



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, September 11, 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	778841
2	Call to Order - PROCEDURAL	0	1:00 PM	778842
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	778843
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	778844
5	Approval of the Minutes From the May 8, 2018 District Governing Board Truth in Taxation Hearing and Special Meeting, Budget Hearing and Adoption, Regular Meeting, Executive Session, May 23, 2018 and August 27, 2018 Special Meetings - DISCUSSION AND DECISION	2	1:02 PM	778845
6	Adoption of Agenda - DECISION	1	1:04 PM	778846
7	OWNERSHIP LINKAGE - HEADING	0	1:05 PM	778868
8	Open Call - PROCEDURAL	15	1:05 PM	778869
9	MONITORING REPORT - HEADING	0	1:20 PM	778847

Item No.	Item	Time Req.	Start Time	Ref No.
10	May Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:20 PM	778848
11	CONSENT AGENDA - HEADING	0	1:25 PM	778849
12	Receipt of Report on Revenues and Expenditures - Month of August 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:25 PM	778850
13	For Consideration for Approval of the Intergovernmental Agreement (IGA) between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College to provide Education Programs on the Risk of Abuse of Alcohol and Controlled Substances - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:26 PM	797520
14	For Consideration for Approval of Resolution 2018 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:28 PM	796447
15	INFORMATION - HEADING	0	1:30 PM	778853
16	Information from the President to Include: Convocation; 50th Anniversary Celebrations; Verde Valley Campus Update; Update on Prescott Valley Properties; Yavapai Combined Trust Quarterly Report; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:30 PM	778854
17	Update from Instruction and Student Development to Include: Faculty Senate; YC Promise; FY19-20 Academic Calendar; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION	15	1:40 PM	778855
18	Information from Community Relations to Include Marketing Updates - INFORMATION AND/OR DISCUSSION	15	1:55 PM	778891
19	SHORT RECESS - PROCEDURAL	10	2:10 PM	778856
20	MONITORING REPORT (CONTINUED) - HEADING	0	2:20 PM	778857
21	Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION	4	2:20 PM	778870
22	Receipt of Board Self-Evaluation - Governance Process Policy 3.0 Global Governance Process - MONITORING AND/OR DISCUSSION	4	2:24 PM	778871
23	Receipt of Board Self-Evaluation - Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION	4	2:28 PM	778872
24	Receipt of Content Review of Governance Process Policy 3.5 Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION	4	2:32 PM	781835
25	Receipt of Board Self-Evaluation - Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION	4	2:36 PM	778873
26	Receipt of Board Self-Evaluation - Board - President Linkage Policy 4.0 Global Board - President Linkage - MONITORING AND/OR DISCUSSION	4	2:40 PM	778876

Item No.	Item	Time Req.	Start Time	Ref No.
27	Receipt of Content Review of Board-President Linkage Policy 4.6 president Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION	5	2:44 PM	794676
28	BOARD EDUCATION/STRATEGIC PLANNING - HEADING	0	2:49 PM	783377
29	Overview of Community College Legislative Changes by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION	15	2:49 PM	783378
30	OWNERSHIP LINKAGE - HEADING	0	3:04 PM	778861
31	Review and Summary of the September 10, 2018 Board Retreat - INFORMATION AND/OR DISCUSSION	10	3:04 PM	778882
32	Update on Presidential Search - INFORMATION AND DISCUSSION	10	3:14 PM	783594
33	Selection of the Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION	4	3:24 PM	778883
34	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:28 PM	778862
35	OTHER INFORMATION - HEADING	0	3:33 PM	778863
36	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	3:33 PM	778864
37	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:36 PM	778867

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/19/2018

Item Type : Procedure Item

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/19/2018

Item Type : Procedure Item

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 4/19/2018

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 Minutes From the May 8, 2018 District Governing Board Truth in Taxation Hearing and Special Meeting, Budget Hearing and Adoption, Regular Meeting, Executive Session, May 23, 2018 and August 27, 2018 Special Meetings - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the May 8, 2018 District Governing Board Truth in Taxation Hearing and Special Meeting, Budget Hearing, Budget Adoption and Regular Board meetings and the Executive Session, and the May 23, 2018 and August 27, 2018 Special Meetings. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
1. Truth N Taxation Public Hearing Unapproved Minutes.pdf	Jul 17, 2018	1. Truth N Taxation Public Hearing Unapproved Minutes.pdf
2. Truth N Taxation Special Meeting Unapproved Minutes 5-8-18.pdf	Jul 17, 2018	2. Truth N Taxation Special Meeting Unapproved Minutes 5-8-18.pdf
3. Budget Public Hearing Unapproved Minutes 5-8-18.pdf	Jul 17, 2018	3. Budget Public Hearing Unapproved Minutes 5-8-18.pdf
4. Budget Special Meeting Unapproved Minutes 5-8-18.pdf	Jul 17, 2018	4. Budget Special Meeting Unapproved Minutes 5-8-18.pdf
5. Unapproved Regular Meeting Minutes - May 8 2018.pdf	Jul 17, 2018	5. Unapproved Regular Meeting Minutes -May 8 2018.pdf
Special Meeting Unapproved Minutes 5-23-18.pdf	Sep 05, 2018	Special Meeting Unapproved Minutes 5-23-18.pdf
Special Meeting Unapproved Minutes 8-27-18.pdf	Sep 05, 2018	Special Meeting Unapproved Minutes 8-27-18.pdf



Yavapai College District Governing Board

FY 2018-2019 Budget Special Meeting

In Accordance with A.R.S §15-1461.01(A)

Unapproved Minutes of Special Meeting

Tuesday, May 8, 2018

11:40 AM

Prescott Campus – Building 19, Room 147

1100 E. Sheldon Street

Prescott, Arizona

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

Members Present:

Mr. Ray Sigafoos, Chair

Mr. Steve Irwin, Secretary

Dr. Connie Harris, Board Member

Dr. Patricia McCarver, Board Member

Ms. Deb McCasland, Board Member

Administration Present:

Dr. Penelope H. Wills, President

Lynne Adams, Board Attorney

Other staff attending are on file in the District Office

1. Call to Order - PROCEDURAL

Chair Sigafoos called the Budget Special Meeting to order at 11:57 a.m. to consider the Yavapai County Community College District FY 2018-2019 Budget as presented at the Budget Public Hearing, held immediately before this Special Meeting.

2. Roll Call to Consider the Yavapai County Community College District FY 2018-2019 as Proposed at the Budget Public Hearing - DISCUSSION AND/OR DECISION

Member Irwin moved, seconded by Member Harris, that the Yavapai College District Governing Board adopt the Yavapai County Community College District FY 2018-2019 Budget as presented during the public hearing. Roll Call of the Yavapai College District Governing Board for approval of the Yavapai County Community College District FY 2018-2019 Budget as advertised and presented during the public hearing:

Dr. Patricia McCarver, District 4 – Yes

Mr. Raymond Sigafoos, District 1 – Yes

Mr. Steve Irwin, District 5 - Yes

Ms. Deb McCasland, District 2 - No

Dr. Connie Harris, District 3 - Yes

Motion carried with majority vote to approve with 4 yes votes and 1 no vote.

3. Adjournment - PROCEDURAL

Member Harris moved, seconded by Member Irwin, that the Budget Special Meeting be adjourned. The motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

The Special Meeting was adjourned at 11:59 a.m.

Respectfully submitted:

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

Date: September 11, 2018

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, May 8, 2018
1:00 PM**

Prescott Campus - Building 19, Room 147
1100 E. Sheldon Street
Prescott, Arizona

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Members Present:

Mr. Ray Sigafoos, Chair
Dr. Connie Harris, Board Member
Ms. Deb McCasland, Board Member

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

Administration Present:

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

Lynne Adams, Board Attorney

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member McCarver.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board April 17, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 5-10)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board April 17, 2018 Regular Meeting Minutes as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

6. Adoption of Agenda – DECISION

Member Irwin moved, seconded by Member McCarver, to adopt the agenda as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

7. MONITORING REPORT – HEADING

8. April Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

The Board reviewed the April 17, 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.

9. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda as presented. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

10. Receipt of Report on Revenues and Expenditures – Month of April 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

11. POLICY – HEADING

12. For Consideration to Approve the Real Property Donation from the Yavapai College Foundation to Yavapai College Located at the Prescott Campus - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 25-30)

During the April 10, 2018 Yavapai College Foundation Board meeting, the YCF Board approved to convey as a gift to Yavapai College, the title to real property owned by the Yavapai College Foundation and currently leased to Yavapai College described as 1) Building 20; 831 East Sheldon Street; 2) Building 11; 160 North Rush Street; and 3) Building 12; 155 North Rush Street.

Member McCarver moved, seconded by Member Harris, to accept the Yavapai Foundation's gift to Yavapai College of title real property as described. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

13. INFORMATION - HEADING

14. Information from the President to Include: Summer Institute; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; Budget to Actual Monthly Report; Cash

Reserves Monthly Report; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 31-60)

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

- Summer Institute held on May 9 and 10
- Yavapai Combined Trust Quarterly Report - Attached - Information Only
- Yavapai College Staff Association Newsletter - Attached - Information Only
- Budget to Actual Monthly Report - Attached - Information Only
- Cash Reserves Monthly Report - Attached - Information Only
- College Highlights - Attached - Information Only

15. Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 61-75)

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

- Faculty Senate Update - Dr. Matt Pearcy reported he will be serving a two (2) year term as Faculty Senate President. He reviewed the 2018 accomplishments such as the student withdrawal policy and pathways regarding general education requirements. Next year goals will include shared governance and development education.
- College Honors Program (CHP) – Denise Woolsey, Program Director, and students, Elisabeth Rizk, Carissa Bond, Christopher Eis, and Killian Hays-George provided a recap of the CHP’s mission, service, learning, and activities.
- Introduced Dr. Joan Fisher as the new Dean for Arts and Humanities, Business and Computer Systems, and Social Sciences.
- Adjunct Faculty Newsletter - Attached - Information Only

16. SHORT RECESS - PROCEDURAL

No recess was taken.

17. MONITORING REPORTS – HEADING

18. Receipt of President's Monitoring Report - Executive Limitation 2.0- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 77-82)

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

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.0, and believe that the interpretation of the policies provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.0. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, and Sigafos voting in favor; and McCasland voting against).

19. Receipt of the President's Monitoring Report - Executive Limitation 2.3 Financial Management - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 83-88)

2.3 Executive Limitation: The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3, and believe that the interpretation of the policies provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, and Sigafos voting in favor; and McCasland voting against).

20. Content Review of Board - President Linkage Policy 4.5 President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 89-90)

The Board performed the biennial content review for Policy 4.5 - President Compensation and Benefits.

21. OWNERSHIP LINKAGE - HEADING

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

- Board Spokesperson – Chair Sigafos spoke with the Verde Valley Independent regarding President Wills’ retirement.
- Arizona Association for District Governing Boards (AADGB) – Member Harris reported a new name was adopted of the Arizona Association of Community College Trustees along with new bylaws, mission statement, and 2018-19 goals.

- Yavapai College Foundation - Dr. Patricia McCarver reported the next meeting will be the Annual Meeting on May 9, 2018.

23. OTHER INFORMATION - HEADING

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

(refer to Board agenda, pgs. 92-95)

Proposed Dates and Places of Future Meetings for the District Governing Board.

- **Community Forums are scheduled for August 16, 2018 at the Prescott Campus and August 17, 2018 at the Verde Valley Campus.**
- **Association of Community College Trustee Leadership Congress in New York, NY on October 24-27, 2018 - please note that May 20, 2018 is the last date to receive the early bird lodging discount.**

25. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, and Consideration of President's Contract and Potential Retirement - PROCEDURAL

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

Member Harris moved, seconded by Member McCarver, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(1) for the review of the President's Annual Evaluation, Employment Agreement and Potential Retirement. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Executive Session convened at 1:54 p.m.

Executive Session recessed at 2:46 p.m.; Regular session reconvened at 2:50 p.m.

26. Convene in Public Session with Possible Action RE: President's Evaluation, Consideration of President's Contract and Potential Retirement as a Result of Executive Session – DECISION

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

Member McCarver and Chair Sigafoos expressed a great sense of gratitude for Dr. Wills' seven years of service to the YC students, faculty, staff, and our communities and her outstanding leadership.

Member McCarver moved, seconded by Member Harris, to approve a \$3,000 salary increase for the remainder of Dr. Wills' contract. Motion carried 4 yes votes; 1 no vote (Irwin, Harris, McCarver, Sigafoos voting in favor and McCasland voting against).

Chair Sigafoos moved, seconded by Member Harris, to accept Dr. Wills' retirement as of December 31, 2018 and modify her contract in accordance. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

27. POLICY – HEADING (CONTINUED)

28. Consideration of Strategic Course of Action Regarding the President's Potential Retirement - DISCUSSION AND/OR DECISION

The Board considered options for a strategic course of action regarding the President's potential retirement.

Chair Sigafoos moved, seconded by Member Irwin, to appoint Dr. McCarver as Chair of the Presidential search committee and recommend a search consultant, timeline, procedures, qualifications, and constitute a search committee of staff, faculty, students, and community members. Motion carried 4 yes votes; 1 no vote (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor and McCasland voting against).

29. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Regular meeting adjourned at 3:17 p.m.

Respectfully submitted:

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

Date: September 11, 2018

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The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*



Yavapai College District Governing Board

Presidential Search Special Meeting In Accordance with A.R.S §15-1461.01(A) Unapproved Minutes of Special Meeting Wednesday, May 23, 2018 1:00 PM

Prescott Campus – Building 32, Room 119
1100 E. Sheldon Street
Prescott, Arizona

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Members Present:

Mr. Ray Sigafoos, Chair
Mr. Steve Irwin, Secretary –left the meeting at 2:40 p.m.; returned at 2:50 p.m.
Dr. Patricia McCarver, Board Member
Dr. Connie Harris, Board Member – attending via Zoom (video conferencing)
Ms. Deb McCasland, Board Member

Administration Present:

Dr. Penelope H. Wills, President - left the meeting at 2:41a.m. Lynne Adams, Board Attorney

1. CALL TO ORDER – HEADING

2. Call to Order - PROCEDURAL

Chair Sigafoos called the Special Meeting to order at 1:00 p.m.

3. Adoption of Agenda - DECISION

Chair Sigafoos welcomed all guests and staff, and introduced Dr. Pam Fisher, Senior Associate for Association of Community College Trustees.

Member McCarver moved, seconded by Member Harris, to adopt the agenda as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

4. OWNERSHIP LINKAGE – HEADING

5. Consideration of the Association of Community College Trustees (ACCT) Agreement to Provide Comprehensive Services for the Presidential Search - DISCUSSION AND/OR DECISION

Chair Sigafoos moved, seconded by Member Harris, to approve the Association of Community College Trustees (ACCT) Agreement. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

6. Presidential Search Process - DISCUSSION AND/OR DECISION

Dr. Pam Fisher, Senior Associate Consultant from ACCT, led the discussion of the Presidential Search to include the following:

- Presidential Search Process
- Position Profile Development
- Recruitment
- Candidate Evaluation and Selection

7. Presidential Search Timeline - DISCUSSION AND/OR DECISION

Dr. Fisher led the review and discussion of the Presidential Search timeline.

Member Sigafoos moved, seconded by Member Harris, to adopt the Presidential Search Process and Timeline as presented. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

8. Composition of Presidential Search Committee - DISCUSSION AND/OR DECISION

Dr. Fisher led the discussion of the composition of the Presidential Search Committee.

Member Sigafoos moved, seconded by Member McCarver, to nominate Member Harris to serve on the Presidential Search Committee. Motion carried with 3 yes votes and 2 no votes (Harris, McCarver, Sigafoos voting in favor and Irwin, McCasland voting against).

Member McCasland moved, seconded by Member Irwin, to nominate Member McCasland to serve on the Presidential Search Committee. Motion failed with 2 yes votes and 3 no votes (Irwin, McCasland voting in favor, and Harris, McCarver, Sigafoos voting against).

Member McCasland moved, seconded by Member Irwin, to change the search committee composition to include three (3) Board members to serve on the Presidential Search Committee. Motion failed with 2 yes votes and 3 no votes (Irwin, McCasland voting in favor, and Harris, McCarver, Sigafoos voting against).

Member Sigafoos moved, seconded by Member Irwin, to authorize Member McCarver and Member Harris to invite members to serve on the search committee, and adopt the following composition of the search committee: 2 Board members, 3 community members (nominated by the Board members), 1 Foundation member, 2 students, 3 faculty

members to include 1 adjunct faculty, 3 staff, 3 administrators, and diversity apply to the selection of all members with emphasis on Verde Valley. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafos voting in favor).

Board members will submit nominations for the community members to the Board Secretary by May 25, 2018.

Staff will compile a list of nominated Search Committee Members and suggested students.

9. Develop Presidential Profile - DISCUSSION AND/OR DECISION

Dr. Pam Fisher led the discussion of the Presidential Profile.

Member Sigafos moved, seconded by Member McCarver, to adopt the Minimum Presidential Profile as presented with amendment to item #2 to include significant "successful" senior level administrative experience. Motion carried unanimously (Harris, McCasland, McCarver, Sigafos voting in favor and Irwin absent).

10. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

Member Sigafos moved, seconded by Member McCarver, to adjourn the meeting. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafos voting in favor).

Board Retreat adjourned at 2:51 p.m.

Respectfully submitted:

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

Date: September 11, 2018

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The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos

Start Time : 1:04 PM

Item No : 6

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/19/2018

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 : 1:05 PM

Item No : 7

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

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 : 1:05 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/19/2018

Item Type : Procedure Item

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

Description : Open Call - PROCEDURAL

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:20 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

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 : 1:20 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/19/2018

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 : May Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the May 8, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
May Monthly Eval Compilation.pdf	May 09, 2018	May Monthly Eval Compilation.pdf

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

Compilation for Month of: May 2018

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

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

Other Comments:

Sigafoos: As required by law the Board spent the majority of the time approving tax rates and budgets. These are means topics by definition.

Harris: We ventured into the operations regarding the administration of student/coach conduct.

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

	1- Needs improvement 2- Satisfactory 3- Proficient			Brief comment of specific examples to support your response
	1	2	3	
The Board operates as a unit and honors Board decisions.	1	4		McCarver: One Board member continued to bring up disagreement with an issue that had been approved by the Board in a prior meeting.
The Board's behavior demonstrates that its constituency is the entire county.	1	3	1	
Board members operate ethically and without conflicts of interest.	1	2	1	McCarver: Continued examples of a board member making comments and pushing agendas that are personal, and appear to be vindictive in nature.
Board decisions are made with the goal of supporting student learning and student success.		3	2	

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

Harris: Continue to learn and practice the agreed upon policies and practices we've embraced as a board.

McCarver: Improve communication and work toward looking at the big picture, rather than at personal interests.

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

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 : 1:25 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/19/2018

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 : Receipt of Report on Revenues and Expenditures - Month of August 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report of Expenditures - August 2018

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

The report of Revenue and Expenditures for the second month of FY 2018 -2019 ending on August 31, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Aug 2018 in Sept.pdf	Sep 06, 2018	Financial Update - Aug 2018 in Sept.pdf
YCFS Aug 2018 - Governing Board Budget Report.pdf	Sep 06, 2018	YCFS Aug 2018 - Governing Board Budget Report.pdf
YCFS August 2018_Summary.pdf	Sep 06, 2018	YCFS August 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2018

FY2017-2018 Close and Audit

- The year-end close for FY2017-18 is planned for November 2018.
- The auditors will begin their field work on October 15, 2018. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2018 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 FY2017-18 will be presented to the Board in early 2019.

FY 2018-2019 Budget

General Fund

- Total property taxes collected have historically, on average, been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in close to budget for the fiscal year based upon a slight decrease in fall 2018 enrollments.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices.
- 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 Two Months Ended August 31, 2018
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 6,109	\$ 26,363	\$ 32,472
AJ Crabill	Consulting	361	-	361
Association of Community College Trustees	Membership & Conference Fees	6,425	-	6,425
Connie Harris	Travel	507	-	507
HF Group LLC	Binding	138	-	138
Osborn Maledon PA	Legal Counsel	106	37,394	37,500
Ourboardroom Technologies	Software Maintenance	5,750	5,750	11,500
Penelope Wills	Travel	600	-	600
Ray Sigafoos	Travel	420	-	420
Sodexo Inc.	Food Supplies	-	6,000	6,000
Supplies/Other	Various Vendors	132	-	132
YC Printing Services	Printing	80	-	80
				<u>96,135</u>
Remaining Budget - August 31, 2018				<u>\$ 156,065</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2018 - 16.7% of the Fiscal Year Complete

Fiscal Year 2018-2019

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 18/19 Budget	Percent of Budget	FY 18/19 Estimate	Budget to Estimate Variance
REVENUES:							
Primary Property Taxes	\$ 6,155,600		\$ 6,155,600	\$ 37,119,200	16.6%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	5,477,355		5,477,355	11,355,000	48.2%	11,355,000	-
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	(570,000)	-
State Appropriations	147,475		147,475	589,900	25.0%	589,900	-
Other Revenues	61,015		61,015	483,000	12.6%	483,000	-
Interest Income	11,245		11,245	60,000	18.7%	60,000	-
Fund Balance Applied to Budget	333,333		333,333	2,000,000	16.7%	2,000,000	-
General Fund Transfer Out	(756,367)		(756,367)	(4,538,200)	16.7%	(4,538,200)	-
TOTAL REVENUES	11,429,656		11,429,656	46,348,900	24.7%	46,348,900	-

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 18/19 Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 18/19 Estimate	Budget to Estimate Variance
EXPENDITURES (Note 1):								
Instruction	\$ 1,807,272	\$ 8,308,650	\$ 7,821,675	\$ 2,294,247	\$ 18,476,900	12.4%	\$ 18,292,130	\$ (184,730)
Academic Support	879,065	2,176,489	2,071,909	983,645	4,743,000	20.7%	4,648,140	(94,860)
Institutional Support	2,316,103	4,687,950	3,939,094	3,064,959	9,683,000	31.7%	9,537,760	(145,240)
Student Services	875,127	2,334,188	2,285,645	923,670	5,828,000	15.8%	5,769,720	(58,280)
Operation/Maintenance of Plant	970,561	2,871,322	2,305,147	1,536,736	6,552,000	23.5%	6,486,480	(65,520)
Scholarships	403,279	15,000	-	418,279	880,000	47.5%	880,000	-
Public Service	20,325	10,008	10,008	20,325	186,000	10.9%	183,210	(2,790)
TOTAL EXPENDITURES	7,271,732	20,403,607	18,433,478	9,241,861	46,348,900	19.9%	45,797,440	(551,420)
SURPLUS/(DEFICIT)				\$ 2,187,795	\$ -			

COMMENTS:

First quarter State Aid was received in August 2018.

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2018 semester being recorded. This will even out over the next few months.

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

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

Scholarships at 47.5% of budget due to Fall 2018 financial aid awards being made.

The Budget currently has a surplus of \$2,187,795.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2018 - 16.7% of the Fiscal Year Complete

Fiscal Year 2018-2019

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 3,634,499		\$ 3,634,499	\$ 11,122,000	32.7%
State Grants and Contracts	18,936		18,936	214,200	8.8%
Private Gifts, Grants and Contracts	272,048		272,048	894,000	30.4%
Proposition 301 Funds	242,361		242,361	715,000	33.9%
State Appropriation - STEM Workforce	174,750		174,750	699,000	25.0%
Fund Balance Applied to Budget	33,333		33,333	200,000	16.7%
Reimbursement Due	62,585		62,585	N/A	N/A
TOTAL REVENUES	4,438,512		4,438,512	13,844,200	32.1%

	<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	\$ 374,096	\$ 592,729	\$ 465,431	\$ 501,394	\$ 3,104,500	16.2%
Student Services	172,521	495,342	495,342	172,521	1,304,600	13.2%
Scholarships	3,649,780	-	-	3,649,780	9,293,300	39.3%
Public Service	22,666	52,031	52,031	22,666	141,800	16.0%
TOTAL EXPENDITURES	4,219,063	1,140,102	1,012,804	4,346,361	13,844,200	31.4%
SURPLUS/(DEFICIT)				\$ 92,151		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in August 2018.
Scholarships at 39.3% of budget due to Fall 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 Month Ended August 31, 2018 - 16.7% of the Fiscal Year Complete

Fiscal Year 2018-2019

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 18/19 Budget</u>	<u>Percent of Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 690,891		\$ 690,891	\$ 1,267,700	54.5%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	2,700		2,700	185,000	1.5%	185,000	-
Food Services Sales	1,453		1,453	33,000	4.4%	33,000	-
Vending	727		727	40,000	1.8%	40,000	-
Edventures	219,653		219,653	335,000	65.6%	335,000	-
Winery - Tasting Room	22,740		22,740	204,600	11.1%	204,600	-
Family Enrichment Center	85,880		85,880	584,300	14.7%	584,300	-
Public Services							
Community Events	52,610		52,610	598,400	8.8%	598,400	-
Other Revenues							
Yavapai College Foundation	61,228		61,228	342,800	17.9%	342,800	-
Other	29,251		29,251	362,100	8.1%	362,100	-
Fund Balance Applied to Budget	16,667		16,667	100,000	16.7%	100,000	-
General Fund Transfer In	183,450		183,450	1,100,700	16.7%	1,100,700	-
Auxiliary Fund Transfer Out	(66,933)		(66,933)	(401,600)	16.7%	(401,600)	-
TOTAL REVENUES	1,300,317		1,300,317	4,752,000	27.4%	4,752,000	-

	<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 18/19 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 24,428	\$ 6,045	\$ -	\$ 30,473	\$ 235,200	13.0%	\$ 235,200	\$ -
Student Services	112,440	292,543	256,394	148,589	713,900	20.8%	713,900	-
Auxiliary Enterprises	461,128	508,059	388,980	580,207	1,644,200	35.3%	1,644,200	-
Public Service	170,718	429,316	357,532	242,502	849,700	28.5%	849,700	-
Facilities & Administrative Allocation Expense	201,500	-	-	201,500	1,209,000	16.7%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	970,214	1,235,963	1,002,906	1,203,271	4,752,000	25.3%	4,652,000	(100,000)
SURPLUS/(DEFICIT)				\$ 97,046	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to all of the Fall 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 August 2018 Iceland trip's revenues and expenditures being received and incurred. Note, Edventures expenditures are part of Auxiliary Enterprises.

The Budget currently has a surplus of \$97,046.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2018 - 16.7% of the Fiscal Year Complete

Fiscal Year 2018-2019

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	\$ 1,424,592		\$ 1,424,592	\$ 8,590,500	16.6%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	6,542		6,542	30,000	21.8%
Other	50		50	20,000	0.3%
Proceeds from Sale of PV Library Building	4,400,000		4,400,000	4,400,000	100.0%
Fund Balance Applied to Budget	92,700		92,700	92,700	100.0%
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%
TOTAL REVENUES	7,923,884		7,923,884	15,088,200	52.5%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Preventative Maintenance	\$ 297,935	\$ 3,380,051	\$ -	\$ 3,677,986	\$ 3,974,000	92.6%
Unplanned Maintenance	21,718	22,500	-	44,218	250,000	17.7%
Capital Improvement Projects	12,647	3,737,086	-	3,749,733	3,623,000	103.5%
Equipment	418,848	362,128	-	780,976	2,242,500	34.8%
Furniture and Fixtures	8,425	8,872	-	17,297	250,000	0.8%
Library Books	1,886	49,000	-	50,886	98,700	20.4%
Contributions to Plant Fund	4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	5,161,459	7,559,637	-	12,721,096	15,088,200	84.3%
SURPLUS/(DEFICIT)				(4,797,212)	-	

COMMENTS:

The Budget currently has a deficit of \$4,797,212 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

Presenter : Ray Sigafoos

Start Time : 1:26 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 9/6/2018

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> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : For Consideration for Approval of the Intergovernmental Agreement (IGA) between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College to provide Education Programs on the Risk of Abuse of Alcohol and Controlled Substances - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the intergovernmental agreement (IGA) between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College to provide Education Programs on the Risk of Abuse of Alcohol and Controlled Substances as part of the Collegiate Recovery Program. The IGA will run from July 1, 2018 and shall remain in effect until June 30, 2019. Quarterly reporting and invoices are required prior to payments under this IGA.

Attachments :

Title	Created	Filename
IGA - State of AZ Governor's Office 18-19.pdf	Sep 06, 2018	IGA - State of AZ Governor's Office 18-19.pdf

**INTERGOVERNMENTAL AGREEMENT
NO. IGA-PC-19-070118-04**

Between the

**STATE OF ARIZONA
GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY**

And

YAVAPAI COMMUNITY COLLEGE

This Intergovernmental Agreement ("Agreement") is entered into by and between the State of Arizona, the Governor's Office of Youth, Faith and Family, located at 1700 West Washington, Suite 230, Phoenix, Arizona 85007 ("Governor's Office of Youth, Faith and Family" or "State") and the Yavapai Community College, located at 1100 E. Sheldon Street, Prescott, Arizona 86301.

WHEREAS, A.R.S. § 41-1604.17 and A.R.S. § 13-901.02, authorizes the Arizona Parents Commission on Drug Education and Prevention ("Commission") to use monies from the Drug Treatment and Education Fund to fund programs that will increase and enhance parental involvement and will increase education about the serious risks and public health problems caused by the abuse of alcohol and controlled substances.

WHEREAS, the Commission has contracted with the GOYFF for administrative and professional services, pursuant to A.R.S. § 41-1604.17.

WHEREAS, A.R.S. §41-101.01 authorizes the Governor's Office of Youth, Faith and Family to execute and administer agreements and accept and expend any funds received from the federal government or any agency thereof.

WHEREAS, A.R.S. §11-952 authorizes public agencies to enter into agreements to contract for services.

WHEREAS, A.R.S. §15-1444(B)(4) authorizes the Yavapai Community College to execute and administer intergovernmental agreements as provided in A.R.S. §11-952.

THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt of which the parties hereby acknowledge, the parties enter into this Agreement as follows:

I PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to specify the responsibilities and procedures for the Yavapai Community College's role in the Collegiate Recovery Program.

II TERM OF AGREEMENT, TERMINATION AND AMENDMENTS

The term of the Agreement shall commence July 1, 2018, and shall remain in effect until June 30, 2019, contingent upon final State funding, unless terminated, canceled, or extended as otherwise provided herein.

Either party may terminate this Agreement at any earlier time by providing written notice to the other party at least thirty (30) days prior to the termination date. The Governor's Office of Youth, Faith and Family agrees that regardless of its termination date with the Yavapai Community College, the Yavapai Community College may use the funds distributed under this Agreement to pay for any unpaid services pursuant to this Agreement obligated prior to the date of termination. This Agreement is subject to cancellation pursuant to A.R.S. § 38-511, the provisions of which are incorporated into this document as if fully set forth herein.

Amendments to this Agreement shall be made in writing and signed by both parties.

The Yavapai Community College and its teachers and administrators are not employees, servants, agents, partners or joint venturers of the Governor's Office of Youth, Faith and Family, and as such they are not entitled to receive benefits that employees of the Governor's Office of Youth, Faith and Family are entitled to receive, including, but not limited, to workers' compensation, unemployment compensation, health, vision, or dental insurance, retirement benefits, annual leave, and holiday pay.

The Yavapai Community College will follow all applicable laws, rules, and regulations for services performed under this Agreement.

III. DESCRIPTION OF SERVICES

The Yavapai Community College shall:

1. Provide a Collegiate Recovery Program in accordance with Attachment A, (Yavapai College Life Explored Scope of Work and Budget), incorporated into this Agreement in its entirety.
2. The goals of the Collegiate Recovery Program include 1) Help in the effort to reduce alcohol and Other Drug Abuse on the Prescott campus and district-wide, amongst the students; 2) Increase awareness and education through planned interventions; and 3) Planned certified Peer Educator Training for students and staff.

IV. REPORTING REQUIREMENTS

The Yavapai Community College shall submit reports for all services rendered in accordance with this Agreement. The Yavapai Community College shall submit invoices and programmatic reports to the Governor's Office of Youth, Faith and Family at a minimum on a quarterly basis. The reporting deadlines are:

- Quarter 1 (July 1, 2018 – September 30, 2018) due October 15, 2018
- Quarter 2 (October 1, 2018 – December 31, 2018) due January 15, 2019
- Quarter 3 (January 1, 2019 – March 30, 2019) due April 15, 2019
- Quarter 4 (April 1, 2019 – June 30, 2019) due July 15, 2019

No payments under this Agreement will be made by the Governor's Office of Youth, Faith and Family until invoices and programmatic reports are received demonstrating that services that were rendered and/or goods were received in accordance with this Agreement.

There are no third-party beneficiaries to this Agreement.

V. MANNER OF FINANCING

A. The Governor's Office of Youth, Faith and Family shall:

1. Provide no more than \$25,000 to the Yavapai Community College, for costs associated with the Yavapai Community College's activities listed in Section III of this Agreement and Attachment A, (Yavapai College Life Explored Scope of Work and Budget), incorporated into this Agreement in its entirety.
2. Provide payment upon Governor's Office of Youth, Faith and Family's receipt and approval of the invoices and programmatic reports for services performed and/or goods received.

B. The Yavapai Community College shall:

1. Use the funds received from Governor's Office of Youth, Faith and Family only to support the activities outlined in Section III of this Agreement and Attachment A, (Yavapai College Life Explored Scope of Work and Budget), incorporated into this Agreement in its entirety.
2. Ensure that all reimbursement of in-state travel expenses are paid in accordance with the Domestic Per Diem rates allowed under the State of Arizona Travel Policy, and the prevailing State of Arizona standard mileage rates, located at <https://gao.az.gov/travel/welcome-gao-travel>.

Questions regarding the appropriate use of the funds shall be resolved by mutual agreement between the Yavapai Community College and the Governor's Office of Youth, Faith and Family.

VI. DOCUMENTS INCORPORATED BY REFERENCE

The State of Arizona's Uniform Terms and Conditions V9_ (Rev 7-1-2013) are attached as Attachment B are incorporated into this Agreement as if fully set forth herein. In the event of any divergence between this Agreement and the Uniform Terms and Conditions, this Agreement shall control.

VII. INDEMNIFICATION

To the fullest extent permitted by law, the Yavapai Community College shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Yavapai Community College or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such the Yavapai Community College to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the Yavapai Community College from and against any and all claims. It is agreed that the Yavapai Community College will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Yavapai Community College agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Yavapai Community College for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

VIII. INSURANCE

The Yavapai Community College is a public entity and shall provide a certificate of self-insurance.

IX. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of the Governor's Office of Youth, Faith and Family under the Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be immediately terminated by the Governor's Office of Youth, Faith and Family at the end of the period for which funds are available. No liability shall accrue to the Governor's Office of Youth,

Faith and Family in the event this provision is exercised, and the Governor's Office of Youth, Faith and Family shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

X. NOTICES

The Yavapai Community College shall address all notices relative to this Agreement to:

Cynthia Martinez
Program Administrator
Governor's Office of Youth, Faith and Family
1700 W. Washington, Suite 230
Phoenix, Arizona 85007

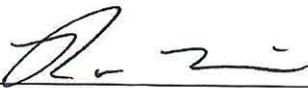
The Governor's Office of Youth, Faith and Family shall address all notices relative to this Agreement to:

Tonia Sheldahl
Associate Vice President, Student Development
Yavapai Community College
1100 E. Sheldon Street
Prescott, Arizona 86301

IN WITNESS WHEREOF, the parties hereto agree to execute this Agreement.

Yavapai Community College
1100 E. Sheldon Street
Prescott, Arizona 86301

Governor's Office of Youth, Faith and Family
1700 West Washington Street, Suite 230
Phoenix, Arizona 85007



Dr. Ron Liss
Vice President of Instruction & Student Development
8/21/18
Date



Maria C. Fuentes
Director
8/16/18
Date

Mr. Raymond Sigafoos
District Governing Board Chair
Date



Travis Price
Compliance Finance and Procurement Manager
Office of the Governor
Date

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

Dated this 6th day of September, 2018

By: 

C. Benson Hufford
District Attorney

Presenter : Ray Sigafoos

Start Time : 1:28 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 8/28/2018

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> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : For Consideration for Approval of Resolution 2018 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

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

Attachments :

Title	Created	Filename
Accumulation Resolution September 2018.pdf	Aug 28, 2018	Accumulation Resolution September 2018.pdf

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2018-#01

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, PROVIDING FOR THE ACCUMULATION OF FUNDS FOR THE PURPOSE OF PURCHASING LAND, BUILDINGS OR IMPROVEMENTS OR CONSTRUCTING BUILDINGS OR IMPROVEMENTS.

The Yavapai County Community College District Governing Board judged that establishing an accumulation account restricted for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements will enhance the educational mission of the District.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows a Community College District to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows the amounts accumulated for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements to qualify as exclusion to the state-imposed expenditure limitation calculation in future fiscal years.

WHEREAS, the District Governing Board has the authority to establish annual budgets and allocate resources:

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$2,000,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$2,000,000 of unspent General Fund monies related to prior fiscal years, which was budgeted to be transferred.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 11th day of September, 2018.

Mr. Ray Sigafos, Board Chair

ATTEST:

Mr. Steve Irwin, Board Secretary

Presenter : Ray Sigafoos

Start Time : 1:30 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

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 : 1:30 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/19/2018

Item Type : Information Item

Policy No.	Description	Ref No
2.8	The President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the above statement by the following list, the President shall not:	764197

Description : Information from the President to Include: Convocation; 50th Anniversary Celebrations; Verde Valley Campus Update; Update on Prescott Valley Properties; Yavapai Combined Trust Quarterly Report; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Convocation
- 50th Anniversary Celebrations
- Verde Valley Campus Update - Dr. James Perey, Executive Dean and Executive Officer for Verde Valley Campus
- Update on the Prescott Valley Properties
- Yavapai Combined Trust Quarterly Report
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached
- Facilities Management News - Attached
- Other Related Information

Attachments :

Title	Created	Filename
YCT June Report.pdf	Aug 24, 2018	YCT June Report.pdf
Budget to Actual Monthly Report.pdf	Sep 06, 2018	Budget to Actual Monthly Report.pdf
Cash Reserve Monthly Report.pdf	Sep 07, 2018	Cash Reserve Monthly Report.pdf
September 2018 College Highlights.pdf	Sep 07, 2018	September 2018 College Highlights.pdf
September 2018 Facilities Management News.pdf	Sep 07, 2018	September 2018 Facilities Management News.pdf



Yavapai Combined Trust

Monthly Report

Reporting Period: July 2017 through June 2018

(Updated through June 2018)

 Segal Consulting

Table of Contents

	<u>Page</u>
• Executive Summary	2
• Summary of Self-Funded Plan Costs	3
• Summary of Medical/Pharmacy Self-Funded Plan Costs	4
• Summary of Dental Self-Funded Plan Costs	5
• Summary of Vision Self-Funded Plan Costs	6
• Summary of Short Term Disability Self-Funded Plan Costs	7
• Medical Paid Claims and Enrollment by Plan	8
• Dental Paid Claims and Enrollment by Plan	9
• Self-Funded Plan Expense Detail	10
• Large Medical Claims (> \$125,000) Summary	11
• Interim Fund Balance	12
• Data Sources & Disclaimer	13

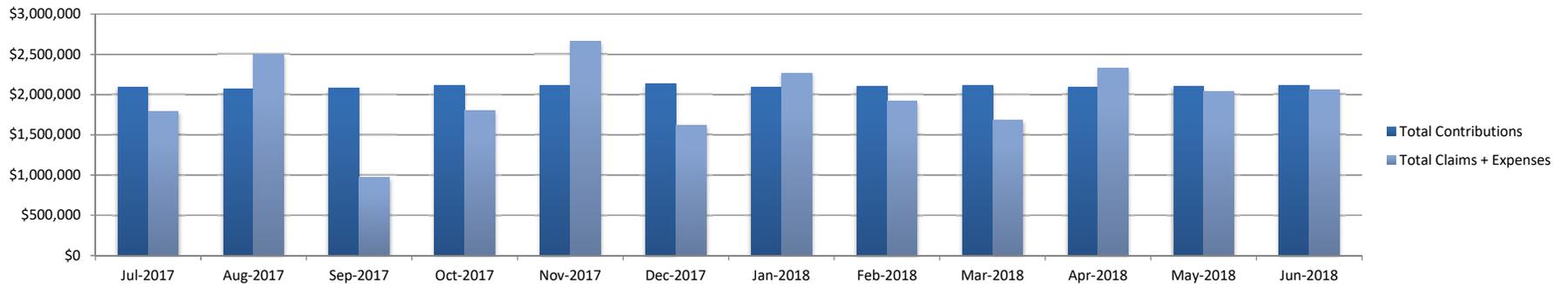


Yavapai Combined Trust Executive Summary

- During June 2018, contributions exceeded expenses by \$62,382 (2.9% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$1,582,363 (6.3% of contributions).
- The medical plan loss ratio YTD is 100.4% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 93.7% when they are included.
- Average Monthly Medical claims, adjusted for paid stop-loss refunds, has changed by -2.5% from the prior year.
- Average Monthly Pharmacy claims, adjusted for paid Pharmacy rebates, has changed by -4.7% from the prior year.



Yavapai Combined Trust Monthly Contributions vs. Expense Report

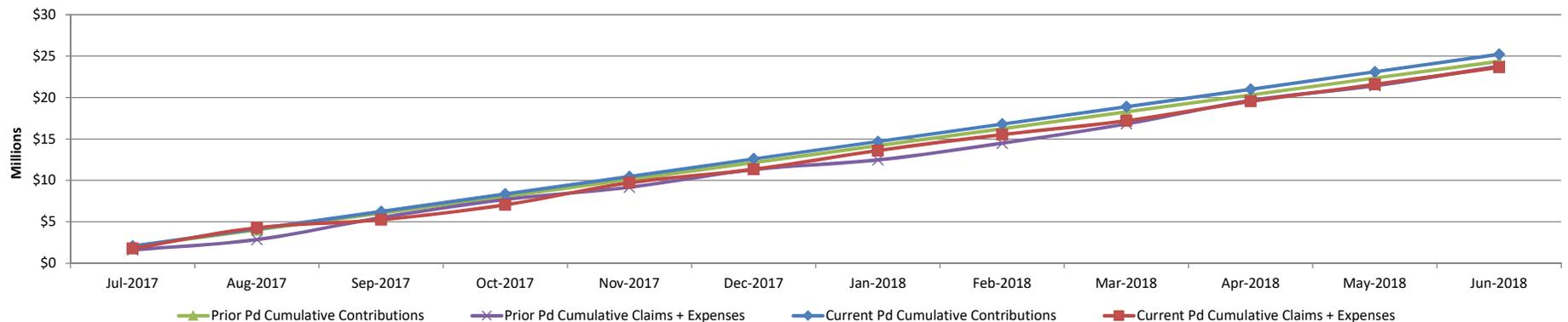


	Medical Enrollment	Contributions ¹	-----Paid Claims-----					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical ²	Pharmacy ³	Dental	Vision	STD				
Jul-2017	2,391	\$2,093,911	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$1,601,154	\$192,261	\$300,497	85.6%
Aug-2017	2,383	\$2,067,928	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$2,313,065	\$182,862	(\$427,999)	120.7%
Sep-2017	2,389	\$2,076,266	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$785,228	\$185,139	\$1,105,899	46.7%
Oct-2017	2,416	\$2,118,855	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$1,617,393	\$187,811	\$313,651	85.2%
Nov-2017	2,422	\$2,115,665	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$2,445,178	\$216,741	(\$546,254)	125.8%
Dec-2017	2,412	\$2,130,228	\$1,076,061	\$254,684	\$89,319	\$27,611	\$4,738	\$1,452,413	\$168,769	\$509,047	76.1%
Jan-2018	2,404	\$2,094,062	\$1,607,400	\$298,529	\$143,628	\$26,851	\$0	\$2,076,408	\$190,746	(\$173,092)	108.3%
Feb-2018	2,404	\$2,098,266	\$1,182,212	\$281,624	\$234,837	\$23,209	\$2,786	\$1,724,668	\$187,984	\$185,615	91.2%
Mar-2018	2,414	\$2,109,009	\$980,950	\$313,091	\$170,193	\$31,755	\$9,576	\$1,505,566	\$179,809	\$423,634	79.9%
Apr-2018	2,411	\$2,092,963	\$1,584,142	\$378,869	\$132,172	\$26,101	\$7,435	\$2,128,719	\$202,196	(\$237,952)	111.4%
May-2018	2,422	\$2,108,631	\$1,538,587	\$184,849	\$101,020	\$24,728	\$5,442	\$1,854,625	\$187,070	\$66,936	96.8%
Jun-2018	2,433	\$2,116,332	\$1,373,454	\$288,512	\$170,926	\$37,932	\$4,663	\$1,875,488	\$178,462	\$62,382	97.1%
TOTAL	28,901	\$25,222,116	\$15,950,948	\$3,100,330	\$1,812,854	\$419,140	\$96,631	\$21,379,904	\$2,259,849	\$1,582,363	93.7%
Average	2,408	\$2,101,843	\$1,329,246	\$258,361	\$151,071	\$34,928	\$8,053	\$1,781,659	\$188,321	\$131,864	93.7%
Prior Pd (12 month) Avg	2,382	\$2,031,277	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$1,807,441	\$175,928	\$47,908	97.6%
Change from Prior Pd	1.1%	3.5%	-2.5%	-4.7%	12.8%	9.5%	-1.4%	n/a	7.0%	n/a	n/a
Prior Plan Year Avg	2,382	\$2,031,277	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$1,807,441	\$175,928	\$47,908	97.6%
Change from Prior PY Avg	1.1%	3.5%	-2.5%	-4.7%	12.8%	9.5%	4.9%	-1.4%	7.0%	n/a	n/a

(1) Includes COBRA contributions

(2) Medical claims include stop loss refunds

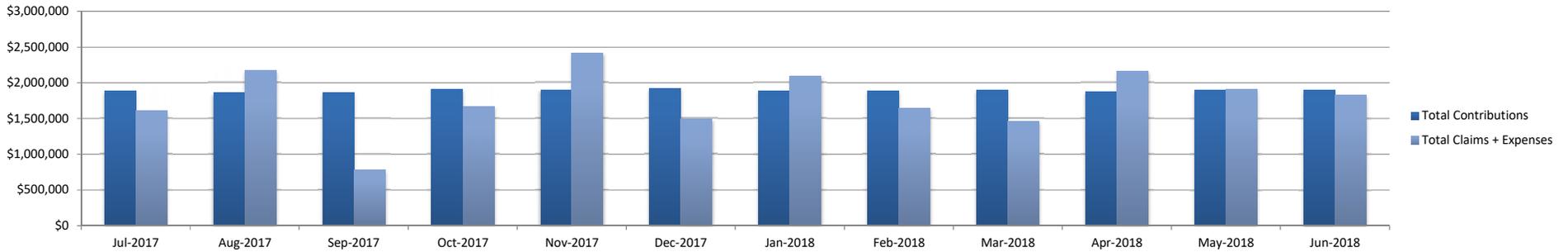
(3) Pharmacy claims include pharmacy rebates





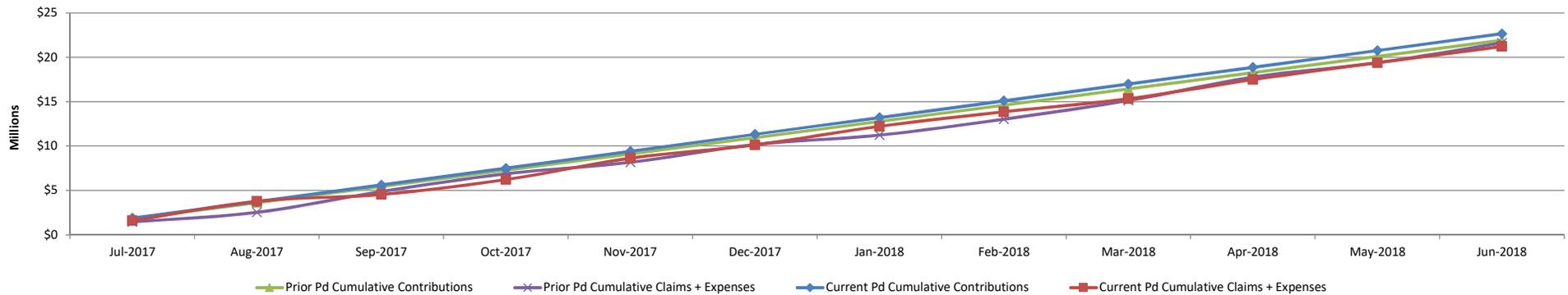
Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Medical / Pharmacy



	Enrollment	Contributions ¹	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Pharmacy						
Jul-2017	2,391	\$1,882,145	\$738,126	\$302,147	\$100,072	\$1,140,344	\$288,002	(\$6,368)	\$0	\$185,202	\$1,607,179	\$274,966	85.4%
Aug-2017	2,383	\$1,857,539	\$1,182,463	\$478,440	\$159,871	\$1,820,774	\$308,939	\$0	(\$136,029)	\$175,853	\$2,169,538	(\$311,998)	116.8%
Sep-2017	2,389	\$1,865,368	\$724,810	\$206,202	\$76,889	\$1,007,902	\$268,937	(\$679,093)	\$0	\$178,121	\$775,867	\$1,089,501	41.6%
Oct-2017	2,416	\$1,905,836	\$817,270	\$263,414	\$108,108	\$1,188,792	\$300,870	\$0	\$0	\$180,721	\$1,670,382	\$235,453	87.6%
Nov-2017	2,422	\$1,901,691	\$1,176,872	\$743,830	\$228,053	\$2,148,756	\$274,946	(\$12,966)	(\$205,492)	\$209,630	\$2,414,873	(\$513,182)	127.0%
Dec-2017	2,412	\$1,916,646	\$579,328	\$362,491	\$134,242	\$1,076,061	\$254,684	\$0	\$0	\$161,676	\$1,492,421	\$424,225	77.9%
Jan-2018	2,404	\$1,880,457	\$819,953	\$664,434	\$162,989	\$1,647,376	\$298,529	(\$39,976)	\$0	\$183,664	\$2,089,593	(\$209,136)	111.1%
Feb-2018	2,404	\$1,884,454	\$821,724	\$444,157	\$163,784	\$1,429,664	\$281,624	(\$247,452)	\$0	\$180,891	\$1,644,728	\$239,726	87.3%
Mar-2018	2,414	\$1,894,815	\$469,472	\$309,844	\$201,634	\$980,950	\$313,091	\$0	\$0	\$172,696	\$1,466,738	\$428,078	77.4%
Apr-2018	2,411	\$1,879,010	\$843,895	\$514,034	\$226,214	\$1,584,142	\$378,869	\$0	\$0	\$195,095	\$2,158,107	(\$279,097)	114.9%
May-2018	2,422	\$1,894,200	\$773,898	\$454,886	\$310,505	\$1,539,289	\$376,263	(\$703)	(\$191,414)	\$179,933	\$1,903,369	(\$9,169)	100.5%
Jun-2018	2,433	\$1,900,928	\$661,601	\$582,591	\$129,263	\$1,373,454	\$288,512	\$0	\$0	\$171,297	\$1,833,263	\$67,665	96.4%
TOTAL	28,901	\$22,663,090	\$9,609,411	\$5,326,471	\$2,001,623	\$16,937,506	\$3,633,265	(\$986,558)	(\$532,935)	\$2,174,780	\$21,226,058	\$1,437,032	93.7%
Average	2,408	\$1,888,591	\$800,784	\$443,873	\$166,802	\$1,411,459	\$302,772	(\$82,213)	(\$44,411)	\$181,232	\$1,768,838	\$119,753	93.7%
Prior Pd (12 month) Avg	2,382	\$1,826,997	\$816,942	\$503,771	\$104,244	\$1,424,956	\$323,811	(\$62,151)	(\$52,651)	\$168,906	\$1,802,871	\$24,126	98.7%
Change from Prior Pd	1.1%	3.4%	-2.0%	-11.9%	60.0%	-0.9%	-6.5%	32.3%	-15.7%	7.3%	-1.9%	n/a	n/a
Prior Plan Year Avg	2,382	\$1,826,997	\$816,942	\$503,771	\$104,244	\$1,424,956	\$323,811	(\$62,151)	(\$52,651)	\$168,906	\$1,802,871	\$24,126	98.7%
Change from Prior PY Avg	1.1%	3.4%	-2.0%	-11.9%	60.0%	-0.9%	-6.5%	32.3%	-15.7%	7.3%	-1.9%	n/a	n/a

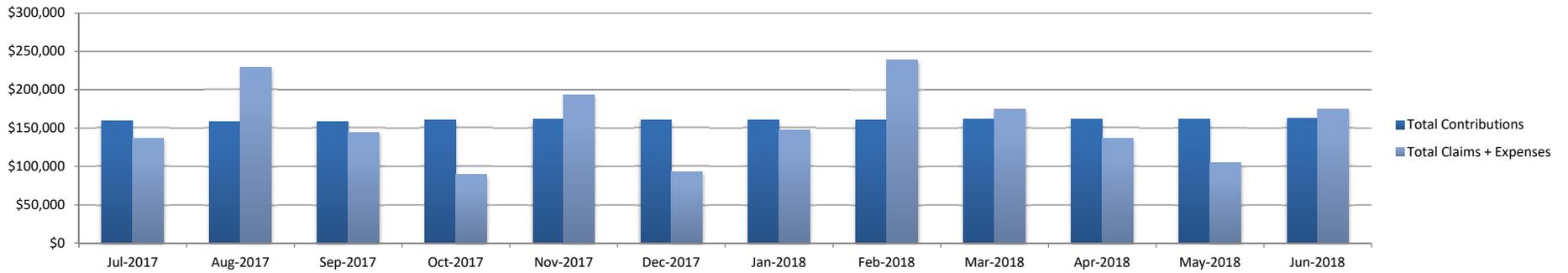
(1) Includes COBRA contributions



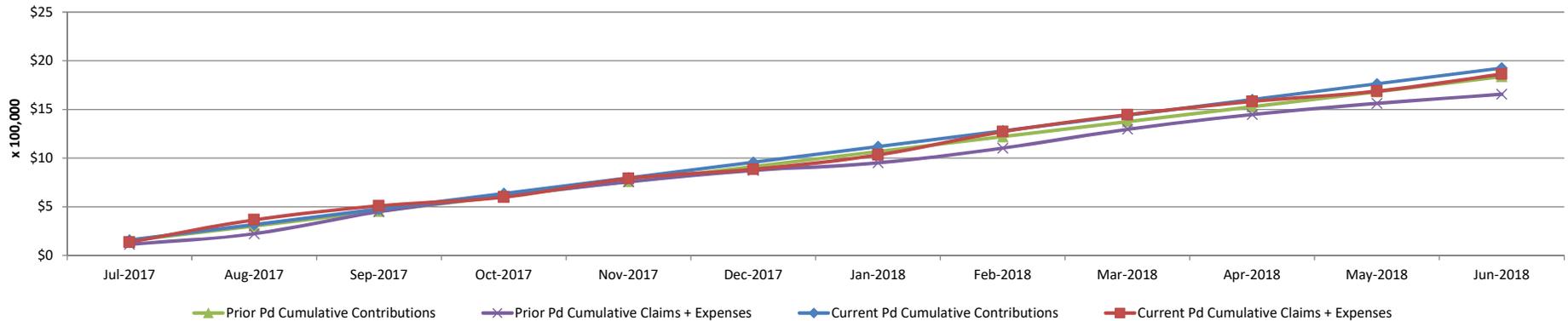


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Dental



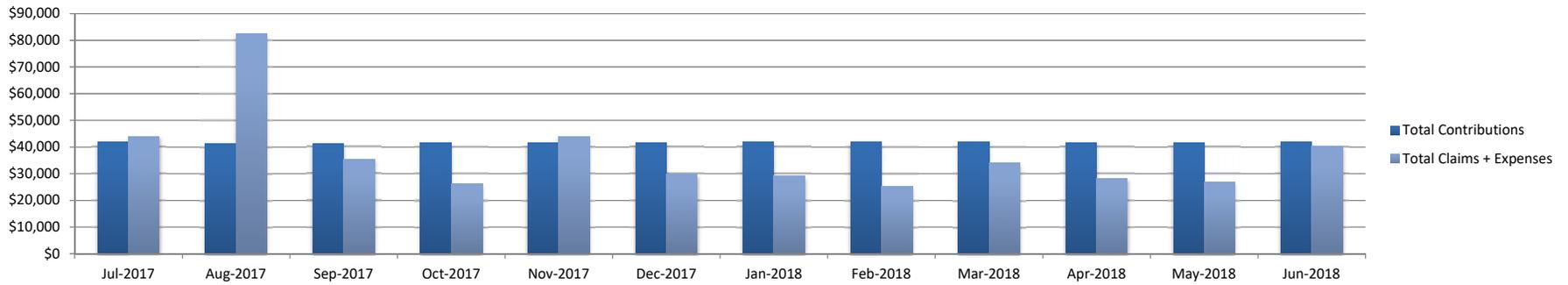
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2017	2,343	\$158,878	\$130,034	\$2,332	\$132,366	\$4,100	\$136,466	\$22,412	85.9%
Aug-2017	2,334	\$158,225	\$217,336	\$7,826	\$225,162	\$4,085	\$229,247	(\$71,022)	144.9%
Sep-2017	2,337	\$158,659	\$133,960	\$5,718	\$139,678	\$4,090	\$143,768	\$14,891	90.6%
Oct-2017	2,364	\$160,397	\$82,389	\$2,508	\$84,897	\$4,137	\$89,034	\$71,363	55.5%
Nov-2017	2,370	\$161,097	\$181,853	\$6,803	\$188,656	\$4,148	\$192,804	(\$31,707)	119.7%
Dec-2017	2,364	\$160,728	\$86,830	\$2,489	\$89,319	\$4,137	\$93,456	\$67,272	58.1%
Jan-2018	2,358	\$160,697	\$138,954	\$4,674	\$143,628	\$4,127	\$147,754	\$12,943	91.9%
Feb-2018	2,361	\$160,810	\$224,660	\$10,176	\$234,837	\$4,132	\$238,968	(\$78,158)	148.6%
Mar-2018	2,369	\$161,135	\$165,449	\$4,743	\$170,193	\$4,146	\$174,339	(\$13,204)	108.2%
Apr-2018	2,370	\$161,083	\$127,690	\$4,482	\$132,172	\$4,148	\$136,320	\$24,763	84.6%
May-2018	2,382	\$161,415	\$98,861	\$2,159	\$101,020	\$4,169	\$105,188	\$56,227	65.2%
Jun-2018	2,390	\$162,121	\$167,939	\$2,987	\$170,926	\$4,183	\$175,109	(\$12,988)	108.0%
TOTAL	28,342	\$1,925,245	\$1,755,955	\$56,899	\$1,812,854	\$49,599	\$1,862,453	\$62,792	96.7%
Average	2,362	\$160,437	\$146,330	\$4,742	\$151,071	\$4,133	\$155,204	\$5,233	96.7%
Prior Pd (12 month) Avg	2,336	\$153,049	\$128,897	\$4,999	\$133,897	\$4,088	\$137,985	\$15,064	90.2%
Change from Prior Pd	1.1%	4.8%	13.5%	-5.2%	12.8%	1.1%	12.5%	n/a	n/a
Prior Plan Year Avg	2,336	\$153,049	\$128,897	\$4,999	\$133,897	\$4,088	\$137,985	\$15,064	90.2%
Change from Prior PY Avg	1.1%	4.8%	13.5%	-5.2%	12.8%	1.1%	12.5%	n/a	n/a



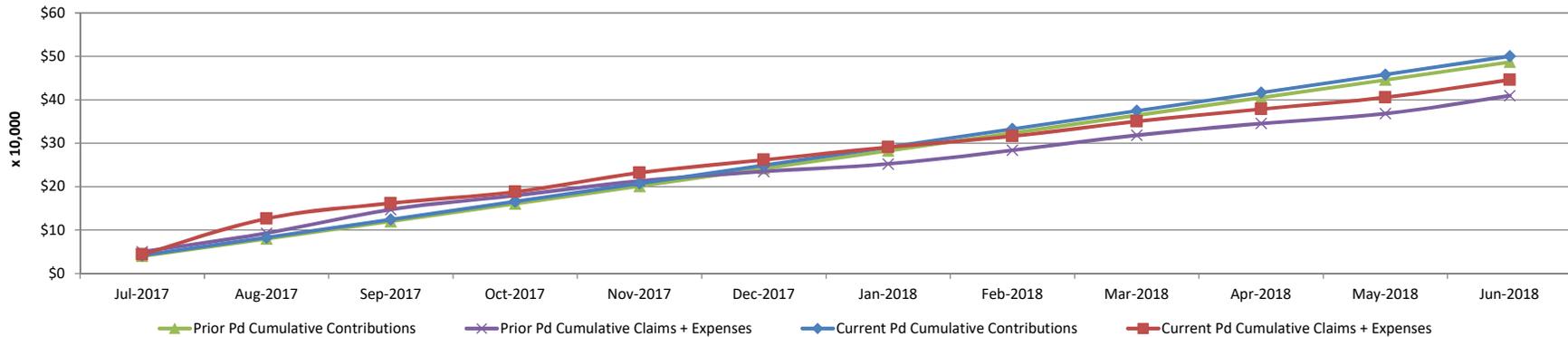


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Vision



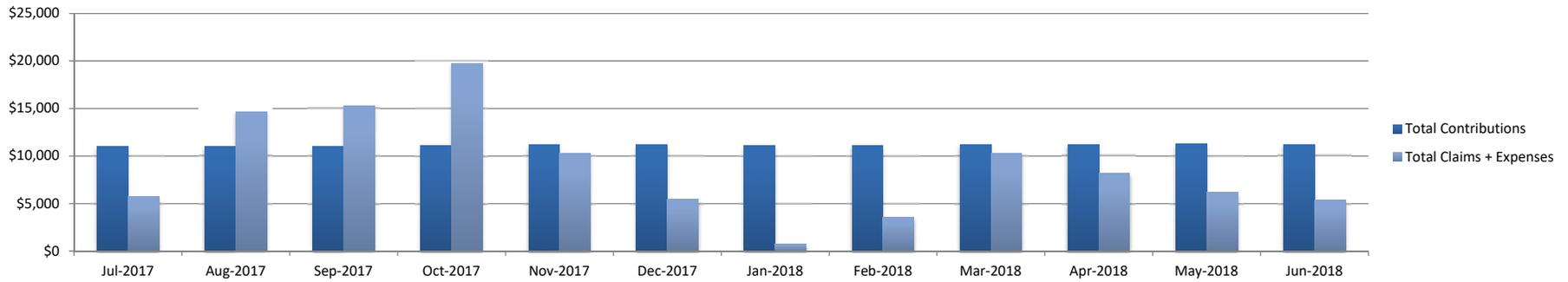
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	1,785	\$41,867	\$41,834	\$2,231	\$44,065	(\$2,198)	105.2%
Aug-2017	1,760	\$41,184	\$80,280	\$2,200	\$82,480	(\$41,296)	200.3%
Sep-2017	1,762	\$41,236	\$33,283	\$2,203	\$35,486	\$5,750	86.1%
Oct-2017	1,776	\$41,512	\$23,858	\$2,220	\$26,078	\$15,434	62.8%
Nov-2017	1,782	\$41,712	\$41,698	\$2,228	\$43,925	(\$2,213)	105.3%
Dec-2017	1,777	\$41,681	\$27,611	\$2,221	\$29,832	\$11,849	71.6%
Jan-2018	1,777	\$41,791	\$26,851	\$2,221	\$29,072	\$12,719	69.6%
Feb-2018	1,781	\$41,895	\$23,209	\$2,226	\$25,435	\$16,460	60.7%
Mar-2018	1,784	\$41,874	\$31,755	\$2,230	\$33,985	\$7,889	81.2%
Apr-2018	1,774	\$41,658	\$26,101	\$2,218	\$28,318	\$13,340	68.0%
May-2018	1,783	\$41,771	\$24,728	\$2,229	\$26,957	\$14,814	64.5%
Jun-2018	1,792	\$42,060	\$37,932	\$2,240	\$40,172	\$1,888	95.5%
TOTAL	21,333	\$500,241	\$419,140	\$26,666	\$445,807	\$54,434	89.1%
Average	1,778	\$41,687	\$34,928	\$2,222	\$37,151	\$4,536	89.1%
Prior Pd (12 month) Avg	1,769	\$40,576	\$31,905	\$2,211	\$34,116	\$6,460	84.1%
Change from Prior Pd	0.5%	2.7%	9.5%	0.5%	8.9%	n/a	n/a
Prior Plan Year Avg	1,769	\$40,576	\$31,905	\$2,211	\$34,116	\$6,460	84.1%
Change from Prior PY Avg	0.5%	2.7%	9.5%	0.5%	8.9%	n/a	n/a



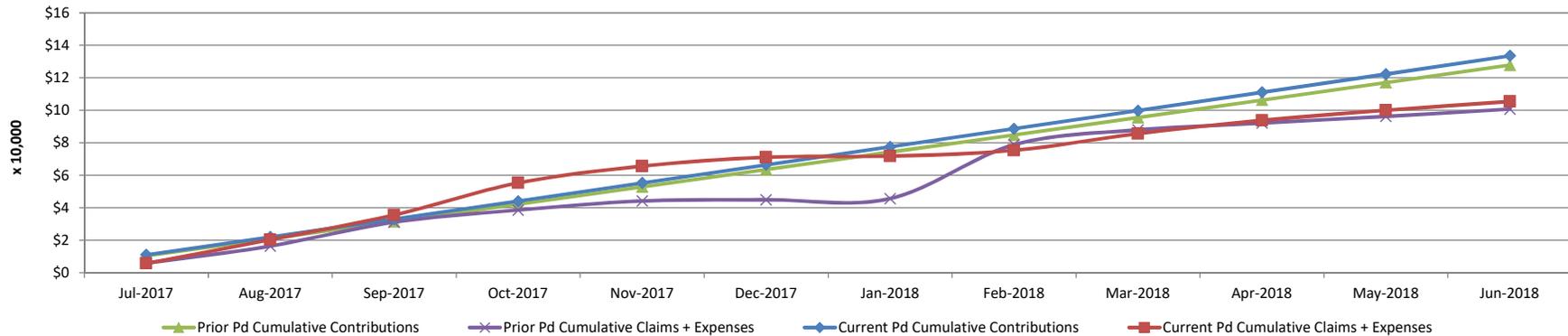


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Short Term Disability



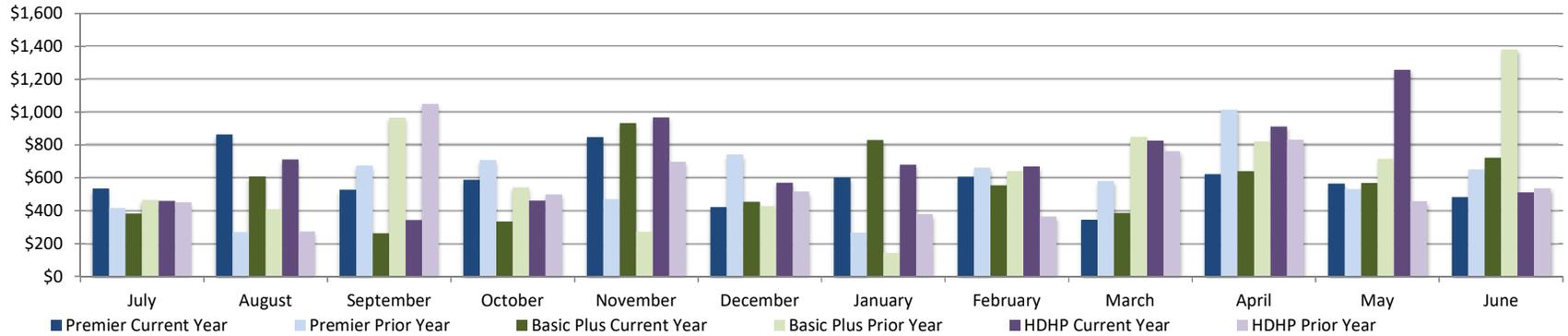
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	2,425	\$11,021	\$4,977	\$728	\$5,704	\$5,317	51.8%
Aug-2017	2,414	\$10,980	\$13,938	\$724	\$14,662	(\$3,683)	133.5%
Sep-2017	2,419	\$11,003	\$14,521	\$726	\$15,246	(\$4,244)	138.6%
Oct-2017	2,444	\$11,111	\$18,976	\$733	\$19,709	(\$8,599)	177.4%
Nov-2017	2,454	\$11,165	\$9,580	\$736	\$10,317	\$848	92.4%
Dec-2017	2,449	\$11,173	\$4,738	\$735	\$5,472	\$5,701	49.0%
Jan-2018	2,446	\$11,117	\$0	\$734	\$734	\$10,383	6.6%
Feb-2018	2,448	\$11,107	\$2,786	\$734	\$3,520	\$7,587	31.7%
Mar-2018	2,458	\$11,185	\$9,576	\$737	\$10,313	\$872	92.2%
Apr-2018	2,454	\$11,212	\$7,435	\$736	\$8,171	\$3,041	72.9%
May-2018	2,465	\$11,245	\$5,442	\$740	\$6,181	\$5,064	55.0%
Jun-2018	2,473	\$11,223	\$4,663	\$742	\$5,405	\$5,817	48.2%
TOTAL	29,349	\$133,540	\$96,631	\$8,805	\$105,435	\$28,105	79.0%
Average	2,446	\$11,128	\$8,053	\$734	\$8,786	\$2,342	79.0%
Prior Pd (12 month) Avg	2,409	\$10,655	\$7,674	\$723	\$8,397	\$2,258	78.8%
Change from Prior Pd	1.5%	4.4%	4.9%	1.5%	4.6%	n/a	n/a
Prior Plan Year Avg	2,409	\$10,655	\$7,674	\$723	\$8,397	\$2,258	78.8%
Change from Prior PY Avg	1.5%	4.4%	4.9%	1.5%	4.6%	n/a	n/a



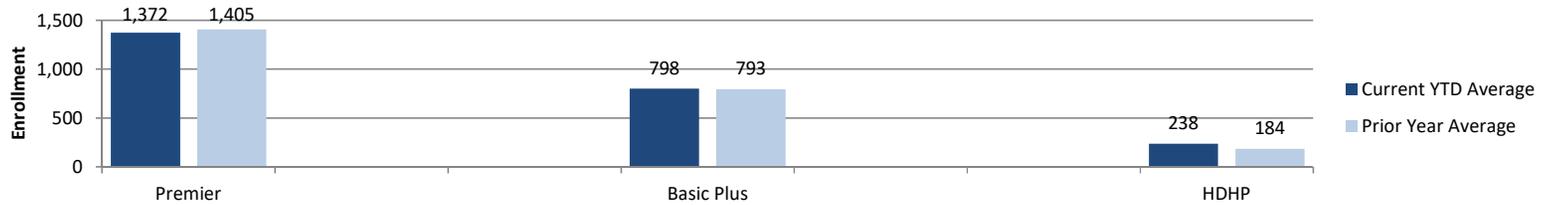


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan

Paid Claims PEPM



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$583.48	\$556.00	\$701.83
Prior Average PEPM	\$581.59	\$635.21	\$567.31
% Change	0.3%	-12.5%	23.7%

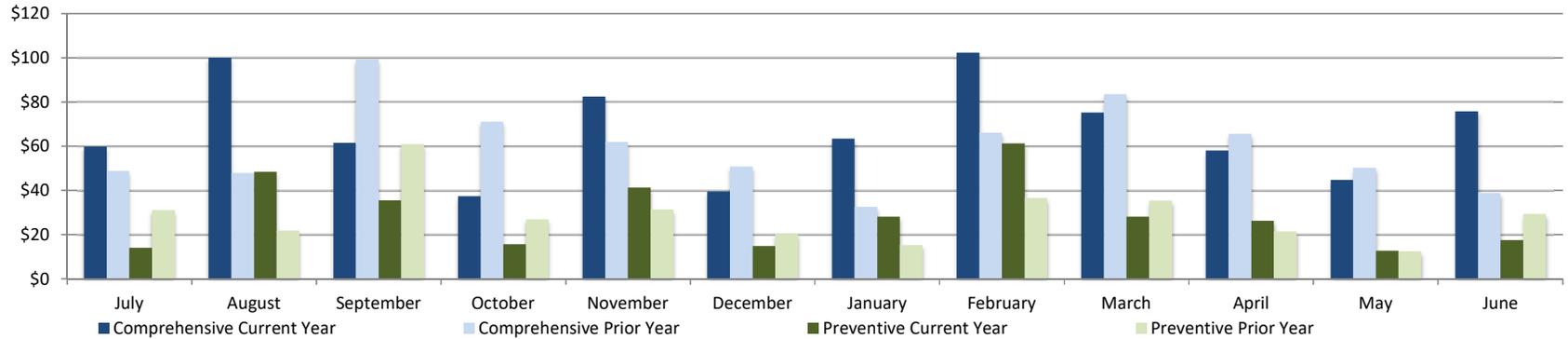


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2017	1,382	791	218
Aug-2017	1,369	789	225
Sep-2017	1,374	790	225
Oct-2017	1,390	791	235
Nov-2017	1,389	797	236
Dec-2017	1,377	799	236
Jan-2018	1,362	802	240
Feb-2018	1,357	802	245
Mar-2018	1,365	805	244
Apr-2018	1,358	805	248
May-2018	1,373	802	247
Jun-2018	1,373	807	253
Average	1,372	798	238
% of Total	57.0%	33.1%	9.9%
Prior Year Average	1,405	793	184
Change	-2.3%	0.7%	29.3%

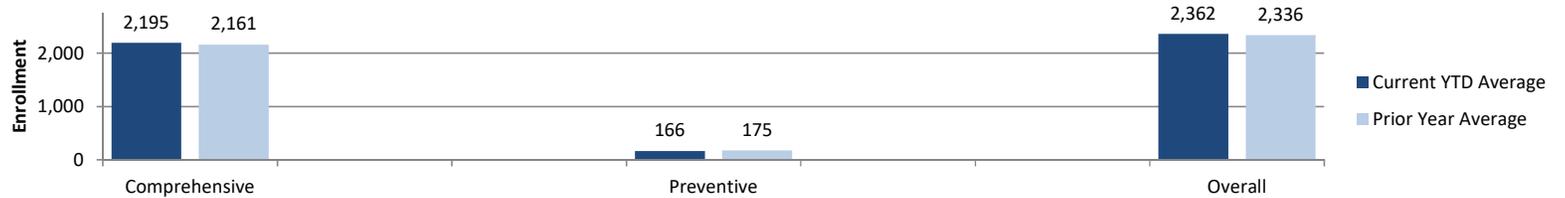


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



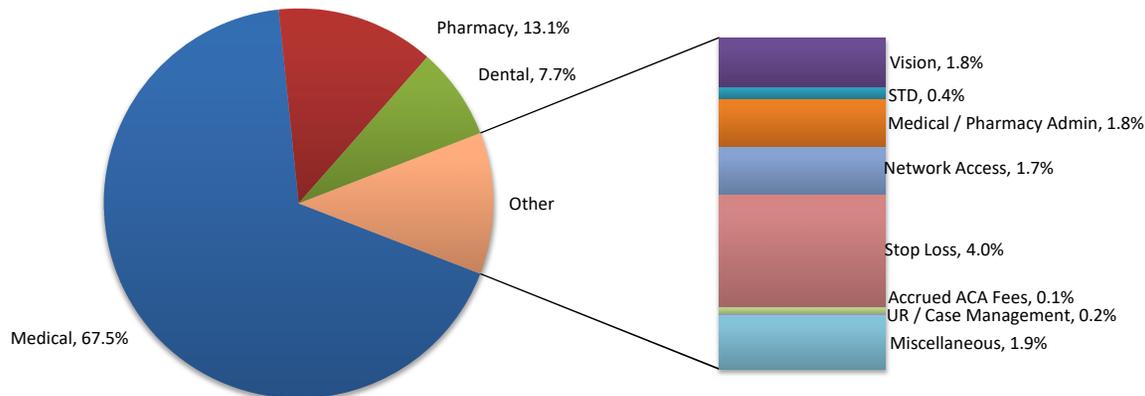
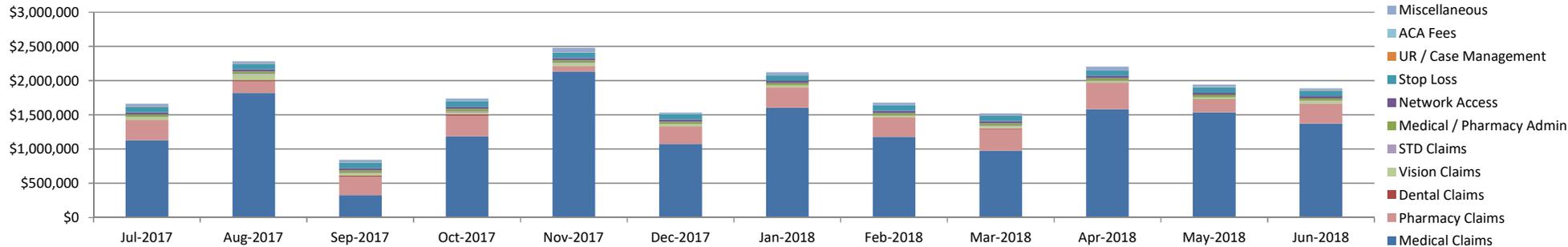
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$66.65	\$28.49	\$63.96
Prior Average PEPM	\$59.65	\$28.53	\$57.31
% Change	11.7%	-0.1%	11.6%



	Comprehensive	Preventive	Overall
Jul-2017	2,177	166	2,343
Aug-2017	2,172	162	2,334
Sep-2017	2,176	161	2,337
Oct-2017	2,203	161	2,364
Nov-2017	2,205	165	2,370
Dec-2017	2,196	168	2,364
Jan-2018	2,192	166	2,358
Feb-2018	2,195	166	2,361
Mar-2018	2,200	169	2,369
Apr-2018	2,199	171	2,370
May-2018	2,211	171	2,382
Jun-2018	2,219	171	2,390
Average	2,195	166	2,362
% of Total	93.0%	7.0%	100.0%
Prior Year Average	2,161	175	2,336
Change	1.6%	-5.0%	1.1%



Yavapai Combined Trust Claims and Non-Claim Expenses



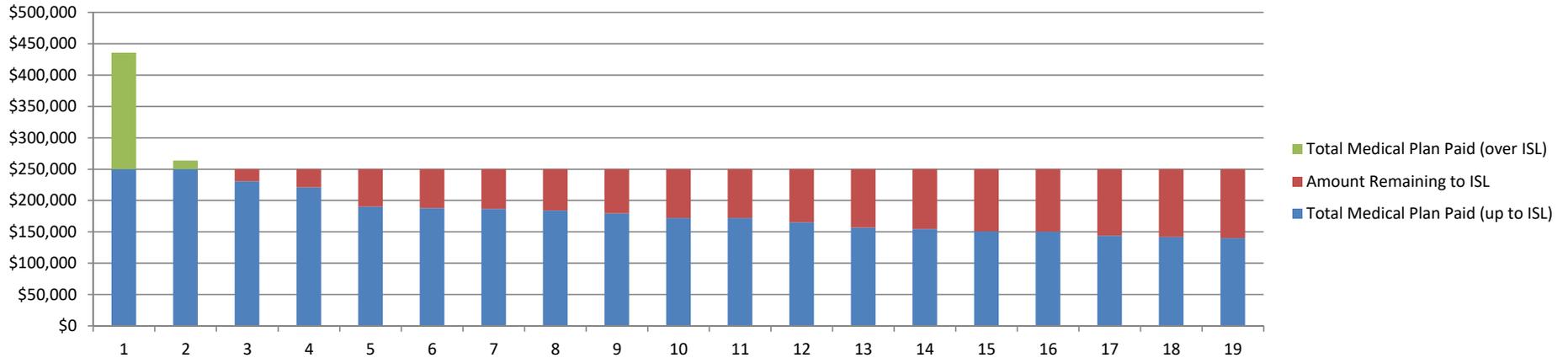
	Paid Claims						Non-Claim Expenses					
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous
Jul-2017	2,391	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$33,661	\$32,945	\$78,099	\$4,552	\$980	\$42,023
Aug-2017	2,383	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$33,465	\$32,780	\$77,580	\$4,530	\$977	\$33,531
Sep-2017	2,389	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$33,615	\$32,890	\$77,853	\$4,545	\$979	\$35,257
Oct-2017	2,416	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$33,982	\$33,248	\$78,716	\$4,594	\$990	\$36,281
Nov-2017	2,422	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$34,031	\$33,303	\$79,098	\$4,602	\$993	\$64,715
Dec-2017	2,412	\$1,076,061	\$254,684	\$89,319	\$27,611	\$4,738	\$33,870	\$33,151	\$78,789	\$4,581	\$989	\$17,389
Jan-2018	2,404	\$1,607,400	\$298,529	\$143,628	\$26,851	\$0	\$33,811	\$33,083	\$78,659	\$4,571	\$985	\$39,636
Feb-2018	2,404	\$1,182,212	\$281,624	\$234,837	\$23,209	\$2,786	\$33,873	\$33,138	\$78,551	\$4,579	\$985	\$36,858
Mar-2018	2,414	\$980,950	\$313,091	\$170,193	\$31,755	\$9,576	\$33,913	\$33,193	\$78,660	\$4,587	\$990	\$28,467
Apr-2018	2,411	\$1,584,142	\$378,869	\$132,172	\$26,101	\$7,435	\$33,856	\$33,138	\$78,605	\$4,579	\$988	\$51,030
May-2018	2,422	\$1,538,587	\$184,849	\$101,020	\$24,728	\$5,442	\$33,959	\$33,316	\$78,737	\$4,604	\$993	\$35,462
Jun-2018	2,433	\$1,373,454	\$288,512	\$170,926	\$37,932	\$4,663	\$34,254	\$33,523	\$79,291	\$4,632	\$997	\$25,764
Average	2,408	\$1,329,246	\$258,361	\$151,071	\$34,928	\$8,053	\$33,858	\$33,142	\$78,553	\$4,580	\$987	\$37,201
PEPM Avg		\$551.92	\$107.27	\$62.73	\$14.50	\$3.34	\$14.06	\$13.76	\$32.62	\$1.90	\$0.41	\$15.45
Prior Plan Year Avg	2,382	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$33,492	\$32,194	\$65,422	\$4,412		\$33,943
PEPM Avg		\$572.25	\$113.86	\$56.22	\$13.40	\$3.22	\$14.06	\$13.52	\$27.47	\$1.85		\$14.25
% Change	1.1%	-3.6%	-5.8%	11.6%	8.3%	3.8%	0.0%	1.8%	18.7%	2.6%		8.4%

Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates.

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Yavapai Combined Trust Claimants over \$125,000 through June 2018



Two claimants has exceeded the \$250,000 individual stop-loss deductible during the current plan year through June 2018.

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Terminated	Multiple Myeloma/Bone Marrow Transplant	\$418,206	\$17,118	\$435,324
2	Active	Lung Cancer	\$262,024	\$1,628	\$263,653
3	Active	Cardiac Difrillator for heart Disease	\$227,562	\$3,186	\$230,749
4	Active	Brain Hemorrhage	\$220,899	\$0	\$220,899
5	Terminated	Breast Cancer	\$175,525	\$14,436	\$189,961
6	Active	Liver Failure	\$146,060	\$41,499	\$187,558
7	Terminated	Heart Valve Disease	\$172,179	\$14,378	\$186,557
8	Active	Intussesception-Intestinal Obstruction	\$183,977	\$0	\$183,977
9	Active	Inflammatory Arthritis	\$178,697	\$336	\$179,033
10	Active	Leukemia	\$170,082	\$1,968	\$172,050
11	Terminated	Heart Disease	\$171,972	\$0	\$171,972
12	Active	Heart Condition	\$163,452	\$1,775	\$165,227
13	Active	Heart Disease	\$155,711	\$757	\$156,468
14	Active	Leg Fracture	\$136,751	\$17,702	\$154,452
15	Active	Breast Cancer	\$127,715	\$22,810	\$150,526
16	Terminated	Facial Nerve Disorder	\$147,316	\$2,647	\$149,963
17	Terminated	Replacement of Cardioverter	\$143,669	\$0	\$143,669
18	Active	Cancer of the Face and Skull	\$141,088	\$303	\$141,391
19	Active	Heart Disorder	\$138,966	\$745	\$139,711
20	Active	Chronic muscle weekness and pain	\$125,308	\$1,727	\$127,035
Total			\$3,607,157	\$143,017	\$3,750,174
% of Medical/Rx Claims			18.9%	0.8%	19.7%
Total Exceeding Stop Loss Deductible					\$198,976
Aggregating Specific Deductible					\$100,000
Estimated Reimbursement Due and/or Paid					\$98,976



Yavapai Combined Trust Estimated Fund Balance

Calculation as of June 30, 2018

	Recommended Funding Policy	Fund Balance as of 6/30/18
Estimated Expenses/Claims For One Month ¹	\$1,970,000	
	+	
Estimated Risk Corridor ²	<u>\$5,345,000</u>	
	=	
Total Estimated Fund Balance	<u>\$7,315,000</u>	
Total Equity³		<u>\$12,479,942</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁴	\$2,975,000	
IBNR Liability		\$3,160,000
	+	+
Current Liabilities Other Than IBNR		<u>\$242,738</u>
	=	=
Total Recommended Reserves	<u>\$10,290,000</u>	
Total Liabilities and Equity³		<u>\$15,882,681</u>
Reserve Surplus/(Shortage)	<u>\$5,592,681</u>	

(1) One month average claims and expenses based on 12 month period ending June 30, 2018.

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

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

(4) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2017 certification and paid claims during the 12 month period ending June 30, 2018.



Yavapai Combined Trust Data Sources / Disclaimer

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

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

Yavapai College
Budget to Actual Status by Fund
August 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, 2018, through August 31, 2018.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the two months ended August 31, 2018, the General Fund has a surplus of \$2,187,800. This is primarily the result of tuition and fee revenues being recorded for the fall 2018 semester.

For the fiscal year ended June 30, 2019, General Fund revenues are projected to be at budget and expenditures are projected to be under budget by \$551,400, resulting in a net surplus of \$551,400 — a 1.2% positive variance.

Auxiliary Fund



For the two months ended August 31, 2018, the Auxiliary Fund has a small surplus and for the fiscal year ended June 30, 2019, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the two months ended August 31, 2018, the Unexpended Plant Fund has a deficit of \$4,797,200 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, 2019, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of

August 31, 2018, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

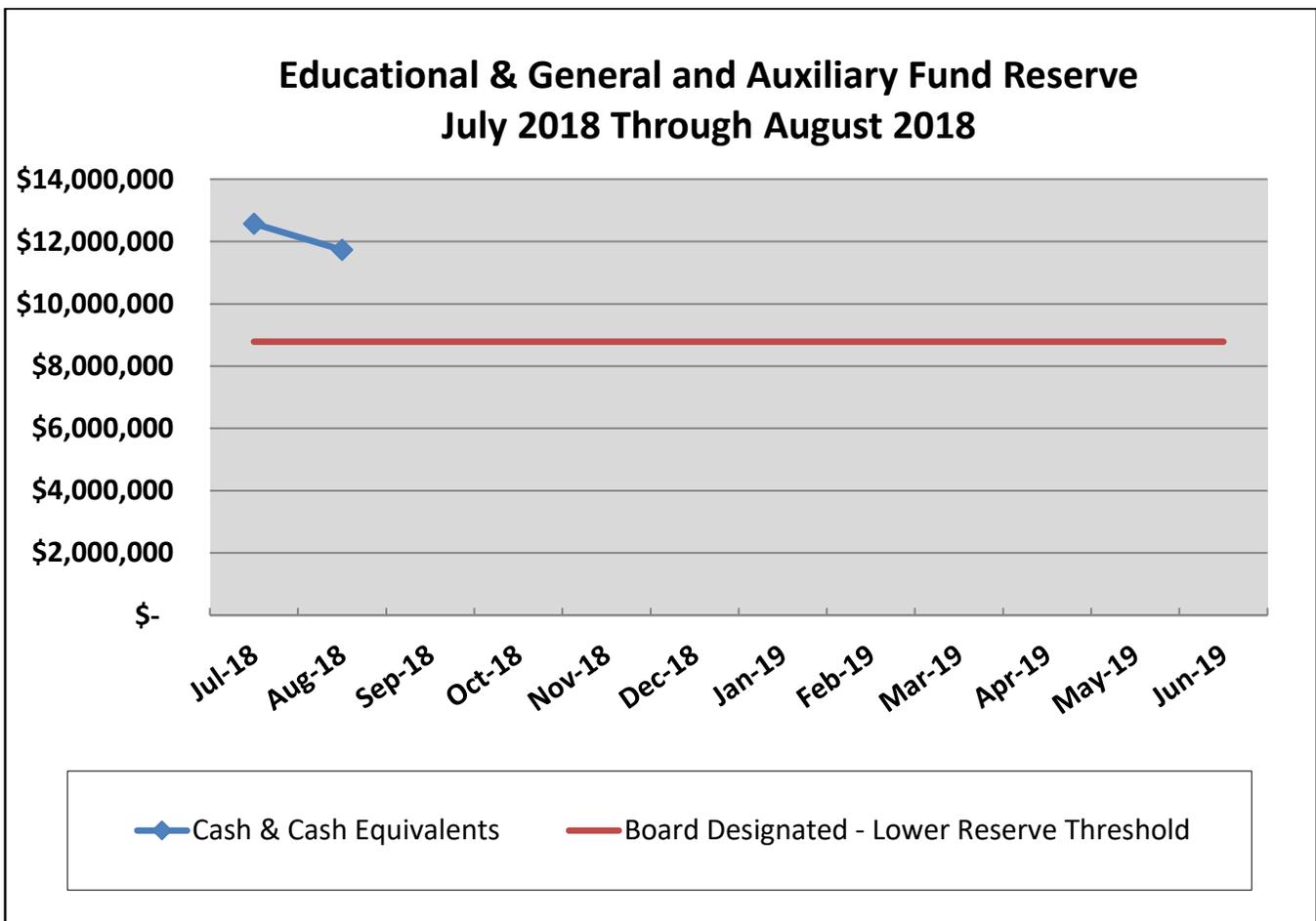


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the two months ended August 31, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
August 2018

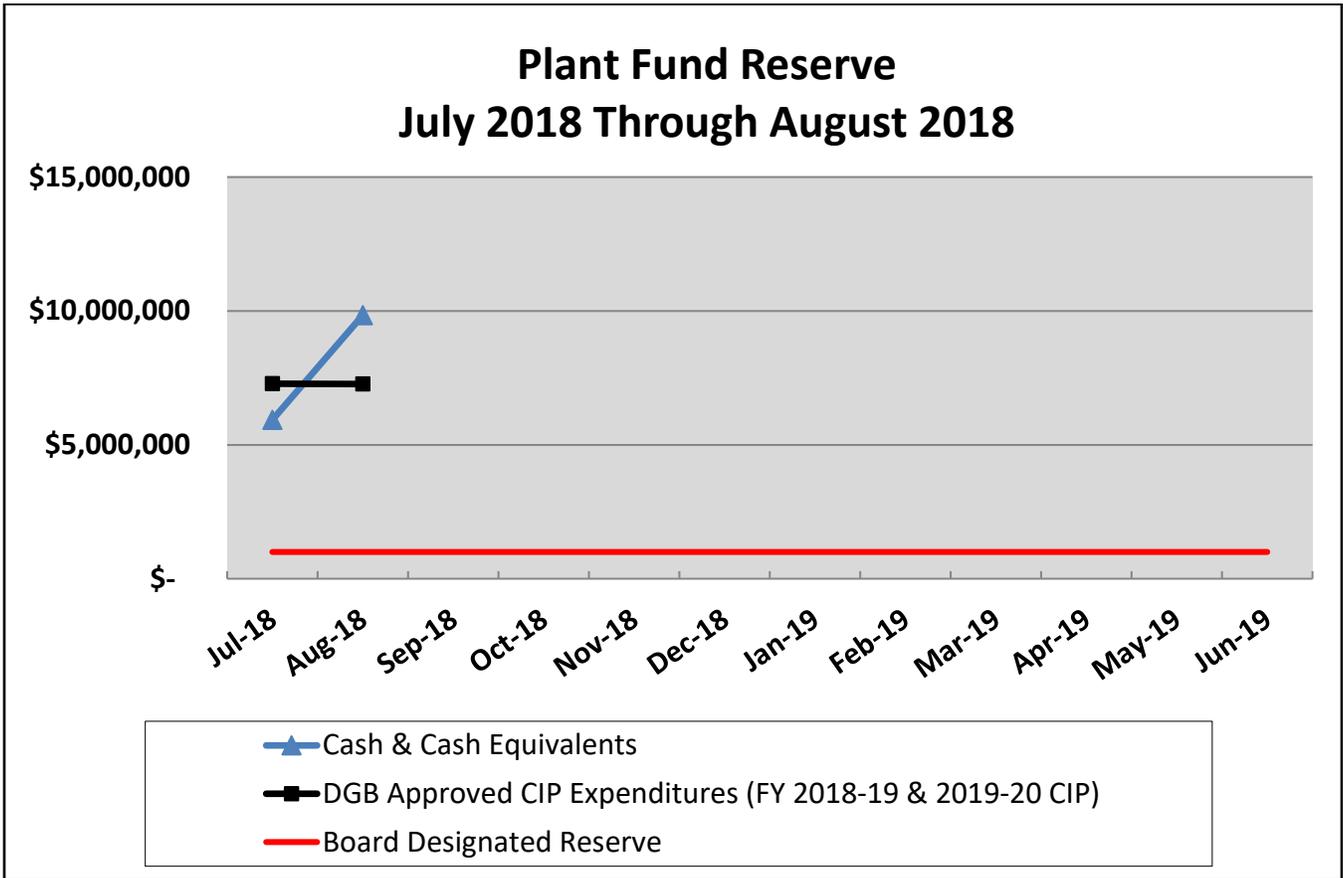
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through August 31, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budgets.

For the period July 1, 2018, through August 31, 2018, Current Fund reserves have been in compliance with the DGB's reserve requirements.



Plant Fund Reserves shall not drop below \$1 million.

For the period July 1, 2018, through August 31, 2018, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently above the amount of monies needed to cover the next twenty-two months of CIP that have been approved by the DGB.

September 2018 College Highlights

School of Arts and Humanities

- **Dr. Peter Mueller**, Adjunct Professor of Music, recently received his Ph.D. in Music Theory from the University of Arizona. Dr. Mueller (photo left) teaches Piano, Music Appreciation, Music of World Culture and is our accompanist for many classes and musicals.



- **Dr. Andrew Winters**, Professor of Philosophy and Religion, received notice that his article titled, "*Introduction: a Structural and Historical Approach to Understanding Advancements in Evolutionary Theory*," was published in *Biosemiotics* and is now available online at <http://link.springer.com/article/10.1007/s12304-018-9330-2>

School of Business and Computer Systems

- **Jeri Denniston**, SBDC Yavapai College Center Director recently received the following student testimonial:

My primary reason for enrolling in Prof. Denniston's social media class was to establish a parallel learning track with a social media consultant hired by my company to create a digital media footprint. The timing of my firm's social media project, spearheaded by Pryme Group LLC of San Rafael, CA, and Prof. Denniston's class overlapped, and I wanted to assure myself that the information and directives I received from Pryme Group were consistent with the lessons applicable to social media taught in a classic learning environment.

After three months, I can unequivocally pronounce that Professor Denniston's social media teachings were as informative, descriptive, contextual and applicable as those provided by our social media consultant, especially when you consider Pryme Group's \$20,000 fee for twelve weeks work. Moreover, Professor Denniston delivered her insights with the same focus, consideration, understanding, pragmatism and patience as our consultant, leaving no doubt that Professor Denniston not only knew what she was talking about when it came to social and digital media, but was able to share her insights in an easy-to-understand manner that would produce significant measurable results. I'm grateful for Professor Denniston's time, help and insights, and I encourage anyone interested in creating or expanding their digital and social media campaigns to directly reach out to her.

Regards,
Lee Geiger
Director of Marketing
Penserra
www.penserra.com

School of Career and Technical Education

- **Dr. Karla Phillips**, Associate Dean (Chino/CTEC), reports YC is launching our first construction class, Basic Carpentry I. **Curt Freeman**, Adjunct Instructor, will have eight students engaging with local contractors who will be actively involved in tuition, job shadowing and paid internships.
- **Alex Barber**, New Adjunct Instructor, will be teaching a second Commercial Driving (CDL) class at CTEC this fall. Mr. Barber previously held the position of CDL examiner at our MVD office.
- Yavapai College Student, **Jodi Nagel**, spent three weeks in Thailand helping animals, discovering Thai culture, and learning hands-on what it's like to be a veterinarian. Traveling with study-abroad organization Loop Abroad, Jodi was selected as part of a small team that volunteered giving care at a dog shelter, and additionally spent a week working directly with rescued elephants at an elephant sanctuary.

The elephants at the sanctuary have been rescued from trekking, logging, or forced breeding programs. Many of them had been abused and suffer from chronic injuries or blindness. At the elephant sanctuary, they are cared for by volunteers from all over the world. Jodi helped to feed and care for elephants, as well as learn about their diagnoses alongside an elephant vet. The sanctuary is also home to over 1,000 animals, including cats, dogs, water buffalo, horses, and cows, and is sustained in huge part by the work of weekly volunteers like Jodi.

In Chiang Mai, Thailand Jodi volunteered in a dog rescue clinic. The shelter is home to dogs who have been rescued after being abandoned, beaten, or abused. After rehabilitation, many of the dogs are adopted. However, any dogs who are not adopted will be cared for by one of the local shelters for their whole lives.

While Jodi studied under the veterinarians leading her group, she and her team made a difference in the lives of these dogs. By providing check-ups and treating ear and eye problems, taking and testing blood, administering vaccines, cleaning and treating wounds, and helping with sterilization surgeries, the students were able to help support the health and well-being of these dogs. (Please see photo of Jodi below.)



School of Health and Wellness

- **Nancy Bowers**, Associate Dean of Allied Health at Prescott Valley Center reports all 22 of the YC Nursing Assistant Students passed their manual skills test on the State Competency Exams in May 2018. Of those 22 students, 21 passed their written competency exams as well. Congratulations to these skilled students and the instructors that are so dedicated to all of the Allied Health Students at YC!

- **Craig Lefever**, Director of Adult Basic Education (ABE), reports YC ABE will be receiving an award from AZ Department of Education Adult Education Services during the Adult Education Institute in September. The award will be for outstanding program performance (highest measurable skills gain percentages in the state for ABE/ASE students) in FY17. Congratulations to faculty, staff and students for this outstanding achievement.

School of Social Sciences

- **Dr. Michael Davis**, Professor and Program Director of Administration of Justice and Paralegal Studies will host the AJS ATF and Arizona Justice Educators Association Conference in October at Yavapai College. The number one best-selling criminal justice textbook author in the nation, Frank Schmalleger, will present at the conference and demo new online texts. Dr. Davis will also present at the conference on Memory and Eyewitness Identification Issues.

In June, Dr. Davis presented at the annual Arizona Public Defenders Association conference. He spoke in two different time slots about Brain Scans and Mens Rea: Neuroscience and the Law. These presentations were based in part on Dr. Davis' research and writing done on sabbatical, as well as, information developed for his class, Neuroscience and the Law, here at Yavapai College. This class holds the distinction of being the second Neuroscience and Law class in the nation (NYU Law School was first) and the first at a community college.

Instructional Support

- YC Honors Student, **Ray Barnett** (see photo) saw a need and way to recycle used tennis balls in the area, and through the Yavapai College Honors Society, created a local recycling program at the Yavapai College Tennis Facility.



- **Stacey Hilton**, Dean for Instructional Support at Yavapai College, was among a 17-member team chosen from colleges nationwide to participate in the 2018 *ITC Distance Education Leadership Academy* in St. Petersburg, Florida.

Sponsored by the Instructional Technology Council (ITC), an affiliated council of the American Association of Community Colleges, the event offered an opportunity to learn from eLearning innovators from throughout the U.S. Focusing on seven leadership competencies, participants created both a personal and institutional leadership plan in order to complete the program.

“The best part of the program,” said Stacey Hilton, “was meeting colleagues who were as motivated and passionate about distance education as I am. I’ve met some lifelong colleagues who are leading innovators at their respective institutions. Online learning is the future of higher education.”

The Instructional Technology Council serves colleges throughout North America and the world by advocating, researching, and sharing exemplary, innovative practices in online education.



Pictured: Stacey Hilton, Dean, Instructional Support at Yavapai College, is recognized at the 2018 *ITC Distance Education Leadership Academy* in St. Petersburg, Florida. Presenting the award (left to right) is ITC Board Chair Fred Lokken, author of *Trends in eLearning: Tracking the Impact of eLearning at Community Colleges*, and Mickey Slimp, Academy Co-Chair and author of *How the Internet of Things Is Changing Higher Education, Our Classrooms, and Our Students*.

- **25Live**

Alice Burroughs (Instructional Support), Linda Hoots (Facilities), and Diane Mazmanian (Institutional Research) recently attended the 2018 CollegeNET User Conference in Portland, OR. The theme of the conference was Innovation at the Boundaries of Benefit. CollegeNET and the developers are working hard to update the look and feel of 25Live. CollegeNET presented “Amber” which is the future of 25Live. In previous versions of 25Live you would utilize “Tabs” to navigate. In the new version, it will be similar to a mobile application. Creating events, checking availability, and looking for an event will be much easier for all users.

- **Quality Matters**

Quality Matters (a nationally recognized, faculty-centered, peer-review process that certifies the quality of online and hybrid courses) certifies course design acknowledging faculty's commitment to quality assurance.

Under the direction of **Stacey Hilton**, Dean of Instructional Support, and Professor **Lindsay Henning**, Director of Quality Matters @YC, we are so pleased that three of our faculty have earned Quality Matters certifications for their online courses this summer. This is not an easy certification to earn: these courses met each and every criterion set forth by Quality Matters. This is quite an accomplishment!

We are excited to announce the recently certified QM courses:

ENG085: College Literacy Skills
Professor Tina Luffman

ENG101: Freshman Composition
Professor Karen Palmer

NSG235: Nursing Management & Leadership
Professor Selina Bliss

- **Library**

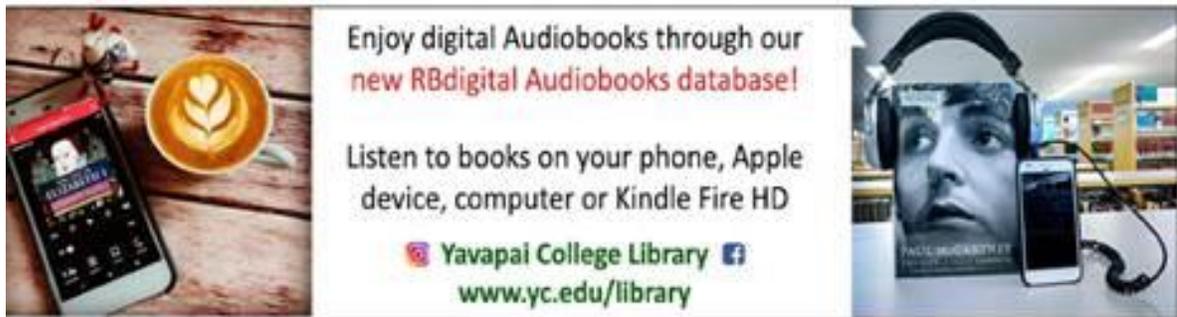
As part of the college's 50th Anniversary celebration, Ginney Bilbray created a history book of the College entitled, *From Vision To Reality*.



The library won its second Telly Award! Our Halloween Haunt video won for the promotional category.



The library now has RBdigital audiobooks: Access exclusive Recorded Books audio titles, plus more than 1,000 classic and popular audiobooks.



Student Development

- Roughrider Events started the semester off with a bang! The 50th Anniversary Kick-off Celebration welcomed students, staff, faculty, alumni and community members in on all the fun:
 - High Tea with Florence Nightingale – YC Nursing Program Student and Faculty Reunion
 - Artist Reception for Faculty and Alumni in the Prescott Art Gallery
 - Dollars for Scholars Fun Run
 - Block Party featuring performances by Sugar and the Mint and including a Dunk Tank, Food Trucks, Balloon Artist, Jugglers and Face Painting
 - Prescott's Got Talent Competition
 - YC Soccer v. Irvine Valley College
 - Jay Leno Live on the PAC Stage!
- YC is celebrating the 50th Anniversary on all our campuses and centers!
 - Prescott Valley Center will feature a Health Fair, Fun Classes, Games, Massages, and Tasty Food on Saturday, September 15th.
 - CTEC's Celebration will feature a Carnival, Drone Races, and Tech Games on Saturday, September 29th.
 - The Verde Valley Campus Celebration will be on Saturday, October 20th and will include a free Barbecue, Carnival, No-Host Wine Reception, Live Music and Dancing!

- Chino Valley will celebrate with a Pumpkin Patch, Corn Maze, Equine Costume Contest, Beer Garden and Food Trucks on Saturday, October 27th.
- Sedona Center will celebrate on Saturday, November 3rd, and will feature Cooking Demonstrations, a Free Box Lunch, OLLI and Community Education Micro Classes and Reception.
- Career Coach **Linda Brannock** announced a 4-part Job Workshop series to prepare students to enter the workforce using the skills they are learning at YC. Workshops will be held on the Prescott and Verde Valley Campuses during September and October. The series includes:
 - Job Search Techniques
 - Effective Resume Writing
 - Interviewing with Confidence
 - Soft Skills/21st Century Skills Needed to Keep your Job.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

September 2018

Greetings from Facilities!

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

CAMPUS MASTER PLAN Phase 1C

Prescott Valley Center Phase 2

Construction is underway on the second floor. New classrooms, faculty and REDC offices, break room and Zoom spaces are framed and the installation of drywall progresses as does HVAC duct work and installation, electrical and data runs and plumbing.

The goal is to have this build-out of the second floor completed by November 1, 2018 so work can begin on Building 29 for NARTA (Northern Arizona Regional Training Academy).

The remaining areas for Phase 2 at the Prescott Valley Center include renovating the NARTA Training Bay to become space for Student Development, renovating the locker room to become a science lab and renovating the EMS classroom for a new Imaging (Rad. Tech) Lab and renovating the commons area for a student computer lab and lounge. That work is scheduled to begin January 3 and run through June 15, 2019.

Design Team: SmithGroupJJR Construction Team: McCarthy Building Companies



Installing Ductwork in New Classroom



REDC Office Suite



Installing HVAC Plumbing in New Hallway

Renovating Space for NARTA

Water line relocation is underway, along with site grading in preparation for the engineered building and Police Officers Physical Ability test course adjacent to Building 29. Material to assemble the building is scheduled to arrive on site October 15.

Minor renovating of Building 29 is scheduled to begin November 1 with the goal of the facility being available for NARTA on January 2.

Design Team: SPS+ Architects Construction Team: McCarthy Building Companies



Re-Routed Water Line Awaiting Tie-in

Verde Campus Signage and Wayfinding Phase 2

During the month of August, the second phase of signage was installed at the Verde Valley Campus. This included an additional directory, new parking lot identification signage, banners and general directional signage.



New Directory Located East Side of Campus



Directional Signage



Parking Lot Signage Near Building G



New Banners and Mounts

CAMPUS MASTER PLAN PHASE 2

Renovation of Building L

Programming is expected to kick-off in early September 2019.

Design Team: SPS+ Architects Construction Team: Kinney Construction Services

If you would like more information about the campus master plan or implementation schedule, please go to <http://masterplan.yc.edu/> . This site is updated on a regular basis as new information concerning project progress becomes available.

CONSTRUCTION/RENOVATIONS

Sedona Center Administrative Area Improvements

Programming is complete for this minor renovation. Preparing construction documents to obtain pricing.

Building 32 Floor 1 Marketing Suite Improvements

Construction is underway and is scheduled for completion the first week of August.



Moving Dynamic Duo Jaimie Henandez and Helm Karstadt at the New Marketing Suite

Rock House Improvements

The Rock House is nearing completion with improvements of the mechanical system for noise reduction, new technology and carpet.



Rock House Improvements

PREVENTIVE MAINTENANCE PROJECTS

As part of the budget, preventive maintenance projects are scheduled each year to ensure that College facilities are maintained at a level to support optimum performance in building systems, infrastructure, life safety, roadways and parking, along with College grounds. These projects are the result of a recent Facilities Condition Assessment (FCA) which identifies when repairs, modifications or replacement of components should occur.

FCA Projects:

Building 16 PAC Green Room Flooring and Millwork Replacement – Complete
Phase 1 Baseball Field Drainage – July through October 2018
Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) – October through December 2018
Phase 1 CTEC Parking Lot Drainage and Expansion – Design Underway
Verde Valley Building L Drainage – Design begins September 2018



PAC Green Room Tile, Millwork and Counter Top Replacement



New Double Culvert Pathway under Baseball Field



Discharge Side of Drainage Location of Future Gabion Walls for Erosion Control

FACILITIES MANAGEMENT NEW TEAM MEMBERS

No new team members this month but Facilities is looking to hire a replacement Trades Technician at the Verde Valley Campus and a Trades Technician, Plumber at Prescott.

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

Presenter : Ray Sigafoos

Start Time : 1:40 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/19/2018

Item Type : Information Item

Policy No.	Description	Ref No
2.8	The President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the above statement by the following list, the President shall not:	764197

Description : Update from Instruction and Student Development to Include: Faculty Senate; YC Promise; FY19-20 Academic Calendar; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Pearcy, Faculty Senate President
- YC Promise - Craig Lefever, Director of Adult Basic Education (ABE)
- FY19-20 Academic Calendar - Attached - Information Only
- Adjunct Faculty Newsletters - Attached - Information Only

Attachments :

Title	Created	Filename
Prescott Living Magazine Article.pdf	Sep 05, 2018	Prescott Living Magazine Article.pdf
2019-20 Academic Calendar.pdf	Sep 05, 2018	2019-20 Academic Calendar.pdf
Adjunct Newsletter Aug 2018.pdf	Sep 05, 2018	Adjunct Newsletter Aug 2018.pdf
Adjunct Newsletter Sept 2018.pdf	Sep 07, 2018	Adjunct Newsletter Sept 2018.pdf



YAVAPAI COLLEGE STUDENT EDMONDS CREDITS FACULTY WITH PERSONAL RENEWAL

[August 1, 2018](#)

by Tim Diesch

“They changed my life,” recalls Prescott Valley resident and Yavapai College student Jennifer Edmonds. “For the first time, I felt like I was worth an education.”

Edmonds, now in her second semester at Yavapai College and pursuing an Associate of Applied Science degree in Social and Human Services, is grateful to YC’s General Equivalency Diploma (GED) program and the instructors who helped her take a big step in getting closer to her goal of becoming a substance abuse counselor.

Edmonds did not arrive at her career choice lightly — she says that she ran away from home at around age 16.

“I got into drugs, ran with the wrong crowd,” she says. “I was out there for about 16 years. But I got fed up with it. I was just tired of being tired.” She and her boyfriend moved to a different city, and the change in surroundings and the separation from her regular crowd helped get her on track. She has since enjoyed 11 years of sobriety.

Edmonds credits the GED program not only with the means to move forward to a college academic track, but it kindled her excitement for learning as well. “The GED program got me interested in going forward with even more classes,” she says. “Taking these classes got me

closer to my goal and closer to what I want to do with my life. I'll keep going until I get my associate degree.”

Her newfound energy and commitment was only part of her formula for success — the instructors at Yavapai College supported her and helped her move forward.

“Kate really helped me with math,” says Edmonds, referring to Yavapai College GED Instructional Specialist Kate Redmon. “I took my math test two times. The first I missed passing by two points, and the second I missed by only one. I was really struggling.” Kate’s dedication to help her break through was a big part of finally passing that test, Edmonds says.

Edmonds also has high praise for her two main teachers, instructor Mark Frederick and Yavapai College Adult Basic Education Program Director Craig Lefever. “When I see them around on campus, they are friendly and interested, and they keep me going when things are rough.”

“I felt that the quality I got with the GED program was the spur that moved me to enroll at YC for college courses,” Edmonds says. “Everyone involved, from the GED program to the classes I’m taking now, give you confidence and self-worth. They take the time to make you realize it for yourself. They stayed on me and gave me the support I needed to continue. They’re just amazing people.”

YAVAPAI COLLEGE
2019-20 ACADEMIC CALENDAR

Fall Semester 2019: August 19 – December 13

Convocation	August 12
Faculty Activities Week	August 12-16
Fall Regular Semester Begins	August 19
Labor Day Holiday (no classes, offices closed)	September 2
Veterans Day (no classes, offices closed)	November 11
Thanksgiving Holiday (no classes, offices closed)	November 27-29
Fall Regular Semester Ends	December 13
Final Grades Due to Registrar by noon	December 18

HOLIDAY BREAK (Offices closed): December 21 – January 5

Spring Semester 2020: January 13 – May 8

Faculty Activities Week	January 6-10
Convocation	January 8
Spring Regular Semester Begins	January 13
Martin Luther King Day Holiday (no classes, offices closed)	January 20
SPRING BREAK (College closed)	March 8-14
Spring Semester Ends	May 8
Verde Valley Graduation	May 8
Prescott Graduation	May 9
Final Grades Due to Registrar by noon	May 13

Summer Semester 2020: June 1 – July 23

Monday-Thursday

Summer Semester Begins	June 1
Independence Day Observed (no classes, offices closed)	July 2
Summer Session Ends	July 23
Final Grades Due to Registrar	July 29

In this Issue

Message from Dr. Penelope Wills, President	1
August Happenings	1
Meet Ruff at 50th Anniversary Celebration /Prescott	1
Money, Money, Money Pay Dates	2
Adjunct Faculty Trainings - Prescott Campus/Zoom	2
Timely Information from Registrar, Sheila Jarrell	2
Verde Learning Center	2
Financial Aid Key Dates to Remember	3
Adjunct Faculty Meetings/Sedona & Verde Campus	3
A Message from Disability Services	3
Prescott Computer Commons Hours of Operation	4
Prescott Campus Learning Center	4
Love your Libraries	4
Library Lecture Series - King Arthur	4



August Happenings

AUG 20	Regular Fall Semester begins
AUG 20 - 24	Roughrider Welcome Week Prescott Campus 7:30 am—5:30 pm
AUG 21	New Student Orientation Verde Campus: 1:00 pm— 3:00pm Prescott Campus : 2:00 pm—4:00 pm
AUG 23	Auditions Prescott's Got Talent Talent Contest Registration Deadline extended
AUG 24	Reception: Art Faculty & Art Alumni Exhibition Prescott 5:00 pm—7:00 pm
AUG 25	50th Anniversary Celebration!!! Prescott Campus 7:00 am — 9:00 pm Visit: 50th.yc.edu for complete schedule
AUG 26	Arizona Philharmonic Orchestra PAC 5:00
AUG 27	Adjunct Faculty Training—Prescott Campus Student Success: 5:30pm—6:30 pm Bldg3-106
AUG 28 & 29	Roughrider Resource Day—Prescott 10:00 am—2:00 pm
AUG 30	Camp Verde Internship Conference Camp Verde Community Library 1:00 pm—5:00 pm

Colleagues,

Welcome to Fall Semester, 2018! As I write to you, I cannot believe that seven years ago, I greeted our Adjunct Faculty for the first time. And now, as I will be retiring in December, this is my last message to you.



One of the key strengths of Yavapai College has been you! Yes, you. Our Adjunct Faculty are the best I have experienced at any of the many colleges and universities that I have been a member. Your commitment to our students' success is more than commendable. Students want to learn and they do not make a distinction of whether their teacher is full or part time. They don't feel a need because you are proficient in your discipline, skilled in your delivery methods, and value them. Our faculty are 'present' with students and not just talking at them. At YC, we (all of us – faculty, student services, and the rest of the staff) create a learning environment supportive of your work in the classroom....whether it is an on-campus, a hybrid, or an on-line course.

Please let me know if I can be of support. My phone number is 776-2307 and my email is penny.wills@yc.edu. On behalf of all of our students, thank you for being here at YC!

Penelope H. Wills, Ph.D.

50th Anniversary Celebration PRESCOTT CAMPUS Kickoff Party August 25

7 am	Dollars for Scholars Fun Run
10 am-2 pm	Prescott Campus Block Party
11 am-11:30	50th Anniversary Presentation and Reception
2 pm	YC Soccer vs. Irvine Valley College—Ken Lindley Field
7 pm	50th Anniversary Opening Presentation—PAC
7:30 pm	Jay Leno live—PAC



YAVAPAI COLLEGE

Published for Yavapai College Adjunct Faculty
1100 E. Sheldon Street—Prescott, AZ 86301

Elsie Gibbs Freeman, Editor

Phone: 928-634-6562

Leave a message or e-mail: egibbsf@instructor.yc.edu



\$\$ Money—Money—Money \$\$

Compensation Rate for 2018-19

\$804 load hour

See your Division Dean
if you have any questions.

Pay dates for Fall 2018

August 31
September 14, 28
October 12, 26
November 9, 23
December 7

Note there are 8 pay periods this semester.
The final pay date for the fall semester will be
December 7th



We do not learn from
experience...we learn
from reflecting on
experience.

John Dewey

ADJUNCT FACULTY MEETINGS

Ms. Tara O'Neill, Adjunct Faculty Coordinator has scheduled adjunct faculty meetings every month this semester. Attendance is not mandatory, however, professional development hours are provided. Meal vouchers are provided at each meeting.

Monday, August 27, 12:00 Noon to 1:00 pm

Bldg 3-106 — **STUDENT SERVICES**

Topic: **SUPPORT FOR YOU AND YOUR STUDENTS**

Monday, September 24, 12:00 noon to 1:00 pm

Bldg 3-106

Topic: **QUALITY MATTERS**

Thursday, October 25, 5:30 pm to 6:30 pm

Bldg 3-106 Topics: **TEACHING PEDAGOGY,
ASSESSMENT AND PATHWAYS PROGRAM**

Friday, November 16, 12:00 noon to 1:00 pm

Bldg 3-106

Topic: **COLLEGE UPDATES** with Dr. Ron Liss (VP of Instruction) & Dr. Matt Pearcy (Senate President)

For more information contact Tara at:
928-717-7621 or e-mail: Tara.oneill@yc.edu

Ask about attending via ZOOM

From our Registrar... *Sheila Jarrell*

Accessing Rosters: Access your rosters daily during the first two weeks of the semester and then on a weekly basis to know who is - or is not - attending/participating in your class. It is your responsibility to monitor enrollment and attendance.

My Class Roster shows current enrollment. Update rosters regularly by dropping no-shows and by withdrawing students who are not participating. *This is required by Federal Financial Aid and Veteran's Administration.* Regulations.

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

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

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

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

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

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

POT 1 (Full-length semester classes)

Last day to add: Thursday, August 23

Last day to drop: Sunday, August 26

Last day for refund: Sunday August 26

- A similar timeline will apply to **short classes of 5-12 weeks** –the fourth day of the part of term is the deadline to add, and midnight of seventh day is the deadline to drop and be refunded.
- For classes **less than 5 weeks**, students must add/drop prior to the day of the first class meeting.
- Deadline for student-initiated withdraws, full semester classes is Monday, October 15. Check the **College Catalog** for academic and student information.

Mark your calendars: **October 3 is FTSE!**

Watch for future communications from the Registrar.

Questions regarding rosters, grades, FTSE or FERPA?

Contact registrar@yc.edu or call **Sheila Jarrell, Registrar**, 928-776-2107 or stop by my office, 1-111, Prescott Campus!

Visit the Verde Learning Center

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

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

Hours of Operation		Tutors on Duty*	
Monday—Thursday	8:00 – 6:00	Monday—Thursday	8:00 – 6:00
Friday	9:30 – 5:00	Friday	10:00 – 4:00
* Hours subject to change			

FINANCIAL AID KEY DATES TO REMEMBER!

Important Policy: August 27 (Freeze Date) we will lock students into their credit hours and pay financial aid based off of these credits. If students add classes after this date, their financial aid funding will not increase. They must pay for the class out of pocket the day they register. As of this date we are certifying that we can prove that a student began attendance in each class we are paying them for. If they drop all their classes after this date they may owe the college and/or the Department of Education a return of funds received.

Bookstore Charging: Students can charge books at our bookstore now through August 27. We must stop bookstore charging at 5:00 pm on August 27th to prepare for refunds. Charging will resume on September 4th for eligible students.

First Refunds: August 31st Financial aid pays on "attending hours" the classes they are in on the "Freeze" date. First stipend disbursement for students will be August 31 if all their class/classes begin on August 20 **AND** classes that begin after that date, they may receive a partial disbursement of financial aid on August 31st and the remainder will disburse 7-10 days after their next class/classes begin.

Dropping Students: Please make sure to drop students as "no-shows" prior to the end of the add/drop period. This is **important** for financial aid because we are not allowed to disburse aid to students who really are not attending! This then becomes a debt to Yavapai College and/or the Department of Education for the student. It can prevent them from ever getting Financial Aid elsewhere until this money is returned. **Please** make sure to access your rosters and drop students no later than **Sunday, August 26th**.

Questions? Contact Us.

Ray Ceo

Director of Financial Aid

Raymond.Ceo@yc.edu

928.776.2110

or

answercenter.yc.edu

or

928.776.2152

A Note from Disability Resources...

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

More information is available on the web at:

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

Or

You can call us at 928.776.2085

Robb Ferguson	Petra Bennett	Chad Scott
Director	Specialist	Specialist
Prescott	Prescott	Verde Valley
928.776..2079	928.776..2057	928. 634. 6567



Learning Knows No Bounds



Mark your calendar...

ADJUNCT FACULTY MEETINGS Verde/Sedona Campuses

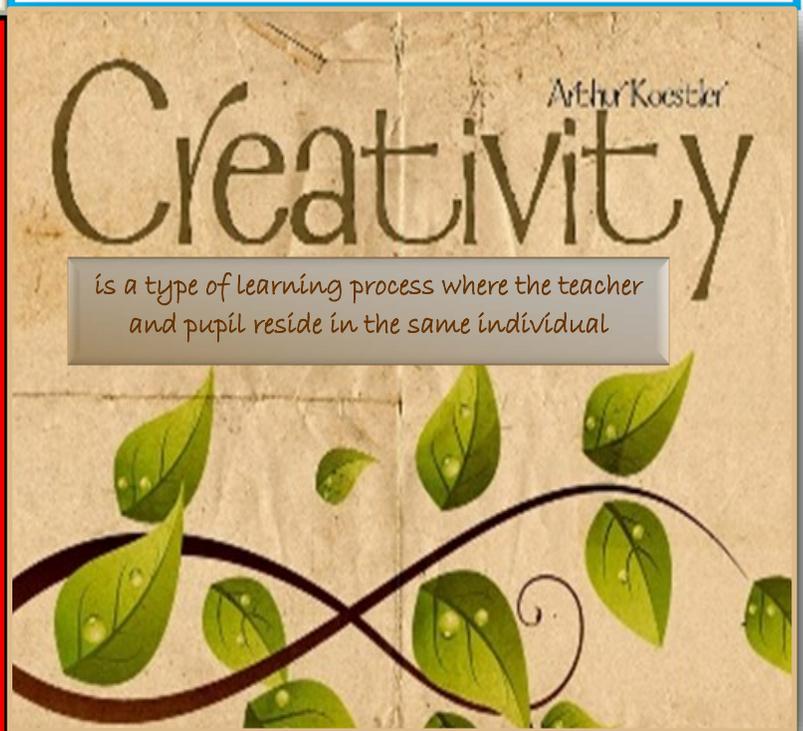
All meetings occur on Friday, from 12:00 noon—1:30 pm and generally take place in G-104. *Lunch is provided!*

August meeting rescheduled to
Friday September 7 at 2:00
Welcome new adjunct faculty,
College Updates and Resources

Friday, September 21
Jared Reynolds—TeLs/Zoom
Guest Presenter—Brain Blings

Friday, October 26
Lindsay Henning—Quality Matters
Stacey Hilton—Teaching & Learning

Friday, November 16
Dr. Molly Beauchman—Pedagogy & Assessment



VISIT THE COMPUTER COMMONS ~ PRESCOTT CAMPUS

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

Hours of Operation are:

Prescott Campus Computer Commons

Monday — Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 7:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Sunday	2:00 p.m. to 7:00 p.m.

Welcome Back...

From the Prescott Learning Center!

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

Services Offered:

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

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

Hours of Operation:

Monday – Wednesday 8:00am-5:00pm
Thursday 8:00 am-6:00
Friday 9:30am-5:00pm

Please refer any student and we will ensure they receive the resources needed for success!

CONTACT US TO

SCHEDULE A WORKSHOP FOR YOUR CLASS:

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



LOVE YOUR LIBRARY...

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

Do your students need assistance with:

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

Your friendly Library Instruction Team can help!

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

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

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

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

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

See you soon at the library!

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

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

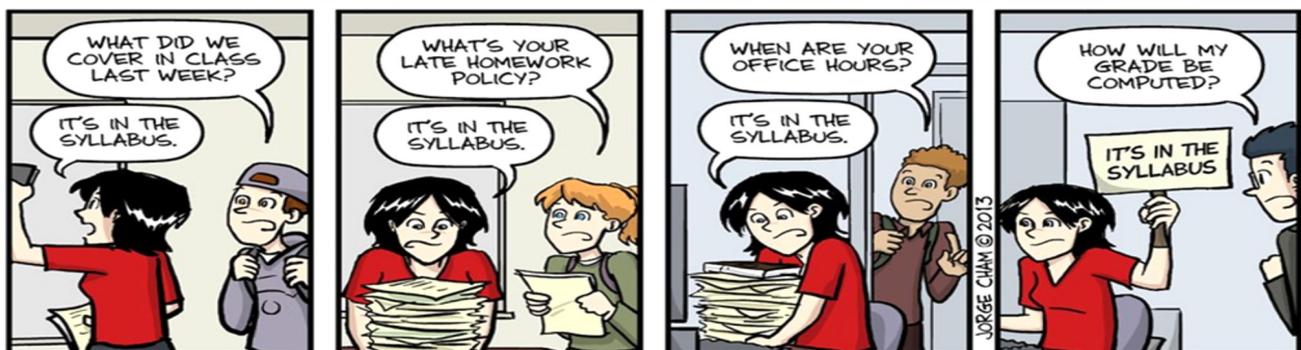
King Arthur | Library Lecture Series

Join us at this free lecture with Romy Harder!

September 13 12pm-1pm

The Arthurian legends began over 1500 years ago. Many English, French, and American writers have interpreted and embellished the original legend according to their own times, pressures, and cultures. In this lecture, we will learn and discuss the legend's themes of chivalry, honor, love, fidelity, equality, and faith and how they relate to our lives today.

Romy Harder has a Master's in English and taught high school and college. She studied Le Morte D'Arthur on an NEH grant for a summer. Meeting location: Yavapai College Prescott Library Bldg 19 ~ Magazine & Newspaper Area



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

IN THIS ISSUE

September Happenings	1
From our Registrar	1
Adjunct Faculty Meetings—Prescott	2
Trio SSS and VUB Updated	2
Adjunct Faculty Meetings—Verde/Sedona	3
Verde Art Gallery Events	3
TelS—6 x 16 Blogging Challenge!	3
Prescott Library-Guest Lecturers Series	3
Operating Hours/Tear Out Learning Centers & Computer Commons	4
Yavapai College 50th Anniversary Celebrations	4



SEPTEMBER HAPPENINGS

Sept. 12	Job Fair—Prescott Valley Event Center 4:00—7:00
Sept. 13	Prescott Library Guest Lecturers—King Arthur 12:00 noon—1:00 ~ Ms. Romy Harder
Sept. 14	Last day for student initiated withdrawal 8 week session classes
Sept. 21	Last day to charge books at YC Bookstore for Veterans without financial aid
Sept. 21	Adjunct Faculty Meeting—Verde Campus G-104 12:00 Noon to 1:15
Sept. 21	Opening Reception Artist Judith Hopkins Verde Art Gallery—5:00 pm—7:00 pm
Sept. 24	Adjunct Faculty Training Meeting-Prescott 12:00 noon—1:00 pm Quality Matters
Sept 24	Engelbert Humperdinck PAC 7:30
Sept 25	Soledad O'Brien PAC 10:00 am
Sept 27	Prescott Library Guest Lecturers—Dr. Davis Reincarnation: Faith or Fact 12:00 noon
Sept 28	Assessment Day—Faculty Activity Prescott Campus
Oct. 3	FTSE Day

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

“Thank you” from the Registrar to all YC faculty for a great start to the Fall semester! Although the first two weeks of the semester are over and most “no shows” have been dropped, we need instructors to continue to monitor attendance in their classes.

Monitor your rosters weekly via **My Class Roster** and drop students who never attended or who have stopped attending/ participating according to the policy in your syllabus via Faculty Withdraw.

Why is this important?

If instructors do not drop students who have stopped attending/ participating according to the policy in their syllabi, the integrity of our records - and also State and Federal reporting – is compromised. Additionally, students who are dropped before the semester is over could have financial aid obligations which *shift to the College* if we fail to report no shows and withdraws in a timely manner.

Log into www.yc.edu with username/password; click on My Services, then **Faculty; From the various options provided, **choose** a link such as:**

- **My Class Rosters** —use this link to verify current enrollment and to contact students.
- **Submit Final Grades**— use this link to submit final grades
- **Faculty Withdraw** —There is a new process this semester for students who wish to withdraw from a class. Starting Monday, August 27, student withdraw requests will show as a WR on your roster for 72 hours. The withdraw request will initiate an email to the instructor, giving the instructor the opportunity to try to retain the student in the class.
 - If successful, the instructor will e-mail the registrar@yc.edu and provide the CRN of the class, the student’s name and Ynumber. The Registrar will enroll the student back into the class.
 - If the instructor is unsuccessful in retaining the student, no action is needed – after 72 hours, the WR will convert to a WS (withdraw by student) on your roster. During the WR status, the student will remain in an enrolled status and will retain access to course, allowing continued class participation in the event that the student decides to remain in the class.

Reminder FTSE day is October 3

Please mark your calendar and be prepared to verify attendance in your classes on October 3. Watch for updates closer to October!

Questions? Need help? Contact Sheila Jarrell at 928.776.2107; or sheila.jarrell@yc.edu; or visit my office in 1-111 Prescott Campus

FERPA Reminder - from our Registrar...

All student information contained in YC educational records is confidential!

Yavapai College

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

\$\$ Money—Money—Money \$\$

Compensation Rate for 2018-19

\$804 load/hour

See your Division Dean if you have any questions.

Pay dates for Fall 2018:

September 14, 28

October 12, 26

November 9, 23

December 7



ADJUNCT FACULTY MEETING

Monday, September 24
Noon-1pm in 3-106

Prescott

Topic: Quality Matters

Meal vouchers provided

For more information contact Tara at:
928-717-7621 or e-mail: Tara.oneill@yc.edu
Ask about attending via ZOOM



It's about the **Design...**Not the Delivery

TRIO SSS & VUB UPDATES...

Jane Hersh, District Director,

TRIO Programs
Veterans Education and
Transition Services



Student Support Services (SSS TRIO):

Your referrals make all the difference! Did you know...many currently enrolled YC students may be eligible for additional FREE academic and financial support through the SSS TRiO program! Feel free to include this SSS video link in your syllabus or materials for students: <https://youtu.be/EcjXbgzNq5U>

Extra support may include:

- ◆ Extended academic advising
- ◆ Individual tutoring
- ◆ Career and transfer advising
- ◆ Peer mentoring
- ◆ Academic success workshops
- ◆ University field trips
- ◆ Financial literacy & additional funding

Please encourage your students to check out the SSS TRIO webpage www.yc.edu/sss or contact us.

Email Address: sss@yc.edu

Prescott Campus
(928) 776-2084

Verde Valley Campus
(928) 634-6596

Veterans Upward Bound (VUB TRIO):

Help a veteran get on track with their education to find their perfect career! Did you know...VUB TRIO can help veterans **prepare** academically **before** transitioning into the rigors of college coursework? FREE college-prep services available to eligible veterans include:

- ◆ Preparatory learning modules in math, composition, computer skills, literature, science, and other subjects are individually designed to help our veterans successfully transition into a college, university, or vocational program.
- ◆ Additional services include assistance with college program selection, financial aid and admissions applications, career assessments, financial literacy, mentoring, study skills, tutoring to improve academic skills, referrals to veteran community resources, and more!

If you know a veteran who has not yet enrolled in college classes and is unsure how to get started on their educational journey, please send them our way so we can help them get ready their future! Services available in-person and online through Northern Arizona! For more information, visit our website at or contact us (928) 717-7686 or vub@yc.edu.



"We want to create a school where students, staff and parents are beating down the doors to get in...not out."

ADJUNCT FACULTY MEETINGS

Verde/Sedona Campuses

August meeting rescheduled to **Friday September 7 at 1:30**

Welcome new adjunct faculty, College Updates and Resources

Friday, September 21 at 12:00 noon

Jared Reynolds—TeLS/Zoom

Put zip in your Canvas LMS with Zoom!

Guest Presenter—Brain Blings

VERDE ART GALLERY

601 Black Hills Drive BLG F Clarkdale, AZ 86324

Faculty and Staff Artist Showcase

August 21 through September 14

This is a mixed media exhibition showcasing the talents of the art faculty and staff of Yavapai College Verde Valley Campus. On view will be thrown and hand-built ceramic work, custom hand-built furniture, jewelry and metal work, sketches, and paintings.

Judith Hopkins Multi-Media Artist

Exhibit September 18-October 12

Opening reception—September 21

5:00—7:00

Judith Hopkins describes her practice as a quirky form of documentary. As a multi-media artist she has used images, written and sometimes spoken word, as well as performance to represent under-represented or often misrepresented communities. Hopkin's work, though not always autobiographical is often informed by her own biography. Questions? Visit [Yavapai College Verde Campus Art Gallery](http://www.yavapai.edu/verdecampus/artgallery)

You have to stay in school...you **have** to. You have to go to college. You have to get your degree. Because the one thing people can't take away from you is your education. And, it's worth the investment.

6 x 16 Blogging Challenge!
You can't win if you don't Play!

John Dewey said, "We do not learn from experience, we learn from reflecting on experience." Any thoughts on this statement? Write a blog post each week consisting of at least 16 sentences about teaching and learning. The faculty blogs will be aggregated into an RSS feed on the [TeLS Webletter](#), and Newsflashes will be sent to make all faculty aware that posts are available for reading.

Began: Monday, September 24

Ends: Sunday, November 9

Prizes! Some Weekly Rewards include: Ice cream delivered to your door, Books, Thumb drive, Free Lunch, a shirt and so much more!

Questions? Contact TeLS 928-771- 6120

PRESCOTT CAMPUS LIBRARY PRESENTS

Distinguished Guest Lecturers

Join us at these free lectures ~ 12 pm—1 pm

Yavapai College Library Prescott Campus

Bldg 19 ~ Magazine & Newspaper Area

King Arthur | September 13

The Arthurian legends began over 1500 years ago. Many English, French, and American writers have interpreted and embellished the original legend according to their own times, pressures, and cultures. In this lecture, we will learn and discuss the legend's themes of chivalry, honor, love, fidelity, equality, and faith and how they relate to our lives today.

Romy Harder has a Master's in English and formally taught high school / junior college before becoming an antiques dealer. She studied Le Morte D'Arthur on an NEH grant for a summer.

<https://www.facebook.com/events/211141366418421/>

Reincarnation: Faith or Fact? | September 27

Eastern religions have promoted reincarnation for millennia. Many early Christians believed, as well, until it was outlawed as heresy by the Church in the 6th century. But quantum physics, consciousness theory, string theory and multidimensionality, near-death experiences, hypnotic regression therapy, all suggest there is much more to it than mere faith. **Dr. Michael Davis** is an attorney and Professor and Program Director for Administration of Justice and Paralegal Studies at Yavapai College. He enjoys a deep passion for the history of Christianity and holds a Doctor of Divinity Degree in Biblical Interpretation.

<https://www.facebook.com/events/2214632728565134>

HOURS OF OPERATION

LEARNING CENTER—PRESCOTT CAMPUS TUTORS ON DUTY

Monday — Wednesday	8:00 am to 5:00 pm
Thursday	8:00 am to 6:00 pm
Friday	9:30 am to 5:00 pm

Questions? Visit us at:
[Prescott Learning Center Web Page](#)



LEARNING CENTER—VERDE VALLEY TUTORS ON DUTY*

Monday — Thursday	8:00 am to 6:00 pm
Friday	10:00 am to 4:00 pm

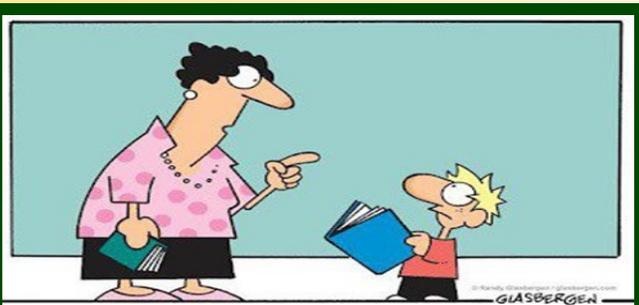
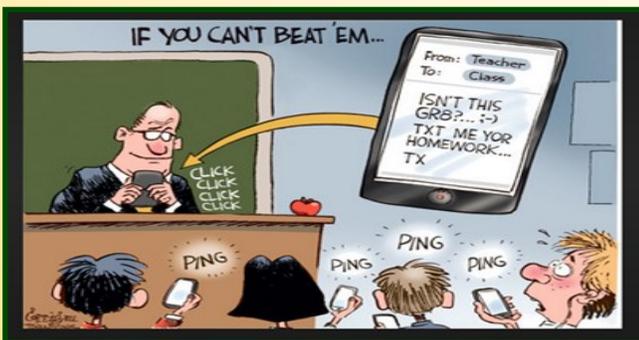
Questions? Visit us at:
[Verde Valley Learning Center Web Page](#)

* Hours subject to change*

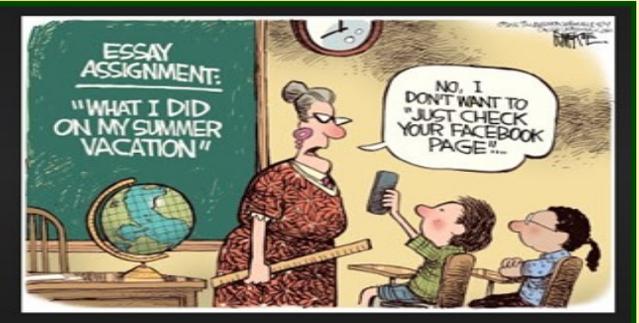
COMPUTER COMMONS—PRESCOTT CAMPUS

Monday — Thursday	7:30 am to 9:00 pm
Friday	7:30 am to 7:00 pm
Saturday	10:00 am to 4:00 pm
Sunday	2:00 pm to 7:00 pm

[Computer Commons -- Prescott Campus](#)



"It's called reading." It's how new software is installed in our brains.



Yavapai College
50th Anniversary
Celebration Continues.
Y'all Come!



Prescott Valley Center

Saturday, September 15—Health Fair

CTEC

Saturday, September 29

Technology games & demonstrations,
Drone races and food trucks

Verde Valley Campus

Saturday, October 20

Live music, carnival & alumni reception

Chino Valley Center

Saturday, October 27

Fall festival, hay rides, food trucks

Sedona Center

Saturday, November 3

Free cooking classes and demonstrations

Presenter : Ray Sigafoos

Start Time : 1:55 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/19/2018

Item Type : Information 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 : Information from Community Relations to Include Marketing Updates - INFORMATION AND/OR DISCUSSION

Details : Rodney Jenkins, Vice President for Community Relations, will provide a report regarding Marketing.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:10 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/19/2018

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:20 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

Item Type : Heading

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

Description : MONITORING REPORT (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:20 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1	The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:	764156
2.1.1	Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.	764161
2.1.1.1	Permit staff to be without adequate protection from harassment.	764162

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION

Details :

2.1 Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:

2.1.1 Human Resource Policies

Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.

2.1.1.1 Harassment Protection

Permit staff to be without adequate protection from harassment.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Report 2.1.pdf	Aug 31, 2018	Report 2.1.pdf
2.1 Compilation.pdf	Sep 05, 2018	2.1 Compilation.pdf

Monitoring Report
Executive Limitations 2.1 – Treatment of Employees
September 2018

Executive Limitations Policy 2.1 Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:

2.1.1 Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.

2.1.1.1 Permit staff to be without adequate protection from harassment.

President’s Interpretation:

College employees must strive to achieve the highest quality in fulfilling their job responsibilities. Likewise, the college administration must take measures to provide a safe physical and emotional environment for its community. Regarding job responsibilities, all employees are expected to abide by our written human resource policies. Information about these policies, especially grievance and harassment policies will be readily available through training and the YC website. Supervisors will review job expectations with all employees at their annual performance evaluation.

Supporting Evidence:

Yavapai College is one of the top ten employers in Yavapai County with roughly 400 full time and 800 part time employees. Collectively, these people represent roughly 80% of the college budget. As a service organization, these people are directly responsible for the quality of service we provide both in and out of the classroom. It is therefore important that we have the appropriate tools and policies to create a productive, engaging environment.

Related to Strategic Plan

The College implemented a five-year Strategic Plan in the Fall of 2015 which supports the **District Governing Board’s Ends Statements as we strive to improve academic excellence**, economic development, and cultural enrichment at a justifiable cost. The **President’s** interpretation and supporting evidence of Executive Limitation 2.1 is directly sustained by the **Strategic Initiative “Organizational Development” which promotes internal communication and collaboration** within and among College employees, departments, and campuses.

Policies

The College provides a policy manual that is accessible to all employees and external constituents through the College website. The policy manual includes the following:

- Section 1 – District Governing Board
- Section 2 - Human Resources
- Section 3 – Academic Systems
- Section 4 – Student
- Section 5 – Administrative
- Section 6 – Facilities and Campus Police
- Section 7 – Finance
- Section 8 – Development
- Section 9 – External Relations
- Section 10 – General (policies for Students, Employees, Visitors)

<http://www.yc.edu/v5content/policies/default.htm>

Policy Review

- Policies are reviewed periodically both internally and through legal counsel. The College uses a policy review process that includes a Policy Review Council (PRC) made up of District-wide representation, including Faculty. During 2017-18 the College created one (1) new policy on Faculty Qualifications, four (4) policies were sunset, and fourteen (14) policies were revised using the policy review process which is described on the College website.

<http://www.yc.edu/v5content/policies/guidelines.htm>

Employee Training and Development related to Policies

The College offers several opportunities for employees to become acclimated with key policies:

A. Online Orientation

The College provides an online resource for new hires and current employees. New hires are required to complete the training within 30 days of being hired. The training includes, but is not limited to the following:

- Links to all College policies, with required review of Human Resource Policy Section
- Overview of Campus Safety Department and Services
- Overview of Emergency Alert System including YC Emergency Training Video
- Overview of Title IX and Sexual Misconduct

B. In-Person Orientation

In addition to our online Orientation, the College created an In-Person Orientation in FY15. The current format consists of a half-day training offered once per semester, and varies in attendance based on the number of new hires as well as availability of new employees on the scheduled dates. There is some overlap as an employee could be hired in one calendar year and attend orientation in the next calendar year.

Year	New FT Employees (Calendar Year)	Attendance Counts
2014	25	25
2015	33	45
2016	23	34
2017	36	19

The in-person orientation is coordinated through Human Resources and is presented by members of **the President's Leadership Team (PLT)**. The training includes a review of the following:

- i. Policy 2.04 Performance Management
- ii. Policy 2.19 Code of Ethics
- iii. Policy 2.20 Conflict of Interest
- iv. Policy 2.21 Performance Expectations & Corrective Action
- v. Policy 10.08 Prohibited Harassment
- vi. Title IX and Sexual Misconduct
- vii. Introduction to Campus Safety Department and Services
- viii. Overview of YC Emergency Guidelines

C. Online Training

On an annual basis, employees (full time and regular part time) are required to take an online review course to refresh their knowledge on key policy issues. In Fiscal Year 2018,

employees took courses in Preventing Harassment (93% completion), Conflict of Interest (95%), and Cyber Security (95%).

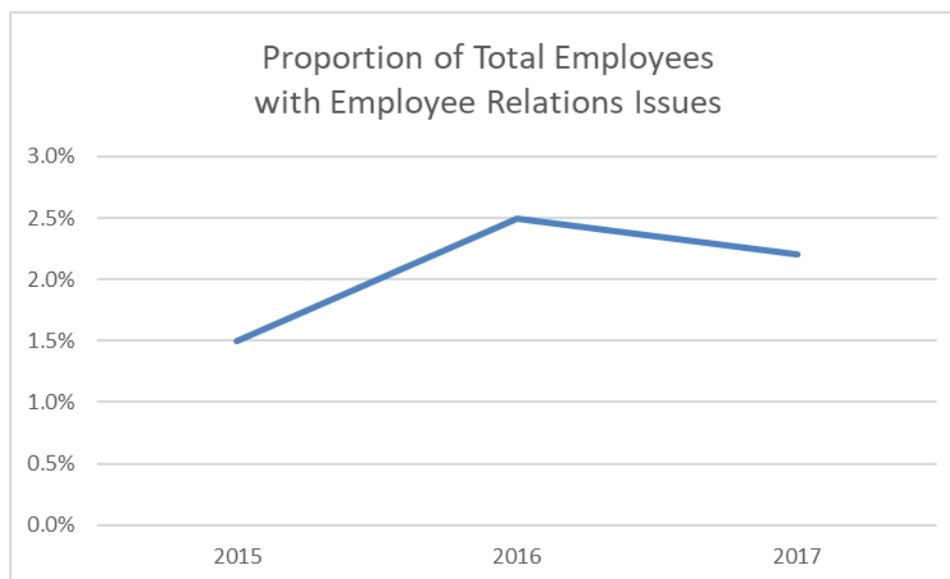
Grievances, Employee Relations, and Employment Legal Activity

The College has a separate formal grievance policy for Faculty and for Staff. Since the last report there have not been any formal grievances submitted using the policies outlined below:

Faculty: <https://www.yc.edu/v5content/policies/docs/200hr/223-grievstaff.pdf>

Staff: <https://www.yc.edu/v5content/policies/docs/200hr/237-facgriev.pdf>

The following graph illustrates the number of total employees who came to Human Resources for help resolving an Employee Relations issue:



To date, the College has the following employment-related matters pending possible legal action:

- An employee terminated for cause at the end of calendar year 2016 has filed a claim for Breach of Contract.
- A wrongful dismissal complaint was filed as part of the Aviation lawsuit in 2013, and is still pending.

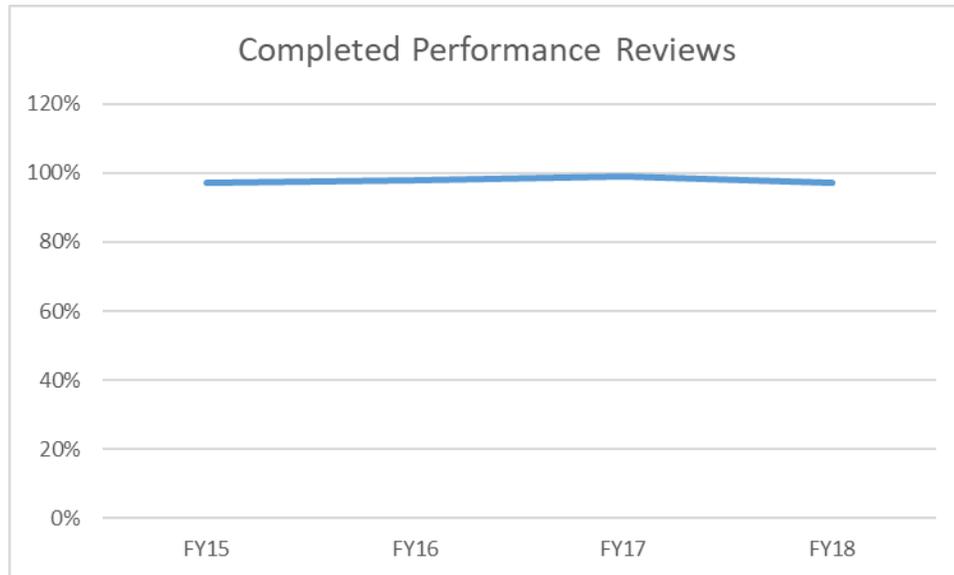
Performance Management

The College has a performance management policy (Policy 2.04). Faculty reviews are due annually at the end of April, while staff performance reviews are due at the end of June. In both cases, the purpose is to provide feedback to the employee to enable them to enhance their performance.

New Faculty are considered Provisional Faculty as they undergo a 3 year onboarding process with supplemental feedback from a faculty mentor group in addition to formal feedback from their Dean. At the end of that time period, Provisional Faculty submit a portfolio which includes feedback from peers, students, and their Dean in an attempt to become Continuing Faculty. Once they have achieved this status, their performance is evaluated based on their ability meet the goals they agreed on with their Dean at the

beginning of the year in addition to some attributes and skills expected of all faculty which include Teaching, Community/ College Service, and Professional Growth.

For staff, employees receive job-specific feedback as well as feedback regarding skills and attributes expected of all YC employees including: Service Excellence, Interaction with Others, Continuous Improvement, and Ethical Behavior.



President’s Conclusion:

I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1 – Treatment of Employees

Compilation - September 2018

Executive Limitation 2.1	Treatment of Employees The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 3
Comments: McCasland: I have received complaints that numerous student support staff positions are going unfilled leaving existing employees overworked and stressed. It also appears that at least two new administrative support positions have been created and filled. I have also received complaints that some employees have been forced into resigning and receive compensation to "stay quiet." I believe that the complaints merit the Governing Board to establish an employment committee to examine them to determine whether they are of substance. And make suggestions for change, if appropriate.		
Executive Limitation 2.1.1	Human Resource Policies Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.	
Is the interpretation reasonable?	YES 2	NO
Does the data show accomplishment of the interpretation?	YES 1	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 1	NO 1
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 2
Comments: McCasland: Questions have been raised with me about the process employees follow when they have a grievance. Do the employees, for example, have an ombudsman? Should the Governing Board, as a part of the employment committee I suggested earlier look into the process and report back to the Board on its findings? And make recommendations for improvement, if needed?		

Executive Limitation 2.1.1.1	Harassment Protection Permit staff to be without adequate protection from harassment.	
Is the interpretation reasonable?	YES 2	NO 1
Does the data show accomplishment of the interpretation?	YES 1	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 1	NO 1
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 2
Comments: McCasland: I am concerned, based on complaints I've received, that some YC employees believe they cannot report issues that concern them because they fear retribution. I don't have a basis to assess the depth of the problem, if one exists. I would like to suggest that the Board Committee I noted earlier be created look into this issue and report back to the full Board with recommendations for change, if needed.		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:24 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring Item

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

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

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.0 Global Governance Process.

Attachments :

Title	Created	Filename
3.0 Evaluation Compilation.pdf	Sep 07, 2018	3.0 Evaluation Compilation.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.0 Governance Process
 Compilation - September 2018

Governance Process 3.0	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	McCasland: Need to reduce costs to taxpayers. Focus on educational activities.
Most of the time	3	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation - Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.2 Board Job Description.

Attachments :

Title	Created	Filename
3.2 Evaluation Compilation.pdf	Sep 07, 2018	3.2 Evaluation Compilation.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.2 Board Job Description
 Compilation - September 2018

This worksheet is to assist you in assessing our Board’s own compliance with our Board Governance policies.

3.2 Board Job Description	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	
Most of the time	3	
Some of the time		
Rarely		
Never		

3.2.1 Ownership Linkage	And its ownership link shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Harris: The need to continue to ensure there is an on-going ownership linkage plan of action in place and that information is conveyed/reported out in a transparent manner is key.
Most of the time	3	
Some of the time		
Rarely		
Never		

3.2.1.1 Commitment to Arizona Community Colleges	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to: a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;	
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District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.2 Board Job Description
 Compilation - September 2018

This worksheet is to assist you in assessing our Board's own compliance with our Board Governance policies.

		b) Assist one another in meeting high standards of public accountability; and c) Build the capacities of all our institutions.
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	
Most of the time	3	
Some of the time		
Rarely		
Never		

3.2.1.2 Governing Policies	Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following: a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority. b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence. c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks. d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Harris: The need to carefully revisit ends and limitations to ensure they are current and reflective of the values/interests of the owners is critical to effective governance practice.
Most of the time	2	
Some of the time	1	
Rarely		
Never		

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.2 Board Job Description
 Compilation - September 2018

This worksheet is to assist you in assessing our Board's own compliance with our Board Governance policies.

3.2.1.3 Assurance	Shall monitor the President's performance in order to ensure successful fulfillment of Ends.	
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	1	
Some of the time		
Rarely		
Never		
3.2.1.4 Other Activities	Shall also approve names for District real property as recommended by the President.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: No activity on this.
Most of the time	1	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:32 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 5/9/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	396950
3.5.1	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.	429148
3.5.1.1	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.	396951
3.5.1.2	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	4109
3.5.1.3	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	82593
3.5.2	<p>The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies.</p> <p>The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.</p>	396952
3.5.2.1	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	71125
3.5.2.2	The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.	26057
3.5.2.3	The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.	71126
3.5.3	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	560680
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

3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none"> 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson 	560681
3.5.5.1	<p>The Spokesperson is the formal conduit for the Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.</p>	560682

Description : Receipt of Content Review of Governance Process Policy 3.5 Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board performed the biennial content review for Content Review of Governance Process Policy 3.5 Board Chair and Other Officer Roles. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 3.5 Compilation.pdf	Sep 07, 2018	Review 3.5 Compilation.pdf

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

Board Chair and Other Officer Roles 3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.
--	---

It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Job Output 3.5.1	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.
---------------------	---

It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Meeting Discussion Content 3.5.1.1	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.
---------------------------------------	--

It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Deliberation 3.5.1.2	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Behavior 3.5.1.3	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Chair Decision Authority 3.5.2	The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Chairing Meetings 3.5.2.1	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Outside Parties 3.5.2.2	The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Sigafoos: Somewhat in conflict with 3.5.5.1 regarding communicating with outside parties. Does this need clarifying? If the Spokesperson is the Chair, no. Otherwise maybe.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

Board Chair's Role in Monitoring 3.5.3	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Secretary 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.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Board Liaisons 3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

		request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	2	Harris: May want to change AADGB to the newly approved (Summer 2018) name of Arizona Association of Community College Trustees (AACCT).
Removed		McCasland: AADGB is now AACCT.
Board Spokesperson 3.5.5.1		The Spokesperson is the formal conduit for the Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Sigafoos: Somewhat in conflict with 3.5.2.2 regarding communicating with outside parties. Does this need clarifying? If the Spokesperson is the Chair, no. Otherwise maybe.
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?

District Governing Board Policy **Review**
Governance Process
Policy 3.5 Board Chair and Other Officer Roles
Compilation – September 2018

	Check One	If Yes, provide suggested additions.
Yes		
No	3	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:36 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation - Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.6 Board Committee Purpose and Principles.

Attachments :

Title	Created	Filename
3.6 Evaluate Compilation.pdf	Sep 07, 2018	3.6 Evaluate Compilation.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.6 Board Committee Purpose and Principles

Compilation - September 2018

3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	<p style="color: brown;">McCasland: We need to reinstitute the VVBAC.</p> <p style="color: red;">Sigafoos: Committees are rare. The Presidential Search Committee is one of the exceptions.</p>
Most of the time	1	
Some of the time	1	
Rarely		
Never		
3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	
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	1	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:40 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation - Board - President Linkage Policy 4.0
Global Board - President Linkage - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Board -
President Linkage Policy 4.0 Global Board - President Linkage.

Attachments :

Title	Created	Filename
4.0 Compilation Evaluate.pdf	Sep 07, 2018	4.0 Compilation Evaluate.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.0 Board-President Linkage

Compilation - September 2018

Board – President Linkage 4.0	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	
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	1	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:44 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/15/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.6	<p>The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community.</p> <p>Emeritus/a status may be granted to a former President if:</p> <ul style="list-style-type: none">- The individual, to be considered as recipient of the title President Emeritus, is retired from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance.- The individual is retired for at least one year under an approved Arizona retirement option.- The nominee is nominated by a member of the Board.- The Board has considered the nomination of President Emeritus by a majority vote. <p>A person designated as having President Emeritus/a status shall be awarded the following privileges:</p> <ul style="list-style-type: none">- A Board Resolution naming and honoring the individual as President Emeritus;- A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual;- A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus;- Listing in the College catalog and other appropriate directories of select campus publications upon request;- A standing invitation to attend select College ceremonies and events;- Use of recreation and athletic facilities as available;- Two complimentary season tickets for Community Events performances (one year);- Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events;- Lifetime Yavapai College Library privileges.	783364

Description : Receipt of Content Review of Board-President Linkage Policy 4.6 president Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board performed the biennial content review for Content Review of Board-President Linkage Policy 4.6 President Emeritus/a Status. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 4.6 Compilation.pdf	Sep 06, 2018	Review 4.6 Compilation.pdf
Proposed admendment to Emeritus staus policy.pdf	Sep 06, 2018	Proposed admendment to Emeritus staus policy.pdf

District Governing Board Policy **Review**
Review of Board-President Linkage Policies
Policy 4.6 President Emeritus/a Status
Compilation – September 2018

4.6 President Emeritus/a Status	<p>The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community. Emeritus/a status may be granted to a former President if:</p> <ul style="list-style-type: none"> - The individual, to be considered as recipient of the title President Emeritus, is retired from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance. - The individual is retired for at least one year under an approved Arizona retirement option. - The nominee is nominated by a member of the Board. - The Board has considered the nomination of President Emeritus by a majority vote. A person designated as having President Emeritus/a status shall be awarded the following privileges: <ul style="list-style-type: none"> - A Board Resolution naming and honoring the individual as President Emeritus; - A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual; - A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus; - Listing in the College catalog and other appropriate directories of select campus publications upon request; - A standing invitation to attend select College ceremonies and events; - Use of recreation and athletic facilities as available; - Two complimentary season tickets for Community Events performances (one year); - Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events; - Lifetime Yavapai College Library privileges. 	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
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?		

District Governing Board Policy **Review**
 Review of Board-President Linkage Policies
 Policy 4.6 President Emeritus/a Status
Compilation – September 2018

	Check One	If Yes, provide suggested additions.
Yes	2	McCarver: See recommended changes for discussion.
No	2	

Suggested changes/additions should be discussed at the meeting.

Policy Number 4.6 Conferral of Presidential Emeriti Status

Excellence at Yavapai College requires the understanding and support of leaders who participate in defining the mission and goals of the College, and devote time, talent and resources toward their fulfillment. Certain of these leaders have distinguished themselves in service to the College and higher education.

Accordingly, the District Governing Board shall recognize a retiring president at the conclusion of their service through the conferral of Emeritus Status. Such recognition is deemed an honor of the highest order and shall be reserved for those whose service is exemplary.

Criteria for emeriti status designation shall include:

1. An exemplary record of service through demonstrated commitment of time, talent, and resources: and,
2. Documented leadership in advancing the District Governing Board Ends in its service to Yavapai College

Authority to Confer Emeriti Status:

1. The District Governing Board of Yavapai College may confer emeriti status to a president any time after active service has been concluded.
2. Any current District Governing Board Member may nominate a retiring or retired president for emeritus status, but the actual conference would not be effective until the end of active duty.
3. Designation will require the approval of the District Governing Board, and in each case, a majority vote will be required.

Rights and Privileges

1. The District Governing Board may grant non-monetary rights and privileges to emeriti designees so long as such benefits does not interfere with other College policies.
2. Emeriti may receive regular notifications and materials related to meetings of the College that designated emeritus status at which the designee emeriti will be a welcomed member in the audience.
3. Individuals to whom emeritus status has been granted are eligible volunteer service with Yavapai College

Legislative Changes to Community College Statutes



**Lynne C. Adams
Osborn Maledon**

September 11, 2018

Open Meeting Law



- **HB 2065: Open Meeting Law Changes**

- Minutes must indicate how each member voted.
- Adds email requirements from AG Opinion into the law.
- Allows lawsuits against individual board members, not just entire board.
- Changes civil penalties: first violation is no penalty, but increased penalties thereafter.

Service Animals



- **HB 2588: Fraudulent Service Animals**

- Civil penalty may be imposed against anyone who fraudulently misrepresents an animal as a service animal.
- Does not change prohibition on discrimination against individuals with disabilities who use service animals.
- Civil penalty is up to \$250 per violation.

Nondisclosure Agreements



- **HB 2020: Sexual Assault and Sexual Harassment Agreements**
 - Prohibits providing public funds in exchange for nondisclosure agreements related to allegations of sexual assault, attempted sexual assault or sexual harassment.
 - In effect bans nondisclosure provisions in settlement agreements to settle these types of claims.

Dual Enrollment



- **HB 2536: Home-Schooled Students**

- Provides exception for home-schooled students to requirement that students be enrolled full time at a high school to participate in dual enrollment programs.
- Included emergency clause—effective last March, immediately upon Governor’s signature.
- “No anticipated fiscal impact” to the State.

Data Security Breach



- **HB 2154: Required Notifications for Data Security Breaches**
 - Requires investigation of potential breaches of unencrypted, unredacted personal information.
 - If determine there was a breach, must notify affected individuals within 45 days, and if more than 1,000 individuals impacted, must notify credit reporting agencies and Attorney General.
 - Specifies requirements for notification.

CTEDs



- **HB 2526:** JTEDs are now “Career Technical Education Districts,” or CTEDs.

Campus Free Speech



- **HB 2563: Campus Free Speech Act**

- Billed as making sweeping changes to restore freedom of speech on college campuses, but many of the requirements likely already in place.
- College is already working with its lawyer to revise policies as needed and take other actions that are required.

Campus Free Speech



- **HB 2563: Campus Free Speech Act**

- May need to change existing policies.
- Must form a Committee on Free Expression to make annual report.
- Must include policies about freedom of expression in new student orientation.
- Should remain (“is encouraged to attempt to remain”) neutral on public policy controversies that do not affect College operations.

Campus Free Speech



- **HB 2563: Campus Free Speech Act**
 - Must narrowly tailor limits on speech in public areas of campus.
 - Must permit spontaneous speech, as long as it is not disruptive.
 - Protests that interfere with others' speech may be terminated and the students involved disciplined.
 - Students may not be disciplined for speech that is protected by the First Amendment.
 - Faculty may maintain order in their classrooms.

Campus Free Speech



- **HB 2563: Campus Free Speech Act**

- Faculty and students must be allowed to invite any speaker on any topic, and College must take steps to address the safety of the speaker and audience.
- College may charge reasonable—not based on content of speech—fees for providing security.

Campus Free Speech



- **HB 2563: Campus Free Speech Act**
 - Required procedure for students that are subject to discipline *for any reason*
 - Hearing
 - Advanced written notice of allegations
 - Right to review evidence
 - Right to confront witnesses
 - Impartial decision maker
 - Right to appeal
 - Right to assistance of counsel if facing long-term suspension or expulsion

Presenter : Ray Sigafoos

Start Time : 3:14 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/24/2018

Item Type : Decision Item

Policy No.	Description	Ref No
4.2.1	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	560685

Description : Update on Presidential Search - INFORMATION AND DISCUSSION

Details : Dr. McCarver, Presidential Search Chair, will report on the progress of the Presidential Search.

Attachments :

Title	Created	Filename
Presidential Search Committee Minutes.pdf	Aug 29, 2018	Presidential Search Committee Minutes.pdf



Yavapai College District Governing Board

Presidential Search Committee Meeting

In Accordance with A.R.S §15-1461.01(A)

Minutes of Special Meeting

Monday, August 28, 2018

10:00 AM

Prescott Campus – Building Rock House

1100 E. Sheldon Street

Prescott, Arizona

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:

Dr. Patricia McCarver, Committee Chair
Dr. Connie Harris, Board Member

Committee Members Present:

- Mike Paredes, Executive Director, Prescott Valley Economic Development Foundation
- Don Michelman, President, YC Foundation
- Dr. Matt Percy, President for Faculty Senate & Biology Professor
- Dr. Selina Bliss, Nursing Professor
- Dr. Peter Mueller, Performing Art Professor, Adjunct
- Santana Alvarado, Financial Aid Advisor
- Robb Ferguson, Director for Disability Resources and Learning Center
- Zeke Turpin, Facilities Project Scheduler
- Diana Dowling, Associate Dean for Student Development
- Scott Farnsworth, Associate Vice President for Student Success & Dean of Science & Engineering
- Rodney Jenkins, Vice President for Community Relations
- Kennan King, Student Representative
- Shanandoah Sterling, Student Representative

Committee Members Absent:

- Tom Reilly, Business Owner, Renovation
- Carolyn Fisher, Director of the Sedona Literacy Center

1. CALL TO ORDER – HEADING

2. Call to Order - PROCEDURAL

Dr. McCarver called the Presidential Search Committee meeting to order at 10:00 a.m.

3. Welcome to Committee Members, Guests, and Staff - PROCEDURAL

Dr. McCarver welcomed all guests and staff, and introduced Dr. Pam Fisher, Senior Associate for Association of Community College Trustees.

4. OWNERSHIP LINKAGE – HEADING

5. Presidential Search Committee - DISCUSSION AND/OR DECISION

Dr. Pam Fisher, the consultant from Association of Community College Trustees, led the discussion on the items below:

- 1. Welcome and Introductions
- 2. District Governing Board’s Charge to the Search Committee
- 3. Confidentiality and Open Meeting Laws
- 4. Overview of the Search Process and Project Schedule
- 5. EEO Training
- 6. Evaluating Applicants’ Materials and Qualifications
- 7. The Position Profile
- 8. Review of Search Committee Responsibilities and Key Dates

6. ADJOURNMENT OF PRESIDENTIAL SEARCH COMMITTEE MEETING - PROCEDURAL

Dr. McCarver adjourned the meeting at 11:54 p.m.

Respectfully submitted:



Ms. Karen Jones, Recording Secretary

Date: September 11, 2018

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Decision Item

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

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

Details : Recommend that the Board appoint Ray Sigafoos as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress in New York, NY on October 24-27, 2018.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:28 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/19/2018

Item Type : Information Item

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

Description : Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

Details : Board Spokesperson - Chair Sigafoos

Arizona Association of Community College Trustees (AACCT) - Deb McCasland and Dr. Connie Harris

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:33 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/19/2018

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:33 PM

Item No : 36

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 4/19/2018

Item Type : Decision Item

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

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

Details : Proposed Dates and Places of Future Meetings for the District Governing Board.

Note - Locations for October and November meetings are changed as follows:

October 9, 2018 - Verde Valley Campus - Room M-137

November 13, 2018 - Prescott Campus - Room 19-147

Attachments :

Title	Created	Filename
FY18-19- Proposed Dates and Places of Future Meetings.pdf	Sep 05, 2018	FY18-19- Proposed Dates and Places of Future Meetings.pdf

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

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2018 – NO BOARD MEETING	
Special Board Meeting	August 27, 2018, Monday, 4:00 p.m. Location: Prescott Campus – Rock House
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: Verde Valley Campus – M-137
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – 19-147
Presidential Search	December 4, 2018, Tuesday – 9:00 a.m. December 5, 2018, Wednesday – 9:00 a.m. Location: Prescott - Prescott Resort
Presidential Search	December 6, 2018, Thursday – 1:00 p.m. Location – Prescott Campus – 32-119

DECEMBER 2018 – NO BOARD MEETING	
Regular Board Meeting*	January 15, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 11, 2019 – Monday, 10:00 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
Regular Board Meeting*	April 16, 2019, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Community Forum	August 16, 2018, Thursday – 1:00 p.m. Location: Prescott Campus, Room 32-119
Community Forum	August 17, 2018, Friday – 10:00 a.m. Location: Verde Valley Campus, Room G-106
Presidential Search Open Forums	August 27, 2018, Monday – 10:00 a.m. Location: Verde Valley Campus, Room M-137 August 27, 2018, Monday – 1:30 p.m. Location: Prescott Campus, Room 3-119
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
Govern For Impact (GFI) Conference	June xx-xx, 2019 Location: Quebec City, Quebec, Canada

*January meeting changed due to Semester Break; March due to Spring Break; April at Board Request.

Presenter : Ray Sigafoos

Start Time : 3:36 PM

Item No : 37

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/19/2018

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