Dennis Garvey
Thursday February 22, 2018
12:00 p.m. – 1:00 p.m.



Come and explore what aging is about. Myths & realities revealed with humor and insights gained from over 35 years in the field of aging.

Remember: "Youth is a gift of Nature ... Aging is a work of Art".
(Stanislaw Lec)

Prescott Campus Library
Magazine & Newspaper Area



Like us on Facebook! Look for upcoming events.
<https://www.facebook.com/YavapaiCollegeLibrary/>

For more information contact: Ginney Bilbray, ginney.bilbray@yc.edu

Presenter : Ray Sigafoos

Start Time : 1:46 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/26/2017

Item Type : Information Item

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

Description : Information from the Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update; Broad Perspective on Pathways; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Dr. Matt Percy, Faculty Senate President
- Enrollment Update
- Broad Perspective on Pathways
- Adjunct Advisor - Attached

Attachments :

Title	Created	Filename
AA Vol VII Issue 8 March_2018.pdf	Feb 27, 2018	AA Vol VII Issue 8 March_2018.pdf



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MARCH HAPPENINGS

Mar 1 FTSE Day! Make sure to verify your Rosters - See Info this Page!

- Mar 1 National Theatre Live
Follies~ Glorifying the American Girl
PAC— 6:00 pm
- Mar 3 Special Olympics Basketball Tournament
Gymnasium ~ 8:30 am to 4:00 pm
- Mar 5 **Live on Stage ~ Utah Shakespeare Festival**
PAC *The Tempest* ~ 7:00 pm
- Mar 8 **Gilbert & Sullivan Players**
The Pirates of Penzance 7:00 pm
- Mar 10 - **Last Day - for Student-initiated Withdrawals**
- Mar 11 thru 17
Spring Break No classes
all offices closed
- Mar 19 *Welcome Back....*
Classes resume
- Mar 22 Prescott Library Guest Lecture Series
Creativity, Community, Voice & Healing
Lecture by Meg Bohrman
- Mar 24 Northern Arizona Teacher Job Fair
Community Room, Bldg. 19 ~ 9:00 am to 2:00 pm
- Mar 28 United Blood Services Blood Drive
Community Room—Bldg. 19 ~ 8:00 am to 4:00 pm
- Mar 29 Prescott Library Guest Lecture Series
Who Wrote the New Testament?
Lecture by Dr. Michael Davis



From our Registrar... Sheila Jarrell
FTSE is this Thursday, March 1!

Q: What does "FTSE" mean?

A: Full-Time Student Equivalency

Q: Who requires this and why is it important?

A: The State of Arizona requires this count of students, and the Office of the Auditor General audits our enrollment and prepares a report for the Arizona Legislature each year. The annual report presents the full-time student equivalent enrollment numbers for all Arizona County Community College Districts and Colleges of Qualifying Indian Tribes. The report also includes the Dual Enrollment FTSE for each of these districts. The audited results of our FTSE project are used to "allocate state appropriations among the various Arizona county community college districts in accordance with Arizona Revised Statutes...15-1466."

Q: When is FTSE this semester?

A: March 1

Q: Will instructors need to complete a FTSE roster for every class?

A: Yes, unless your class has already ended, or does not start until after March 1.

Q: What can instructors do now to prepare for FTSE?

A: Review your rosters via your YC Login access

Log into www.yc.edu and open My Class Roster for each class

- Any remaining no shows must be dropped immediately.
- Students who have not met attendance requirements per your syllabus should be withdrawn.
- Use the Faculty Withdraw link to withdraw students.

Q: How does this help?

A: If you take these simple steps now, completing your FTSE rosters will be stress free!

Q: What next?

A: Wait for notification and instructions!

- You will receive an email when FTSE rosters are actually available to you— late afternoon of February 28
- Rosters will then be available through midnight of March 1 and must be completed by midnight.

Thank you for your attention to this important project.

If you have any other questions or concerns, please feel free to contact me directly. I would be happy to help you in person!

Sheila Jarrell, M.Ed., Registrar
sheila.jarrell@yc.edu

928.776.2107
Prescott Campus 1-111



THE ADJUNCT ADVISOR

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



\$\$ Money—Money—Money \$\$

Compensation Rate for 2017-18
\$781 per load/hour

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

Pay dates for Spring 2018:

- * March 2, 16, and 30
- * April 13, 27

Please note that the final pay date for the spring semester will be Friday, April 27.

ATTENTION FACULTY

Up-Dates—Verde Learning Center

As of February 5, 2018, Lisa Simpson-Kyle joined the Verde Learning Center team full-time where she has the responsibility of front-desk duties in the Learning Center and oversight of the Computer Lab.

Lisa is the contact person for any issues /concerns as well as any changes you need. You can reach Lisa at 928-634-6562 or at lisa.simpson.kyle@yc.edu.

Learning Center Hours of Operation

Monday through Thursday 8:00 to 6:00
Friday 8:00 to 4:00

Tutors Available

Monday through Thursday 9:00 to 6:00
Friday 10:00 to 4:00



MONEY MATTERS — FINANCIAL AID UPDATE MARCH

SCHOLARSHIPS

The YC Foundation Scholarship **PRIORITY** Deadline is March 1st for FALL, 2018 awards. The Final deadline for FALL is May 15, 2018.

The YC Foundation Scholarship Priority Deadline for Spring 2019 is November 1, 2018. The Final Deadline for Spring 2019 is November 30th.

I would appreciate your helping me spread the word! Students need to log into the webpage, click on *My Services/ Students / My Financial Aid*. The scholarship application can be found in the financial aid portal for the 2018-19 year. Last year every nursing student who applied received a scholarship! We had very few students at the CTEC campus fill out an application so a few of these students received more than one scholarship!

SUMMER

Great News! Students may now be eligible for “year around” PELL, regardless of how much PELL they previously used in the Fall and Spring. However, due to system constraints we may not be able to post the summer PELL awards until the week of April 2nd, still with time before registration on April 9th. We are doing everything we possibly can to get these awards out earlier.

FALL

We have begun downloading FAFSA information for 2018-19, and we have begun communicating with these students. We are actually planning to begin awarding students within the next week!

Thank you for the wonderful work you do with our students!

If students have questions, please have them visit the Answer Center any at the following campuses: Prescott, Verde, CTEC & Prescott Valley. They can also call 928.776.2149, or email answercenter@yc.edu.

Please let me know if you have any questions.

Diana Dowling,
Associate Dean of Student Development

You are never too old
to set another goal
or to dream a new dream

CS Lewis

March 29, 2018 Adjunct Faculty Meeting

All Faculty Welcome

March 29 ~ 12:00 Noon to 1:00 pm
Prescott Campus 3-105

QUALITY MATTERS

A basic introduction for developing quality online and hybrid courses, but beneficial for **ALL** modalities in **EVERY** content area.

RSVP, or for questions,
contact Tara O'Neill at tara.oneill@yc.edu

More information will be provided prior to meeting.
ZOOM available for most meetings.



MARCH IS WOMEN'S HISTORY MONTH

SPREAD THE WORD

Congress designated March as National Women's History Month in 1987 and it has created special opportunity in schools, workplaces, and local communities to recognize and celebrate the often-overlooked achievements of American women. Each year there is a special theme and women whose lives exemplify the theme are selected as National Honorees. The theme this year is...

**NEVERTHELESS SHE PERSISTED:
Honoring Women Who Fight all Forms of
Discrimination Against Women**

This phrase was born February, 2017, when Senator Elizabeth Warren, D-MA was silenced during the confirmation hearing for Jeff Sessions. Senator Warren was reading an opposition letter from Coretta Scott King. According to Senator Mitch McConnell, she was giving a lengthy speech and appeared to be violating a rule. She was warned and was given an explanation. But, nevertheless, she persisted..."

For more information about women's history, visit <https://womenshistorymonth.gov>

**ADJUNCT FACULTY MEETING
Verde Valley & Sedona Campuses**

Friday, March 23 ~ 12:00 Noon to 1:30 pm
Verde Valley Campus G-106

**TOPICS: Quality Matters & Emotional Intelligence
Let's continue the conversation....
It has been said that emotional intelligence is the key to both personal and professional success.
Do you agree/disagree...how does this affect our students and how they interact with each other?**

A light lunch will be provided so we need to have your response!
You will receive a reminder closer to the meeting.

PRESCOTT CAMPUS LIBRARY PRESENTS

Distinguished Guest Lecturers

Bring a lunch and enjoy these lectures:



Thursday, March 22, 12:00 noon to 1:00 pm

Creativity, Community, Voice & Healing

Meg Bohrman, a board-certified music therapist, will present some of her experiences using music for healing. She will look at how personal expression, is a vital step towards wholeness, individually and as a collective. This will be an interactive talk with emphasis on listening and connecting. Bring your own voice!



Thursday, March 29, 12:00 noon to 1:00pm

Who Wrote the New Testament?



Dr. Michael Davis, is an attorney and Professor & Program Director for Administration of Justice & Paralegal studies at Yavapai College. Without doubt, the New Testament is one of the world's most influential books...Christianity contends that it is historically factual. But who wrote the Gospels, and when? Are there any copies of the actual texts? When was it compiled, and are all the texts get included? The answers to these questions and more may surprise you! Join Dr. Davis for a lively discussion about the origins of one of the world's most sacred books.

Attention Teachers...

With spring break just around the corner, you might want to take your class on a visit to the Verde Valley library and check out/ reserve some of the new arrivals. Here is a sample list of fiction and non-fiction works that you will surely enjoy.



NON-FICTION

AUTHOR

- | | |
|---------------------------------|-----------------|
| Directorate S | Steve Coll |
| Enlightenment Now | Steven Parker |
| The Square and the Tower | Niall Ferguson |
| Make Your Bed | William McRaven |
| When Government Was Good | David Goldfield |
| That's What She Said | Joanne Lipman |
| Grant | Ron Chernow |

FICTION

AUTHOR

- | | |
|------------------------------|------------------|
| Origin | Dan Brown |
| The Rooster Bar | John Grisham |
| Before We Were Yours | Lisa Wingate |
| Two Kinds of Truth | Michael Connelly |
| The Midnight Line | Lee Child |
| A Gentleman in Moscow | Amor Towles |

Presenter : Ray Sigafoos

Start Time : 2:06 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Monitoring & Decision

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

Description : Content Review of Governance Process Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION AND/OR DECISION

Details : The Board performed the biennial content review for Policy 3.3 - Board Members Code of Ethics. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 3.3 Compilation.pdf	Feb 28, 2018	Review 3.3 Compilation.pdf

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
Compilation - March 2018

3.3 Board Member Code of Conduct and Ethics	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.1 Discipline Needed to Govern	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	McCasland: Proper conduct and ethical behavior are a must for board members.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2 Conflict of Interest	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
Compilation - March 2018

No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2.1 Self-Dealing	There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2.2 Employment	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2.3 Acceptance of Employment	Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
Compilation - March 2018

		in accordance with Arizona statute.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2.4 Personal Gain	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.2.5 Voting	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
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Revised/Replaced		
Removed		
3.3.2.6 Conflict of Interest Agreement	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.3 Individual Authority	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.3.1 Interaction with President or Staff	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
Compilation - March 2018

Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.3.2 Interaction with Public, Press, or other Entities	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.3.3 Judgments of President Performance	Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland: I suggest more defined explicit board policies.

District Governing Board Policy **Review**
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Removed		
3.3.3.4 Board Operates with One Voice		Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.3.4 Understanding the College as a Whole		Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	2	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Harris: Perhaps in light of discussion at our last board meeting is the word "district(s)" the correct/legal term here or would it be more accurate to use the word precinct(s) or another term?
Removed		
3.3.4.1 Contact for Complaints		Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed: The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the

District Governing Board Policy **Review**
 Governance Process
 Policy 3.3 Board Member Code of Conduct and Ethics
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		College processes have been followed and the complaint has been addressed.
		The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	2	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		Harris: Just to check on accuracy of the term "district(s)" in 3.3.4
No		

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:11 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/26/2017

Item Type : Monitoring Item

Policy No.	Description	Ref No
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

Description : Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING AND/OR DISCUSSION

Details : Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

4.4.1 Monitoring Reports

The President shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.

4.4.2 Methods

The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

4.4.3 Standard for Compliance

In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.

4.4.4 Schedule

All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in the Board's Annual Agenda Calendar.

Attachments :

Title	Created	Filename
4.4 Compilation Evaluate.pdf	Feb 28, 2018	4.4 Compilation Evaluate.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.4 Monitoring President Performance
Compilation - March 2018

Board-President Linkage 4.4	Monitoring President Performance Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. <i>Accordingly:</i>	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	1	
Some of the time		
Rarely		
Never		

Board-President Linkage 4.4.1	Monitoring Reports The President shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Harris: I only recall one or two times the Board has asked for more or clarifying data this past year.
Most of the time	2	
Some of the time		
Rarely		
Never		

Board-President Linkage 4.4.2	Methods The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.	
Have we acted consistently with respect to this item of policy?		

District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.4 Monitoring President Performance
Compilation - March 2018

	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	1	
Some of the time		
Rarely		
Never		

Board-President Linkage 4.4.3	Standard for Compliance In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	1	
Some of the time		
Rarely		
Never		
Board-President Linkage 4.4.4	Schedule All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in the Board's Annual Agenda Calendar.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	
Most of the time	0	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:16 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/26/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	561404

Description : Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION

Details : The Board will review the process and resources to effectively analyze the President's job performance during FY 2016-2017. The following suggested resources will be presented at the April 17, 2018 District Governing Board Meeting for completion and evaluation at the May 8, 2018 Board Meeting.


- President's Summary of Performance
- Summary of President's Monitoring Reports (as submitted according to the 2017-2018 Board's Agenda Planning Calendar)
- Board's Evaluation and Comments for the President

Attachments :

Title	Created	Filename
Summary of President's Monitoring Reports.pdf	Mar 01, 2018	Summary of President's Monitoring Reports.pdf
Board's Evaluation and Comments for the President.pdf	Mar 01, 2018	Board's Evaluation and Comments for the President.pdf

Summary of Presidents Monitoring Reports for July 2017 – April 2018

Below is a summary of the President's Ends and Executive Limitations Monitoring Reports for the 2017-2018 fiscal year that were scheduled and presented per the Board's Agenda Planning Calendar.

Ends	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>Policy 1.0 - Board Ends- 1. Ends – 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. The College will achieve these results at a justifiable cost.</p>		
<p>1.1 Education Ends –Students achieve their educational goals at an affordable price. This is the first priority. 1.1.1 Job Seeker 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.</p>		
<p>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.</p>		
<p>1.3 Community Ends – Yavapai County residents have access to social and cultural opportunities. This is the third priority.</p>		
Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>Policy 2.0 – Executive Limitations – The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>		
<p>2.1 Service to the Public – The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.</p>		
<p>2.1.1 Treatment of Employees – The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>		

Summary of Presidents Monitoring Reports for July 2017 – April 2018

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.1.2 Treatment of Students – The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on student success.</p>		
<p>2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>		
<p>2.3 Financial Management – The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>		
<p>2.3.1 Budget Deviations – The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i></p>		
<p>2.3.2 Reserves – The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.</p> <p>The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>		
<p>2.3.3 Certification Financial Records – The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.</p>		

Summary of Presidents Monitoring Reports for July 2017 – April 2018

<p>2.3.4 Real Property – The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.</p>		
<p align="center">Executive Limitation</p>	<p align="center">Date of Report/ President’s Conclusions</p>	<p align="center">Board Conclusions and Comments</p>
<p>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property – Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board. The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.</p>		
<p>2.3.4.2 Improvements to Leased Property – The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board’s approval.</p>		
<p>2.4 Asset Protection - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>		
<p>2.5 Communication and Support to the District Governing Board – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>		
<p>2.5.1 Compliance – The President shall not fail to advise the Board, if in the President’s opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>		
<p>2.6 Presidential Continuity and Absences - The President shall not fail to appoint a College Vice President, or designee, to act in the President’s place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.</p>		



Part I – Ends Performance

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends. This Annual Performance Evaluation will be a compilation of Ends Monitoring **reports with additional feedback. Please place an "x" in the scale where you are reporting performance and provide comments.**

1. Ends

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. The College will achieve these results at a justifiable cost.

Performance Description	Performance Rating		
1.1 Education Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
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 will 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.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
1.2 Economic Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
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.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
1.3 Community Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Yavapai County residents have access to social and cultural opportunities. This is the third priority.			
<p><u>Comments</u></p> <p>Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.</p>			

Part II – Review Details

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends and Executive Limitations. Please **prepare additional feedback regarding the President's performance.**

2017-2018 Achievements

Please list successes that were accomplished through the **President's leadership.**

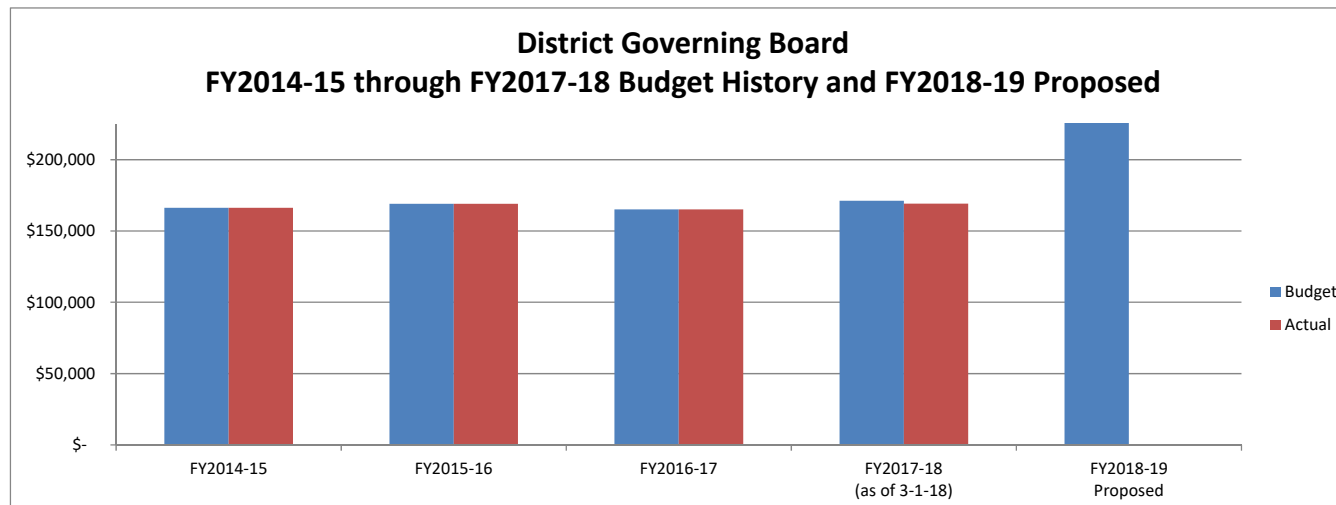
2017-2018 Recommendations

Please list your suggested focus and priorities for the President for the upcoming year.

District Governing Board
 FY2014-15 through FY2017-18 Budget History and FY2018-19 Proposed

011031-District Governing Board	FY2014-15		FY2015-16		FY2016-17		FY2017-18 (as of 3-1-18)					FY2018-19 Proposed
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Encumb.	Estimated	Total	Budget
Admin Support Salaries & Benefits	\$ 36,256	\$ 38,196	\$ 39,084	\$ 39,687	\$ 40,169	\$ 40,521	\$ 41,280	\$ 27,112	\$ 10,444	\$ 3,654	\$ 41,211	\$ 42,266
Direct Expense (less Capital) Pool	130,000		125,000		120,000		130,000					130,000
Legal Services		47,572		32,485		33,140		14,059	23,441	-	37,500	
Consulting Services		15,040		4,718		10,189		10,000	-	-	10,000	
Advertising & Printing		10,131		4,539		4,858		15,768	1,172	-	16,940	
Contractual Services - Other		3,490		2,750		40,905 *		1,250	1,750	-	3,000	80,000 *
Supplies - General		972		560		1,462		493	-	500	993	
Supplies - Software/Computer/Phone/Tech		18,500		12,764		12,500		11,500	-	-	11,500	
Supplies - Food/Other		3,435		3,555		3,366		2,332	3,676	-	6,008	
Books & Postage		179		9		7		8,779	-	-	8,779	
Memberships & Dues - Instit'l		6,907		7,070		6,724		5,896	-	500	6,396	
Travel - In State		761		644		714		1,221	-	-	1,221	
Travel - In State Development		-		-		130		150	-	-	150	
Travel - Out Of State		2,119		212		881		-	-	-	-	
Travel-OutOfState-Train'g/Conference		7,532		9,580		9,254		8,052	-	500	8,552	
Conference/Train'g Registration Fee		5,922		4,855		5,725		16,470	-	500	16,970	
Subtotal Direct Expense		122,560		83,741		129,854		95,970	30,039	2,000	128,009	
011032-Verde Valley Board Advisory Committee												
Attorneys		5,954		5,000		4,502		5,000			4,502	
Food & Supplies		333		-		-		-			-	
Subtotal VVBAC		6,287		4,502		4,502						
Total Direct Expense	\$ 130,000	\$ 128,847	\$ 130,000	\$ 88,243	\$ 125,000	\$ 134,356	\$ 130,000	\$ 95,970	\$ 30,039	\$ 2,000	\$ 128,009	\$ 210,000
Total Expense	\$ 166,256	\$ 167,043	\$ 169,084	\$ 127,929	\$ 165,169	\$ 174,878	\$ 171,280	\$ 123,083	\$ 40,483	\$ 5,655	\$ 169,220	\$ 252,266
Available Budget Surplus / (Deficit)		\$ (787)		\$ 41,154		\$ (9,709)				Projected:	\$ 2,060	47.3%

* Yavapai County Elections



Presenter : Ray Sigafoos

Start Time : 2:36 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 7/26/2017

Item Type : Discussion

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

Description : Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will provide an update of the Campus Master Plan (CMP) for consideration for approval by the Board in order for the budget preparation process to move forward.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:51 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 7/26/2017

Item Type : Discussion

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

Description : Review of the Preliminary Capital Budget for FY 2018-2019 - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the Capital Budget Information for FY 2018-2019. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2018-2019.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:21 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:21 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 2/27/2018

Item Type : Information Item

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

Description : Community Forums - INFORMATION AND/OR DISCUSSION

Details : The Board will be informed about the upcoming Community Forums that were proposed in the Ownership Linkage Proposal at the February meeting.

Attachments :

Title	Created	Filename
Community Forum.pdf	Mar 01, 2018	Community Forum.pdf

Ownership Linkage

DGB Feedback Mechanisms

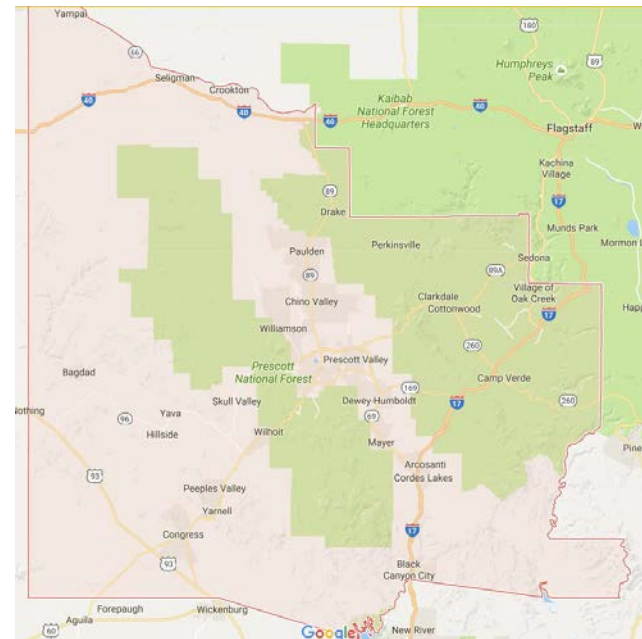
Community Interaction

Website Feedback Question

Open Call

Community Forums

Spring 2018 Student Satisfaction Survey



Community Forums

April 12th - 9 to 10:30 am

**Prescott Campus
Community Room**

**April 13th - 10 to 11:30
am**

**Verde Valley Campus
Community Room**

- Focus on East and West areas of Yavapai County
- Utilize Yavapai College Prescott & Verde Valley Campuses
- Purposeful selection
 - Chamber of Commerce
 - Mayors
 - Town Managers
 - School Superintendents
 - YC Alumni
 - YC Donors

Community Forum Questions

- *What do you believe will be the most significant challenges facing our community in the next 3-5 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?*

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/26/2017

Item Type : Information Item

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

Description : Receipt of the Third District Governing Board Annual Report -
INFORMATION AND/OR DISCUSSION

Details : The Board will receive the Yavapai College District Governing Board
Annual Report 2017.

Attachments :

Title	Created	Filename
DGB 2017 Annual Report.pdf	Mar 02, 2018	DGB 2017 Annual Report.pdf

DISTRICT GOVERNING BOARD

Annual Report to Owners | 2017



Serving all of Yavapai County

Quality Education | Economic Development | Cultural Enrichment



Dear Yavapai College Owners,

It is our pleasure to present the Yavapai College District Governing Board's 2017 Annual Report, which provides details about our progress and commitment to serving the Board's three Ends: to provide high quality, affordable education; to support economic development; and to provide vibrant cultural opportunities throughout Yavapai County.

The residents of this county benefit daily from the College's efforts to serve those Ends. By producing highly trained individuals ready to enter the workforce and excel in their area of expertise, Yavapai College graduates are proof of economic development in action. From first responders to technical trade workers, the College serves the community by adding to its civil and economic security.

Yavapai College trains the nurses, medical assistants, pharmacy technicians and other medical professionals that staff our area hospitals and clinics. The law enforcement officers that keep our roads, highways and communities safe receive instruction at the College's North Arizona Regional Training Academy program.

The curricula available through the College's School of Career and Technical Education generates the workforce necessary to facilitate and maintain the lifelines of infrastructure for our communities and businesses, from electrical power lines to computer networks.

High-tech fields are the employment boulevards of the future, and Yavapai College is doing its part to train the next generation of skilled American workforce, from offering programs in Unmanned Aerial Systems and Cyber Security to Applied Pre-Engineering.

Analysis, resource assistance and personal coaching provided by the College's Regional Economic Development Center and Small Business Development Center allows small business owners and entrepreneurs to benefit from expert guidance and thrive, thereby increasing the prosperity not only for the associated individuals, but for the community as a whole.

Cultural enrichment opportunities available through Yavapai College fosters the ongoing growth and development of community residents. While the art exhibitions and live performances nurture our spirit, the access to fitness equipment, classes and facilities help keep our community members hale and hardy in body.

Remember, Yavapai College is your College, just as Yavapai County is your community. Take advantage of its offerings and get involved in its many efforts to benefit those who live here. We look forward to sharing ideas that will continue to advance our students and our constituents.

Raymond Sigafos

Chair, Yavapai College District Governing Board

2017 District Governing Board Members

The Yavapai College District Governing Board members are community individuals elected from five districts within Yavapai County. Board members as of February 2018:



District 1:
Mr. Ray Sigafoos

Mr. Sigafoos has lived and worked in Prescott for 48 years, all of the time as a resident of District 1. He is a 1969 graduate of Northern Arizona University with a bachelor's degree in Accounting. He has been a licensed Certified Public Accountant since 1971.

At various times, Mr. Sigafoos has served on the boards of the Primavera School, the Yavapai Community Hospital Association, the Prescott Fine Arts Association, the Phippen Art Museum, and Embry-Riddle Aeronautical University.

“Education beyond high school is so important. “In both cases, it’s not a question of if you will need help—it’s a question of when you will need that help. Supplying the training for those that provide the care we all will need someday is the job of higher education. That’s why I have been a passionate supported of higher education since the late 1970’s.”

Ms. McCasland graduated from Yavapai College and has a master’s degree in community college education. She has been affiliated with Yavapai College since 1970 in various roles: as a student, a staff member, retiree, and Board Member.

Ms. McCasland has many years of board leadership experience with Zonta, Republican Women of



District 2:
Ms. Deb McCasland

Prescott, AAUW, Friends of the Prescott Public Library, Meals on Wheels, Junior Women, and Prescott Area Art Trust. She currently serves as Vice-President of the Adult Center of Prescott Board and Co-Chair of the Prescott Library Advisory Committee.

“Higher education provides a key to new opportunities in your life,” said Ms. McCasland. “Higher education resulting in a degree or certificate proves to a potential employer that you have skills and can be trained.”

Dr. Connie Harris has strong educational and leadership knowledge that spans the past forty years. She earned her B.A., M.A. and Ed. D. from Arizona State University, and holds another M.A. from Northern Arizona University. She is a life-long learner and is passionate about education, systems thinking and educational leadership.

“Higher education opens the doors to a world of opportunities and enrichment to our lives, which is why it has been and continues to be a passion of mine.”

She has actively participated in Arizona School Administrators Association, National



District 3:
Dr. Connie Harris

Association of Secondary Principals, Arizona Interscholastic Association and NCA-CASI/AdvancED in this state. Through her educational service and volunteerism, Dr. Harris was honored to receive the prestigious Pat Tillman Lifetime Achievement Award and the Raymond S. Kellis Leadership Award.

She and her husband, Jack, reside in District 3.

Dr. Patricia McCarver has been a Yavapai College District Governing Board member since 2005. She currently serves as a faculty member in the Teacher’s College at Western Governors University.

She is a former Director of Administrative Services for the Yavapai County Community Health Services and is a former Yavapai College

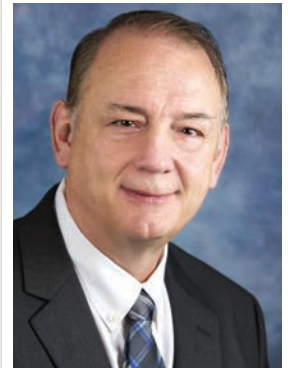


District 4:
Dr. Patricia McCarver

Director of Campus Life. Dr. McCarver’s educational background includes a Ph.D. in transformative learning and change from the California Institute of Integral Studies. She has her master’s degree in college student personnel administration from Emporia State University in Kansas and her bachelor’s degree in psychology from St. Norbert College in Wisconsin.

“I am passionate about higher education because it provides students the opportunity to expand the mind, and learn about things that can help them find a new career, gain a new set of skills for a job, or just explore areas of interest.”

Dr. McCarver lives in Prescott.



District 5:
Mr. Steve Irwin

Retired from the Army in 1991, Mr. Irwin has served as a public servant on the federal, state, and local government levels for 24 years. His work has entailed aiding families in AHCCCSA Long Term Care programs & the Juvenile Probation Department, as well as educating students at Yavapai College.

“Growing up, I came from good parents who showed me what they knew,” said Irwin. “However, that was very limited because they only possessed at most a third-grade education. That inspired me to view education as my only avenue for avoiding the cycle of poverty and ignorance that encompassed my family history. I am thankful for my upbringing, for it inspired me to reach above my surroundings and to work hard to accomplish a better life.”

Mr. Irwin is the owner and founder of Arizona Prime Real Estate and lives in Prescott Valley.

WHAT IS POLICY GOVERNANCE?

The Yavapai College District Governing Board adopted the Policy Governance® model in July 2004. Board members conduct Board business using an adapted version of the “Carver governance” model.



“Yavapai College best serves the community when its efforts promote the Boards three ends: providing education, economic development, and cultural enrichment.”

– DGB Chair Ray Sigafos

Policy Governance principles form a complete governance system which enables boards to provide strategic leadership in creating the future for their organizations. Policy Governance is designed to ensure accountability of the Board to the owners or taxpayers and of the College President to the Board.

The benefits of Policy Governance are multiple. It helps the Board:

- Connect its authority and accountability to those who morally, if not legally, own the organization, and see its task as servant-leader to and for the owners (shareholders/ taxpayers);
- Provide strategic leadership to the organization—the Board’s key responsibility—by clearly defining the ownership’s values into expected results, recipients, and worth; and identifying the organization’s real purpose;
- Delegate to management through the President, who then is the sole connector between governance and management and has full accountability to the Board for all operational decisions;
- Define in writing the behaviors, values, practices, disciplines, and conduct of the President to systematically assess and assure accountability of delegated authorities;
- Exercise its responsibilities without specific subject matter expertise of staff and without duplicating staff skills at the Board level; Policy Governance empowers staff and unleashes the creativity of management while holding management rigorously accountable for delegated areas;
- Make authoritative decisions as a total group rather than a summation of individual authorities;

Yavapai College Policy Categories set parameters for acceptable organizational performance and for itself by establishing broad policies in four logical categories that make intuitive sense.

Ends - the benefits the organization is to produce, for whom, and at what cost or worth. Ends are developed based on the Board’s knowledge of and interaction with the owners, those to whom the Board is morally accountable.

Executive Limitations - the boundaries of prudence and ethics within which the Board allows the College President to make further decisions about means, the way things are done.

Governance Process - the manner in which the Board itself operates, including its philosophy, accountability, discipline, and its own job.

Board-President Linkage - the manner in which the Board delegates authority to staff through the College President and holds the College President accountable.

With these policies in place, the Board can delegate the achievement of the Ends to the College President, be assured that they are, in fact, being achieved, and that the manner in which this occurs does not exceed the Board’s boundaries of prudence and ethics. This assurance is based not on trust, but on a carefully structured monitoring process.

Policy Governance is the registered service mark of John Carver. The authoritative website for the Policy Governance model can be found at www.carvergovernance.com

District Governing Board Ends

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. The College will achieve these results at a justifiable cost.



EDUCATION ENDS

“The proficiency of its instructors and the quality of its facilities and training labs and equipment make Yavapai College an ideal environment for students to get the training they need to enter the workforce with confidence.”

– Deb McCasland

- Students achieve their educational goals at an affordable price. This is the first priority.
- Job seekers have the qualifications, skills, and abilities to succeed.
- Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.
- Lifelong learners have access to a variety of learning opportunities.

ECONOMIC ENDS

“Our Regional Economic Development Center and SBDC have made great strides in supporting workforce training and small business entrepreneurship throughout Yavapai County.”

– Steve Irwin

- 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.

COMMUNITY ENDS

“YC has become the social and cultural center of Yavapai County by offering a superior lifelong learning program and cultural offerings that range from music to art to theater... and more, for all ages.”

– Dr. Patricia McCarver

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

The College president is accountable to the Board for developing and implementing programs and actions that help achieve these ends.

2017 EDUCATION ENDS

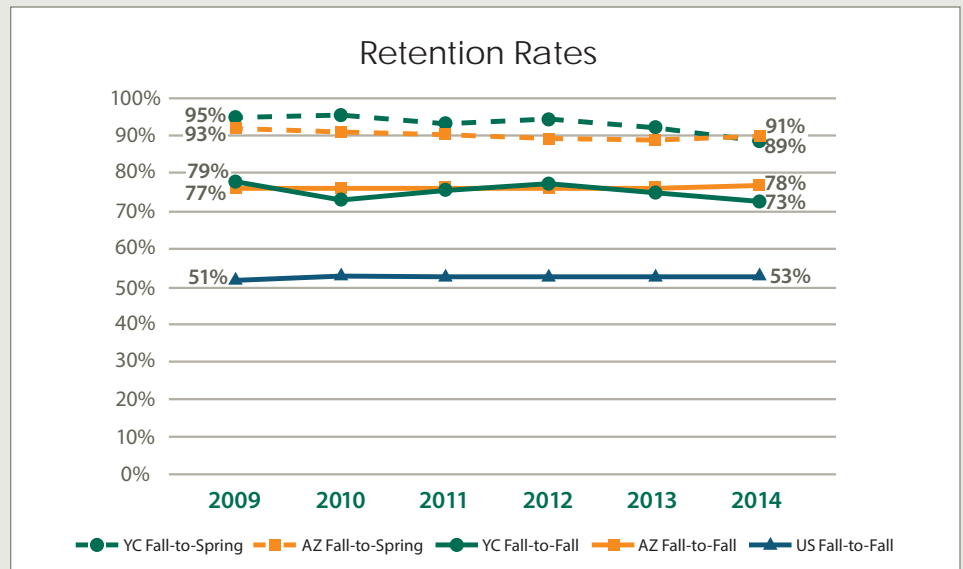
Ensuring that students achieve their educational goals is one of the District Governing Board's three ends, which is the term the board uses for the overall goals of the College. The College provides credit and non-credit options for student to access courses and programs ranging from Adult Basic Education (ABE) to career preparation, transfer to universities, and personal enrichment.

The College offers learning options to fit the lifestyles/circumstances of the residents of Yavapai County. Alternative learning options include: credit for prior learning, internships/service learning, non-credit courses, College for Kids (C4K), high school partnerships (dual enrollment), senior programs (Osher Lifelong Learning Institute, EDventures), and high school equivalency program (G.E.D. testing). Enrollment includes some 15,000 credit and non-credit students a year.

Retention

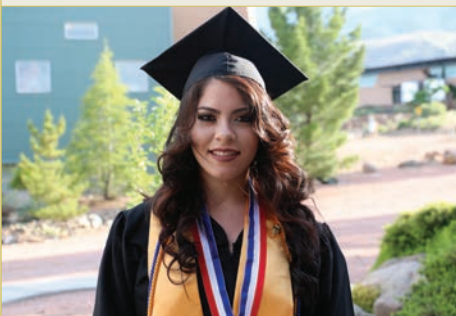
A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the Arizona Strategic Vision Project and the federal Integrated Postsecondary Educational Data Survey (IPEDS).

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. YC's fall 14 to spring 15 retention rate for the credential-seeking cohort was 89%, and 73% of them returned the following fall.



Source: Credential-Seeking Cohort, AZ Strategic Vision, 2017.

2017 Education Highlights



Yavapai College awarded 1,601 degrees or certificates during the 2016-17 academic year.



The newly renovated Sedona Center features two industry-caliber teaching kitchens as part of its culinary program.

Quality Education

Pathways

Yavapai College provides comprehensive student services focused on student success, including completion. Guided Pathways was identified as one of the three strategic priorities for the 2016-2017 academic year. The American Association of Community Colleges 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 Project was established to meet:

- Higher completion rates
- Efficient completion
- Clearer direction to program completion



The Fire Science program produces highly trained specialists who are charged with protecting the lives and property of the residents they serve.

Career and Technical Education

Career and Technical Education is a term applied to schools, institutions and specific educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation, teaching to a wide range of youth and adults for high wage, high skill, and high demand careers. The four-year compound annual growth rate is 5.6% for career and technical awards.

Transfer Students

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. Almost 7 in 10 (71%) of the 2012-13 full time transfer students to in-state public universities completed a bachelor's degree within four years².

	2012-13	2013-14	2014-15	2015-16	2016-17
Associate Degrees ³	266	278	300	287	238
AZ 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

Sources:

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

Lifelong Learning

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.

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

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. 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.

ECONOMIC DEVELOPMENT SUPPORT

Yavapai College continues to provide outstanding workforce training opportunities for the citizens of Yavapai County. In addition to the exceptional programs and services performed by the Regional Economic Development Center (REDC), YC's facilities and instructional programs are continually being modified and improved to better serve the workforce needs of our communities. Examples of YC facilities improvements include remodeling the Career and Technical Education Center (CTEC) to accommodate training facilities for RESA Wear, a collaboration between the City of Prescott and Yavapai College.

RESA Wear manufactures mobile kiosks that use 3D printers to fabricate orthotic inserts for shoes. The kiosk scans, designs and then prints insoles in about an hour; these kiosks will be located in Costco, Walmart, and Macy's stores throughout the U.S.

Student interns are paid \$14 an hour to start while they are in the program. Interns who successfully complete the program and hired by RESA as a production technician, and can earn \$25 per hour or more.

The mission of the REDC at Yavapai College is to facilitate economic development throughout Yavapai County by providing regional economic and policy analysis, economic impact analysis, customized industry training, entrepreneurial educational services, internal academic program analysis, and assistance with Native American economic development.

The Center participates in the three primary elements of the College: community engagement, student



Yavapai College hosted two forums with local contractors and home builders in response to community concerns about the workforce shortage in the building trades.

services, and instruction. In its third year of operations, the REDC has expanded services to municipalities and economic development organizations to include economic impact studies and strategic planning for community development. The Center has also designed and implemented several new initiatives aimed at connecting students to economic opportunity in employment and entrepreneurship. e are well positioned to continue providing outstanding services to the community in 2018.

Custom Industry Training

The REDC has expanded its training programs in the county by implementing industry-certified training in caregiving (a high-demand sector in our local economy), and by hosting quarterly brown-bag educational programs ("Lunch n' Learns") for small businesses.

Three-week Caregiving and Certified Nursing Assistant three-day bridge course: (through May 2017)

- YC is the only authorized trainer in Yavapai County and is certified by the Arizona Department of Health
- Quarterly "Lunch n' Learns" co-sponsored with AZRev
- Monthly "Lunch n' Learns" co-sponsored with the City of Prescott

Registered Apprenticeships

In an effort to continue skills enhancement for base economic jobs, and to compensate for the cancellation of state job training grants, the REDC formally facilitates the implementation of federally registered apprenticeships in Yavapai County. In coordination with the Arizona State Office of Apprenticeships, the REDC director established protocol and materials for employers interested in participating.

Economic Development

SBDC Locations:

Prescott Campus

1100 E. Sheldon St, Prescott AZ 86301

Verde Valley Campus

601 Black Hills Dr, Clarkdale AZ 86324

Sedona Center

4215 Arts Village Dr, Sedona AZ 86336



Yavapai College hosted job fairs at the Prescott and Verde Valley campuses, as well as at the Prescott Valley Events Center, which saw approximately 340 job seekers and 83 exhibitors.

Federally registered apprenticeships require full-time employment (2,000 hours per annum) and 144 hours of seat time in theoretical learning per year. Apprenticeships run 1-5 years, depending on the occupation.

Regional Industry & Economic Impact Analysis (pro bono & fee based)

The REDC delivers regular analysis of regional economic trends on a pro bono and fee-based basis.

2017 reports include:

- Quad City Labor Market Report – business attraction
- Verde Labor Market Report – business attraction
- Healthcare Workforce Demand Analysis
- Yavapai County Economic Overview
- Camp Verde Economic Overview
- Cottonwood Economic Overview
- Prescott Economic Overview
- Prescott Valley Economic Overview
- Chino Valley Economic Overview
- Chino Valley EDA Grant – economic and labor report
- Prescott Valley Economic Development Foundation Marketing Brochure

Analysis of industry and workforce needs include a series of REDC lead industry roundtables, individual company analysis, participation on local industry committees, and Labor Market Information (LMI data sets). The REDC also sponsors luncheon roundtables at Yavapai College for industry where business owners, plant managers, and human resource professionals share information pertaining to current and future workforce needs.

Events & Outreach

- Two Future Leaders Town Hall in Prescott and Verde Valley in association with AZ Town Hall
- Verde Valley Forum on Public Affairs – Youth Town Hall on Post-secondary education in the Verde Valley
- Five Job Fairs: the new Chino Valley and new Youth job fairs, Prescott Valley job fair (fall 2017) Prescott (spring 2017), Verde Valley (spring 2017)
- Annual Mountain Institute-Joint Technical Education District Employer-Student Mixer in May 2017

Small Business Development Center (SBDC)

The SBDC provides free one-on-one confidential counseling, a series of subsidized workshops, and a business resource library district-wide. With the SBDC's assistance, small businesses in Yavapai increased sales by over \$2.6 million and captured \$6.3 million in financing last year. The center also supported the creation of over 75 jobs.

Due to additional grant funding awarded to the REDC, services in 2017 will be enhanced by increasing counseling hours in Yarnell, Camp Verde, Chino Valley, and Black Canyon City. The SBDC provides counseling out of the Prescott Campus, Verde Valley Campus, Sedona Center, Cottonwood Business Assistance Center, Yavapai Apache Nation Economic Development Administration Office, Northern Arizona University in Prescott Valley.

Due to an identified need in the Verde Valley the SBDC has shuffled resources and human capital in order to provide the Verde Valley with a FT Business Analyst.

CULTURAL ENRICHMENT

Yavapai College continues to be a rich and varied artistic resource for the students and citizens of Yavapai County. From sold-out, roof-rattling concerts at the Yavapai College Performing Arts Center to the local spirit fostered by a winning Roughrider athletic team to the sudden inspiration fostered by an art class discovery, a sculpture garden walk or a gallery visit, Yavapai College's cultural institutions enhance and fortify our community's quality of life a multitude of ways.

Along with Yavapai College's own Music and Performing Arts groups, the Performing Arts Center also played host to a wide range of college and community performance organizations, like the Prescott POPS, the Phoenix Symphony, the 18th Annual Prescott Film Festival the Arizona Cowboy Poets Association. YCPAC hosted 31 satellite series events, live-streaming operas like *La Traviata*, Mozart's *Die Zauberflöte* and the cutting-edge World Premiere *Exterminating Angel* from New York's

Metropolitan Opera to the Performing Arts Center's big screen. YCPAC's satellite series also provided high-definition screenings of the world's best in theatre including *As You Like It*, *Hangmen*, and *Angels in America, Parts 1 & 2* from the National Theatre of London; and stunning dances from the Bolshoi Ballet: *Le Corsair*, *The Golden Age*, *Swan Lake* and many others.

The Yavapai College Performing Arts Center balances its touring headliners and satellite screenings with home-grown musicals. These shows draw large crowds and critical praise while honing the skills of the College's talented student performers. In 2017, the Yavapai College Performing Arts Department presented two ambitious musicals. Stephen Sondheim's *Into the Woods* drew positive reviews and more than a thousand viewers in the spring; while *White Christmas*, the stage adaptation of the holiday classic, played to 3,000 people, over four performances, at the end of the year. YCPAC's *Curtain Up*

Educational Series (CUES) hosted eight different productions and 18 different performances for an estimated 12,000 elementary school students in Prescott and the Verde Valley last year.

In 2016, the Yavapai College Performing Arts Department committed to an annual Verde Valley Series, designed to share YCPAC artists with communities across Yavapai County. 2017 saw the Verde Valley Series refine and diversify itself as it explores partnerships with other local presenters. The series brought four different shows to Sedona, Camp Verde and Cottonwood in 2017 – *The Golden Dragon Acrobats*, jazz artist Catherine Russell, the Ballet West II dance company and folk group Dana Louise and the *Glorious Birds* – with a combined attendance of approximately 750 people. The 2017-18 Verde Valley Series features three distinct musical acts, presented at established venues in Sedona and Cottonwood in cooperation with the Sedona Performing Arts Center and the Old Town Center for the Arts.

Each of the College's campuses serves as a social and cultural hub for the surrounding community. The Verde Valley Campus is exemplary in this manner, hosting a broad range of cultural events including its spring SciTech Expo, with speakers, equipment, tours, discussions and demonstration booths designed to celebrate STEM subjects (Science, Technology, Engineering and Math). In 2017, the Verde Campus offered a Veteran's Celebration, complete with social service resources for local vets, as well as wine tastings, conservation workshops, entrepreneurial forms, hiking trail management meetings, food producer forums and an outdoor production of Shakespeare's *The Taming of the Shrew*.



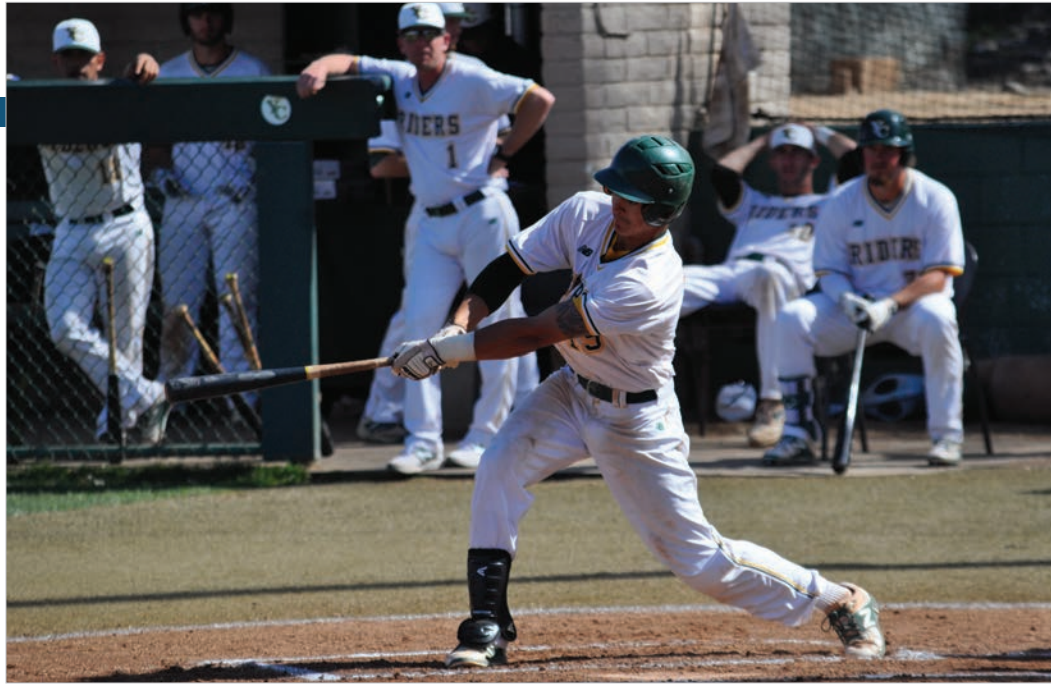
The Yavapai College Performing Arts Center hosts multiple touring acts throughout the year, and serves as the main stage for students of YC's Performing Arts program.

Yavapai College's Verde Valley Art Gallery staged four exhibitions on the Clarkdale campus in 2017, featuring instructor shows and thematic explorations as well as student work in painting, collage, drawing, etching, sculpture and mixed media. Together with the Prescott Gallery programming, YC's art two galleries hosted a combined 14 separate exhibits for approximately 6,500 visitors in 2017.

Every year, YC's Literary Southwest Series brings the craft of writing into sharp focus with discussion events that feature distinguished authors from a variety of genres. In 2017, Literary Southwest produced three enthusiastically attended events: writer, essayist and editor Camille T. Dungy talked poetry with local audiences in the spring; International Latino Book Award winner Ana Castillo discussed her novels in the fall, and three time Edgar Award-winning mystery writer T. Jefferson Parker shared his ideas on whodunits in November.

EDventures, a program of Yavapai College's Lifelong Learning Division, offers the adventure and education that only travel provides by creating local, regional and international excursions for community members. EDventures are led by experienced, knowledgeable guides who use the trips to explore the unique history of each destination. EDventures made 34 trips in 2017, including a 32-person visit to New Zealand, as well as regional excursions to the Grand Canyon, Canyon de Chelly, Copper Basin, Skull Valley and Iron Springs. In total, 347 community members embarked on trips with EDventures.

The Del E. Webb Family Enrichment Center (FEC) continues to provide high quality child care and early learning experiences to over 75 children a year,



Yavapai College hosted 103 home matches across its baseball, softball, soccer and volleyball programs.

The Yavapai College Honors Program (CHP) logged over 1,300 hours of service in 2017.

five years of age and under, and is open to community families. It also serves as a lab school, providing over 500 observation and 1,800 mentoring hours to early education students each year. The FEC is nationally accredited, has a five-star rating through Quality First and provides scholarships to low-income families. The FEC also offers parenting workshops that are open to the community.

The Yavapai College Honors Program (CHP) logged over 1,300 hours of service in 2017, on YC campuses as well as in local communities. Service projects included: working at a Habitat for Humanity construction site; providing meals for the homeless at the Granite Creek Feed; assisting in grocery bagging and

disbursal at YC's newly established Food Pantry; distributing warm clothing to low-income families for the winter; staffing the hospitality tent and soliciting food donations during the National Soccer Tournament; and calling to personally thank YC Foundation donors at their annual Thank-a-Thon.

And Yavapai College Athletics distinguished itself again in 2017 by hosting 5,013 fans at the National Junior Collegiate Athletic Association Soccer Tournament. Roughrider athletes again inspired the community, with softball, soccer and volleyball teams all reaching the postseason and playing a combined 10 playoff/tournament games. This is in addition to a regular season of 27 home baseball games, 12 home volleyball games, 24 home softball games of softball and 12 home soccer matches. Total estimated attendance for the Roughrider home and post-season games in all four sports was 5,673.

Cultural Enrichment

OWNERSHIP LINKAGE:

Connecting with Constituents



Members of the District Governing Board joined Yavapai College President Dr. Penny Wills to tour the teaching kitchens of the renovated Sedona Center.

“YC makes Yavapai County a better place to learn, to work, and to live.”

The Yavapai College District Governing Board is responsible for governing on behalf of and is accountable to the College’s owners (i.e., county property-tax payers and residents). “Ownership linkage” is the Board’s term for its responsibility to maintain open communications with the College’s owners to help guide the Board in its governing duties.

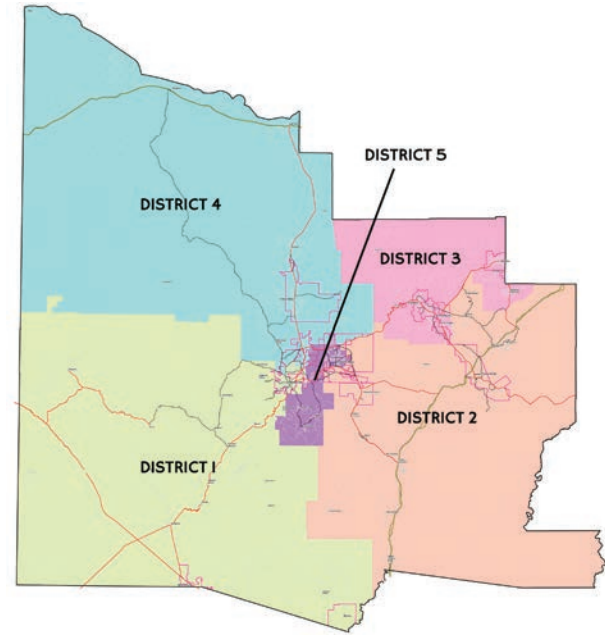
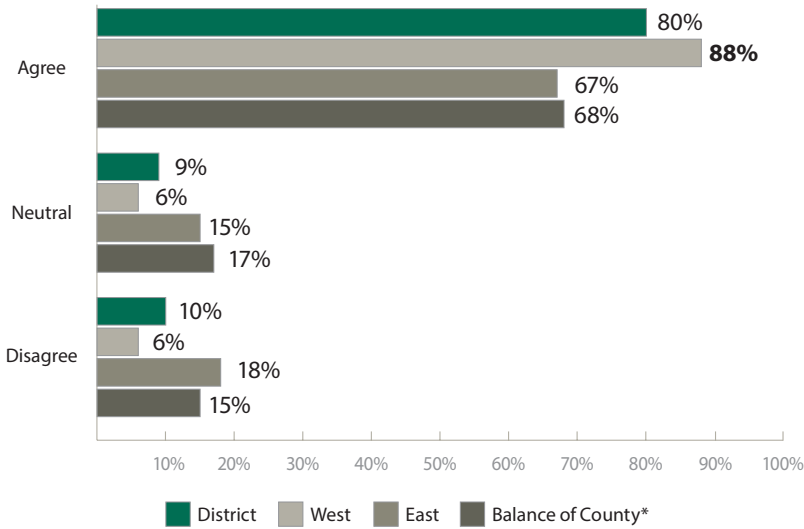
The Board achieves ownership linkage in a variety of ways, including holding monthly public meetings in various locations within the county. During “open call” sessions at these meetings, members of the public can address Board members directly. During the 2017 fiscal year, the number of community members who addressed the Board continued at a steady level. All meetings are videotaped and shown on local cable access channels. Minutes of past meetings may be viewed online at <http://www.yc.edu/v5content/district-governing-board/minutes.htm>, and recorded meetings may be viewed online at <http://prescottmediacenter.org/>.

The Board undertook an ownership linkage effort in 2017 by conducting a district-wide survey to seek community feedback. The objective of the survey was to allow all county residents to provide their perception of, involvement in, and satisfaction with Yavapai College and compare the results to the 2014 survey that presented the same questions.

Specifically, the approved survey instrument had three major sections:

1. Assess community agreement with the Ends (Goals) established for Yavapai college by the DGB
2. Measure the community participation rate in, and satisfaction with, a variety of services provided by Yavapai College
3. Gauge the overall value provided by Yavapai College to its Yavapai County service District

YC is Making Yavapai County a Better Place



A map of Yavapai County identifies the five districts that each District Governing Board member represents.



Dean of Lifelong Learning Dennis Garvey shows off the renovations to his division's building on the Prescott campus following a monthly DGB meeting.

The survey was conducted in July and August of 2017. Survey participation was promoted throughout the district via social media, radio, Pandora, print and electronic newspaper ads, as well as the Yavapai College website. In addition, every household (100,000) in Yavapai County received a postcard asking for their input by participating in the survey. Nearly 1,200 county residents replied to the survey.

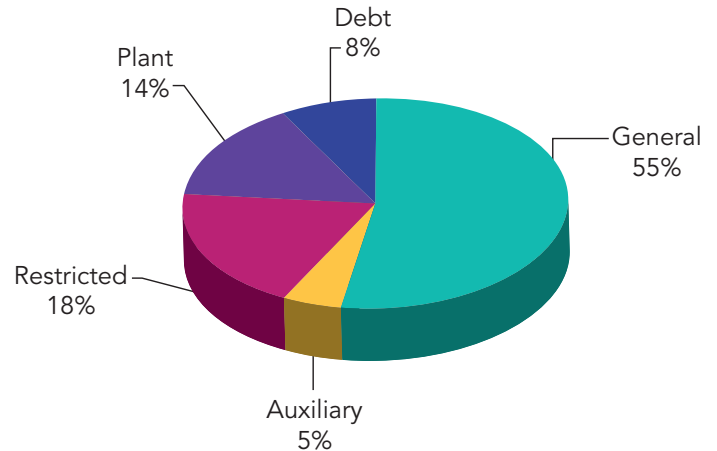
There is strong support throughout the district for the three Ends: Education (Job Seekers, Transfer Students, and Lifelong Learners), Economic Development, and Cultural Enrichment. Community participation rates at Yavapai College events and activities are consistently in the top quartile of community colleges across the country according to the National

Community College Benchmark Study. There is high satisfaction throughout the district with events and activities in which participants have participated. In general, this holds true by region, age, gender, and residence longevity. "YC makes Yavapai County a better place to learn, to work, and to live." When viewing the data sorted by age, gender and residence longevity, residents are in strong agreement with the above statement.

Yavapai College FY 2016-17 Budget Overview

The \$81.2 million budget is the financial means by which the College pursues the three ends, or goals, set by the Yavapai College District Governing Board: 1) help students achieve their educational goals, 2) assist communities in generating and sustaining economic based jobs, and 3) provide access to a vibrant social and cultural life.

Yavapai College
EXPENDITURES - ALL FUNDS
FY2016-2017



... our price per credit hour is lower than the national average to reflect the lower median income of Yavapai County residents.

YC's property tax rate is near the median for community colleges in Arizona, and Arizona property taxes are the 5th lowest in the country, according to taxfoundation.org. Yavapai College's costs (expenses) per student are at or below the average for community colleges across the nation, while our price per credit hour is lower than the national average to reflect the lower median income of Yavapai County residents. Per benchmark studies, employee compensation is competitive with relevant markets and our facilities are well maintained.

Complete, detailed budget data is available on the College's web site at www.yc.edu/budget.

FUND CATEGORIES

General Fund - Primary operating funds used to carry out the District's core objectives (i.e., instruction, student services, institutional support, etc.).

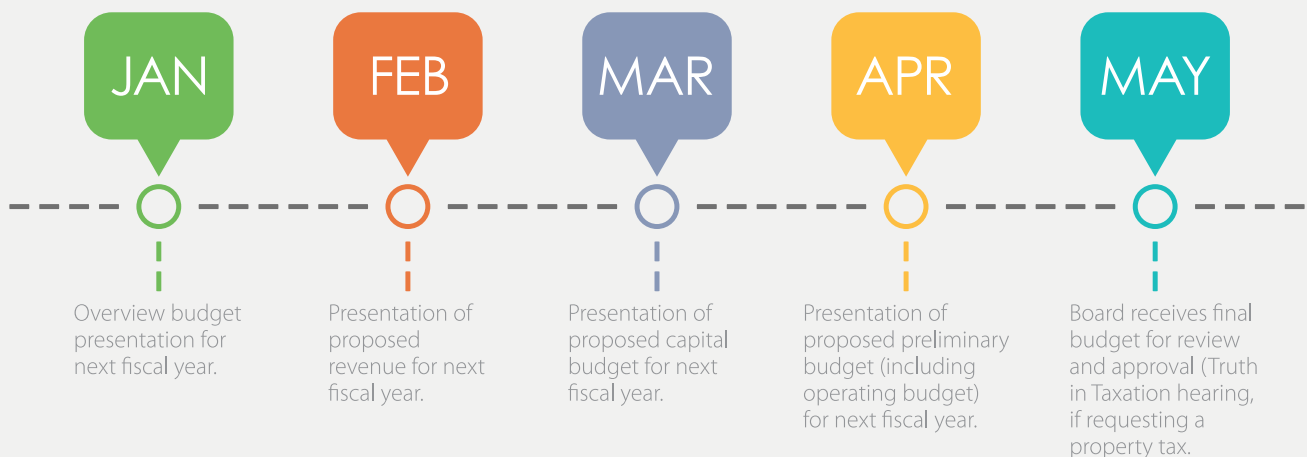
Auxiliary Fund - District revenue-producing activities that provide goods or services to students, faculty, staff and, incidentally, to the public.

Restricted Fund - Funds expendable for operating purposes but restricted by grantors, donors or other outside agencies as to the specific purpose for which they may be expended.

Plant Fund - Monies associated with purchasing, maintaining and recording the District's property, plant and equipment.

Debt Fund - Used to account for the revenues and expenses related to the payment of District debt (i.e., bond issues).

Budget Process Timeline for the District Governing Board



YAVAPAI COLLEGE FOUNDATION

A Strong Tradition



“Being a YCF scholarship recipient inspired me to give back to the community by paying-it-forward and creating my own scholarship for radiologic technology students.”

–Robert Altmanshofer, YC Class of 2017

Following a health concern in 2011 coupled with a friend encouraging to enroll in the Radiologic Technology program at Yavapai College, Altmanshofer applied for and received scholarships, graduated from the program and works as a radiologist at the Yavapai Regional Medical Center in Prescott. Grateful for the assistance he received, Altmanshofer worked with the Yavapai College Foundation to establish his own named scholarship fund for potential radiological technology students.

“I could say ‘thank you’ ‘til I’m blue in the face,” he said. “But the best way to be thankful is to continue the example of what my donors did.”



As a result of private donations, more than 8,700 elementary and middle school children in Yavapai County were able to attend the YCPAC children’s matinee program (CUES) in FY2017 at no cost to the families.



Organized by the YCF auxiliary group, Friends of the Southwest Wine Center, community volunteers from throughout the county finished planting the 12th and final acre of the Verde Valley campus vineyard.

Yavapai College Foundation FY2017 by the Numbers

\$15.2 million
Total YC Foundation Assets



\$1.2 Million
In Direct Support
of Yavapai College

445
YCF
Scholarship Recipients

88.6%
Dollars Going to
Programs & Services

\$542,500
Scholarship Funds
Distributed to YC

203
YCF Scholarship Funds
(#2 Among AZ Community Colleges)

12.5 Million
Endowment
Fund



life explored

Yavapai College makes our community a premier place to learn, work and live.

Yavapai College lives the “life explored” brand by providing quality higher learning at a low cost, through a wide range of academic programs and cultural offerings to traditional students, working adults, and lifelong learners.

YC further improves the future of our students and communities through the generous charitable contributions made by volunteers and donors of the Yavapai College Foundation (YCF), and the expert workforce development services offered by the Regional Economic Development Center (REDC).

For more information on degree and certificate programs, registration, cultural events and more, visit:

www.yc.edu

Quality Education | Economic Development | Cultural Enrichment



Yavapai
COLLEGE

Prescott Campus • Verde Valley Campus • Prescott Valley Center • Chino Valley Center
Career & Technical Education Center (CTEC) • Sedona Center

Presenter : Ray Sigafoos

Start Time : 3:29 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/26/2017

Item Type : Decision Item

Policy No.	Description	Ref No
3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.	560669

Description : Planning of September 2018 District Governing Board Retreat -
DISCUSSION AND/OR DECISION

Details : The Board will discuss the planning of the September 2018 District Governing Board Retreat:

- Facilitator
- Proposed Topics
 1. Ends Review
 2. Ownership Linkage Plan
 3. Annual Calendar

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:39 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/26/2017

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

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

Details : Board Spokesperson - Ray Sigafoos

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

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:44 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/26/2017

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 : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:44 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/26/2017

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 : Proposed Dates and Places of Future Meetings for 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : The Board will discuss and confirm proposed meetings, dates, times, and locations for 2018 District Governing Board meetings.

International Policy Governance Association (IPGA) Conference
Conference is being held in Savannah, GA - June 21-23, 2018.
Association of Community Colleges Trustees (ACCT) Leadership
Congress is being held in New York, NY - October 24-27, 2018.

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Feb 19, 2018	FY17-18- Proposed Dates and Places of Future Meetings.pdf
FY18-19- Proposed Dates and Places of Future Meetings.pdf	Feb 19, 2018	FY18-19- 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 16 2018, Tuesday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 16, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
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	

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
Performing Arts Bldg. 15 Ribbon Cutting	March 6, 2018, Tuesday, 4:00 p.m. Location: Prescott Campus – Building 15
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

*March meeting changed due to Spring Break *October, January, April meetings changed at Board request Rev.1/10/18

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY & AUGUST 2018 – NO BOARD MEETINGS	
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111 TBD
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Sedona Center – Room 34
Board Retreat	December 10, 2018, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2018 – NO BOARD MEETING	
Regular Board Meeting	January 8, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 11, 2019 – Monday, 10 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137 TBD
Regular Board Meeting	April 9, 2019, Tuesday, 1:00 p.m. Location: CTEC – 181 TBD
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO BOARD MEETING	

*March meeting changed due to Spring Break

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Association of Community College Trustees (ACCT) Leadership Congress	October 24-27, 2018 Location: New York, NY
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2019, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 11, 2019, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 23, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June xx-xx, 2019 Location: xxxxxxxxxxxx

Presenter : Ray Sigafoos

Start Time : 3:49 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/26/2017

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