



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, October 09, 2018
1:00 PM**

Verde Valley Campus
601 Black Hills Drive, Building M, Room 137
Clarkdale, Arizona

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	778896
2	Call to Order - PROCEDURAL	0	1:00 PM	778897
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	778898
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	778899
5	Approval of the Minutes From the September 10, 2018 District Governing Board Retreat and the September 11, 2018 District Governing Board Regular Meeting - DISCUSSION AND DECISION	2	1:02 PM	778900
6	Adoption of Agenda - DECISION	1	1:04 PM	778901
7	OWNERSHIP LINKAGE - HEADING	0	1:05 PM	778902
8	Open Call - PROCEDURAL	30	1:05 PM	778903
9	MONITORING REPORT - HEADING	0	1:35 PM	778904
10	September Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:35 PM	778905

Item No.	Item	Time Req.	Start Time	Ref No.
11	INFORMATION - HEADING	0	1:40 PM	806590
12	Sabbatical Report From Jason Whitesitt - INFORMATION AND/OR DISCUSSION	15	1:40 PM	806591
13	CONSENT AGENDA - HEADING	0	1:55 PM	778906
14	Receipt of Report on Revenues and Expenditures - Month of September 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:55 PM	778907
15	For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the City of Prescott for a Replacement NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION	2	1:56 PM	806563
16	INFORMATION (CONTINUED) - HEADING	0	1:58 PM	778908
17	Information from the President to Include 50th Anniversary Celebrations; PIN Conference; Remembering Founding Faculty Members; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; Facilities Management Newsletter; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:58 PM	778909
18	Update from Instruction and Student Development to Include Faculty Senate, Guided Pathways, and Partnership for Success - INFORMATION AND/OR DISCUSSION	10	2:08 PM	778910
19	SHORT RECESS - PROCEDURAL	10	2:18 PM	778912
20	OWNERSHIP LINKAGE - HEADING	0	2:28 PM	778920
21	2018-2019 Ownership Linkage Plan - INFORMATION AND/OR DISCUSSION	15	2:28 PM	780170
22	Presidential Search Update - INFORMATION AND/OR DISCUSSION	10	2:43 PM	783595
23	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:53 PM	778923
24	POLICY - HEADING	0	2:58 PM	806567
25	For Consideration for Approval of Resolution 2018-02: Defeasance of General Obligation Refunding Bonds and Resolution 2018-03: Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	10	2:58 PM	806597
26	MONITORING REPORT (CONTINUED) - HEADING	0	3:08 PM	778913
27	Receipt of Content Review of Board-President Linkage Policy 4.6 President Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION	5	3:08 PM	806594
28	Consideration of Revisions to Governance Process Policies 3.3.3.2 - Interaction with Public, Press, or other Entities; 3.5.2.2 - Outside Parties; and 3.5.5.1 - Board Spokesperson - MONITORING, DISCUSSION, AND/OR DECISION	5	3:13 PM	806592
29	Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION	5	3:18 PM	780171

Item No.	Item	Time Req.	Start Time	Ref No.
30	Receipt of President's Monitoring Report - Executive Limitation 2.3 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION	4	3:23 PM	778914
31	Receipt of Board Self-Evaluation - Board - President Linkage Policy 4.2 Accountability of the President - MONITORING AND/OR DISCUSSION	4	3:27 PM	778917
32	Receipt of Content Review of Board - President Linkage Policy 4.3 Delegation to the President - MONITORING, DISCUSSION, AND/OR DECISION	4	3:31 PM	778919
33	OTHER INFORMATION - HEADING	0	3:35 PM	778924
34	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	3:35 PM	778925
35	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:38 PM	778926

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
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 : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

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

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 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 September 10, 2018 District Governing Board Retreat and the September 11, 2018 District Governing Board Regular Meeting - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the September 10, 2018 District Governing Board Retreat and the September 11, 2018 District Governing Board Regular Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of 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
Unapproved Retreat Minutes 9 10 18.pdf	Oct 05, 2018	Unapproved Retreat Minutes 9 10 18.pdf
Unapproved Regular Meeting Minutes -9 11 18.pdf	Oct 05, 2018	Unapproved Regular Meeting Minutes - 9 11 18.pdf



**Yavapai College District Governing Board
Board Retreat**

Unapproved Minutes of Board Retreat

Monday, September 10, 2018

9:00 AM

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

Members Present:

Mr. Ray Sigafoos, Chair

Dr. Connie Harris, Board Member

Ms. Deb McCasland, Board Member

Dr. Patricia McCarver, Board Member

Absent:

Mr. Steve Irwin, Secretary

Guests:

A.J. Crabill, Deputy Commissioner for Governance for the Texas Education Agency

Administration Present:

Dr. Penelope H. Wills, President

Dr. Ron Liss, Vice President for Instruction and Student Development

Dr. Clint Ewell, Vice President for Finance and Administrative Services

Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus

Mr. Rodney Jenkins, Vice President for Community Relations, arrived at 1:01 p.m.

Dave Garner, Board Attorney

Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff, and introduced A.J. Crabill, Deputy Commissioner for Governance for the Texas Education Agency.

4. Adoption of Agenda – DECISION

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

5. OWNERSHIP LINKAGE - HEADING

6. 2018 Environmental Scan - INFORMATION, DISCUSSION, AND/OR DECISION (Refer to *Environmental Scan* handout and Power Point.)

Dr. Tom Hughes, Director of Institutional Effectiveness and Research, provided an environmental scan to include trends and challenges of higher education.

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 9:45 a.m.; reconvened at 9:58 a.m.

8. Review of Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices - INFORMATION AND/OR DISCUSSION

AJ Crabill, Deputy Commissioner for Governance for the Texas Education Agency, led the Board in a discussion of Board role and responsibilities, effectiveness, and best practices. Discussion included the following:

- What is Yavapai College's purpose:
 - Provide a trained workforce
 - Provide higher education for Yavapai County
 - Create an educated populous
 - Educate and train Yavapai County residents
 - Create a better future for our students
 - Improve quality of life and community engagement
 - Student success
 - Improve the quality of life
- Name one indicator that will measure success of this purpose:
 - Completions of certificates and degrees
 - Student success rate beyond YC (transfer and workforce)
 - Completion of the student's goal
 - Course completion at a "C" or better
 - Enrollment rates
 - Retention rates
- How focused am I on YC's purpose:
- How focused is the Board
- How focused is the College

- At the last meeting how was time distributed with the following:
 - Inputs – Resources
 - Outputs – Mid measurements – set by the President (monitoring reports)
 - Outcomes – Student results – set by the President (what they know and are able to do)
 - Outcomes – Other results – set by the Board (taxes, evaluations, financial responsibility)

9. RECESS AND LUNCH - PROCEDURAL

Meeting recessed at 12:19 p.m.; reconvened at 1:01 p.m.

10. OWNERSHIP LINKAGE (CONTINUED) – HEADING

11. Review of Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices - INFORMATION AND/OR DISCUSSION

AJ Crabill continued the discussion of Board role and responsibilities, effectiveness, and best practices.

- Reviewing Monitoring Reports regarding reasonable interpretation and evidence.
- Ownership Linkage – inputs and outputs selected by the President, and outcomes selected by the Board. Possible ownership linkage tools include educate owners of how we govern and why, district board school, communication from the Board, town halls, and random sample survey.

12. SHORT RECESS - PROCEDURAL

Meeting recessed at 3:52 p.m.; reconvened at 4:10 p.m.

13. OWNERSHIP LINKAGE (CONTINUED) – HEADING

14. Results of the District Governing Board 2017-2018 Ownership Linkage Plan - INFORMATION AND/OR DISCUSSION

The Board received results of the 2017-2018 Ownership Linkage Plan, which provided ownership feedback/input for both Ends Review and the FY18-19 Ownership Linkage Planning.

- Rodney Jenkins, Vice President for Community Relations, and Dennis Garvey, Dean of Lifelong Learning, presented the preliminary results of the District Governing Board Ownership Community Forums (refer to *Community Forum* handout and Power Point).
- Other Ownership Linkage Tools/Techniques included monthly Board Regular meetings – Open Call, website questions, Board Liaisons for AACGB and YC Foundation, and Annual Report.

15. Develop the 2018-2019 Ownership Linkage Plan - INFORMATION, DISCUSSION, AND/OR DECISION

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

Member McCarver moved, seconded by Member Harris, to adopt the 2018-19 Ownership Linkage Plan as proposed. Motion carried unanimously (Harris, McCasland, McCarver, Sigafoos voting in favor).

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

The Board did not complete due to time restraints.

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

The Board did not complete due to time restraints.

18. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

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

Board Retreat adjourned at 4:58 p.m.

Respectfully submitted:

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

Date: October 9, 2018

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



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, September 11, 2018
1:00 PM
Prescott Campus
1100 E. Sheldon Street
Prescott, Arizona**

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

Members Present:

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

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

Administration Present:

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

Lynne Adams, Board Attorney

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

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 Meeting- DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-16)

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

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call – PROCEDURAL

The following owners addressed the Board:

- Paul Chevalier – Resident
- Ruth Wicks – Delay selection of President
- Bob Oliphant – Renovations

9. MONITORING REPORT – HEADING

10. August Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 19-20)

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

11. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda items #12 and #13 as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

12. Receipt of Report on Revenues and Expenditures – Month of August 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 22-30)

The President reported compliance.

13. For Consideration for Approval of the Intergovernmental Agreement Between State of Arizona Governor's Office of Youth Faith and Family and Yavapai County Community College District for the Consolidation of Dispatch Services (Restated) - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-35)

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

14. For Consideration for Approval of Resolution 2018-01 - Capital Accumulation Account Contribution- RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 36-37)

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.

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda item #14 as written. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, Sigafos voting in favor and McCasland voting against.)

15. INFORMATION - HEADING - CONTINUED

16. Information from the President to Include Convocation; 50th Anniversary Celebrations; Verde Valley Campus Update; Update on Prescott Valley Center; 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 (refer to Board agenda, pgs. 39-76)

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

- Convocation held August 13, 2018
- 50th Anniversary Celebrations
- Verde Valley Campus Update - Dr. James Perey, Executive Dean and Executive Officer for Verde Valley Campus (see handout Verde Valley Update).
- Update on the Prescott Valley Center, Dr. Clint Ewell, Vice President for Finance and Administrative Services (see handout Prescott Valley Property).
The Board requested a proposal for General Obligation Bonds repayment to be presented at the October Board meeting.
- 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: Dr. Ron Liss reported that the College has adopted a new policy addressing the new Public Access law that went into effect August 3, 2018. Dr. Liss also shared the AZ Transfer report highlighting YC 2017-18 student transfer data.

17. Information from Instruction and Student Development to Include: Faculty Senate; YC Promise; FY2019-2020 Academic Calendar; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 77-88)

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

- Faculty Senate Update – Vikki Bentz, reported Faculty Senate will be working on Shared Governance committees, student withdrawal policy, faculty workload, class capacity, student outcome assessment, and pathways project. YC is a chartered member to the American Association of University Professors with 50% of our faculty being members. Senate will also be reviewing the Faculty Senate constitution to be more inclusive.
- YC Promise - Craig Lefever, Director of Adult Basic Education (ABE)
The Board requested more information on the expansion of this program for high school students.
- FY 2019-2020 Academic Calendar - Attached - Information Only
- Adjunct Faculty Newsletter - Attached - Information Only

18. Information from Community Relations to Include Marketing Updates - INFORMATION AND/OR DISCUSSION (refer to Division of Community Relations handout)

Tyler Rumsey, Marketing Director, provided a report regarding the Division of Community Relations' mission and 2018-19 goals.

19. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:34 p.m.; reconvened at 2:46 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 90-97)

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

22. Receipt of Board Self-Evaluation - Governance Process Policy 3.0 Global Governance Process - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 98-99)

23. Receipt of Board Self-Evaluation - Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 100-103)

24. Receipt of Content Review of Governance Process Policy 3.5 Board Chair and Other Officer Roles - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda pgs. 104-111)

Member McCarver moved, seconded by Member Harris, to request Legal Counsel to revise policies 3.5.2.2 and 3.5.5.1 as directed and then presented to the Board for approval. Motion carried unanimously. (Harris, Irwin, McCasland, McCarver, Sigafoos voting in favor).

25. Receipt of Board Self-Evaluation - Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 112-113)

26. Receipt of Board Self-Evaluation - Board - President Linkage Policy 4.0 Global Board - President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 114-115).

27. Receipt of Content Review of Board-President Linkage Policy 4.6 president Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda pgs. 116-119).

The Board requested to review policy 4.6 revisions at the October Board meeting.

28. BOARD EDUCATION/STRATEGIC PLANNING – HEADING

29. Overview of Community College Legislative Changes by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION (refer to Board agenda pgs. 120-132)

Lynne Adams, District Governing Board Legal Counsel, provided a recap of legislative changes to the Arizona statutes that govern community colleges and their boards.

30. OWNERSHIP LINKAGE - HEADING

31. Review and Summary of the September 10, 2018 Board Retreat – INFORMATION AND/OR DISCUSSION

The Retreat summation included:

- District Governing Board Role and Responsibilities, and Best Practices was led by AJ Crabrill, Deputy Commissioner for Governance for the Texas Education Agency.
- 2018-19 Ownership Linkage Plan
 - Outreach newsletters
 - Forums in outlying communities
 - Professional survey
 - Annual Report
 - Follow-up to 2018 forums
- Retreat summations from Board members.

2018-19 Ownership Linkage Plan

Ownership Linkage Tools/Techniques
News Releases
Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
Website – Minutes and agendas; Online comments; News and Information
Brochures/Information on "How the Board Works"
Board Liaisons for AACCT and YC Foundation
Community Outreach Newsletters (bi-annual)
Annual Report
Budget process and adoption
Forums (outlying communities)
Follow-up communication to the 2018 Community Forums
Community Survey (suggested to be conducted every 3 rd year 2017/2020/2023)

32. Update on Presidential Search – INFORMATION AND/OR DISCUSSION

Dr. McCarver, Presidential Search Chair, reported on the progress of the Presidential Search that included Community Forums on August 27th and Search Committee training and orientation meeting on August 28th.

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

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

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

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

- Board Spokesperson – no report.
- Arizona Association for Community College Trustees (AACCT) – Members McCasland and Harris reported attendance at the meeting held on August 24th. AACCT will host an Arizona breakfast at the ACCT Annual Leadership Congress in New York on October 26th at 7 a.m.
- Yavapai College Foundation – Member Irwin reported on the August 8th meeting that included introduction of new Board members and a presentation from the Foundation’s investment firm. The next meeting will be on October 10th, and a reminder that Wine and Dine in the Vines will be held on October 27th.

35. OTHER INFORMATION - HEADING

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

(refer to Board agenda, pgs. 138-139)

The Board reviewed the Proposed Dates and Places for Future Meetings for Fiscal Year 2018-2019:

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

37. 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 4:06 p.m.

Respectfully submitted:

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

Date: October 9, 2018

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

Presenter : Ray Sigafoos

Start Time : 1:05 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 30

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 : 1:35 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 : 1:35 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 : September Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the September 11, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
Sept Monthly Eval Compilation.pdf	Sep 12, 2018	Sept Monthly Eval Compilation.pdf

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

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

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

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

	1- Needs improvement 2- Satisfactory 3- Proficient			Brief comment of specific examples to support your response
	1	2	3	
The Board operates as a unit and honors Board decisions.		5		Irwin: We need to work on following the times on the agenda. Today's meeting went 45 minutes past the agenda.
The Board's behavior demonstrates that its constituency is the entire county.	1	3	1	
Board members operate ethically and without conflicts of interest.		4	1	
Board decisions are made with the goal of supporting student learning and student success.		3	2	Harris: We know from yesterday's retreat that this is an ongoing point of focus for prioritization.
What is the most important thing the Board could do to improve our function as a board?				
Harris: To truly reflect and act on the learnings from the board retreat.				
McCasland: Discuss and consider differences of opinion.				
McCarver: Continue to work on improving effectiveness as we discussed during our board retreat.				

Presenter : Ray Sigafoos

Start Time : 1:40 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/3/2018

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 : 1:40 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 10/3/2018

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 : Sabbatical Report From Jason Whitesitt - INFORMATION AND/OR DISCUSSION

Details : Jason Whitesitt, School of Arts and Humanities, was awarded a sabbatical during the Fall 2017 semester to complete a novel and, following its publication, assist in growing and managing a creative writing program at the Verde Valley Campus. The sabbatical report will include a presentation on the writing process, a brief excerpt of the book, and an explanation of how the project has shaped his teaching.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:55 PM

Item No : 13

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 : 1:55 PM

Item No : 14

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 September 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 - September 2018

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

The report of Revenue and Expenditures for the third month of FY 2018-2019 ending on September 30, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Sept 2018 in Oct.pdf	Oct 04, 2018	Financial Update - Sept 2018 in Oct.pdf
YCFS Sept 2018 - Governing Board Budget Report.pdf	Oct 04, 2018	YCFS Sept 2018 - Governing Board Budget Report.pdf
YCFS Sept 2018_Summary.pdf	Oct 04, 2018	YCFS Sept 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

September 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 Three Months Ended September 30, 2018
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 9,288	\$ 23,950	\$ 33,238
AJ Crabill	Consulting & Facilitation	4,361	-	4,361
Arizona Association of District Governing Boards	Membership Dues	1,000	-	1,000
Association of Community College Trustees	Membership & Conference Fees	12,516	-	12,516
Connie Harris	Travel	614	-	614
Deborah McCasland	Travel	170	-	170
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 Sigafos	Travel	420	-	420
Sodexo Inc.	Food Supplies	569	5,431	6,000
Supplies/Other	Various Vendors	141	-	141
YC Printing Services	Printing	169	-	169
				<u>108,367</u>
Remaining Budget - September 30, 2018				<u>\$ 143,833</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2018 - 25.0% 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	\$ 9,233,400		\$ 9,233,400	\$ 37,119,200	24.9%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	5,734,351		5,734,351	11,355,000	50.5%	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	86,925		86,925	483,000	18.0%	483,000	-
Interest Income	11,245		11,245	60,000	18.7%	60,000	-
Fund Balance Applied to Budget	500,000		500,000	2,000,000	25.0%	2,000,000	-
General Fund Transfer Out	(1,134,550)		(1,134,550)	(4,538,200)	25.0%	(4,538,200)	-
TOTAL REVENUES	14,578,846		14,578,846	46,348,900	31.5%	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	\$ 3,478,503	\$ 7,834,934	\$ 7,629,039	\$ 3,684,398	\$ 18,476,900	19.9%	\$ 18,384,515	\$ (92,346)
Academic Support	1,199,063	2,037,457	1,952,867	1,283,653	4,743,000	27.1%	4,719,285	(23,715)
Institutional Support	2,937,230	4,784,791	4,000,582	3,721,439	9,683,000	38.4%	9,586,170	(96,830)
Student Services	1,301,189	2,492,214	2,350,632	1,442,771	5,828,000	24.8%	5,769,720	(58,280)
Operation/Maintenance of Plant	1,455,274	2,489,175	2,164,852	1,779,597	6,552,000	27.2%	6,486,480	(65,520)
Scholarships	392,479	-	-	392,479	880,000	44.6%	880,000	-
Public Service	39,041	156,562	156,562	39,041	186,000	21.0%	186,000	-
TOTAL EXPENDITURES	10,802,779	19,795,133	18,254,534	12,343,378	46,348,900	26.6%	46,012,170	(336,691)
SURPLUS/(DEFICIT)				\$ 2,235,468	\$ -			

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 licenses, IT maintenance, dues, etc.).

Scholarships at 44.6% of budget due to Fall 2018 financial aid awards being made.

The Budget currently has a surplus of \$2,235,468.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2018 - 25.0% 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	\$ 3,849,482		\$ 3,849,482	\$ 11,122,000	34.6%
State Grants and Contracts	39,907		39,907	214,200	18.6%
Private Gifts, Grants and Contracts	333,198		333,198	894,000	37.3%
Proposition 301 Funds	293,258		293,258	715,000	41.0%
State Appropriation - STEM Workforce	174,750		174,750	699,000	25.0%
Fund Balance Applied to Budget	50,000		50,000	200,000	25.0%
Reimbursement Due	62,585		62,585	N/A	N/A
TOTAL REVENUES	4,803,180		4,803,180	13,844,200	34.7%

	<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	\$ 483,006	\$ 524,099	\$ 414,366	\$ 592,739	\$ 3,104,500	19.1%
Student Services	270,685	443,831	438,206	276,310	1,304,600	21.2%
Scholarships	3,800,743	-	-	3,800,743	9,293,300	40.9%
Public Service	33,291	32,840	32,840	33,291	141,800	23.5%
TOTAL EXPENDITURES	4,587,725	1,000,770	885,412	4,703,083	13,844,200	34.0%
SURPLUS/(DEFICIT)				\$ 100,097		

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 40.9% 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 September 30, 2018 - 25.0% 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	\$ 710,686		\$ 710,686	\$ 1,267,700	56.1%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	66,766		66,766	185,000	36.1%	185,000	-
Food Services Sales	5,187		5,187	33,000	15.7%	33,000	-
Vending	2,216		2,216	40,000	5.5%	40,000	-
Edventures	305,869		305,869	335,000	91.3%	335,000	-
Winery - Tasting Room	38,533		38,533	204,600	18.8%	204,600	-
Family Enrichment Center	146,927		146,927	584,300	25.1%	584,300	-
Public Services							
Community Events	119,991		119,991	598,400	20.1%	598,400	-
Other Revenues							
Yavapai College Foundation	91,548		91,548	342,800	26.7%	342,800	-
Other	66,537		66,537	362,100	18.4%	362,100	-
Fund Balance Applied to Budget	25,000		25,000	100,000	25.0%	100,000	-
General Fund Transfer In	275,175		275,175	1,100,700	25.0%	1,100,700	-
Auxiliary Fund Transfer Out	(100,400)		(100,400)	(401,600)	25.0%	(401,600)	-
TOTAL REVENUES	1,754,035		1,754,035	4,752,000	36.9%	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	\$ 47,357	\$ 40,445	\$ -	\$ 87,802	\$ 235,200	37.3%	\$ 235,200	\$ -
Student Services	169,024	264,238	232,621	200,641	713,900	28.1%	713,900	-
Auxiliary Enterprises	538,554	494,982	382,508	651,027	1,644,200	39.6%	1,644,200	-
Public Service	264,352	427,741	346,286	345,807	849,700	40.7%	849,700	-
Facilities & Administrative Allocation Expense	302,250	-	-	302,250	1,209,000	25.0%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	1,321,537	1,227,405	961,415	1,587,527	4,752,000	33.4%	4,652,000	(100,000)
SURPLUS/(DEFICIT)				\$ 166,508	\$ -			

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 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 \$166,508.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2018 - 25.0% 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	\$ 2,136,888		\$ 2,136,888	\$ 8,590,500	24.9%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	6,575		6,575	30,000	21.9%
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	8,636,213		8,636,213	15,088,200	57.2%

	<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	\$ 731,834	\$ 2,752,374	\$ -	\$ 3,484,208	\$ 3,974,000	87.7%
Unplanned Maintenance	25,668	29,264	-	54,932	250,000	22.0%
Capital Improvement Projects	67,939	2,991,004	-	3,058,943	3,623,000	84.4%
Equipment	535,635	529,306	-	1,064,941	2,242,500	47.5%
Furniture and Fixtures	8,425	8,872	-	17,297	250,000	0.8%
Library Books	8,067	45,894	-	53,961	98,700	21.6%
Contributions to Plant Fund	4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	5,777,568	6,356,714	-	12,134,282	15,088,200	80.4%
SURPLUS/(DEFICIT)				(3,498,069)	-	

COMMENTS:

The Budget currently has a deficit of \$3,498,069 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended September 30, 2018 - 25.0% of the Fiscal Year Complete

Fiscal Year 2018-2019

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 1,223,502		\$ 1,223,502	\$ 4,918,600	24.9%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	4,474		4,474	10,000	44.7%
General Fund Transfer In	359,375		359,375	1,437,500	25.0%
Auxiliary Fund Transfer In	100,400		100,400	401,600	25.0%
Fund Balance Applied to Budget	37,500		37,500	150,000	25.0%
TOTAL REVENUES	1,725,251		1,725,251	6,887,700	25.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 1,136,250	\$ -	\$ 1,136,250	\$ 4,545,000	25.0%
Interest Payments	-	125,150	-	125,150	500,600	25.0%
Pledged Revenue Obligations						
Principal Payments	-	277,500	-	277,500	1,110,000	25.0%
Interest Payments	-	81,875	-	81,875	327,500	25.0%
Revenue Bonds						
Principal Payments	-	78,750	-	78,750	315,000	25.0%
Interest Payments	-	21,650	-	21,650	86,600	25.0%
Bank Fees	1,400	-	-	1,400	3,000	46.7%
TOTAL EXPENDITURES	1,400	1,721,175	-	1,722,575	6,887,700	25.0%
SURPLUS/(DEFICIT)				\$ 2,676	\$ -	

COMMENTS:

Through the third month, 25.0% of budget has been committed (excluding labor encumbrances) compared to 25.0% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:56 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 10/2/2018

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the City of Prescott for a Replacement NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the Intergovernmental Agreement between Yavapai College and the City of Prescott, to have the City assign a replacement Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. This IGA is necessary as a temporary alternative to the original IGA with the Yavapai County Sheriff's Office. The Sheriff Office's sergeant they were originally providing is not available. The City of Prescott is assisting by having Sergeant Kasun temporarily resume the NARTA sergeant duties. The term of the agreement is ending December 31, 2018 or sooner.

Attachments :

Title	Created	Filename
IGA - NARTA Sergeant.pdf	Oct 03, 2018	IGA - NARTA Sergeant.pdf

City of Prescott Contract No. 2019-115
INTERGOVERNMENTAL AGREEMENT
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA)
SERGEANT

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
AND
CITY OF PRESCOTT

THIS INTERGOVERNMENTAL AGREEMENT - NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) – ACADEMY SERGEANT (the "Agreement"), is entered into the date of final signature, by and between the City Council of the CITY OF PRESCOTT, a municipal corporation of Arizona (hereinafter the "City"), for and on behalf of the City's Police Department, and the Governing Board of YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, doing business as YAVAPAI COLLEGE, a community college district of the State of Arizona (hereinafter the "College");

W/TNESSETH:

WHEREAS, the Arizona Peace Officer Standards and Training Board ("AZ POST") prescribes minimum courses of training and minimum standards for training facilities of law enforcement officers in the state [ARS §41-1822 (A) (4)]; and,

WHEREAS, in accordance with said standards, the City, Yavapai County, the City of Chino Valley, the College, and other jurisdictions authorized to employ peace officers, have established the Northern Arizona Regional Training Academy (NARTA), a peace officer training academy approved by the AZ POST, at the College; and

WHEREAS, the Police Chief of the City has assigned a Sergeant in the Police Department of the City to spend a significant amount of the Sergeant's time serving as supervisor of NARTA; and

WHEREAS, the College and City desire to formalize that assignment by assigning the Sergeant as full-time supervisor of NARTA, in return for the College's payment of the salary and benefits of said officer; and

WHEREAS, the parties understand the College will receive full reimbursement of said salary and benefits of said officer from the Arizona Peace Officer Standards Training Board (AZPOST); and

WHEREAS, The City is authorized to prescribe the powers and duties of its police officers [ARS §9-240(B) (12)]; and

WHEREAS, The College is authorized to enter into this contract [ARS §15- 1444(B) (4)]; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the City and the College) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11- 952;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. TERM. The term of this Agreement shall be from August 21, 2018 through December 31, 2018, unless sooner terminated as set forth in Section 5 herein. This Agreement may renew for a one (1) additional six (6) month period upon amendment signed and agreed upon by both parties. The City may renew this IGA administratively, and not have to go back to the City Council for approval of said renewal.

Section 2. PURPOSE. The purpose of this Agreement is to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the City of a Police Sergeant to supervise NARTA at the College, in return for the College paying the cost of the salary and benefits of said officer.

Section 3. PERFORMANCE. The performance commitments of the respective parties are as follows:

The City shall-

- (a) ensure through its Police Department that a qualified Sergeant is appointed at all times to supervise NARTA at the College. In so doing, the Police Department shall make every effort to find a qualified substitute or make arrangements to reschedule classes if the designated Sergeant is unavailable for any reason;
- (b) ensure that the designated Sergeant is properly trained and oriented to fulfill the requirements of the position;
- (c) allow the designated Sergeant the time to-
 - (1) properly prepare for each NARTA class;
 - (2) interact with students of NARTA; and
 - (3) participate in any College staff orientation, faculty meetings, and in-service activities;
- (d) provide necessary supervision and evaluation of the designated Sergeant's performance so as to ensure an adequate level of performance; and
- (e) use funds provided by the College to defray the costs of providing this officer to the College.

The College shall:

- (a) provide office space for the designated Sergeant to carry out necessary supervisory responsibilities; and
- (b) provide regular evaluations of the effectiveness and ongoing needs of the officers.
- (c) provide travel funds to the Sergeant to assist the Sergeant in attending AZ POST meetings or any law enforcement trainings approved by College, including but not limited to reimbursement for use of the Sergeant's private vehicle, auto rental, gas card, lodging and meals as provided under College policies for adjunct faculty..

- (d) provide a Program Coordinator to liaise with the Sergeant to ensure that the NARTA program is carried out effectively and efficiently.
- (e) invoice the NARTA board on behalf of expenses incurred for the annual operating costs of NARTA, to be reimbursed through AZPOST, recruit's sponsoring agency, or a combination of both.

Section 4. BUDGETING AND FINANCING. The cost of the actual annual salary and benefits of the Sergeant shall be divided into monthly installments paid in arrears. Without demand or notice the College shall pay to City on or before the 15th of each month an equal monthly installment based on the annual salary and benefits for a Sergeant providing services to the College under the terms of this Agreement.

The College shall pay to the City during the term of this IGA, the full monthly costs of salary and benefits for a sergeant based at an annual rate of \$126,122.30.

Section 5. TERMINATION. This Agreement may be terminated by either party for any reason whatever, effective 60 days after receipt of written notice by the other party. In the event of termination prior to the full term of this Agreement, if the College has paid to the City the salary amount set forth in Section 4 above, the City shall prorate said amount based on the remaining term of this Agreement and shall return the unearned portion to the College within 60 calendar days. In the event of termination prior to the full term of this Agreement, if the College has not yet paid the salary amount set forth in Section 4 above, the College shall prorate said amount based on the remaining term of this Agreement and shall pay the earned portion to the City within 60 calendar days.

This Agreement is contingent upon College appropriating funds to finance the College's responsibilities under this Agreement. If College fails to appropriate sufficient funds, College shall immediately notify City, and this Agreement shall terminate at the end of the period for which sufficient funds were appropriated and available.

Section 6. INDEMNIFICATION. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by College to indemnify, defend and hold harmless the City shall be limited to, and payable only from, the

College's available insurance or self-insurance coverage for liability assumed by contract, if any.

Section 7. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the City and the College. Rather, the Sergeant and other assigned personnel of the City's Police Department are independent contractors for purposes of Article 2, Chapter 7, Title 12, Arizona Revised Statutes.

Solely for the purposes of workers compensation, ARS §23-1022(D) and (E) shall apply and the City shall be solely liable for the payment of workers' compensation benefits for the Sergeant and other assigned personnel providing services under this Agreement.

Section 8. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Purchasing and Contracting, Yavapai College
1100 E. Sheldon Street
Prescott, Arizona 86301

City: Police Chief, Prescott Police
Department
222 South Marina Street
Prescott, AZ 86303

Section 9. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, acknowledge and deliver to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 10. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

Section 11. CONFLICT OF INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict of interest as described therein.

Section 12. DISPOSITION OF PROPERTY. The parties do not contemplate the joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a party shall remain the property of that party, and any party having possession or use of the other party's property shall return such property to the owning party.

Section 13. NONDISCRIMINATION. The parties agree to comply with the nondiscrimination in government contract provisions of Executive Order No. 2009-09, and hereby incorporate by reference its terms into this Agreement as if fully set forth herein.

Section 14. RESOLUTIONS. Attached hereto are the authentic copies of each appropriate action by ordinance, resolution or otherwise of the governing body of each party authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first above written.

CITY OF PRESCOTT, a municipal
corporation of Arizona, (City)

Hon. Greg L. Mengarelli, Mayor

ATTEST:

Maureen Scott, City Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott City Attorney for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the City under the laws of Arizona.

Jon M. Paladini, City Attorney

YAVAPAI COLLEGE, a community college district of the State of Arizona, (College)

Mr. Raymond Sigafos, District Governing Board Chair

ATTEST:

Karen Jones, Executive Assistant

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.



C. Benson Hufford, Attorney for College

Presenter : Ray Sigafoos

Start Time : 1:58 PM

Item No : 16

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:58 PM

Item No : 17

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 50th Anniversary Celebrations; PIN Conference; Remembering Founding Faculty Members; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; Facilities Management Newsletter; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- 50th Anniversary Celebrations - CTEC September 29 - John Morgan, Dean for Career and Technical Education
- PIN Conference - September 23 - 28, 2018
- Remembering Founding Faculty Members - Jim Burns, Music and Elaine Farrar, Art
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- Facilities Management Newsletter - Attached
- College Highlights - Attached
- Other Related Information

Attachments :

Title	Created	Filename
Budget to Actual Monthly Report.pdf	Oct 04, 2018	Budget to Actual Monthly Report.pdf
Cash Reserves Monthly Report.pdf	Oct 04, 2018	Cash Reserves Monthly Report.pdf
YCSA Update-September 2018.pdf	Oct 04, 2018	YCSA Update-September 2018.pdf
October 2018 Facilities Management Newsletter.pdf	Oct 04, 2018	October 2018 Facilities Management Newsletter.pdf
October 2018 College Highlights.pdf	Oct 04, 2018	October 2018 College Highlights.pdf

Yavapai College
Budget to Actual Status by Fund
September 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 September 30, 2018.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the three months ended September 30, 2018, the General Fund has a surplus of \$2,235,500. 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 \$336,700, resulting in a net surplus of \$336,700 — a .7% positive variance.

Auxiliary Fund



For the three months ended September 30, 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 three months ended September 30, 2018, the Unexpended Plant Fund has a deficit of \$3,498,000 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 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 September 30, 2018, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

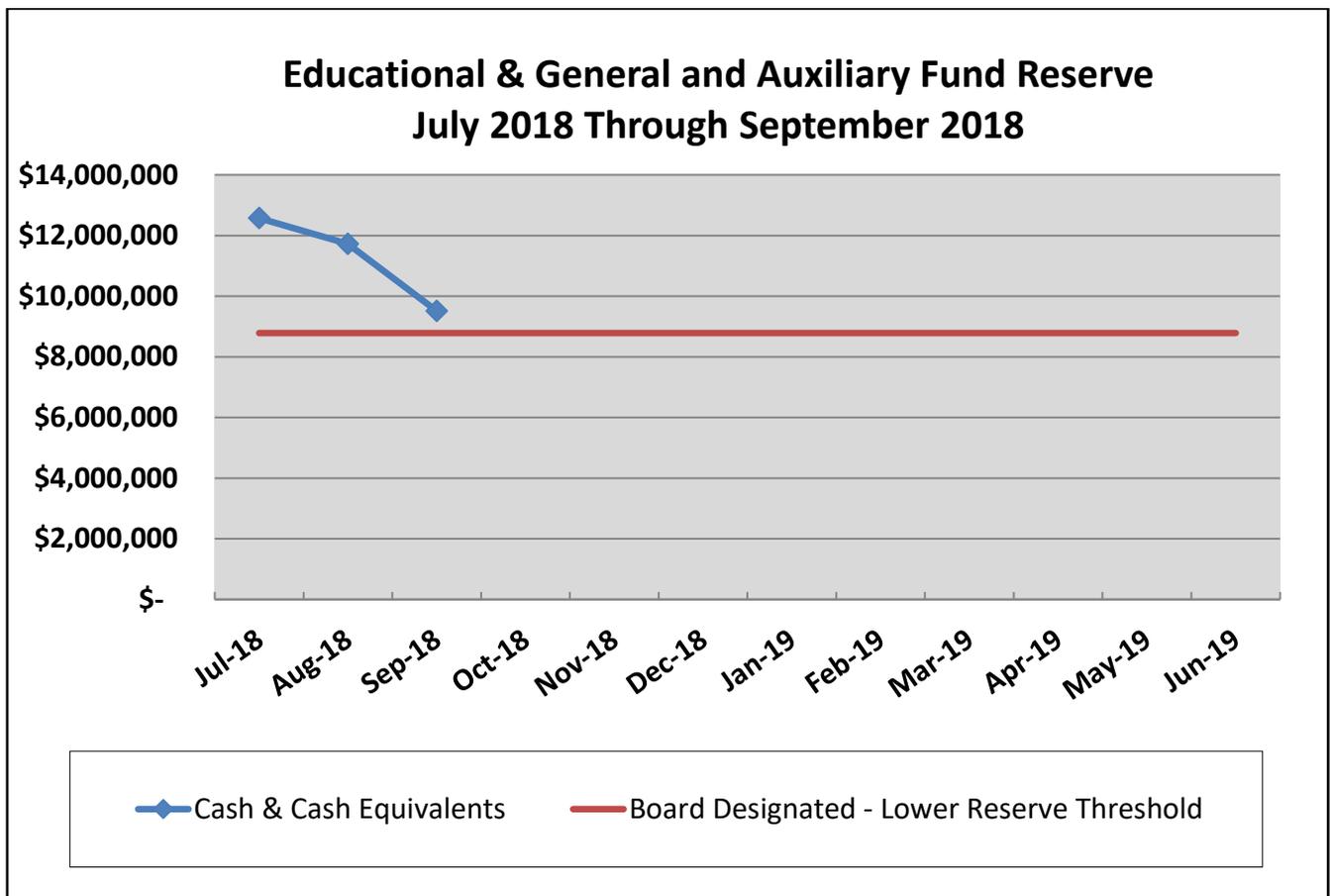


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the three months ended September 30, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
September 2018

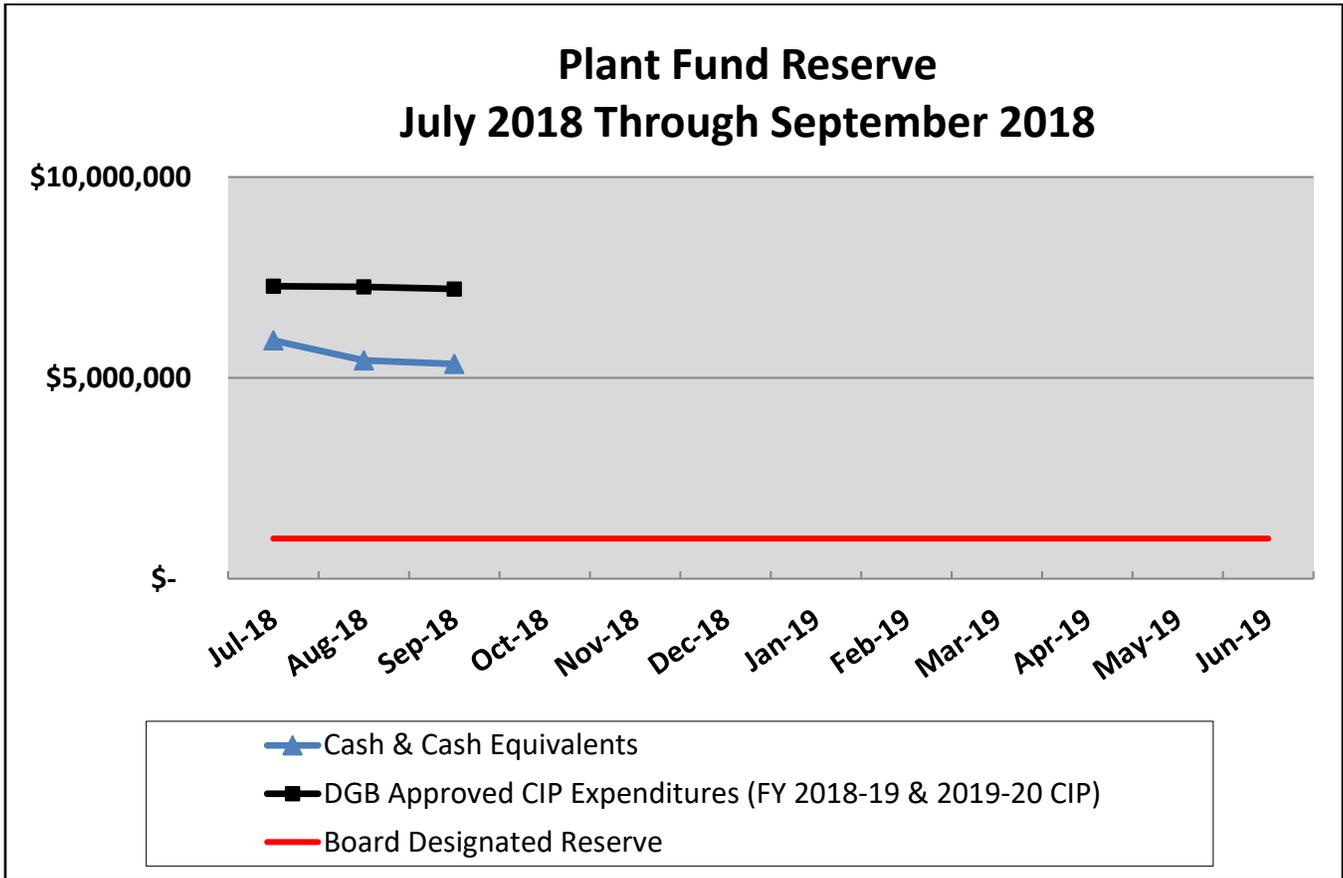
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through September 30, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2018, through September 30, 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 September 30, 2018, Plant Fund reserves have exceeded the **DGB's** \$1,000,000 designated reserve and are currently below the amount of monies needed to cover the next twenty-one months of CIP that have been approved by the DGB. Note, the \$4.4M received by the District in August **from the sale of the District's** portion of Prescott Valley Library building is excluded from the above amounts. The District Governing Board directed staff to pursue using the \$4.4M to pay outstanding GO bond debt.

IN THIS ISSUE

- ◇ *President's Welcome*
- ◇ *Toastmasters*
- ◇ *Calendar Reminders*
- ◇ *Celebrating Our Employees*
- ◇ *Wellness Update*
- ◇ *50th Anniversary Celebration*
- ◇ *Meet Emily Weinacker*
- ◇ *New HR Partnership Model*
- ◇ *My Summer Vacation*
- ◇ *YCSA Committee Updates*
- ◇ *Welcome To The Board*



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Hello! Thank you to everyone who attended the fall YCSA meeting on August 13 Convocation Day. We had a successful turnout, and your input will be very valuable as we renew the mission and goals of YCSA this year. For those of you who weren't able to attend, we did some brainstorming with the group to determine what areas and issues are important to staff for the YCSA to focus on. Here are the results in descending order:

Communication/across college	39
Staff annual conference day	35
YCSA advocate for staff	25
Professional development opportunities	21
Employee retention	17
Engagement/social activities	8
Ombudsperson	5
Conduit for improving processes...upper level communication	4
Participate in shared governance	4
Input/review of processes	2
Community service opportunities	1

The YCSA Board will be meeting in early October to take the next step in redefining our purpose and goals, in line with Yavapai College's strategic plan.

And speaking of the YCSA Board, we elected two new board members at the August 13 meeting. The new Vice President is Julie Galgano from Accounts Payable and the new Secretary is Gwen Payne from the Answer Center. Plus, our new HR Director Emily Weinacker will now be representing HR on the YCSA Board. Keep reading to get to know more about these new members.

Nights are cooling down, leaves are beginning to change, and shortly it will officially be fall. This happens to be my favorite time of year, with so many new beginnings. I hope this fall brings happiness and health for you.

Lisa Schlegel
YCSA President

Toastmasters

Yavapai College invites members of its faculty, staff and administration to invest in professional development by honing their communication and leadership skills through the Toastmasters International program.

Don't let this exciting opportunity pass you by! Click on the link below for more information:

www.yc.edu/toastmasters



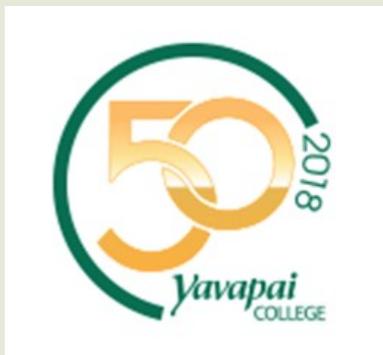
Calendar Reminders

Sept 29	CTEC Campus 50 th Anniv. Celebration
Oct 13	Don Felder - YCPAC
Oct 19	Emi Sunshine - YCPAC
Oct 20	Verde Campus 50 th Anniv. Celebration
Oct 22	Spring Registration begins (degree-seeking)
Oct 27	Chino Valley Campus 50 th Anniv.
Oct 29	Spring Registration begins (open to all)
Nov 1	Travis Tritt - YCPAC
Nov 12	Veteran's Day Holiday (campuses closed)
Nov 21-23	Thanksgiving Holiday (campuses closed)
Dec 14	Fall Semester Ends
Dec 17	YC Staff & Faculty Holiday Party (Prescott)

Celebrating Our Employees

Welcome to our new employees!

Name	Department
Kathrynne Howell	PAC—Front of House
Lee Walker	Registrar
Bradi Rhodes	Academic & Career Advising
Miriam Rann	FEC
Kammie Kobyleski	Alumni Relations
Kelsey Behnken	Academic & Career Advising
Tyler Rumsey	Marketing
Emily Weinacker	Human Resources
Andrew Winters	Philosophy
Robert Barr	Culinary
Tahra Pearson	Nursing
Brian Blevins	PPO General
Erika Bennett	W. Softball
Carmen Krawcheck	Human Resources
Cristina Poeppel	Early College Prog (Dual Enrollment)
Marylou Mercado	Nursing Program Director
Elizabeth Burkhardt	Academic & Career Advising



Wellness Update



Preparing for Wellness

Maybe you've heard the saying "A journey of a thousand miles begins with a single step." That's how it is with wellness. Wellness is not something that just happens – it is a journey that begins with a single act. It is the seemingly small and insignificant decision that you make throughout your day, your week, your month, your year. That single act could be deciding to take the stairs one day, or parking a little farther away another day, skipping the goodies in the break room on yet another day. It doesn't have to be a huge "jump with both feet" type of decision but rather a series of tiny baby steps.

Don't get me wrong, it may not be *easy* (in fact some days it might be super hard), but that's life, right?! Some days are easy, others not so much, but as long as you keep your eye on your goal and work towards it steadily you WILL reach it. If wellness is that goal then the YCT Wellness Program can be your ally and travel partner on your journey. Take a few moments to check out the YCT Wellness Program website (www.yctwellness.com), attend a wellness seminar, join a challenge, or take advantage of the gym reimbursement program. Last but not least, you can always call the Wellness Coordinator, Paula Tomitz, if you have any questions. Plan ahead for your wellness journey – happy travels!!

YC Celebrates 50 Years!

In this edition of the newsletter, we are including photos from the Prescott 50th celebration featuring our many, wonderful YC employees. Look for photos from the other celebrations in upcoming issues.



Meet Emily Weinacker, Human Resources Director



YCSA: Do you have pets?

Emily: Yes, we have a Border Collie/Springer Spaniel “pound puppy” named Shiloh. We have had her for two years and she has us pretty well trained.

YCSA: What is your favorite sport?

Emily: I’m not really a sports person, but I enjoy watching Olympic sports such as ice skating, gymnastics, and others.

YCSA: What is your favorite book?

Emily: I love to read. Right now my favorite book is Final Grains of Sand by David Harder. It’s a great story and makes you think about the legacy you might be leaving behind when you die. Of course, I am biased as David is my husband.

YCSA: What is your favorite electronic device?

Emily: My I-Phone.

YCSA: Do you prefer to go to the theater or a movie?

Emily: We like to go to the movies; we are looking forward to theater options here in Prescott, though. We didn’t have much of that in Show Low.

YCSA: Hike or bike?

Emily: Biking is preferred; although the last time I rode my bike it was a disaster – ended up in the hospital.

YCSA: Have a Margarita or Pina Colada?

Emily: Margarita.

YCSA: Travel by plane, train, or automobile?

Emily: I like any kind of travel.

YCSA: Swim in a pool, lake or the ocean?

Emily: All of these are appealing to me. However, I love the ocean.

YCSA: What does your perfect day look like?

Emily: Spending time in the mountains with my husband and dog. Having a picnic, reading a book, or listening to the breeze rustle the tree leaves.

YCSA: What is your favorite season and why?

Emily: I like the Fall when the leaves are changing and the temperature is cooler.

YCSA: What is your favorite home cooked meal?

Emily: Just about anything my husband makes.

YCSA: What is your favorite sandwich?

Emily: I am gluten intolerant so it would have to be roastbeef and cheese in a lettuce wrap.

YCSA: If you could go anywhere in the world where would you go?

Emily: I have always wanted to go to Australia.

YCSA: Where is the furthest you have ever traveled to?

Emily: I lived in Germany for three years. We traveled to Spain, Austria, Scotland, England, Ireland, and countless others.

YCSA: If you could go back in time, what year would you travel to?

Emily: Make it a surprise – wherever time would take me.

YCSA: If you could have a drink with someone from history, who would it be?

Emily: Abraham Lincoln – I have had a fascination with him since a child.

YCSA: What is your biggest success up until now?

Emily: I have raised a daughter who is a kind, compassionate and capable human being.

YCSA: What do you miss most from your childhood?

Emily: Barefoot summer vacations. We were always at the lake with our boat. Camping, water skiing and having a good time.

YCSA: What is something you have always wanted to do but have not?

Emily: Swim with a whale and play the piano/keyboard. Both are on my bucket list.



New HR Partnership Model

Human Resources is happy to announce our move to a Partnership model. What does that mean for you? If you require HR assistance for any service (benefits, recruitment, FMLA, evaluations, employee relations, etc.), all you need to do is call your assigned HR Partner.

Implementing this model will allow us to provide better customer service and less confusion on who to contact for what.

Your HR Partner will be able to provide you answers to your questions or concerns and is just a phone call away.

Stephanie Menei

- Student Development (Tania Sheldahl)
- Athletics (Brad Clifford)
- School of Arts and Humanities (Joan Fisher)

(Continued on page 4)

HR Partnership Model (continued)

YC Prescott Celebrates 50 Years!

(Continued from page 3)

- Performing Arts (Craig Ralston)
- Performing Arts Center (Ralston, Pietz, Youngblood)
- Swim Instructors (Paula Tomitz)

Rebecca Birch

- Facilities (David Laurence, James Crockett, Bruce Hustedt, Jorge Alvarez, Linda Hoots)
- School of Business/Computer Systems (Stacey Hilton)
- Office of Instruction (Stacey Hilton)
- Director of Scheduling and Early College (Dean Holbrook)
- Campus Safety (Jerry Monahan, Ty Payne)
- Family Enrichment Center (Jacqui Schlosser, Vickey Lamotte)
- REDC/SBDC (Richard Hernandez, Jeri Denniston)
- Verde (James Perey, Barb Waak)
- Film & Media Arts (Helen Haxton-Stephenson)
- Viticulture/Enology (Michael Pierce)
- Lifelong Learning (Dennis Garvey, Patricia Berlowe, Robin Weeks, Zach Jernigan)

Sean LaJeunesse

- IT (Patrick Burns)
- Allied Health (Nancy Bowers)
- Nursing (Mary Lou Mercado)
- Radiology (LeClair)
- Physical Education (Scott Farnsworth)
- Science/Engineering (Scott Farnsworth)
- Math (Scott Farnsworth)
- Emergency Management (Michael Nelson)
- Fire Science (Ken Krebbs)
- School of Career and Tech Ed (John Morgan)

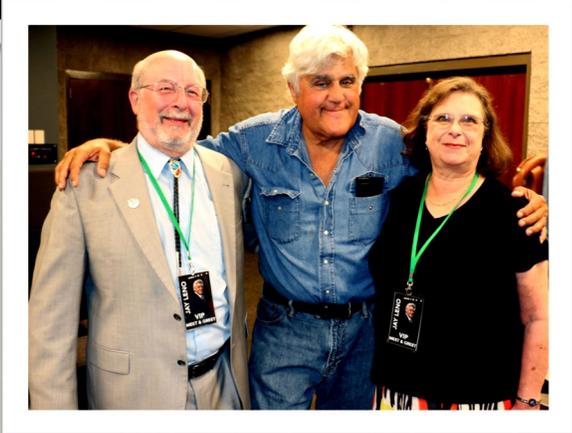
Kirsten Fanning

- Business Services (Frank D'Angelo)
- Library (Mike Byrnes)
- Institutional Effectiveness and Research (Tom Hughes)
- Foundation (Paul Kirchgraber)
- Marketing (Tyler Rumsey)

Emily Weinacker

- President's Office
- Verde Valley – Campus Dean
- VP – Community Relations
- VP – Finance and Administration
- VP – Instruction & Student Development





My Summer Vacation

How did you spend your summer? While not all of us were able to get away this summer and enjoy some time away from Arizona and the surrounding communities, some YC employees did get away and took a moment to share their vacations and photos with us. Please enjoy!

This summer I went to England for two weeks. Both of my parents were born and raised there so it was by no means my first time, but it WAS my first trip there in 10 years. Before I left, I found myself fondly remembering all my trips to England as a child. Would the England I remembered still be there? I made it my goal to do as many things as possible to reconnect with the England I remembered. I did that and then some ☺ This summer was the hottest heatwave since 1976, but England in the sunshine is a truly beautiful thing, plus coming from Arizona I didn't complain! I got to walk along the river Thames, visit an old country house (complete with a 16th century tower and secret gardens), attend the horseraces at Ascot Racecourse, do a tour of Wimbledon (after the tournament was over), and hike through the countryside to a small village called Hambleden (where "Nanny McPhee Returns" was filmed). All in all it was a fabulous trip and one that I will always cherish. I just hope I don't wait another ten years before going again!



Ascot Racecourse



Greys Court



Interview room/Wimbledon



Hambleden Village

Paula Tomitz

SUMMER Vacation



Devils Tower, Wyoming





Mt. Rushmore, South Dakota



EEA Airventure 2018,
Oshkosh, Wisconsin



*Connie Vargas,
Division of Lifelong Learning*

Arches National Park

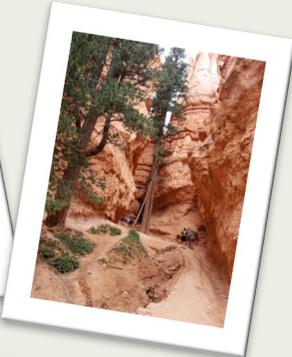


Capitol Reef



Bryce Canyon







*RV Adventures in Utah
Katherine Anderson*

My Summer Vacation

My summer trip to Alaska was an unforgettable journey of colorful turquoise waters, bright blue glacial ice, snow-capped green mountains and thundering waterfalls. The topography looked like Colorado on steroids. Our small cruise ship, the *MS Zaandam*, dodged icebergs as we toured Dawes and Hubbard Glaciers. An Alaskan native provided the educational portion of the cruise with historical and geological interpretations. A naturalist offered commentary on birds, otters, dolphins, and whales. I visited the upside down Glacier Gardens in Juneau, took an excursion of the 26 glaciers of Prince William Sound and tasted a piece of 400 year old glacial ice scooped out of icy waters.



My opportunity at fame and fortune quickly faded as the Travel Channel filmed me chomping on fried halibut in Sitka. A mouth full of food and a chin full of tartar sauce is not a good look on me. I probably made a better impression drinking a beer with the “*Deadliest Catch*” crew at the infamous *Salty Dawg Saloon* on Homer Spit.

My favorite part of the two-week cruise was the night the ship anchored in a small remote mountainous channel near Hoonah. The absolute quiet made me feel like I was alone on a private yacht...alone with 1,200 of my newest friends! Unfortunately, the star gazing was limited to the hour between darkness at 3:00 am and dawn at 4:00 am.



There is a quote by geographer Henry Gannett of the Harriman Alaska Expedition of 1899 that really summed up the trip:



“There is one word of advice and caution to be given those intending to visit Alaska . . . If you are old, go by all means, but if you are young, wait. The scenery of Alaska is much grander than anything else of its kind in the world, and it is not wise to dull one’s capacity for enjoyment by seeing the finest first.”

Barb Robinson



Yosemite National Park



The Painted Ladies
San Francisco

Go Car on Lombard St,
San Francisco



Muir Woods



The Golden Gate Bridge

Rebecca Seigars

YCSA Committee Updates

Welcome to the Board!

Newsletter

Our next newsletter will be published in November. If you have any favorite holiday recipes, please email them to Katherine Anderson. Your recipe could be featured in the holiday section!

The Newsletter Committee is looking for staff from all of our YC campuses to join. You do not need to attend our planning meetings in person; committee members can attend via zoom. Please email katherine.anderson@yc.edu for more information.

Employee Benefits & Professional Development

There are no committee updates at this time.

Social/Community Service Service

Our committee is busy organizing the 2018 Prescott Holiday Party on Monday, December 17 at 11am in building 19-147. The theme for this year's party is keeping with YC's 50th anniversary, celebrating Holidays Past, Present, and Future. Our service project is collecting toys for the Salvation Army. Please watch for the collection bins, which will be located on all YC campuses. As in past years, we are asking for a \$5.00 donation to help cover the cost of food, which will be provided by Sodexo. Please come join us at the 2018 Holiday party!

Please join us in welcoming our two new Board members Julie Galgano, Vice President, and Gwendolyn Payne, Secretary.



Julie was born in Tucson, but was an Army Brat and has lived everywhere from Ketchikan Alaska to Mannheim Germany, where she graduated High School. She's been married for 32 years (to the same man!) and has two grown daughters; both are graduates of YC. She has taken a variety of classes at YC beginning in 2006 with Aikido and recently completing the Accounting Certificate in 2016. She's an avid gardener, soap maker and dabbles in chain maille.

Gwen has four handsome boys, who are too quickly growing into young men. She and her husband Ty have been married for 20 years. They moved here from Pennsylvania 18 years ago, and definitely, love and appreciate the weather in AZ ☺ Any free time Gwen has, she spends hiking with family, or running (which she loves to do). Gwen likes to participate in half marathons that benefit programs. She is also an avid reader who would love to spend her days on the beach with a book and her dogs. Gwen is currently in the 90/30 program with NAU and YC.



YCSA Committees 2018

Employee Benefits & Professional Development

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

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

Newsletter

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

Social/Community Service (SCS)

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

YCSA Board 2018

Lisa Schlegel — President
Julie Galgano — Vice President
Gwen Payne — Secretary
Karen Smith — Treasurer
Katherine Anderson — Committee Chair
Linda Brannock — Committee Chair
Alexandra Helm — Committee Co-Chair
Jane Hersh — Committee Co-Chair

928-776-2257
928-776-2146
928-776-2149
928-717-7760
928-776-2008
928-776-2170
928-634-6511
928-776-2091

lisa.schlegel@yc.edu
julie.galgano@yc.edu
gwen.payne@yc.edu
karen.smith@yc.edu
katherine.anderson@yc.edu
linda.brannock@yc.edu
alexandra.helm@yc.edu
jane.hersh@yc.edu

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

October 2018

Greetings from Facilities!

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

2019-20 CAPITAL IMPROVEMENT PLAN

Prescott Valley Center Phase 2

Work continues with the installation of ceiling grid and ductwork. Drywall and window installation is complete and preparation is being made for paint and flooring. Millwork for the relocated break room and classrooms/labs is complete and tile is set for restrooms.

Over the next two weeks, trim work for HVAC, plumbing and electrical will be complete and doors will be installed in preparation for occupancy inspection scheduled for the week of October 22.

At this time, Facilities and ITS is looking to move the REDC from Building 29 to the Prescott Valley Center the week of October 29. Preparation for construction in Building 29 will also begin the week of October 29.

There will be a break in construction at Prescott Valley from the beginning of November until the end of the fall semester. Construction will resume for Phase 2 during the break and conclude in mid-June 2020. Phase 2 consists of renovating the garage portion of the Prescott Valley Center for student development functions, the locker room will become a science lab, classroom conversion to a lab for Imaging (Rad. Tech) and renovating the rotunda area for Zoom and student lounge spaces.

Design Team: SmithGroupJJR Construction Team: McCarthy Building Companies



Installing Ceiling Grid in Flexible Classroom



Faculty Office Suite and Work Room

Renovating Space for NARTA

New slab for the future metal Building 27 was poured September 24 and 25. The building is scheduled to arrive on site October 15. Design submitted for new APS service and final domestic and fire water line inspections complete.

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



Future NARTA Training Bay Foundation and Utility Stub-up

Renovation of Building L

Programming is scheduled to kick-off October 15 with multiple meetings beginning with key building users. Programming will continue through the month of October.

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

Project is postponed until FY2020.

Parking Lots J and S Landscape Improvements

The Grounds team transformed the unattractive space between Parking Lots J and S to an inviting green space during the month of September. Work is now complete.





Project at 75% Completion

BUILDINGS AND GROUNDS PLANNED MAINTENANCE PROJECTS

As part of the budget, planned 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 – December 2018-May 2019
Verde Valley Building L Drainage – Design underway



Construction of New Headwall Inlet Side of Drainage



Leveling of Field in Preparation for New Sod

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Congratulations to Mike Walsh promoted to Lead Trades Technician 3 at the Verde Valley campus. Facilities also welcomes Travis Horton as the new Custodian/Pool Technician at the Prescott Campus.

Facilities is looking to hire a replacement Trades Technician 3 at the Verde Valley Campus and a Trades Technician 3, 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.

Under Construction

October 2018 College Highlights

School of Arts and Humanities

- **Laraine Herring**, Professor of Psychology and Creative Writing, recently published the following works. Her essay "How to Become A Ghost" appeared in *Tiferet Magazine*. Her flash fiction piece "Decline and Hold" appeared in *K'in*. An excerpt from her book "Writing Begins with the Breath" appeared in the alumni issue of *Lunch Ticket*. Her fiction piece, "The Conjurer" appeared in *Vice Versa*, and the opening chapter from her novel in progress, "Chrysalis" was a finalist at the Embark Literary Journal's contest for opening chapters. Additionally Laraine Herring recently presented a 3-hour workshop "From Trauma to Drama" for the Professional Writers of Prescott.
- **Sandy Van Lieu**, Associate Professor of English, has recently published her mixed-method study of Classroom Assessment Techniques (CATs) in the online and in-person classroom by part-time faculty. Results can help faculty and administrators understand how to better monitor student progress especially in the online classroom through the use of CATs. Her study may be found at Li, M., & Van Lieu, S. (2018). Traditional and online faculty members' use of classroom assessment technique (CATS): A mixed-method study. *Journal of Instructional Research*, 7(2018), 90-99. Direct Link: https://cirt.gcu.edu/jir/documents/2018_v7/traditional_and_online_faculty_members_use_of_classroom_assessment_t
- **Laura Bloomenstein**, Professor of Art, reports the YC Prescott Ceramics program hosted over a dozen area potters and created, glazed and fired over 250 ceramic bowls. The Unitarian church held the 'Empty Bowls' event in Prescott on the Square on September 16, where they sold those bowls filled with soup, to collect donations for the area food banks.



- **Andrew Winters**, Professor of Philosophy, shared some of his latest accomplishments. He founded and established the constitution for the Yavapai College Philosophy & Religion Club. In addition, he set-up a weekly community philosophy and religion reading group at Wild Iris Cafe:

<https://www.facebook.com/events/499887267194321/>

Dr. Winters invites the community to join him as he hosts the Socrates Café group Meeting at Peregrine Book Store, on the first Tuesday of every month at 5:30 pm. The group will continue their inquiry into Christopher Phillip's book Socrates Café as they explore a range of questions that will help us better understand the human experience. No prior knowledge of philosophy is needed.

- **Mary Heller**, Dance Instructor, reports the YC Performing Arts Program is one of four programs in the entire state that has a live piano accompanist for Dance classes and Ballet 1. U of A, ASU and AZ Ballet are the other three programs that offer this dimension to their programs. Students benefit by learning how to train, and eventually perform, to live music.
- **Roy Breiling**, Instrumental private lesson instructor, shared details of the patriotic concert performed by the Yavapai College Brass Quintet at the Prescott Valley "Healing Field Celebration" on September 12th. Thousands of American Flags were displayed on the lawn honoring lives lost on September 11th 2001 attacks on the World Trade Center. Their concert was very well received by over 300 people attending this event.
- **Darrell Rowader**, Master Chorale Director, is proud to announce the Master Chorale will perform Faure's Requiem, Lindsay Lafford's in Memorium and Maurice Green's Lord, Let me know mine end in Cottonwood on October 7th. Student soloists will be highlighted and the professional orchestra will be conducted by **Darrel Rowader**.

School of Business & Computer Systems

- **Vikki Bentz**, Professor of Accounting, with the help of **Ryan Bouwhuis** in Purchasing and **Cassidy Grantham** in the Business Office, successfully completed the application gaining approval for all YC accounting classes/programs to be added to the list of eligible workforce development classes funded by the State of Hawaii Workforce Development Council in Oahu County. <http://labor.hawaii.gov/wdc/how-to-become-an-eligible-training-provider/>
 - **Terry Lovell**, Professor of Business, adopted The LUMENS text for BSA 131, saving YC Students about \$36,000 a year in textbook costs. Dr. Lovell is planning to expand those texts to all his courses, which will potentially save our students about \$79,000 a year JUST FOR HIS BSA students!
- **Jeri Denniston**, SBDC Yavapai College Center Director, recently received acknowledgment as a Certified SBDC Counselor. This required 50 hours of professional development training in business planning and operations, financial management, marketing, and technology assistance, all while working full-time at the SBDC and teaching two classes at Yavapai College.

On September 4th, at the SBDC Annual Conference in Washington D.C., **Jeri Denniston** received certification as a FranFit Advisor to assist clients interested in owning a franchise. She is also certified as a LivePlan advisor to assist clients in creating a business plan using the LivePlan method.

On August 9 and 10, Jeri participated twice on two panels at the Rural Policy Forum, sharing information about Yavapai College's involvement in supporting the Yavapai County communities through partnerships and education, and the REDC and SBDC involvement helping to contribute to the economic growth of Yavapai County.

School of Career and Technical Education

- The canine program received a donation of \$5,000 to help purchase supplies for our three canine program. First on the list is canine CPR dog manikins for the canine health class.
- The Basic Carpentry class had their first big project laying a 60 X 14 foot concrete slab. Three Facilities employees came out to help teach. This slab is for a 60 X 14 foot canvas structure that was donated to the Agribusiness Center that we plan to store agriculture supplies in. Below is a photo of the concrete project.



School of Health and Wellness

- For the past two years the Allied Health Club has held a Golf Tournament and Silent Auction to raise money for Allied Health student scholarships. A total of nine scholarships in the amount of \$500 each have been awarded to Allied Health students. The Allied Health Club will be holding this fundraiser again next spring.

School of Social Sciences

- **Michael Davis**, Professor and Program Director for Administration of Justice and Paralegal Studies, was invited by the Texas Criminal Lawyers Association to speak at their annual meeting in Austin, Texas this October.

Dr. Davis was selected to participate as a table discussion facilitator for the Prescott Town Hall on criminal justice reform. Additionally, he will be a panel discussion facilitator at the state wide Town Hall on criminal justice reform in November.

Dr. Davis also completed training to be a facilitator for Restorative Circles, a county wide restorative justice program. He will write a portion of a chapter in the latest edition of the text on *Criminal Law* by Frank Schmalleger, the #1 text in the nation!

Instructional Support

- On Thursday, September 13th, Romy Harder presented “King Arthur” as part of the YC Library’s Distinguished Guest Lecture Series.

YC Library's Distinguished Guest Lecture Series

FREE! **Romy Harder**
Thursday, September 13, 2018
12:00 p.m. – 1:00 p.m.

Prescott Campus Library Magazine & Newspaper Area

King Arthur

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.

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

- The Library had a Constitution Day display with free giveaways of pocket-sized constitutions.



- **6x16 Faculty Blogging Challenge**
For the 6th straight year, 15 teachers who will be writing about teaching & learning in their own blog, writing about pedagogy, tools, successes, challenges, or hopes and dreams. The short-term goal of the challenge is to give faculty a playful space to share and learn and to see what colleagues are doing in classes. These writings will also be in a place where new and seasoned faculty can easily access them for years to come. The long-term goal of the 6x16 Challenge is to push teachers to be reflective practitioners in the field of education and share their reflections with colleagues. Sponsored by TeLS, the TLC and YCF.

Presenter : Ray Sigafoos

Start Time : 2:08 PM

Item No : 18

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 : Update from Instruction and Student Development to Include Faculty Senate, Guided Pathways, and Partnership for Success - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- Guided Pathways Update
- Partnership for Success Project

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:18 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 : 2:28 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 : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/19/2018

Item Type : Decision Item

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671
3.2.1.1	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to: a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively; b) Assist one another in meeting high standards of public accountability; and c) Build the capacities of all our institutions.	560672

Description : 2018-2019 Ownership Linkage Plan - INFORMATION AND/OR DISCUSSION

Details : The Board will review the 2018-2019 Ownership Linkage Plan.

Attachments :

Title	Created	Filename
2018-2019 Ownership Linkage Plan Final.pdf	Oct 04, 2018	2018-2019 Ownership Linkage Plan Final.pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
2018-2019 OWNERSHIP LINKAGE PLAN**

The Ownership Linkage plan is adopted at the September Board Retreat in accordance with the Board’s Governance Process Policy 3.4.2.1: *Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.*

Purpose

The Board has committed itself to being the link with the owners of Yavapai College whom it has defined as: *“residents of Yavapai County and those who are affected by Yavapai College”* (Governance Process Policy 3.2.1).

Approach all issues on Board agenda from the perspective of the long-term overall best interests of the owners as a whole rather than narrower interests as defined by Governance Process Policy 3.3.4 *Understanding the College as a Whole: Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.*

Defining Ownership Linkage (from *Partners in Policy Governance*®)

The primary purposes of ownership linkage are:

1. To ensure that owners’ wishes are taken into account in the overall development and prioritization of Ends
2. To discover owners’ sense of the ‘justifiable cost’ element of Ends
3. To define how the Board will apply the owners’ input toward Ends
4. To educate owners about the concept of ownership and expand their knowledge and understanding of ownership issues
5. To report back to owners on the impact of their input and the College’s performance

Implementing Ownership Linkage

The Board can choose to link with its owners:

- In person through Board meetings/public presentations/topic specific forums/focus groups
- Statistically through quantitative and/or qualitative research

2018-2019 Ownership Linkage Plan

2018-2019 Annual Plan	Ownership Linkage Tools/Techniques
	News Releases
	Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
	Website – Minutes and agendas Online comments News and Information
	Brochures/Information on “How the Board Works”
	Board Liaisons for AACCT and YC Foundation
	Community Outreach Newsletters (bi-annual)
	Annual Report
	Budget process and adoption
	Forums (outlying communities)
	Follow-up communication to the 2018 Community Forums
	Community Survey (suggested to be conducted every 3 rd year 2017/2020/2023)

Presenter : Ray Sigafoos

Start Time : 2:43 PM

Item No : 22

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 : Presidential Search Update - INFORMATION AND/OR DISCUSSION

Details : Dr. Patricia McCarver, Presidential Search Chair, and Dr. Connie Harris, Board Member, will report on the progress of the Presidential Search

Attachments :

Title	Created	Filename
Pres Search Timeline.pdf	Oct 04, 2018	Pres Search Timeline.pdf

President Search Timeline*

May	ACCT Consultant works with the District Governing Board to review the timeline, select Search Committee, and gain input for the profile
June	<p>Consultant works with Committee Chair and staff to develop search webpage and plan print advertising</p> <p>Consultant solicits electronic input from the college community for use in the development of the position profile</p>
Late June	Preliminary Profile posted, website launched, and ads published
June – early-Nov.	Active Recruiting (continues until position is filled)
August 27	<p>Consultant holds open forums for additional discussion of the search process and suggestions regarding the desirable qualities of the new president</p> <p>Consultant meets with the District Governing Board</p>
Late-Aug.	Search Committee Meeting: Training and Orientation
 October 26	Target Date for Receipt of Applications (accepted until position filled)
Early-Nov.	Search Committee Meeting: Discussion of applications and prospects selected
Late-Nov.	Search Committee Meeting: Committee discussion with prospects
December 4-6	Finalists' Public Forums, Campus Tours and Informal Meetings and interviews with the District Governing Board
Mid - December	District Governing Board announces new President
Anticipated Start Date	February 2019

***Timeline Subject to Change**

Presenter : Ray Sigafoos

Start Time : 2:58 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 10/3/2018

Item Type : Policy & Decision

Policy No.	Description	Ref No
2.5.1	Expend more funds than have been received or are available in reserves in the fiscal year.	764110

Description : For Consideration for Approval of Resolution 2018-02: Defeasance of General Obligation Refunding Bonds and Resolution 2018-03: Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will provide a proposal to setup a depository trust agreement for the \$4.4 million proceeds from the sale of the Prescott Valley property and the capital accumulation contribution. 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
RES - Yavapai CCCD 2018 Defeasance GO Bonds - Authorizing Resolution.pdf	Oct 04, 2018	RES - Yavapai CCCD 2018 Defeasance GO Bonds - Authorizing Resolution.pdf
Accumulation Resolution _October 2018.pdf	Oct 04, 2018	Accumulation Resolution _October 2018.pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
RESOLUTION 2018-#02**

A RESOLUTION OF THE GOVERNING BOARD OF THE YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT OF YAVAPAI COUNTY, ARIZONA, AUTHORIZING AND PROVIDING FOR THE TRANSFER OF AVAILABLE DISTRICT FUNDS TO DEFEASE AND REDEEM A PORTION OF THE OUTSTANDING YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT OF YAVAPAI COUNTY, ARIZONA, GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012; AUTHORIZING THE DIRECT PAYMENT, OR THE EXECUTION OF A DEPOSITORY TRUST AGREEMENT FOR THE SAFEKEEPING AND HANDLING, OF MONEYS TO BE USED TO PAY THE BONDS BEING DEFEASED; APPROVING THE FORM OF CERTAIN DOCUMENTS AND AUTHORIZING COMPLETION, EXECUTION AND DELIVERY THEREOF; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION; AND RATIFYING THE ACTIONS OF ALL OFFICERS AND AGENTS OF THE DISTRICT AND OTHERS WITH RESPECT TO THE TRANSFER, PREPAYMENT, DEFEASANCE AND REDEMPTION.

WHEREAS, the Yavapai County Community College of Yavapai County, Arizona (the "*District*") previously issued its General Obligation Refunding Bonds, Series 2012, in the original aggregate principal amount of \$28,450,000 (the "*Bonds*"); and

WHEREAS, the District desires to use the available District funds to prepay and defease all or a portion of the Bonds maturing on July 1 of the years 2022 through and including 2024 (the "*Bonds Being Defeased*"), and in order to accomplish such prepayment and defeasance the District will, by this Resolution, authorize the transfer of District funds, in an amount sufficient to prepay in advance of maturity the Bonds Being Defeased, to a depository trust pursuant to a Depository Trust Agreement (as defined herein); and

WHEREAS, the District will also hereby approve any costs related to the prepayment and defeasance of the Bonds Being Defeased;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT OF YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. Authorization. The Governing Board hereby authorizes and directs the Vice President of Finance and Administrative Services of the District or his designee to transfer available District funds in an aggregate amount sufficient to defease the Bonds Being Defeased and to pay all costs associated therewith to an irrevocable trust fund held by a bank selected by the District as set forth in Section 5 hereof to act as depository trustee (the "*Depository Trustee*"). Any amounts in the depository trust remaining after payment of all amounts due shall be refunded to the District.

Section 2. Redemption of Bonds Being Defeased. The District is hereby authorized and directed to cause the redemption of the outstanding Bonds Being Defeased and shall give written notice thereof to the paying agent of the Bonds Being Defeased and direct such paying agent to take all actions necessary to cause such redemption.

Section 3. Application of Moneys. The proceeds of the transfer of available District funds, after payment of the costs and expenses of the transaction, shall be applied by the Depository Trustee to create one or more irrevocable trusts for the benefit of the owners of the Bonds Being Defeased. If applicable, amounts credited to the depository trust, other than any beginning cash balance, shall be invested immediately by the Depository Trustee in (a) obligations issued by or the principal of and interest on which are unconditionally guaranteed by the United States of America or (b) any of the senior debt of any of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities, including, without limitation: (i) United States Treasury Obligations - State and Local Government Series; (ii) United States Treasury bills, notes and bonds, as traded on the open market; (iii) Zero Coupon United States Treasury Bonds; or (iv) shares in an investment management company that invests solely in obligations issued by or the principal of and interest on which are unconditionally guaranteed by the United States of America (hereafter "*Government Obligations*") the maturing principal of and interest on which, together with any beginning cash balance, will be sufficient to pay the principal of and interest on the Bonds Being Defeased as the same becomes due or is called for redemption and to pay costs associated with the defeasance of the Bonds Being Defeased. The Vice President of Finance and Administrative Services or designee is hereby authorized to cause the selection and purchase of the Government Obligations. Upon receipt of invoices, the Depository Trustee shall transfer District funds directly to other parties for costs and expenses of the transaction.

Section 4. Depository Trust Agreement. The Chair of the Board, any member of the Governing Board or the Vice President of Finance and Administrative Services or designee is hereby authorized and directed to execute a depository trust agreement (the "*Depository Trust Agreement*") with the Depository Trustee or any successors or assigns, with respect to the safekeeping and handling of the moneys and securities to be held in trust for the payment of the Bonds Being Defeased. The Depository Trust Agreement shall be in a form acceptable to the District, with such additions, deletions and modifications as shall be approved by the officer executing and delivering the same on behalf of the District and such execution and delivery shall constitute conclusive evidence of the approval of such official of the Depository Trust Agreement.

If, for any reason, the Depository Trust Agreement is cancelled or declared void or illegal or is incapable of being performed due to any impediment of any nature whatsoever, or the Depository Trustee is unable to perform its duties, the District shall appoint or engage a successor depository trustee or escrow agent to act in the place of the Depository Trustee, if such successor be ready, willing and able to assume the role of trustee under such Depository Trust Agreement or an agreement similar in form and substance. During any period when no depository trustee is in place, the Vice President of Finance and Administrative Services or designee shall act as the depository trustee.

Section 5. Selection of Depository Trustee; Depository Trustee Action. As applicable, the Vice President of Finance and Administrative Services or designee is authorized to select a bank to act as Depository Trustee from banks authorized to engage in trust business in the State of Arizona. The District hereby requests the Depository Trustee so selected to take any and all actions necessary in connection with the prepayment of the Bonds Being Defeased, including the execution and delivery of the Depository Trust Agreement and any other documents related to the transaction contemplated herein.

Section 6. Irrepealable. After the District funds are transferred to the depository trust held by the Depository Trustee, this Resolution shall be and remain irrepealable and shall not be repealed or amended in any manner which would impair, impede or lessen the rights of the owners of the Bonds Being Defeased then outstanding.

Section 7. Federal Tax Law Covenants. As authorized by Arizona Revised Statutes, Title 35, Chapter 3, Article 7 and in consideration of retaining the exclusion of interest income on the Bonds Being Defeased from gross income for federal income tax purposes, the District covenants with the owners from time to time of the Bonds Being Defeased to neither take nor fail to take any action which action or failure to act is within its power and authority and would result in interest income on the Bonds Being Defeased becoming subject to inclusion as gross income for federal income tax purposes under either laws existing on the date of issuance of the Bonds Being Defeased or such laws as they may be modified or amended.

The District agrees that it will comply with such requirement(s) and will take any such action(s) as in the opinion of Gust Rosenfeld P.L.C., or other nationally recognized municipal bond council firm selected by the District, as bond counsel to the District ("*Bond Counsel*") are necessary to prevent interest income on the Bonds Being Defeased becoming subject to inclusion in gross income for federal income tax purposes. Such requirements may include, but are not limited to, making further specific covenants; making truthful certifications and representations and giving necessary assurances; complying with all representations, covenants and assurances contained in certificates or agreements to be prepared by Bond Counsel; to pay to the United States of America any required amounts representing rebates of investment income relating to the Bonds Being Defeased; filing forms, statements and supporting documents as may be required under the federal tax laws; limiting the term of and yield on investments made with moneys relating to the Bonds Being Defeased; and limiting the use of the proceeds of the transfer of funds.

Section 8. Severability. If any section, paragraph, subdivision, sentence, clause or phrase of this Resolution is for any reason held to be illegal or unenforceable, such decision will not affect the validity of the remaining portions of this Resolution. The Governing Board hereby declares that this Resolution would have been enacted and each and every other section, paragraph, subdivision, sentence, clause or phrase hereof and authorized the transfer of funds and defeasance and redemption of the Bonds Being Defeased pursuant hereto irrespective of the fact that any one or more sections, paragraphs, subdivisions, sentences, clauses or phrases of this Resolution may be held illegal, invalid or unenforceable.

Section 9. **Ratification of Actions.** All actions of the officials and agents of the District, and, as applicable, the Depository Trustee, which are in conformity with the purposes and intent of this Resolution and in furtherance of the transfer, prepayment, defeasance and redemption of the Bonds Being Defeased as contemplated by this Resolution, shall be and are hereby ratified, confirmed and approved. The proper officials and agents of the District, and, as applicable, the Depository Trustee, are hereby authorized and directed to do all such acts and things and to execute and deliver all such documents as may be necessary to carry out the terms and intent of this Resolution.

Section 10. **Waiver of Inconsistency.** All orders, resolutions and ordinances or parts thereof inconsistent herewith are hereby waived to the extent only of such inconsistency. This waiver shall not be construed as reviving any order, resolution or ordinance of any part thereof.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED, ADOPTED AND APPROVED by the Governing Board of the Yavapai County Community College of Yavapai County, Arizona, on October 9, 2018.

**YAVAPAI COUNTY COMMUNITY
COLLEGE DISTRICT OF YAVAPAI
COUNTY, ARIZONA**

Ray Sigafoos, Chair of the Board

ATTEST:

Steve Irwin, Secretary, Governing Board,
Yavapai County Community College of
Yavapai County, Arizona

APPROVED AS TO FORM:

Timothy A. Stratton, Bond Counsel

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2018-03

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 \$4,400,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 9th day of October, 2018.

Mr. Ray Sigafos, Board Chair

ATTEST:

Mr. Steve Irwin, Board Secretary

Presenter : Ray Sigafoos

Start Time : 3:08 PM

Item No : 26

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 : 3:08 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/3/2018

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 : At the September District Governing Board meeting, the Board requested further review of the 4.6 President Emeritus/a Status.

Attachments :

Title	Created	Filename
Proposed admendment to Emeritus staus policy.pdf	Oct 03, 2018	Proposed admendment to Emeritus staus policy.pdf

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

Presenter : Ray Sigafoos

Start Time : 3:13 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/3/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.3.3.2	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.	561994
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
3.5.5.1	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.	560682

Description : Consideration of Revisions to Governance Process Policies 3.3.3.2 - Interaction with Public, Press, or other Entities; 3.5.2.2 - Outside Parties; and 3.5.5.1 - Board Spokesperson - MONITORING, DISCUSSION, AND/OR DECISION

Details : At the September District Governing Board meeting, the Board requested legal counsel to prepare proposed revisions to policies 3.3.3.2; 3.5.2.2; and 3.5.5.1 for the Board's review in October.

Attachments :

Title	Created	Filename
Yavapai College Policy Revision Proposal.pdf	Oct 03, 2018	Yavapai College Policy Revision Proposal.pdf

Policy 3.3.3.2 Interaction with Public, Press, or other Entities.

Board members' interaction members may share their personal views on College or Board issues with the public, press, or other entities, but in doing so, they must recognize the same limitation and the similar and acknowledge that unless they are authorized by these governance policies or the Board, they do not and cannot speak for the entire Board. inability of any Board members or Board members to speak for the Board.

Policy 3.5.2.2 Outside Parties

The Chair shall represent the Board to outside parties in announcing Board-stated positions and in have the authority to publicly state stating Chair decisions and interpretations within the areas delegated to her or him.

Policy 3.5.5.1 Board Spokesperson

The Spokesperson is the formal conduit for the Board and is responsible for communicating Board decisions as the Board representative with the public and the media—newspaper, radio, television, etc. When acting in his or her official capacity as the Board Spokesperson, 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.

Presenter : Ray Sigafoos

Start Time : 3:18 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/19/2018

Item Type : Monitoring & Decision

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

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

Details :

1.1 Education Ends

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

1.1.1 Job Seekers Ends

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

1.1.2 Transfer Student Ends

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

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.1 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

- If for Interpretation:

We have read the President's Monitoring Report regarding Policy 1.1 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 1.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that includes a new interpretation.

or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.1 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 1.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Report 1.1.pdf	Oct 03, 2018	Report 1.1.pdf
Report 1.1.1.pdf	Oct 03, 2018	Report 1.1.1.pdf
Report 1.1.2.pdf	Oct 03, 2018	Report 1.1.2.pdf
Report 1.1.3.pdf	Oct 03, 2018	Report 1.1.3.pdf
1.1 Compilation.pdf	Oct 04, 2018	1.1 Compilation.pdf

**President's Preliminary Monitoring Report
End Statement 1.1 Education Ends
October 2018**

End Statement:

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

President's Interpretation:

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

Supporting Evidence:

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

Yavapai College annual tuition proves to be affordable ranking within the lower half of the Arizona community colleges in cost and 29% lower than the national community college average cost. When compared to the Arizona four-year universities, Yavapai College tuition is 78% lower in cost.

The College served an average of 457 Adult Basic Education (ABE) students per year over the past five years with 78% working towards a GED and 22% focused on English language learning. There has been an average of 55 GED completers each year from the ABE program over the past five years¹.

A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in Arizona Community Colleges Strategic Vision Report² and the federal Integrated Postsecondary Educational Data Survey³. Retention measures link directly to Board End 1.1. Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 59% for the fall 2016 cohort (source IPEDS). Eighty-nine percent of YC's 2014 Credential-Seeking Cohort (excluding those who transferred and/or earned a degree or certificate) persisted to spring 2015, and 73%

of them returned the following fall. YC's retention rates are substantially higher than the 53% reported as a national comparison, in part because the national figure is not limited to credential-seekers. In 2014, the testing for GED was substantially changed nationally. This is reflected in a significant drop in pass rates and the Yavapai results mirror the national drop.



Source:

¹ABE Program Federal Compliance Data

²Arizona Community Colleges Strategic Vision Report: Yavapai College 2017

³Integrated Postsecondary Educational Data Survey, 2006 – 2015

Status and Plans:

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

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

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

1. Accreditation –

Yavapai College's Fire Science program hosted a reaccreditation visit by the International Fire Service Accreditation Congress (IFSAC) in spring 2018. The Fire Science program will receive the results of the visit after their accreditor's November 2018 meeting.

In 2018-2019, YC's Automotive program is seeking accreditation by the National Institute for Automotive Service Excellence (ASE).

In 2018, the Yavapai College Police department began the process of becoming accredited by the International Association of Campus Law Enforcement Administrators (IACLEA). The initial accreditation process can take up to two years to complete.

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

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



ACEN Letter August
2017.pdf



Nursing
Certificate.pdf

The College's Emergency Medical Services program successfully completed its CoAEMSP reaccreditation in fall 2017.



EMS Award
Letter.pdf

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

2. Strategic Plan – Yavapai College engages in strategic planning to assure that the College is forward looking in serving our students and community needs. Planning is guided by the District Governing Board's End Statements and the College mission. 2017-2018 highlights of strategic actions and projects include:

Student Success (SS)

- Pathways (SS)
 - Developed First Year Academy
 - Revamped new student orientation
 - Updated Student Success Course
 - Provide tuition freeze and priority registration benefits to First Year Academy members

- Implemented Salesforce software to integrate information from different departments and improve communication across the student lifecycle from prospect to graduate.
 - Aligned high school to YC pathways with Arizona Agribusiness and Equine College Prep (AAEC), Chino Valley, Mingus Union, and Ash Fork high schools.
 - Developed outcome and milestone metrics to measure the effectiveness of Pathways.
- The Program Review Committee completed the redesign work for a new comprehensive review model that connects student learning assessment, program demand information, and program performance.
 - All academic departments and occupational programs will now be reviewed comprehensively once every three years, followed by annual program reviews to report on progress. The first third of programs will be reviewed in 2018-19.

Engaged Community (EC)

- Student Development's direct communications with students (phone calls and targeted emails) helped Yavapai College to be one of the few community Colleges in the State or U.S. to experience enrollment growth in 2017-2018. .
- In 2017-2018, Marketing contracted with TWG Marketing to design collateral marketing kits to include one for the general College and six for the academic schools.
- An RFP for the website design was published at the end of 2017-2018. The goal is to develop the new site in the Fall 2018 semester and launch the new website in January 2019.
- A new Roughrider logo replacing the rider on the horse was selected and is the new official logo.



Fiscal Stewardship (FS)

- Building 15 renovations completed
- Remodel of PV Center (FS).

- The College has adopted the Net Asset Value (NAV) to measure the quality of YC's facilities. The NAV is replacing the Facilities Condition Index (FCI) measure. The NAV is a truer measure and more common benchmark among higher education institutions. YC's latest NAV is 86%, which puts the College in the top quartile.
- Budget transparency (FS)
 - Budget Website <http://www.yc.edu/budget>
 - Faculty Budget/Compensation Meetings
 - Open Forums, Division Meetings with VP of Finance and Budget Director
 - Campus Master Plan/Capital Projects Priority survey conducted
- The Yavapai Promise, free tuition pilot program, was launched in spring 2018. The pilot is available to all County residents who earned a GED in 2016 or 2017 and meet Arizona state residency requirements. The YC Promise is a last dollar program that covers all tuition and fees. Participants are required to meet with an academic advisor and register for six or more credit hours in a degree or certificate program.

<https://www.yc.edu/v5content/public-information/sub/promise.htm>

3. Community Education

- Integration between for-credit and community education continues to be developed. 2017-2018 Courses Include:
 - Beginning Spanish
 - Drawing I
 - Oil/Acrylic Painting I
 - Portraiture I
 - Print Making I
 - Equine Riding Methods
 - Horticulture I
 - Horticulture II

Key Performance Indicators (KPI's):

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

Red = Poor

Yellow = Caution

Green = Good

Blue = Excellent

Education

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

EDUCATION KPI



Social and Cultural

The Social and Cultural key performance indicator (KPI) is a composite measure of 3 important cultural indicators. The core indicators include personal enrichment courses (community education, OLLI, ABE, FEC, and personal interest credit), cultural, and athletic events. Social and Cultural trends are attached.

SOCIAL & CULTURAL KPI



Education KPI
Trends.docx



Social and Cultural
KPI Trends.docx

President's Conclusion: I report compliance.

**President's Preliminary Monitoring Report
End Statement 1.1.1 Job Seekers Ends
October 2018**

End Statement:

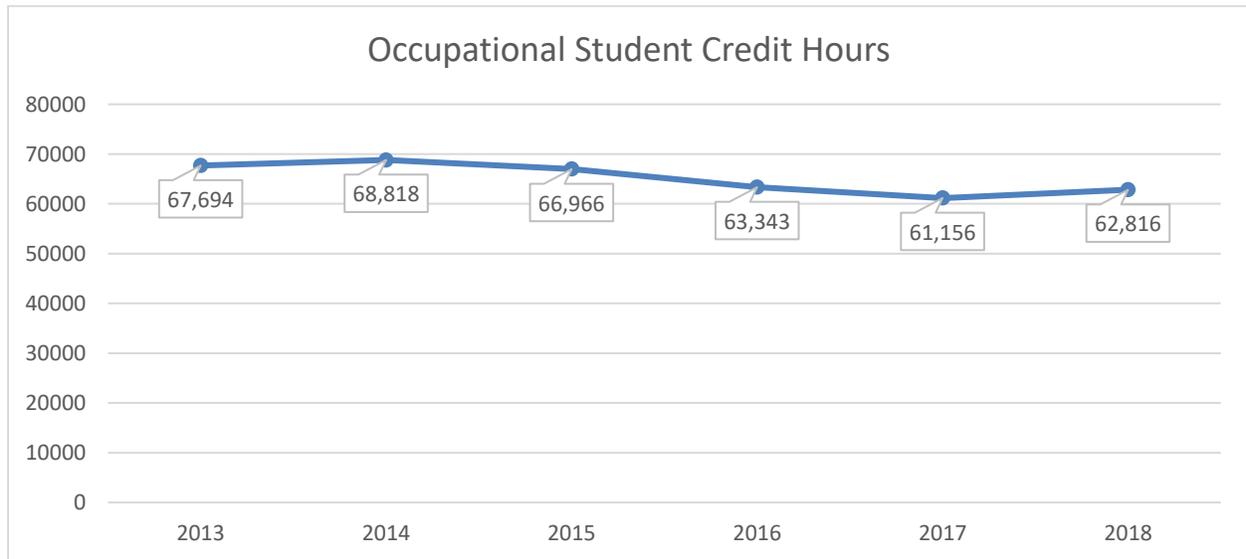
1.1.1 Job Seekers have the qualifications, skills, and abilities to succeed.

President's Interpretation:

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

Supporting Evidence:

Career and Technical students' success measures tie directly to Board End 1.1.1. The four-year compound annual growth rate is 1% for Yavapai College career and technical awards. Nationally and at the state level, career program graduate trends have been negative over the same period. A strong economy and low unemployment rates have had a negative impact on YC career and technical enrollments. Still, Yavapai College enjoys strong partnerships with Career Technology Education Districts within the county, as such, area High School students are afforded earlier (dual and concurrent enrollment) and increased opportunities to attain qualifications, skills, and abilities in technical fields. While overall credit enrollment has trended down in recent years, Career and Technical areas have fluctuated averaging 65,132 student credit hours for the past five years.



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

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ¹ (2017)	91%	87%	88%
First-time pass rate for Radiological Tech license ² (2017)	100%	86%	85%
Pass rate for third-party industry certification ³ (2013-14) (most recent data available)	100%	83%	89%

In addition to program-specific Advisory Boards, the YC Regional Economic Development Center regularly meets with current and potential employers, and regional economic development organizations to address workforce needs in the County.

Sources:

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

²American Registry of Radiologic Licensure Examination (ARRT) 8-15-17

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

Compilation of AAS and Certificate Completers at Yavapai College:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Associate of Applied Science ⁴	290	265	275	285	241
Certificates ⁴	760	794	895	930	838
Total	1050	1059	1170	1215	1079

The following programs had greater than 90% job placement.

Agriculture Technology Mgt
Equine Practitioner
Nursing

Early Childhood Education
Law Enforcement & Corrections
Paralegal Studies



2013-2018 Graduate
by Program Summary



2011-2017-statewide-
nclex-results.pdf

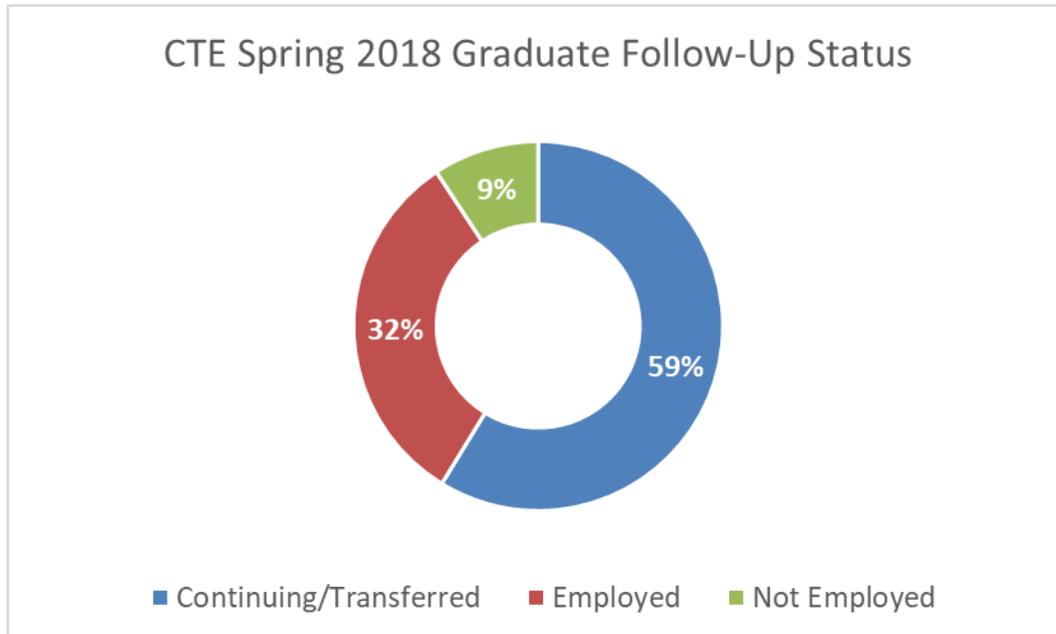


ARRT 2017 Cohort
ExamResultsReport.ppt



% Occupational
Earning Industry Cred

Overall, 91% of spring 2018 Associate of Applied Science and Certificate recipients were continuing their education or employed within three months of graduation.



Based on community requests, a construction program planning initiative took place in Spring 2018. Building contractors and other interested people were brought together to determine their needs and commitment for a program. Construction classes have begun at the Chino site in the Fall 2018 semester and will begin in cooperation with VACTE in Spring 2019 at their site.

Strategic Planning and End Statement 1.1.1

The College's 2015-2020 Strategic Plan addresses End Statement 1.1.1 in strategic initiative 2, Economic Responsiveness. In 2017-2018, YC completed and made significant progress on strategic initiative actions related to job seekers. Completed actions include:

- The Regional Economic Development Center (REDC) developed a for-profit model suite of economic services and analytic reports for local governments, economic developers, and businesses. Initial fee-based reports and services include: 2.A.1.1
 - **Economy Overview** (community specific)
 - Population trends and future projections
 - Top 20 jobs by industry
 - Average earnings by industry
 - Unemployment by industry
 - Regional education program completions

- Gross regional product
- Region exports
- Region imports

- **Industry Overview** (industry and community specific)
 - Jobs, forecasted job growth
 - Industry wages
 - Location quotient
 - Industry comparison
 - Shift share
 - Industry rank
 - Occupations employed by industry
 - Demographics for those employed in industry
 - In-region purchases and imported purchases
 - Top regional business with business specific data

- **Occupation Overview** (occupation and community specific)
 - Jobs, forecasted job growth
 - Wages
 - Annual openings and replacement jobs
 - Entry-level education required
 - Work experience required
 - Job posting analytics
 - Location quotient
 - Shift share
 - Occupation comparison
 - Transferable skills jobs
 - Demographics for those employed in industry
 - Industries employing occupation
 - Top regional business employing occupation

- **Demographics Overview** (community specific)
 - Population trends and forecast
 - Household characteristics
 - Age, gender, and race group population and forecast
 - Citizenship
 - Languages spoken
 - Housing by tenure
 - Household income characteristics
 - Travel time to work
 - Educational attainment
 - Employment characteristics

- **Housing and Cost of Living** (community specific)
 - Housing by occupancy
 - Housing by tenure

- Housing by vacancy type
 - Occupied housing structures
 - Housing by home value
 - Housing by mortgage status
 - Housing rent value
 - Housing by year built
 - Cost of living housing
 - Cost of living groceries
 - Cost of living utilities
 - Cost of living transportation
 - Cost of living health
 - Cost of living comparisons
- For the following services/products are more studies than reports and the fees will be market-based and market rates.
 - Supply Chain Analysis
 - Economic Impact Studies
 - Feasibility Studies
 - Labor Studies
 - Strategic Planning Consulting
 - REDC continues to sit on local economic development boards, and partners with cities, chambers of commerce, economic developers, and business leaders to facilitate regional development.
 - 2017-18 REDC highlights. Support of RESA partnership
 - Recruitment of Aviation Aeronautics
 - Sedona Chamber of Commerce, Tourism Economic Impact
 - Supply Chain and Economic Analysis in support of the Verde Valley Economic Development strategic plan

President's Conclusion:

I report compliance.

**President’s Preliminary Monitoring Report
End Statement 1.1.2 Students Ends
October 2018**

End Statement:

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

President’s Interpretation:

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

Supporting Evidence:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The following is based on the most recent complete academic year data (2017-18) where available. YC students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.98¹. Comparing Yavapai College transfer students’ first year GPA (3.09) to the National Community College Benchmark cohort places YC transfer students in the 75th percentile. As reported in the Arizona Community College 2017 Outcomes report, the transfer rate of Yavapai College students (credential-seeking cohort) to universities was 27%, which is higher than the national average of 25%². Seventy-one percent of YC 2012-13 full-time transfer students to in-state public universities completed a bachelor’s degree within four years².

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Associate Degrees ³	279	300	290	248	236
Arizona General Education Certificates ³	299	272	280	242	191
Average first-year grade point average (GPA) at transfer institutions ⁴	3.12	3.19	3.08	3.09	NA

Further comparison of YC transfer students’ GPA in their junior academic year to the AZ statewide junior average and native freshmen university students resulted in the following⁴:

- Yavapai College Junior Year GPA: 3.11
- Other AZ Community Colleges Junior GPA: 2.96
- Native University students – Junior Year GPA: 3.06



Sources:

¹National Community College Benchmark Project, 2018 Final Report
²AZ Community Colleges 2017 Outcomes Report (pages 7, 8)
³Office of Institutional Effectiveness and Research, 2018
⁴Arizona State System for Information on Student Transfer (ASSIST), 2018

President’s Conclusion: I report compliance.

**President’s Preliminary Monitoring Report
End Statement 1.1.3 Lifelong Learners Ends
October 2018**

End Statement:

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

President’s Interpretation:

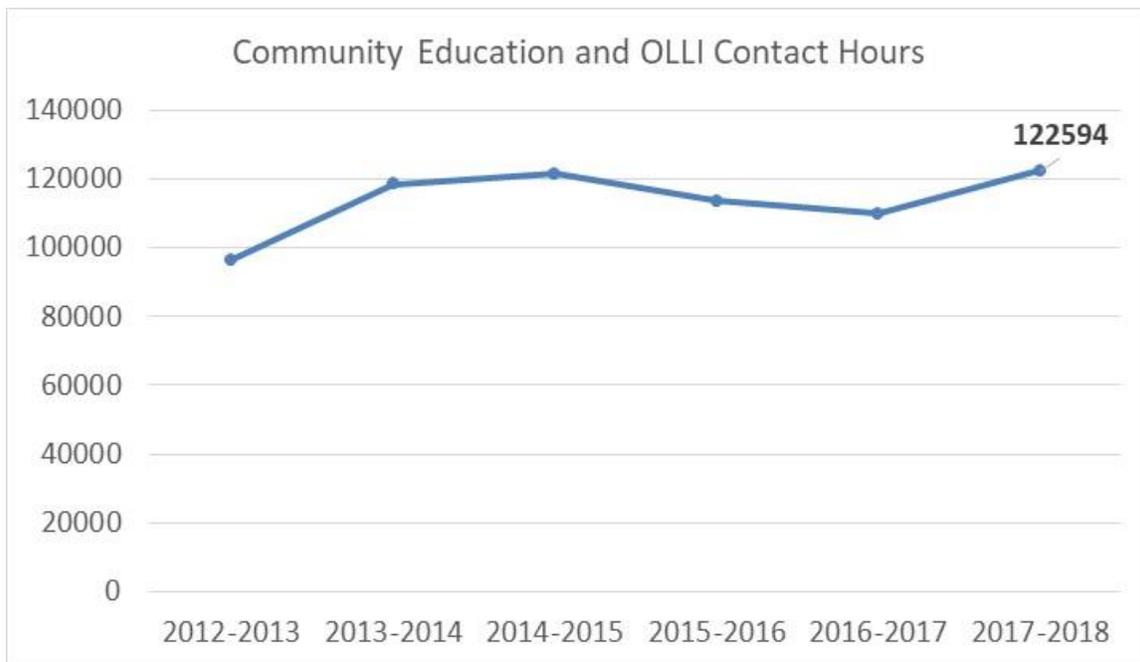
1.1.3 Yavapai College will provide credit and non-credit courses and programs for personal enrichment and interest.

Supporting Evidence:

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

The Division of Lifelong Learning’s student contact hours reached a record 122,594 for FY 2017-2018.

Community Education Non-Credit and OLLI contact hour enrollments have a five-year compound annual growth rate of 5% between 2012-2013 and 2017-2018.



Sources: Office of Institutional Effectiveness and Research, Division of Lifelong Learning enrollment

Data reported by the National Community College Benchmark Project shows YC’s non-credit student penetration rate ranks in the top 20 percentile for public community colleges. The 2016-2017 national non-credit student penetration value median is less than 1% (.71%) and YC reports more than double.

Non-credit student penetration rate = $\frac{\text{Total non-credit enrollment (OLLI, Cont. Ed, College for Kids, etc.)}}{\text{Total Yavapai County Adult population (18+)}}$

National Community College Benchmark Report, 2018

Form 14A: Market Penetration Students (AY 2016-2017)	Reported Value	%Rank
Non-Credit Student Penetration Rate	2.29%	80%

Division of Lifelong Learning Statistics, 2014-2018, Unduplicated Head Counts

West County

Community Education & College for Kids	Unduplicated Students Served				
	2013/14	2014/15	2015/16	2016/17	2017/18
Community Education	1560	1575	1500	1526	1197
College for Kids (Prescott Campus)	243	248	289	296	253
Edventures	189	317	336	408	306
Osher Life Long Learning Institute	1151	1203	971	1120	1027
Totals	3143	3343	3096	3350	2783

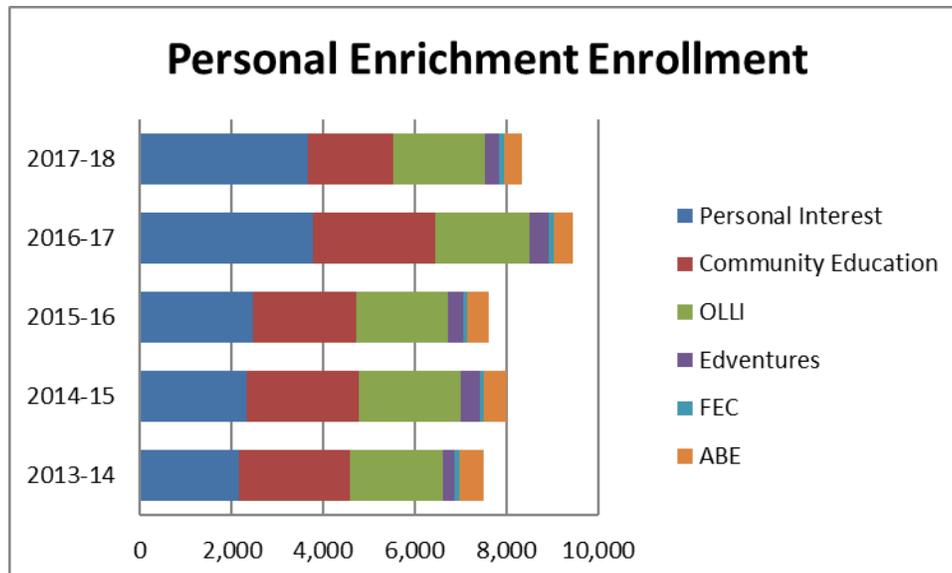
East County

Community Education & College for Kids	Unduplicated Students Served				
	2013/14	2014/15	2015/16	2016/17	2017/18
Community Education	81	281	459	461	247
College for Kids (Verde Campus)				376	184
Osher Life Long Learning	870	1005	1030	959	971
Totals	951	1286	1489	1796	1402

District Totals	4094	4629	4585	5146	4185
------------------------	-------------	-------------	-------------	-------------	-------------

Sources: Office of Institutional Effectiveness and Research, Division of Lifelong Learning enrollment

In 2017-18, there were 3,654 personal interest students registered in credit courses. Examining fall credit enrollment, personal interest students make up 15% of YC’s credit students. 2017-18 Community Education and Personal Enrichment enrollments were the second highest in YC’s history.



Sources: Office of Institutional Effectiveness and Research

President’s Conclusion: I report compliance.

Presidential Monitoring Worksheet for Ends Policies

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

Policies: 1.1 – Education Ends; 1.1.1 – Job Seekers Ends; 1.1.2 – Transfer Student Ends; 1.1.3 – Lifelong Learners Ends

Compilation - October 2018

1.1 Education Ends	Students achieve their educational goals at an affordable price. This is the first priority.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 3
Comments/Remarks:		
<p style="color: purple;">McCarver: The data show strong retention and completion numbers, demonstrating that students are achieving their educational goals. KPI's are strong as well.</p>		
1.1.1 Job Seekers Ends	Job seekers have the qualifications, skills, and abilities to succeed.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 5	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks:		
<p style="color: purple;">McCarver: Industry exam pass rates are very high, demonstrating that job seekers have the qualifications, skills and abilities to succeed in their field of choice. 90% + job placement rate is excellent.</p>		

1.1.2 Transfer Student Ends	Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 5	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: Transfer student's first year GPA is very strong, as well as transfer student's Junior year GPA, demonstrating that our students are successful when they transfer to another institution. 4 year graduation rate is also strong.		
1.1.3 Lifelong Learners Ends	Lifelong learners have access to a variety of learning opportunities.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 5	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: Community Ed and OLLI enrolment is increasing. Personal interest enrollment is at 15%. These numbers reflect a growing interest in life-long learning, and the college's ability to provide those services.		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:23 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.3	With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to the College's fiscal integrity or public image. Further, without limiting the scope of the above statements by the following list, the President shall not:	764173
2.3.1	Promise or imply guaranteed employment.	764174
2.3.2	Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.	764175

Description : Receipt of President's Monitoring Report - Executive Limitation 2.3 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION

Details :

2.3 Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to the College's fiscal integrity or public image.

Further, without limiting the scope of the above statements by the following list, the President shall not:

2.3.1 Employment

Promise or imply guaranteed employment.

2.3.2 Market Compensation

Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3 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 2.3 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 2.3 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 2.3 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 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 2.3 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 2.3 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 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 3.pdf	Oct 03, 2018	Report 2 3.pdf
2.3 Compensation and Benefits Compilation.pdf	Oct 04, 2018	2.3 Compensation and Benefits Compilation.pdf

Monitoring Report
Executive Limitations 2.3 – Compensation and Benefits
October 2018

Executive Limitations 2.3 – Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, **the President shall not cause or allow jeopardy to the College's fiscal integrity or public image.**

President's Interpretation:

The college is a service business, and the quality of our services is largely dependent on the people providing those services, whether they are employees, contractors, or volunteers. For that reason, the College has implemented a variety of policies which help ensure we are utilizing best practices to hire qualified people and provide them with market competitive compensation.

Supporting Evidence:

Related to Strategic Plan

In the Fall of 2015, the College implemented a five-year Strategic Plan which supports the **District Governing Board's Ends Statements to improve academic excellence, economic development, and cultural and social enrichment at a justifiable cost.** The President's interpretation and supporting evidence of Executive Limitation 2.3 and its sub-components are directly sustained by the Strategic Initiative **"Organizational Development"**.

Policies to Guide Desired Behaviors

Yavapai College Policy 2.29 outlines our employment philosophy which is to hire and retain those **candidates who "best fulfill the needs of the College and of the learning community."** The policy also outlines the best practice due diligence process utilized by the College to find the candidates who best fulfill the stated needs.

Similarly per Yavapai College Policy 2.17, **"Yavapai College is committed to providing total compensation, including salary and benefits, that enable the College to attract, retain, and motivate skilled, talented, and diverse employees."** Further evidence will be presented in 2.3.2 below.

The hiring of contractors and consultants is governed by Yavapai College Policy 7.02 which outlines the expectation that consulting services are purchased in a manner which demonstrates sound fiscal stewardship on behalf of our various stakeholders and fair compensation to our suppliers. In accordance with Arizona best practices, procedures substantially follow the rules and regulations of the Arizona State Procurement Code. If a procurement involves the expenditure of federal assistance or contract monies, the College complies with federal law and regulations.

The use of volunteers in the college is governed by Yavapai College Policy 2.30 which states that volunteers do not receive compensation or employee benefits for the services they contribute to the College.

Executive Limitations 2.3.1 – Employment

Further, without limiting the scope of the above statements by the following list, the President shall not: Promise or imply guaranteed employment

President’s Interpretation:

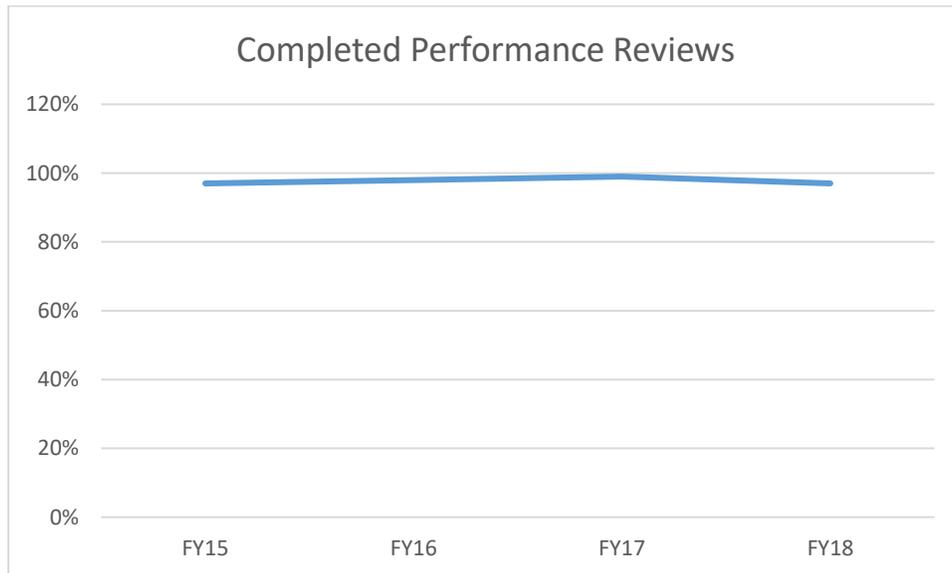
All College employees are valued members of our community and the campus environment will be safe, respectful and fair (see Executive Limitations 2.1). The individual positions that each employee holds are to be consistently evaluated not only to **monitor the employees’ job performance, but also the continued need for such positions to support the Board’s Ends**. As such, no employment is to be viewed as guaranteed or permanent.

For volunteers, policy 2.30 **states volunteers are “at will” and there is no guarantee of employment**.

Supporting Evidence:

Performance Review

Supervisors provide feedback to employees throughout the year which includes a written evaluation at least annually. This evaluation provides full time employees with feedback in seven different categories in addition to an overall performance assessment of Exceeds Expectations, Meets Expectations, or Needs Improvement. As part of this process, the supervisor and employee set goals for the upcoming year which support the needs of the department, the Strategic Plan of the College, and/or **the employee’s individual development needs**. Per Human Resource records, 97% of reviews were completed and submitted for FY 2018. Employees who are **“Not Meeting” expectations do not receive a raise for that year**. In cases of ongoing or extreme poor performance, the College uses progressive disciplinary steps up to and including separation.



Yavapai College policy, process, training, and forms can be found at:
<https://www.yc.edu/v5content/policies/docs/200hr/204-performance.pdf>
<https://www.yc.edu/v5content/human-resources/performance/default.htm>

Position Review

As employees leave the organization, we treat this as an opportunity to critically evaluate the need for the vacant position. We assess the need for the work which was being performed, and opportunities to re-engineer processes or automate. We also estimate the relative value of filling this position compared to fulfilling another unmet need in the District. Over the past 9 years, the College has averaged over 3% (\$1,000,000) per year in reallocated funds, which primarily consist of reallocated positions.

Executive Limitations 2.3.2 – Market Comparison

Further, without limiting the scope of the above statements by the following list, the President shall not: Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

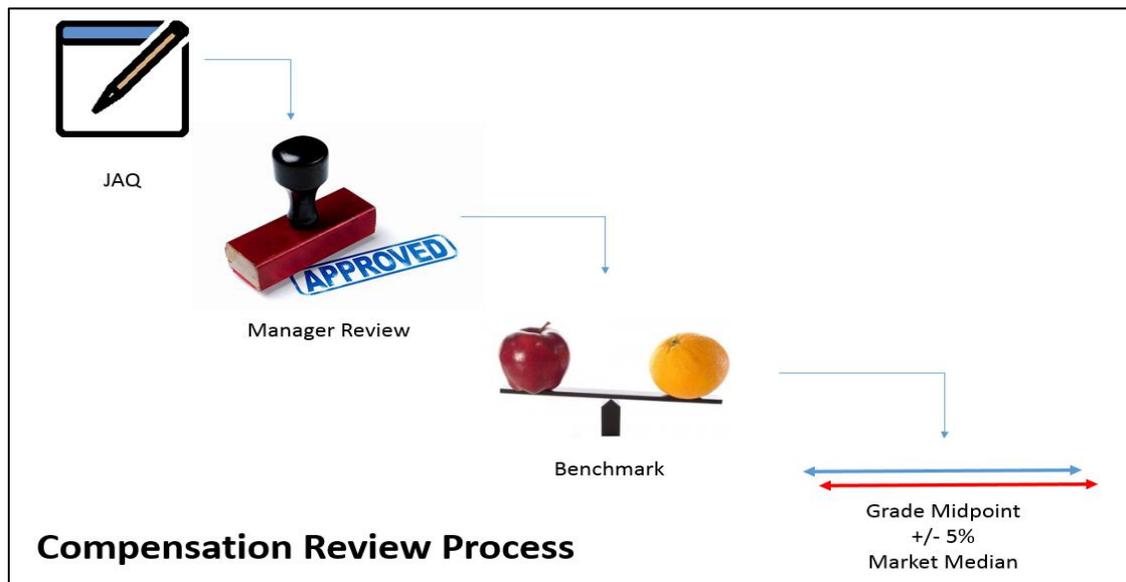
President’s Interpretation:

Compensation and benefits for all positions are to be reviewed on a regular schedule for market competitiveness and internal equity in an effort to recruit and retain quality employees. Employment policies and practices must fulfill legal requirements, be consistent with general Yavapai College policies, and be guided by current best practices in human resource development.

Supporting Evidence:

Compensation Review

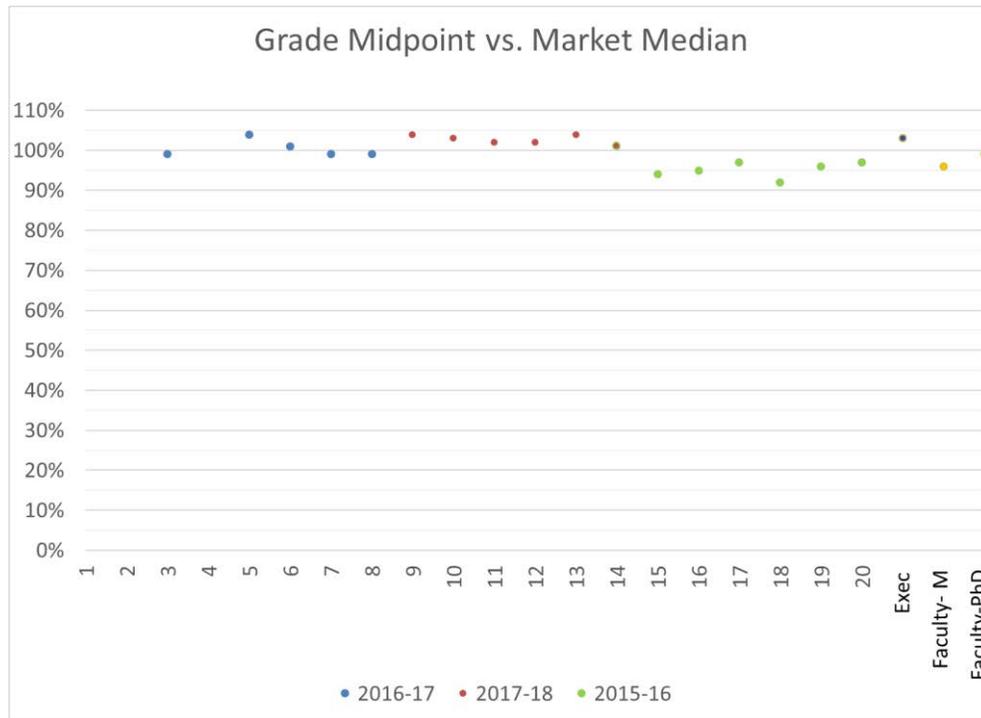
To ensure market-competitive salaries, the College has adopted a three-year review cycle. Each year, the Human Resources staff reviews roughly 1/3 of the positions, using a Job Analysis Questionnaire (JAQ) in which individual employees update their duties and responsibilities. After **the JAQ is approved by the employee’s supervisor, the compensation analyst benchmarks the position against the appropriate market data to ensure it is placed in the appropriate YC compensation grade, with the goal of placing positions in a grade whose midpoint is within 5% of the market median for that position.** See Compensation Process Diagram below.



The following chart demonstrates the results of the three-year compensation review cycle. Yavapai College positions are placed in grades whose midpoints average 99% of the market medians relevant to those positions.

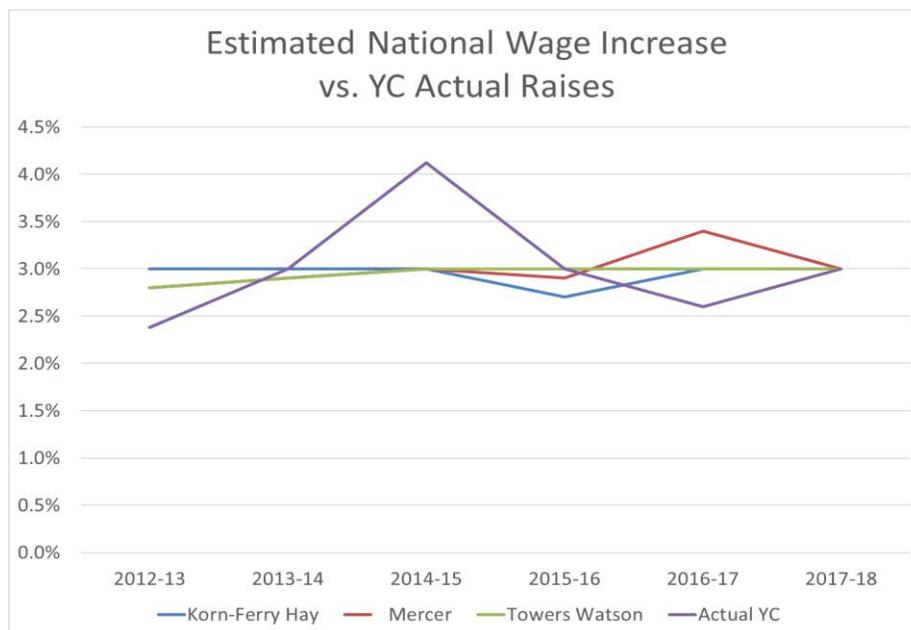
Once Human Resources has verified that positions are placed in the correct grade, they analyze whether individual employees are progressing appropriately within their respective grades, so as to ensure both internal and external equity.

As part of our annual review process, the grades and compensation of 30 staff positions encompassing 128 full time staff were reviewed. Twenty-seven staff employees received pay adjustments.



In addition to the position market analyses, the College researches and evaluates benchmark data in order to make annual compensation recommendations to the Board. The College uses a variety of sources including CUPA, Mercer, Korn-Ferry, and Tower-Watson. The benchmarking results are shown below.

When interpreting the chart, it is important to recall that 2.6% of the YC raises in two of the past five years have been due to an increase in hours worked—real increases in hourly wages have averaged 1.5%.



Employee Benefits

The College is self-insured through our membership in the Yavapai Combined Trust. The College offers a competitive benefits package which is listed and described on our benefits website:

<http://www.yc.edu/v5content/human-resources/benefits.htm>

The College conducts regular market comparisons for employee benefits as seen in the CUPA-HR Employee Healthcare and Other Benefits Survey. YC benefits are comparable to market, as is demonstrated in the table below.

Yavapai College Benefits		
Benchmark Report vs. CUPA 2017 (358 colleges)		
	<u>Yavapai College</u>	<u>National Colleges</u>
1. Medical		
a. Health	Offers PPO, HMO, HDHP	84% PPO, 37% HMO, 62% HDHP
b. Dental	Yes	94% offer Dental
c. Vision	Yes	78% offer Vision
d. Retiree Coverage (<65)	No	50% (53% subsidize premium)
e. Part-Time Employee	No	37% (90% subsidize premium)
f. Domestic Partner	No	73% same sex, 51% opposite sex (some subsidize)
g. Health Flex Savings	Yes	97%
h. On-campus medical	No	25% (and 42% charge fee)
i. Formal Wellness Program	Yes	59%
2. Paid Time Off	53 Days	53 Days*
3. Other		
a. Dependent Care Flex	Yes	98%
b. On-campus fitness	Yes	88%
c. Life Insurance	Yes	99%*
d. Short term disability	Yes	65%*
e. Long term disability	Yes	97%*
f. Tuition assistance	Yes	96%*
g. Childcare benefits	Yes	19% (30% subsidize 30%)*
h. Retirement	Yes	98%*
i. 403(b)	Yes	98%*
j. 457(b)	Yes	94%*

*2016 CUPA Survey



President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3 – Compensation and Benefits

Compilation - October 2018

Executive Limitation 2.3	<p>Compensation and Benefits With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not cause or allow jeopardy to the College’s fiscal integrity or public image.</p> <p>Further, without limiting the scope of the above statements by the following list, the President shall not:</p>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		
Executive Limitation 2.3.1	<p>Employment Promise or imply guaranteed employment.</p>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		
Executive Limitation 2.3.2	<p>Market Compensation Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.</p>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO

Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:27 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring Item

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

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

Details : The Board will review the compilation of their self-evaluation of Board - President Linkage Policy 4.2 Accountability of the President.

Attachments :

Title	Created	Filename
4.2 Compilation Evaluate.pdf	Oct 04, 2018	4.2 Compilation Evaluate.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.2 Accountability of the President
 Compilation - October 2018

4.2 Accountability of the President	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	1	
Some of the time		
Rarely		
Never		

4.2.1 Delegation of Employment Contract Authority	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
4.2.2 President Performance	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	

District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.2 Accountability of the President
 Compilation - October 2018

Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	3	
Some of the time		
Rarely		
Never		

4.2.3 Other Staff Performance	The Board shall not evaluate, either formally or informally, any staff other than the President.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:31 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/19/2018

Item Type : Monitoring & Decision

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

Description : Receipt of Content Review of Board - President Linkage Policy 4.3
Delegation to the President - MONITORING, DISCUSSION, AND/OR
DECISION

Details : The Board performed the biennial content review for Policy 4.3 -
Delegation to the President. A compilation of the members' policy
assessment and suggested edits to the policy is attached for
consideration.

Attachments :

Title	Created	Filename
Review 4.3 Compilation.pdf	Oct 04, 2018	Review 4.3 Compilation.pdf

District Governing Board Policy **Review**
 Review of Board-President Linkage Policies
 Policy 4.3 Delegation to the President
Compilation - October 2018

4.3 Delegation to the President	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.	
	Accordingly:	
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	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
4.3.1 Ends Policies	The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.	
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	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
4.3.2 Executive Limitations Policies	The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more	

District Governing Board Policy **Review**
Review of Board-President Linkage Policies
Policy 4.3 Delegation to the President
Compilation - October 2018

	defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.	
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	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
4.3.3 President's Authority	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	
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	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
4.3.4 Change in Policies	The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President's choices.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?

District Governing Board Policy **Review**
 Review of Board-President Linkage Policies
 Policy 4.3 Delegation to the President
Compilation - October 2018

Yes	4	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		
No	3	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:35 PM

Item No : 33

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 : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:35 PM

Item No : 34

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 : The Board will discuss proposed dates and places of future meetings for the District Governing Board.

Attachments :

Title	Created	Filename
FY18-19- Proposed Dates and Places of Future Meetings.pdf	Oct 03, 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 : 3:38 PM

Item No : 35

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