



**Regular Board Meeting  
Agenda Summary  
District Governing Board Regular Meeting  
Tuesday, November 13, 2018  
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	780175
2	Call to Order - PROCEDURAL	1	1:00 PM	780176
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	780177
4	Welcome to Guests and Staff and Remembrance of Jim Messerschmitt - PROCEDURAL	2	1:02 PM	780178
5	Approval of District Governing Board October 9, 2018 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	780179
6	Adoption of Agenda - DECISION	1	1:07 PM	780180
7	INFORMATION - HEADING	0	1:08 PM	810450
8	Recognition of Board Member, Dr. Connie Harris For Her Valued Service - INFORMATION AND/OR DISCUSSION	5	1:08 PM	810451
9	OWNERSHIP LINKAGE - HEADING	0	1:13 PM	780181
10	Open Call - PROCEDURAL	15	1:13 PM	780182

Item No.	Item	Time Req.	Start Time	Ref No.
11	MONITORING REPORT - HEADING	0	1:28 PM	780183
12	October Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	1:28 PM	780184
13	CONSENT AGENDA - HEADING	0	1:38 PM	780185
14	Receipt of Report on Revenues and Expenditures - Month of October 2018 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:38 PM	780186
15	POLICY - HEADING	5	1:39 PM	810433
16	For Consideration for Approval of the Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College a for a Bachelor Degree Agreement - RECEIPT, DISCUSSION AND/OR DECISION	2	1:44 PM	810244
17	INFORMATION (CONTINUED) - HEADING	0	1:46 PM	780190
18	Sabbatical Reports From Dr. Michael Davis and Josh Schmidt - INFORMATION AND/OR DISCUSSION	30	1:46 PM	780191
19	SHORT RECESS - PROCEDURAL	5	2:16 PM	807696
20	Information from the President to Include 50th Anniversary Celebrations; Veterans Celebration; Economic Summit; College Policy Naming of Facilities Update; Arizona Foster Care Report; Yavapai Combined Trust Quarterly Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Management News; and Other Related information - INFORMATION AND/OR DISCUSSION	20	2:21 PM	780193
21	Update from Instruction and Student Development to Include Faculty Senate Update; Student Ambassador Report; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION	20	2:41 PM	780194
22	SHORT RECESS - PROCEDURAL	10	3:01 PM	780192
23	MONITORING REPORTS (CONTINUED) - HEADING	0	3:11 PM	780196
24	Receipt of the President's Monitoring Report - Ends Statement 1 - MONITORING, DISCUSSION, AND/OR DECISION	5	3:11 PM	780197
25	Receipt of President's Monitoring Report - Ends Statement - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION	5	3:16 PM	780198
26	Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION	5	3:21 PM	780199
27	Receipt of President's Monitoring Report - Executive Limitation 2.7 - Legislative Delegation Restrictions - MONITORING, DISCUSSION, AND/OR DECISION	4	3:26 PM	780209
28	Content Review of Board - President Linkage Policy 4.1 Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION	4	3:30 PM	781834
29	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:34 PM	780200

Item No.	Item	Time Req.	Start Time	Ref No.
30	Update on Presidential Search - INFORMATION, DISCUSSION AND/OR DECISION.	10	3:34 PM	783596
31	Report from the Association of Community College Trustees (ACCT) Leadership Congress - INFORMATION AND/OR DISCUSSION	5	3:44 PM	780210
32	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION, DISCUSSION, AND/OR DECISION	5	3:49 PM	780201
33	OTHER INFORMATION - HEADING	0	3:54 PM	780202
34	Recognition of Dr. Wills and Consideration for President/Emeritus/a Status for her Distinguished Service to Yavapai College and the Community - DISCUSSION AND/OR DECISION	15	3:54 PM	794734
35	District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	1	4:09 PM	780204
36	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:10 PM	780208

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 1:00 PM	<b>Item No :</b> 1
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 0	
<b>Proposed :</b> 4/20/2018	<b>Item Type :</b> 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

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 1:00 PM	<b>Item No :</b> 2
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 1	
<b>Proposed :</b> 4/20/2018	<b>Item Type :</b> Procedure Item	

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**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 4/20/2018

**Item Type :** Procedure Item

Policy No.	Description	Ref No
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**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 4/20/2018

**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 and Remembrance of Jim Messerschmitt - PROCEDURAL

**Details :** Chair Sigafoos will welcome guests and staff and remember Jim Messerschmitt, friend and supporter of Yavapai College.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:04 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 4/20/2018

**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 District Governing Board October 9, 2018 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions, motions made and approved by the District Governing Board at the October 9, 2018 Regular District Governing Board Meeting . As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes - Oct92018.pdf	Oct 16, 2018	Unapproved Regular Meeting Minutes - Oct92018.pdf



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.

#### **11. INFORMATUION - HEADING**

##### **12. Sabbatical Report From Jason Whitesitt - INFORMATION AND/OR DISCUSSION** (refer to PowerPoint)

Jason Whitesitt, School of Arts and Humanities, was awarded a sabbatical during the Fall 2017 semester to complete a novel and assist in growing and managing a creative writing program at the Verde Valley Campus.

The sabbatical presentation included a presentation on the writing process, a brief excerpt of the book, and an explanation of how the project has shaped his teaching.

#### **13. CONSENT AGENDA – HEADING**

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

##### **14. Receipt of Report on Revenues and Expenditures – Month of September 2018 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 19-27)

##### **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** (refer to Board agenda, pgs. 28-33)

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.

#### **16. INFORMATION - HEADING - CONTINUED**

##### **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** (refer to Board agenda, pgs. 35-59)

Dr. Penny Wills reported 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 Faculty and Elaine Farrar, Art Faculty
- 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 – On October 7, 2018 Dr. Wills received the 2018 Entrepreneurial President of the Year Award from National Association of Community College Entrepreneurship (NACCE).

##### **18. Information from Instruction and Student Development to Include Faculty Senate, Guided Pathways, and Grant - INFORMATION AND/OR DISCUSSION**

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

- Faculty Senate Update - Dr. Matt Percy presented information on faculty efforts with the College's Shared Governance policy and decision matrix.
- Guided Pathways Update – Dr. Liss presented an update on the new student drop policy, First Year Academy, and enrollment rates.

- Partnership for Success Project – Yavapai College recently received a \$1m grant over five years to assist students with mental health and substance abuse prevention.

#### **19. SHORT RECESS - PROCEDURAL**

Meeting recessed at 2:18 p.m.; reconvened at 2:29 p.m.

#### **20. OWNERSHIP LINKAGE - HEADING**

**21. 2018-2019 Ownership Linkage Plan – INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 61-62)

The Board discussed the 2018-2019 Ownership Linkage Plan as it relates to the communication strategy to:

- o Support Ownership Linkage by improving and increasing the communication outlay.
- o Create and manage open communication opportunities with the College owners.
- o Educate owners, and expand their knowledge and understanding of ownership issues.
- o Report back to owners on their input and the College's performance.

The Board's communication will include the District Governing Board Annual Report and Community Outreach Newsletters (bi-annual)

**22. Presidential Search Update - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 63-64)

Dr. McCarver, Presidential Search Chair, and Dr. Connie Harris, Board Member, reported on the progress of the Presidential Search and timeline.

**23. Reports from Board Liaisons – Board Spokesperson; Arizona Association Of Community College Trustees (AACCT); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Board Spokesperson – no report.
- Arizona Association for Community College Trustees (AACCT) – Members McCasland and Harris reported that AACCT will be hosting an Arizona Trustee breakfast on October 26, 2018 during the AACCT Annual Leadership Congress.
- Yavapai College Foundation - Member McCarver reported that the September 12<sup>th</sup> meeting was cancelled and the next meeting will be on October 10<sup>th</sup>.

#### **24. POLICY - HEADING**

**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** (refer to Board agenda pgs. 66-72 and Bond Prepayment handout)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, provided a proposal to setup a depository trust agreement to repay the General Obligation Bonds.

Member Irwin moved, seconded by Member Harris, to approve Resolution 2018-02: Defeasance of General Obligation Refunding Bonds and Resolution 2018-03: Capital Accumulation Account Contribution. Motion carried unanimously. (Harris, Irwin, McCasland, McCarver, Sigafoos voting in favor).

Member Irwin moved, seconded by Member Harris, to approve Resolution 2018-03: Capital Accumulation Account Contribution. Motion carried unanimously. (Harris, Irwin, McCasland, McCarver, Sigafoos voting in favor).

#### **26. MONITORING REPORTS (CONTINUED)– HEADING**

**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. 74-75)

Member Harris moved, seconded by Member McCasland, to adopt the proposed Board-President Linkage Policy 4.6 with a change to Authority to Confer - #3 to remove wording after Board. The motion carried unanimously (Irwin, Harris, McCarver, McCasland, Sigafoos voting in favor).

**28. Receipt of Content Review of Governance Process Policies 3.3.3.2; 3.5.2.2; and 3.5.5.1 - Delegation to President - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 76-77)

Member Irwin moved, seconded by Member McCarver, to adopt the revised Governance Process Policies 3.3.3.2; 3.5.2.2; 3.5.5.1 as proposed. The motion carried unanimously (Irwin, Harris, McCarver,



**Presenter :** Ray Sigafoos                      **Start Time :** 1:07 PM                      **Item No :** 6  
**Proposed By :** Ray Sigafoos                      **Time Req :** 1  
**Proposed :** 4/20/2018                      **Item Type :** Decision Item

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

**Description :** Adoption of Agenda - DECISION

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos                      **Start Time :** 1:08 PM                      **Item No :** 7  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 11/9/2018                      **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 :** 1:08 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 11/9/2018

**Item Type :** Information Item

Policy No.	Description	Ref No
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**Description :** Recognition of Board Member, Dr. Connie Harris For Her Valued Service - INFORMATION AND/OR DISCUSSION

**Details :** The Board will recognize the valued years of service by Dr. Connie Harris.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:13 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 4/20/2018

**Item Type :** Heading

Policy No.	Description	Ref No
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**Description :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:13 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 4/20/2018

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 4/20/2018

**Item Type :** Heading

Policy No.	Description	Ref No
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**Description :** MONITORING REPORT - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 4/20/2018

**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 :** October 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 October 9, 2018 meeting, the Board completed the assessment for that meeting. Staff compiled the results.

**Attachments :**

Title	Created	Filename
Oct Monthly Eval Compilation.pdf	Oct 10, 2018	Oct Monthly Eval Compilation.pdf

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

Compilation for Month of: October 2018

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
	<b>4</b>	Board focused on administrative/internal operations
	<b>4</b>	Board involved in making decisions in areas already delegated to CEO
	<b>4</b>	Decisions without considering ownership input, or led by a few vocal owners
	<b>4</b>	Decisions without whole Board input, or led by a few vocal members
	<b>4</b>	Board automatically approving decisions of individuals or committees without due consideration
	<b>4</b>	Board focused on present and/or past
	<b>4</b>	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.		<b>3</b>	<b>1</b>	
The Board's behavior demonstrates that its constituency is the entire county.	<b>1</b>	<b>1</b>	<b>2</b>	
Board members operate ethically and without conflicts of interest.		<b>2</b>	<b>2</b>	
Board decisions are made with the goal of supporting student learning and student success.		<b>2</b>	<b>2</b>	
<b>What is the most important thing the Board could do to improve our function as a board?</b> <b>McCasland: Be ready for change.</b>				

**Presenter :** Ray Sigafoos

**Start Time :** 1:38 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 4/20/2018

**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 :** 1:38 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 4/20/2018

**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 October 2018 - RECEIPT, DISCUSSION AND/OR DECISION

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

Included is the financial update report highlighting the status of several key financial indicators.

The report of Revenues and Expenditures for the fourth month of Fiscal Year 2018-2019 ending October 31, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - October 2018 in Nov.pdf	Nov 09, 2018	Financial Update - October 2018 in Nov.pdf
YCFS October 2018 - Governing Board Budget Report.pdf	Nov 09, 2018	YCFS October 2018 - Governing Board Budget Report.pdf
YCFS October 2018_Summary.pdf	Nov 09, 2018	YCFS October 2018_Summary.pdf

# YAVAPAI COLLEGE

## FINANCIAL UPDATE

October 2018

### FY2017-2018 Close and Audit

- The year-end close for FY2017-18 is planned for November 2018.
- The auditors began 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 Four Months Ended October 31, 2018  
Fiscal Year 2018-2019**

**District Governing Board**

**Fiscal Year 2018-19 Budget:**

**\$ 252,200**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 11,193	\$ 21,992	\$ 33,185
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	11,649	-	11,649
Connie Harris	Travel	614	-	614
Deborah McCasland	Travel	1,322	-	1,322
HF Group LLC	Binding	138	-	138
Karen Jones	Travel	50	-	50
Osborn Maledon PA	Legal Counsel	8,760	28,740	37,500
Ourboardroom Technologies	Software Maintenance	5,750	5,750	11,500
Penelope Wills	Travel	1,752	-	1,752
Ray Sigafos	Travel	1,532	-	1,532
Robin Layton	Public Relations	1,300	-	1,300
Ron Liss	Travel	381	-	381
Scott Farnsworth	Travel	581	-	581
Sodexo Inc.	Food Supplies	729	5,271	6,000
Steve Irwin	Travel	1,854	-	1,854
Supplies/Other	Various Vendors	221	-	221
Tania Sheldahl	Travel	444	-	444
YC Printing Services	Printing	752	-	752
				<u>116,136</u>
<b>Remaining Budget - October 31, 2018</b>				<b><u>\$ 136,064</u></b>

**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 October 31, 2018 - 33.33% of the Fiscal Year Complete**

**Fiscal Year 2018-2019**

**GENERAL 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>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 12,311,200		\$ 12,311,200	\$ 37,119,200	33.2%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	8,092,375		8,092,375	11,355,000	71.3%	11,355,000	-
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	(570,000)	-
State Appropriations	294,950		294,950	589,900	50.0%	589,900	-
Other Revenues	130,604		130,604	483,000	27.0%	483,000	-
Interest Income	11,245		11,245	60,000	18.7%	60,000	-
Fund Balance Applied to Budget	666,667		666,667	2,000,000	33.3%	2,000,000	-
General Fund Transfer Out	(1,512,733)		(1,512,733)	(4,538,200)	33.3%	(4,538,200)	-
<b>TOTAL REVENUES</b>	<b>19,994,308</b>		<b>19,994,308</b>	<b>46,348,900</b>	<b>43.1%</b>	<b>46,348,900</b>	<b>-</b>

	<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>
<b>EXPENDITURES (Note 1):</b>								
Instruction	\$ 5,202,225	\$ 6,907,741	\$ 6,758,477	\$ 5,351,489	\$ 18,476,900	29.0%	\$ 18,384,515	\$ (92,346)
Academic Support	1,563,052	1,821,087	1,766,245	1,617,894	4,743,000	34.1%	4,719,285	(23,715)
Institutional Support	3,724,180	4,309,100	3,611,905	4,421,375	9,683,000	45.7%	9,586,170	(96,830)
Student Services	1,809,957	2,278,875	2,117,243	1,971,589	5,828,000	33.8%	5,769,720	(58,280)
Operation/Maintenance of Plant	2,007,376	2,298,868	1,985,661	2,320,583	6,552,000	35.4%	6,486,480	(65,520)
Scholarships	403,177	18,102	-	421,279	880,000	47.9%	880,000	-
Public Service	77,768	175,097	175,097	77,768	186,000	41.8%	186,000	-
<b>TOTAL EXPENDITURES</b>	<b>14,787,735</b>	<b>17,808,870</b>	<b>16,414,628</b>	<b>16,181,977</b>	<b>46,348,900</b>	<b>34.9%</b>	<b>46,012,170</b>	<b>(336,691)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 3,812,331</b>	<b>\$ -</b>			

**COMMENTS:**

Second quarter State Aid was received in October 2018.

Tuition and Fees revenues above budget due to fall 2018 and some of spring 2019 tuition payments being recorded. This will even out over the next few months.

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

Scholarships at 47.9% of budget due to Fall 2018 financial aid awards being made.

The Budget currently has a surplus of \$3,812,331.

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

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended October 31, 2018 - 33.33% 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>
<b>REVENUES:</b>					
Federal Grants and Contracts	\$ 4,273,289		\$ 4,273,289	\$ 11,122,000	38.4%
State Grants and Contracts	53,674		53,674	214,200	25.1%
Private Gifts, Grants and Contracts	333,564		333,564	894,000	37.3%
Proposition 301 Funds	344,156		344,156	715,000	48.1%
State Appropriation - STEM Workforce	349,500		349,500	699,000	50.0%
Fund Balance Applied to Budget	66,667		66,667	200,000	33.3%
Reimbursement Due	66,853		66,853	N/A	N/A
<b>TOTAL REVENUES</b>	<b>5,487,703</b>		<b>5,487,703</b>	<b>13,844,200</b>	<b>39.6%</b>

	<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>
<b>EXPENDITURES (Note 1):</b>						
Instruction	\$ 592,341	\$ 446,312	\$ 354,921	\$ 683,732	\$ 3,104,500	22.0%
Student Services	370,068	400,227	394,602	375,693	1,304,600	28.8%
Scholarships	4,125,278	-	-	4,125,278	9,293,300	44.4%
Public Service	41,760	29,556	29,556	41,760	141,800	29.4%
<b>TOTAL EXPENDITURES</b>	<b>5,129,447</b>	<b>876,095</b>	<b>779,079</b>	<b>5,226,463</b>	<b>13,844,200</b>	<b>37.8%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 261,240</b>		

**COMMENTS:**

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

Second quarter STEM Workforce appropriation was received in October 2018.

Scholarships at 44.4% 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 October 31, 2018 - 33.33% 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>
<b>REVENUES:</b>							
<b>Auxiliary Enterprises</b>							
Residence Halls and Summer Conferences	\$ 1,136,499		\$ 1,136,499	\$ 1,267,700	89.7%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	72,012		72,012	185,000	38.9%	185,000	-
Food Services Sales	9,346		9,346	33,000	28.3%	33,000	-
Vending	4,950		4,950	40,000	12.4%	40,000	-
Edventures	313,774		313,774	335,000	93.7%	335,000	-
Winery - Tasting Room	60,184		60,184	204,600	29.4%	204,600	-
Family Enrichment Center	195,632		195,632	584,300	33.5%	584,300	-
<b>Public Services</b>							
Community Events	203,230		203,230	598,400	34.0%	598,400	-
<b>Other Revenues</b>							
Yavapai College Foundation	123,391		123,391	342,800	36.0%	342,800	-
Other	118,444		118,444	362,100	32.7%	362,100	-
Fund Balance Applied to Budget	33,333		33,333	100,000	33.3%	100,000	-
General Fund Transfer In	366,900		366,900	1,100,700	33.3%	1,100,700	-
Auxiliary Fund Transfer Out	(133,867)		(133,867)	(401,600)	33.3%	(401,600)	-
<b>TOTAL REVENUES</b>	<b>2,503,828</b>		<b>2,503,828</b>	<b>4,752,000</b>	<b>52.7%</b>	<b>4,752,000</b>	<b>-</b>

	<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>
<b>EXPENDITURES (Note 1):</b>								
Instruction	\$ 87,945	\$ 20,975	\$ -	\$ 108,920	\$ 235,200	46.3%	\$ 235,200	\$ -
Student Services	224,106	238,515	209,359	253,262	713,900	35.5%	713,900	-
Auxiliary Enterprises	661,554	442,339	344,924	758,969	1,644,200	46.2%	1,644,200	-
Public Service	336,237	344,514	278,677	402,074	849,700	47.3%	849,700	-
Facilities & Administrative Allocation Expense	403,000	-	-	403,000	1,209,000	33.3%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	100,000	-
<b>TOTAL EXPENDITURES</b>	<b>1,712,842</b>	<b>1,046,343</b>	<b>832,960</b>	<b>1,926,225</b>	<b>4,752,000</b>	<b>40.5%</b>	<b>4,752,000</b>	<b>-</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 577,603</b>	<b>\$ -</b>			

**COMMENTS:**

Residence Halls and Summer Conferences revenues are above budget due to fall 2018 and some of spring 2019 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 \$577,603.

**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 October 31, 2018 - 33.33% 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>
<b>REVENUES:</b>					
Primary Property Taxes	\$ 2,849,184		\$ 2,849,184	\$ 8,590,500	33.2%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	6,575		6,575	30,000	21.9%
Other	22,320		22,320	20,000	111.6%
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%
<b>TOTAL REVENUES</b>	<b>9,370,779</b>		<b>9,370,779</b>	<b>15,088,200</b>	<b>62.1%</b>

	<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>
<b>EXPENDITURES (Note 1):</b>						
Preventative Maintenance	\$ 1,172,596	\$ 2,724,192	\$ -	\$ 3,896,788	\$ 3,974,000	98.1%
Unplanned Maintenance	25,668	52,262	-	77,930	250,000	31.2%
Capital Improvement Projects	686,848	3,610,433	-	4,297,281	3,623,000	118.6%
Equipment	755,704	575,068	-	1,330,772	2,242,500	59.3%
Furniture and Fixtures	32,115	12,750	-	44,865	250,000	2.0%
Library Books	21,853	40,834	-	62,687	98,700	25.1%
Contributions to Plant Fund	4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency	-	-	-	-	250,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>7,094,784</b>	<b>7,015,539</b>	<b>-</b>	<b>14,110,323</b>	<b>15,088,200</b>	<b>93.5%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>(4,739,544)</b>	<b>-</b>	

**COMMENTS:**

The Budget currently has a deficit of \$4,739,544 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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



**Presenter :** Ray Sigafoos

**Start Time :** 1:39 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 11/8/2018

**Item Type :** Policy & Decision

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 :** POLICY - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:44 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 11/2/2018

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3	<p>The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:</p> <ul style="list-style-type: none"> <li>a) Ownership Linkage;</li> <li>b) Policy Development;</li> <li>c) Monitoring of President Performance;</li> <li>d) Fulfillment of items that are: <ul style="list-style-type: none"> <li>1) Procedural,</li> <li>2) For Information Only, and</li> <li>3) For Board Education.</li> </ul> </li> </ul> <p>For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).</p>	560677

**Description :** For Consideration for Approval of the Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College a for a Bachelor Degree Agreement - RECEIPT, DISCUSSION AND/OR DECISION

**Details :** For consideration for approval of the Intergovernmental Agreement (IGA) between Arizona Board of Regents for and on behalf for Arizona State University (ASU) and Yavapai College for a Bachelor Degree Agreement. Yavapai College will continue to serve students seeking Associate degrees and certificates and the Collaboration will provide new options for students seeking bachelor's degrees from ASU pursuant to the terms of the IGA. The term of the agreement will continue for five years.

**Attachments :**

Title	Created	Filename
IGA - ASU Bachelor's at YC.pdf	Nov 07, 2018	IGA - ASU Bachelor's at YC.pdf

## INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (Agreement) is entered into as of January 1, 2019 (the Effective Date) by and between the Arizona Board of Regents for and on behalf of Arizona State University (ASU), and Yavapai County Community College District (the College). Each Party meets the definition of a “public agency” as set forth in Arizona Revised Statutes (ARS) § 11-951 and is authorized to enter into this Agreement pursuant to ARS § 11-952.

### PURPOSE

- A. ASU and the College (the Parties) desire to set forth how they will collaborate to provide, at the College’s campus, classes necessary for students to earn Bachelor’s degrees from ASU (the Collaboration).
- B. This collaboration is designed to meet two goals aligned with the Parties’ and the State of Arizona’s missions of increasing attainment of postsecondary degrees while reducing students’ costs and time to degree completion.
- C. While the College will continue to serve students seeking Associate degrees and certificates at the College, the Collaboration will provide new options for students seeking bachelor’s degrees from ASU (Students). The Parties expect that both traditional learners and returning adults with jobs and perhaps families will benefit from the offerings contemplated by this Agreement.

### AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Classes and Degrees.** Commencing on the Effective Date, the Parties will take the actions set forth in this Agreement to enable ASU faculty to teach certain classes (the Classes) at the College so that Students may earn certain ASU Bachelor’s degrees (the Degrees), which Degrees are listed on Exhibit A. The Parties may revise and update Exhibit A (as well as all other Exhibits) from time to time by mutual written agreement.
2. **Obligations of ASU.** During the Term, ASU will perform and provide the following, at its cost and expense:
  - 2.1 Provide, pay, and employ faculty to teach the Classes.
  - 2.2 Consult with the College regarding candidates for faculty positions for each Class.
  - 2.3 Admit and enroll Students for the Degrees and the Classes.
  - 2.4 Provide Student academic advising.
  - 2.5 Establish tuition and fees for the Classes.
  - 2.6 Collect tuition and fees from each Student.
  - 2.7 Provide each Student with an ASU identification card.
  - 2.8 Maintain all necessary accreditations.
  - 2.9 Remit to the College, on or before the final day of each ASU Session during which a Class is taught, \$51 per enrolled Student credit hour; each payment to include a report in form substantially similar to the example on Exhibit B, Payment Report. Class enrollment is determined as of the 21<sup>st</sup> calendar day of each ASU Session.

2.10 Handle Student registration, records, and transcripts.

2.11 Process Student financial aid.

2.12 Class and Degree curriculum development and scheduling.

2.13 Administrative oversight of Students and ASU employees.

2.14 Ensure ASU employees follow all of the College's premises use and access policies and rules, as applicable, regarding, for example, smoking, weapons, key usage, parking, and traffic.

2.15 Maintain all Class and administrative spaces provided to ASU by the College (the Premises) in good condition, subject to normal wear and tear.

2.16 Provide the College notice of any damage to, or defective condition on, the Premises, including plumbing, electrical, heating, air-conditioning or other systems serving, located in, or passing through the Premises.

2.17 Market the Classes and Degrees in the local College community.

**3. Obligations of the College.** During the Term, the College will perform and provide the following, at its cost and expense:

3.1 Provide to ASU access (including keys) to the Premises. This includes exclusive access to a furnished office, as well as non-exclusive access to all common areas, buildings, and classrooms, as reasonably necessary.

3.2 Ensure ASU is able to reasonably conduct its business within the Premises without undue disturbance.

3.3 Treat Students as if they were students enrolled at the College; this includes providing Students with the same access and amenities (such as technology support, Wi-Fi, and library and computer lab access) that the College provides to its own students, except as may be specifically described in this Agreement or on Exhibit C.

3.4 Provide ASU employees access to copying, printing, telecommunications, and general office equipment and support (this excludes the provision of the College staff time and support).

3.5 Provide parking for ASU employees and Students.

3.6 Maintain the Premises in reasonably good condition, and respond promptly to ASU requests for repairs and maintenance.

3.7 Provide custodial services to the Premises.

3.8 Provide electricity appropriate to office functions and lighting, heating/ventilation/air conditioning, water, and campus mail service (excluding postage) during reasonable and usual hours.

3.9 Provide technology support to ASU employees and Students to the same extent that the College provides such support to its own employees and students.

3.10 Communicate with its students and the local community that the Degrees are being offered in cooperation with ASU.

- 3.11 Offer necessary courses to prepare its students to qualify to enter the Degree programs.
- 3.12 Assist with advertising of the Collaboration and Degree programs.
- 3.13 Assist ASU with scheduling of Classes and the identification of appropriate classrooms.
- 3.14 Assist ASU academic units with finding appropriate faculty to teach Classes.
- 3.15 Stock needed Class textbooks and other courseware in the College bookstore.
- 3.16 Provide reasonable Class supplies.
- 3.17 Monitor progress and Enrollment in Degree programs, and discuss any problems or issues with ASU's Liaisons (as defined below).

#### **4. Collaboration and Cooperation.**

- 4.1 The parties will work in good faith to collaborate and communicate regarding the Collaboration, to encourage Student success.
- 4.2 Each Party will appoint one or more liaisons (Liaisons) to facilitate the performance of its obligations under this Agreement and to coordinate with the other Party on all activities related to the Collaboration and the Classes. The initial Liaisons and their contact information are set forth on Exhibit D. The Parties may change or update Liaison information consistent with the Notice provisions in this Agreement.
- 4.3 Each Party will, at the requesting Party's expense, do, execute, acknowledge, deliver, file and record, upon request of the other Party, all further acts, supplements, releases, consents, terminations, documents and other assurances reasonably necessary or advisable, in the reasonable judgment of the requesting Party, to further effect the purposes or to carry out or to enforce the terms and intent of this Agreement.

#### **5. Term and Termination.**

- 5.1 The term of this Agreement will commence on the Effective Date and continue for 5 years unless terminated sooner as provided herein (the Term).
- 5.2 Either Party may terminate this Agreement for any reason on 180 days advance written notice to the other Party, subject to the terminating Party's continuing compliance with its obligations under Section 5.5.
- 5.3 In accordance with ARS § 35-154, if sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may terminate this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by written agreement, modify this Agreement to reduce the obligations of the Parties.
- 5.4 This Agreement may be terminated pursuant to ARS § 38-511, the pertinent provisions of which are fully incorporated herein by reference.
- 5.5 Upon termination of this Agreement, the Parties will work together to effect an orderly transition and/or wind-down of the collaborative activities then in process in a manner that will enable all students participating to complete their courses then in process. Without prejudice to any other remedy for breach of this Agreement, upon termination of this Agreement, no Party will be released from any obligations that have accrued prior to the effective date of termination. All provisions of this Agreement that anticipate performance after the termination

of this Agreement, and all provisions necessary or appropriate to interpret and enforce such provisions, will survive termination of this Agreement.

5.6 The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, property and equipment furnished or purchased by ASU will be retained by ASU, and property and equipment furnished or purchased by the College will be retained by the College.

## **6. Promotion and Use of Marks.**

6.1 The Parties will develop, review and approve strategies for promoting the Collaboration, which may include, without limitation, joint press releases, internal College communications and social media communications. The Parties will discuss and agree on a marketing plan for the Collaboration. Neither Party will issue a press release, public statement or any other communication regarding this Agreement or the Collaboration without the prior input and consent of the other Party.

6.2 Neither Party will use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of the other Party (Marks) for any reason without the prior input and consent of the other Party. Any permitted use of a Party's Marks must comply with the owning Party's requirements, including using the ® indication of a registered trademark where applicable.

**7. Notices.** All notices, requests, demands and other communications hereunder will be given in writing to the Liaisons at the addresses set forth on Exhibit D, with a copy to the individuals named for notice on Exhibit D, and will be: (a) personally delivered; (b) sent via email or other electronic means; or (c) sent by commercial overnight courier service. If personally delivered, each communication will be deemed delivered upon actual receipt; if sent by electronic transmission, each communication will be deemed delivered the next business day after transmission, and sender will bear the burden of proof of delivery; if sent by overnight courier, each communication will be deemed delivered upon receipt as evidenced in writing. Either Party may change its address for notice by giving notice thereof in accordance with this Section.

## **8. Relationship of the Parties; Responsibility; Indemnification.**

8.1 Each Party is an independent contractor and is independent of the other Party. Under no circumstances will any employees of one Party be deemed the employees of the other Party for any purpose. This Agreement does not create a joint venture or agency relationship of any kind between the Parties. This Agreement does not create any fiduciary or other obligation between the Parties, except for those obligations expressly and specifically set forth herein. Neither Party will have any right, power, or authority under this Agreement to act as a legal representative of the other Party. Neither Party will have any power to obligate or bind the other or to make any representations, expressed or implied, on behalf of or in the name of the other Party in any manner or for any purpose whatsoever contrary to the provisions of this Agreement. Each Party is solely responsible for its own employees with regard to federal, state, or local tax withholding and other tax obligations, workers' compensation, social security, unemployment insurance and occupational safety and health administration requirements and other federal, state, and local laws.

8.2 Each Party will be responsible for the negligence, acts and omissions of its employees and agents when acting under such Party's direction and supervision. No person may bind ASU unless the person is an authorized signatory of ASU pursuant to Purchasing Manual Policy 202 (<https://ogc.asu.edu/contracts/contracts-authority>).

8.3 Each Party (as Indemnitor) will indemnify, defend, and hold harmless the other (Indemnitee) for, from, and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation, and litigation) for bodily injury or personal injury (including death), or

loss or damage to tangible or intangible property to the extent caused, or alleged to be caused, by (i) the negligent or willful acts or omissions of Indemnitor, or any of its officers, directors, members, managers, agents, employees, contractors or subcontractors; or (ii) failure of Indemnitor to comply with any applicable law, rule, or regulation.

**9. Student Records.** The Parties recognize that certain student educational records may be protected by the federal Family Educational Rights and Privacy Act and its implementing regulations (FERPA) (20 U.S.C. § 1232g). To the extent it obtains or has access to records that are subject to FERPA, each Party will comply with FERPA. To the extent the Collaboration requires or permits the Parties to access or release any student records of the other, for purposes of this Agreement only, each Party designates the other a “school official” under FERPA.

**10. Dispute Resolution.**

10.1 In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach, termination or validity thereof, the Parties will first attempt to resolve the matter over a period of at least 30 days before resorting to formal dispute resolution, except that equitable remedies may be sought immediately. The parties will consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both Parties.

10.2 As required by ARS § 12-1518, the Parties agree to make use of arbitration in disputes that are subject to mandatory arbitration pursuant to ARS § 12-133.

**11. General Terms and Conditions.**

11.1 In the performance of their duties and obligations under this Agreement, each Party will comply with all applicable laws, statutes, rules, regulations, standards and orders, and will act professionally and in good faith.

11.2 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes any prior agreement or understanding among or between them with respect to the subject matter of this Agreement. No other agreement, verbal or otherwise in relation to such matters, will be binding upon the Parties unless agreed to by the Parties in a writing signed by both Parties.

11.3 None of the provisions of this Agreement may be changed, waived, discharged or terminated, except by a document in writing signed by the Party against whom enforcement of the change, waiver, discharge or termination is sought.

11.4 Neither Party may assign its rights or delegate its duties to another without the prior written consent of the other Party. Nothing in this Agreement is intended to or will confer upon any other person, any right, benefit or remedy of any nature under or by reason of this Agreement.

11.5 Neither Party will be in default hereunder by reason of its delay in performing or failure to perform any of its obligations hereunder if such delay or failure is caused by or results from acts of terrorism, strikes, acts of God or the public enemy, riots, or interference by civil or military authorities.

11.6 Each Party will, at the requesting Party’s expense, do, execute, acknowledge, deliver, file and record, upon request of the other Party, all further acts, supplements, releases, consents, terminations, documents and other assurances reasonably necessary or advisable, in the reasonable judgment of the requesting Party, to further effect the purposes or to carry out or to enforce the terms and intent of this Agreement.

**12. State Required Provisions.**

12.1 The Parties will comply with all applicable laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act.

12.2 This Agreement will be construed under the laws of the State of Arizona. This Agreement is subject to all applicable State and Federal laws and regulations, and to the policies of the Arizona Board of Regents and ASU.

11.3 As required by ARS. § 41-4401, each Party warrants that it and its subcontractors comply fully with all applicable federal immigration laws and regulations that relate to their employees and their compliance with ARS § 23-214(A). A breach of this warranty will be a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement. Each Party retains the right to inspect the papers of any contractor or subcontractor employee who works hereunder to ensure that the contractor or subcontractor is complying with the above warranty.

11.4 To the extent required by ARS § 35-214, each Party will retain all records relating to this Agreement and will make those records available at all reasonable times for inspection and audit by the other Party or the Auditor General of the State of Arizona during the Term and for 5 years after the completion of this Agreement. The records will be provided to each Party at its address set forth on Exhibit D, or another location designated by a Party on reasonable notice to the other.

**13. Counterparts.** This Agreement may be signed in one or more counterparts, each of which will be deemed an original, but all of which taken together will constitute one and the same instrument, and photocopy, facsimile, electronic and other copies will have the same effect for all purposes as an ink-signed original.

IN WITNESS WHEREOF, the Parties have signed this Agreement to be effective as of the Effective Date.

**THE ARIZONA BOARD OF REGENTS FOR AND  
ON BEHALF OF ARIZONA STATE UNIVERSITY**

**YAVAPAI COUNTY COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Mark Searle  
Executive Vice President and University Provost

By: \_\_\_\_\_  
Raymond Sigafoos  
District Governing Board Chair

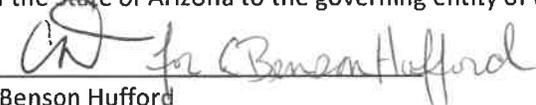
Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ASU Attorney Approval:** This Agreement has been reviewed pursuant to ARS § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to ASU.

By: \_\_\_\_\_  
Legal Counsel for ASU

**College Attorney Approval:** This Agreement has been reviewed pursuant to ARS § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the governing entity of the College.

By:   
C. Benson Hufford  
Legal Counsel for College

- Exhibit A – Degrees
- Exhibit B – Form of Payment Report
- Exhibit C – Excluded Student Amenities (if any)
- Exhibit D – Liaisons and Notice Addresses

**Exhibit A**  
**Degrees**

<b>Degree</b>	<b>Major</b>	<b>ASU College</b>
B.A.S.	Applied Science (Health Sciences)	College of Health Solutions
B.A.	Organizational Leadership	College of Integrative Sciences and Arts
B.A.S.	Applied Science (Applied Leadership)	College of Integrative Sciences and Arts
B.A.E.	Secondary Education	Mary Lou Fulton Teachers College

**Exhibit B  
Form of Payment Report**

This is an example calculation for student credit hours for Fall 2019 at ASU@Yavapai.

<b>Course</b>	<b>Number of Students</b>	<b>Credits for course</b>	<b>Number of Student Credit Hours (SCH)</b>
ENG 353	17	3	51
SED396	12	1	12
SED464	12	3	36
TEL311	12	3	36
SED496	10	1	10
RDG323	10	3	30
SED322	10	3	30
BLE404	10	3	30
<b>TOTAL</b>	<b>93</b>	<b>20</b>	<b>235</b>

235 student credit hours times \$51 per SCH would mean a reimbursement of \$11,985.

YC will invoice ASU based upon each semester's payment report. The invoice should be sent to:

Chelsea Tyrrell  
Executive Director, Provost Office Operations  
Office of the University Provost  
Arizona State University  
P.O. Box 877805  
Tempe, AZ 85287-7805  
[Chelsea.Matthews@asu.edu](mailto:Chelsea.Matthews@asu.edu)  
(480) 965-3209

**Exhibit C**  
**Excluded Student Amenities**

YC will treat ASU students as if they were students enrolled at the Community College. This includes providing students with the same access and amenities (such as technology support, Wi-Fi, and library and computer lab access) that the Community College provides to its own students, except as may be specifically described in this exhibit.

**Exhibit D**  
**Liaisons and Notice Addresses**

Notices will be sent to the following persons.

Administrative Liaisons

	<b>Name, Title</b>	<b>Mailing Address</b>	<b>Email</b>
For YC	Dr. Ron Liss Vice President for Instruction and Student Development	Yavapai College 1100 E. Sheldon St. Prescott, AZ 86301	Ron.liss@yc.edu
For ASU	Dr. Maria L. Hesse Vice Provost for Academic Partnerships	Arizona State University P.O. Box 872108 Tempe, AZ 85287-2108	Maria.hesse@asu.edu

Copies to:

	<b>Name, Title</b>	<b>Mailing Address</b>	<b>Email</b>
For YC	Dr. Clint Ewell Vice President for Finance and Administrative Services	Yavapai College 1100 E. Sheldon St. Prescott, AZ 86301	clint.ewell@yc.edu
For ASU	Karen Liepmann Associate General Counsel	Arizona State University P.O. Box 877405 Tempe, AZ 85287-7405	Karen.Liepmann@asu.edu

**Presenter :** Ray Sigafoos                      **Start Time :** 1:46 PM                      **Item No :** 17  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 4/20/2018                      **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 :** 1:46 PM                      **Item No :** 18  
**Proposed By :** Ray Sigafoos                      **Time Req :** 30  
**Proposed :** 4/20/2018                      **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 Reports From Dr. Michael Davis and Josh Schmidt - INFORMATION AND/OR DISCUSSION

**Details :** Dr. Michael Davis, Administration of Justice and Paralegal Studies, School of Social Sciences, was awarded a sabbatical during the Spring 2018 semester. He completed original research in the area of neuroscience and the Law. The article is entitled Reality on Trial: Folk Psychology, Superstition and the Illusion of Due Process. This research has been presented to multiple legal groups and has been incorporated into Yavapai College class AJS2878 Neuroscience and the Law.

Joshua Schmidt, School of Health and Wellness, was awarded a sabbatical during the Fall 2017 semester to pursue a second Master's Degree in Kinesiology in compliance with the Higher Learning Commission's credentialing standards.

**Attachments :**

Title	Created	Filename
Dr. Davis.pdf	Oct 24, 2018	Dr. Davis.pdf
Josh Schmidt Sabbatical.pdf	Nov 06, 2018	Josh Schmidt Sabbatical.pdf

# Sabbatical Research Presentation



Dr. Michael A. Davis  
Yavapai College

# Genesis

- I created only the second Law and Neuroscience class in the nation, first at a Community College (now everywhere).
- The impact of brain scans and neuroscientific research is directly impacting common assumptions of the criminal law.
- Led to original research during Spring, 2018 semester/sabbatical.

# Law Review Article

- *Reality on Trial: Folk Psychology, Superstition, and the Illusion of Due Process*
- *25,000 words*
- *232 footnotes*
- *Offers a novel theory to apply well-known science to reform of the criminal law.*

# Results

- Presentation to Arizona Public Defender Association Conference
- Presentation to Texas Criminal Defense Lawyers Association - Forensics Conference
- Under consideration for presentation at National Forensics Conference of NADCL
- Presentation to Arizona Justice Educator's Association
- Invited to write chapter section on Neuroscience and the Law for #1 best-selling Criminal Law text from Pearson Publishing
- Two webinars planned for AZ Supreme Court system
- Under consideration to be published in a Law Journal

# *Mens Rea*

- “Mens Rea refers to criminal intent. The literal translation from Latin is ‘guilty mind. . . .’ The prosecution typically must prove beyond reasonable doubt that the defendant committed the offense with a **culpable state of mind.**” Wex Legal Dictionary
- An “act” is not enough.

# Folk Psychology

- “Folk Psychology” is the traditional label given by legal commentators to describe our everyday sense of reality, that we are rational actors, imbued with **free will**, and capable of making informed and intentional choices. This definition of “reality” lies at the core of our criminal justice system.

# Unstated Assumption

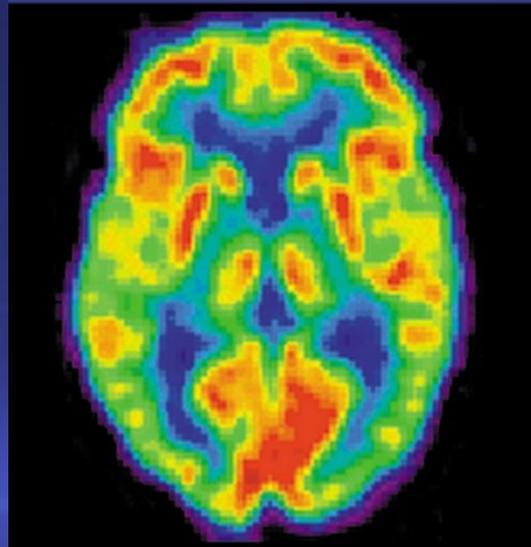
- That we are thus capable of intention, something more than just acting, i.e., we have free will, is assumed.
- **Never been formally adopted** by the law, neither King, legislature, or Court.
- Philosophers have debated, **Neuroscience resolves.**

# Imagine This



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# Which Produces This



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# Experiment

- Imagine you are in an fMRI machine.
- You have a clicker in each hand.
- At your leisure, you choose which clicker to push.
- **Right or Left?** Your choice.

# Free Will?

- 7 to 10 seconds before you “decide” which clicker to push, your brain has already chosen for you.
- Prior brain activity predicts the hand you seem to “choose.”

*Soon, et al, Unconscious determinants of free decisions in the human brain, 11 NAT NEUROSCI. 543 (2008).*

# It Gets Worse

- Same researchers tested an abstract decision (rather than movement) to do either addition or subtraction and found a **4 second delay**.
- **Soon, et al**, *Predicting free choice from abstract decisions*, 10 PNAS 6217 (2013)

# Unconscious Operating System

- “[These studies] seem to confirm that . . . **consciousness would be ‘informed’ of the fact** that a movement is going to occur and this would produce the subjective perception that the movement was decided voluntarily. . . .”

**Andrea Lavazzo**, *Free Will and Neuroscience: From Explaining Freedom Away to New Ways of Operationalizing and Measuring It*, 10 FRONT HUM NEUROSCI 262 (2016).

# How Can This Be?

- There is no accepted theory of Consciousness!
- “One question towers above all others in the life sciences: How does the set of processes we call mind emerge from the activity of the organ we call brain?”

*Antonio Damasio, Neuroscientist*

# Free Will Fails

- Free will, agency, intention, are all without scientific evidence.
- Despite the assumption of free will being widely held, there is no scientific evidence supporting it. In fact, there is much evidence that contradicts it.
- It is only the **ancient and unwritten assumption** by the law that saves it.

# Illusion

- “We can, however, recognize that **free will, as conceptualized by the folk psychology system, is an illusion** and structure our society accordingly by **rejecting retributivist legal principles that derive their intuitive force from this illusion.**”

**Joshua Greene & Jonathan Cohen**, *For the Law, Neuroscience Changes Nothing and Everything*, 359  
PHIL. TRANSACTIONS ROYAL SOC'Y LONDON B:  
BIOLOGICAL SCI. 1775, 1776 (2004). **Must Read.**

# Death of *Mens Rea*

- There is no evidence we have free will.
- The notion that a “guilty” mind is even possible, dies a painful death.

# “Broken Cars” Analogy

- Robert Sapolsky, Neuroscientist at Stanford University.
- When your car beaks down you take it to a mechanic; you don't blame it or punish it.
- If it is defective and unrepairable you remove it from the road for safety reasons, you don't beat it with a stick.

# To be Published

- *Reality on Trial: Folk Psychology, Superstition, and the Illusion of Due Process*
- Novel Thesis: The law requires that scientific theories be introduced by expert witnesses, based upon widely agreed-upon data. Folk Psychology cannot survive such a hearing since there is no scientific evidence of free will. Provides a practical litigation pathway to challenge present assumptions of the law.

# Sabbatical Report Fall 2018

Joshua Schmidt

Professor of Health, Physical Education, Recreation and Biology

# Road to Sabbatical

- ▶ In the fall of 2015 received information that HLC was changing credentialing standards to take effect in Fall of 2017
- ▶ **Spring 2016 Started track to new Master's Degree in Kinesiology**
  - ▶ Tracks in Corrective Exercise and Exercise Physiology Sports Performance
- ▶ Residency Requirement Fall of 2017
- ▶ Will complete program this spring of 2019
  - ▶ Total of 45 credit hours

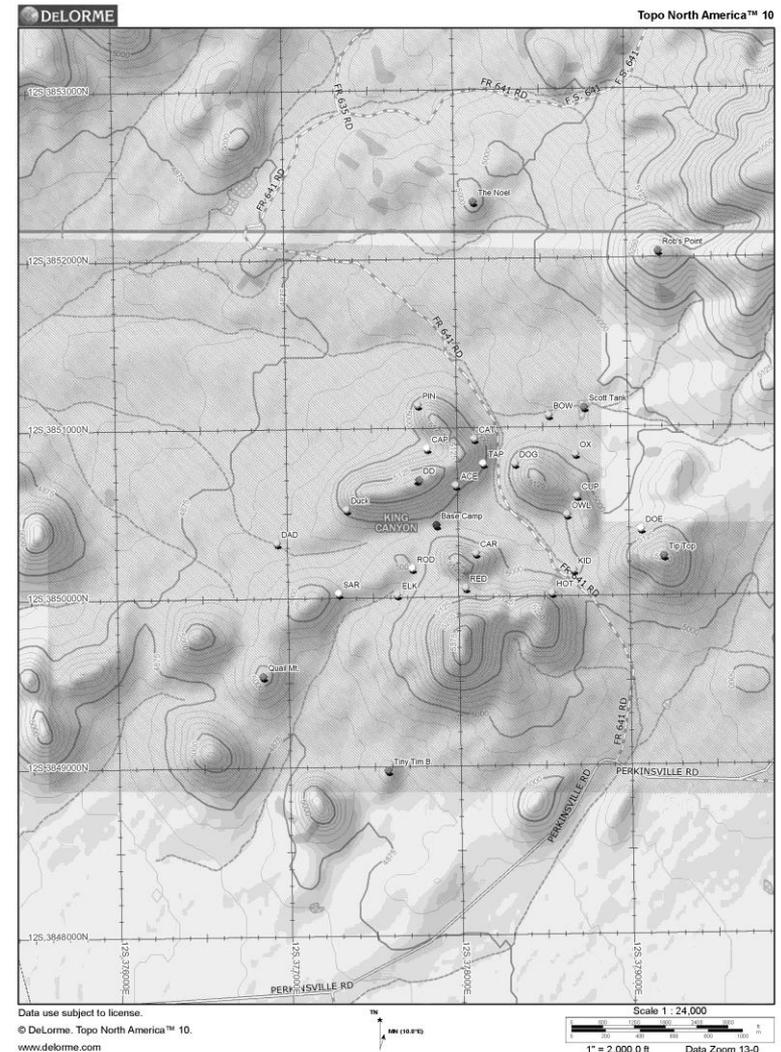
# What else was accomplished?

- ▶ New map and compass course (REC 111)
- ▶ Scouting Trip to Colorado Rockies for REC 113 and REC 213
- ▶ Completed coursework for Arizona Center for Fire Service in Excellence
  - ▶ Instructor for technical rope rescue and Swiftwater
- ▶ Recertification in Wilderness First Responder

# Additional Accomplishments on Sabbati

▶ Continued partnership with the State Land Department for utilization of various sections of State Land in the Chino Valley area

▶ Used for REC 111 Land Navigation



# Additional Accomplishments on Sabbatical

- ▶ Undertook a 10 day backpacking trip in the Colorado Rockies in the Southern San Juan National Forest Wilderness
  - ▶ For REC 113 and REC 213 courses



# Additional Accomplishments on Sabbatical

- ▶ YCSRT BCU SAR activates and additional courses
  - ▶ Obtain rope rescue and swiftwater rescue instructor certifications
- ▶ Point of interest. By being on sabbatical I was able to help aid in multiple rescue during the fall semester of 2017 that I typically would not have been able to help with
  - ▶ Totaling approximately 75 plus rescues in the 2017 calendar year

# Rope Rescue and Swiftwater Rescue Certification



# Additional Accomplishments on Sabbatical

- ▶ Wilderness First Responder
  - ▶ Able to obtain recertification in WFR
  - ▶ Related to REC 145 course and others
- ▶ Picture is of a rescue on Cathedral Rock area in Sedona of a stranded dehydrated hiker

The End  
Thank You



**Presenter :** Ray Sigafoos

**Start Time :** 2:16 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/18/2018

**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 :** 2:21 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 4/20/2018

**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; Veterans Celebration; Economic Summit; College Policy Naming of Facilities Update; Arizona Foster Care Report; Yavapai Combined Trust Quarterly Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Management News; and Other Related information - INFORMATION AND/OR DISCUSSION

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

- 50th Anniversary Celebrations at Chino Valley Center, Verde Valley Campus, and Sedona Center - Dr. Karla Phillips, Associate Dean, and Dr. James Perey, Executive Dean and Executive Officer for Verde Valley Campus
- Veterans Celebration and Resource Fair - November 7 at Verde Valley Campus; November 14 at Prescott Campus
- Economic Summit, December 7 - Richard Hernandez, Director for Regional Economic Development Center
- College Policy 8.01- Naming of Facilities
- Arizona Foster Care Report
- Yavapai Combined Trust Quarterly Update
- Budget to Actual Monthly Report
- Cash Reserves Monthly Report
- College Highlights - Attached - Information Only
- Facilities Management News - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
veteranflyer.pdf	Nov 05, 2018	veteranflyer.pdf
YCT Report July to Sept 2018.pdf	Nov 05, 2018	YCT Report July to Sept 2018.pdf
Budget to Actual Monthly Report.pdf	Nov 09, 2018	Budget to Actual Monthly Report.pdf
Cash Reserves Monthly Report.pdf	Nov 09, 2018	Cash Reserves Monthly Report.pdf
November 2018 College Highlights.pdf	Nov 09, 2018	November 2018 College Highlights.pdf
November 2018 Facilities Management Newsletter.pdf	Nov 09, 2018	November 2018 Facilities Management Newsletter.pdf

# THANK YOU VETERANS

Third Annual

# Veterans Celebration & Resource Fair

At Yavapai College

Verde Valley Campus: Wednesday, November 7, 2018

5:30 p.m. | Building M, Community Room

★ *Live Band – Electric Swamp poets* ★

Prescott Campus: Wednesday, November 14, 2018

4:30 p.m. | Building 19, Community Room

★ *Live Band – Mood Swing* ★

*All welcome to join the celebration and camaraderie! Light food and refreshments.*

For more information: [www.yc.edu/vets2018](http://www.yc.edu/vets2018)



*Yavapai*  
COLLEGE



# Yavapai Combined Trust

## Monthly Report

**Reporting Period: July 2018 through June 2019**

(Updated through September 2018)

 Segal Consulting

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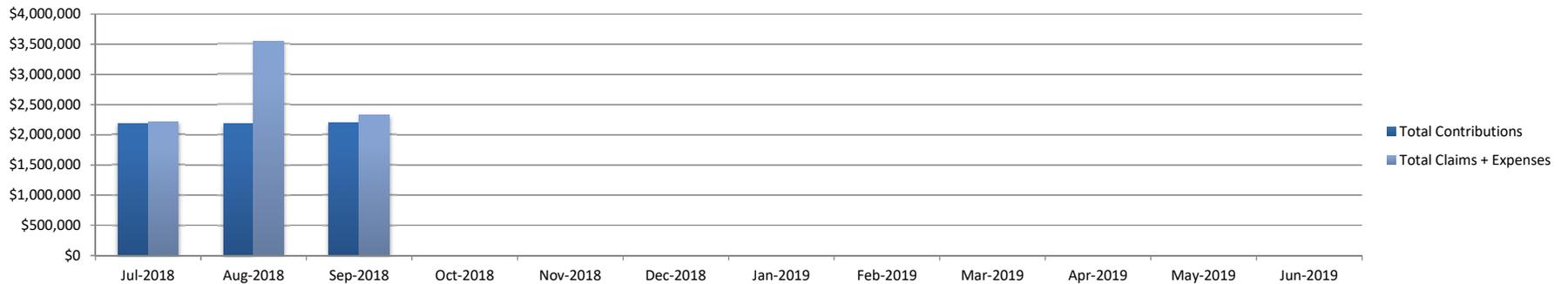


# Yavapai Combined Trust Executive Summary

- During September 2018, expenses exceeded contributions by \$126,697 (5.8% of contributions).
- The medical plan loss ratio YTD is 128.4% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 124.8% when they are included.
- Average Monthly Medical claims, adjusted for paid stop-loss refunds, has changed by 55.9% from the prior plan year.
- Average Monthly Pharmacy claims, adjusted for paid Pharmacy rebates, has changed by -26.7% from the prior year average.



# Yavapai Combined Trust Monthly Contributions vs. Expense Report

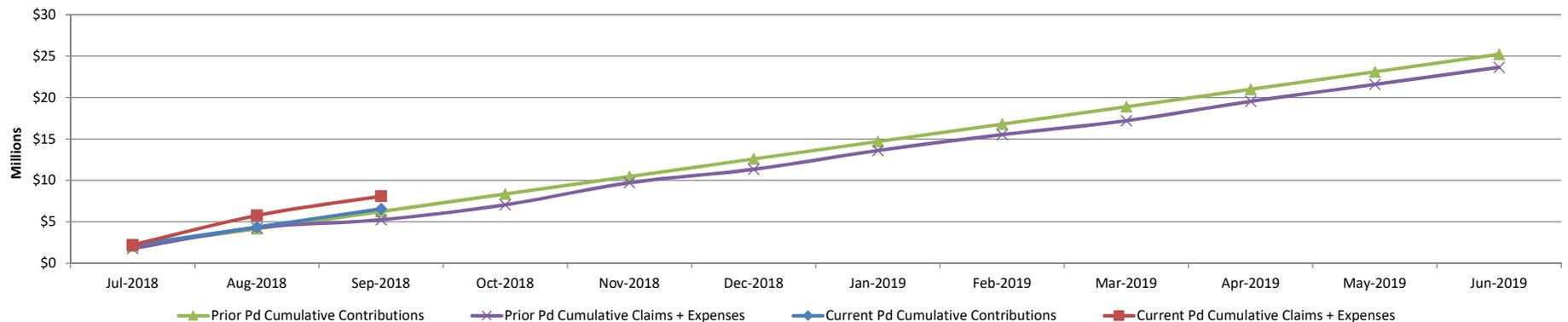


	Medical Enrollment	Contributions <sup>1</sup>	-----Paid Claims-----					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical <sup>2</sup>	Pharmacy <sup>3</sup>	Dental	Vision	STD				
Jul-2018	2,438	\$2,191,088	\$1,574,041	\$241,236	\$162,984	\$45,252	\$2,651	\$2,026,163	\$191,916	(\$26,991)	101.2%
Aug-2018	2,430	\$2,182,263	\$2,924,718	\$101,930	\$239,229	\$83,602	\$1,390	\$3,350,869	\$199,825	(\$1,368,431)	162.7%
Sep-2018	2,441	\$2,195,262	\$1,718,722	\$224,806	\$133,579	\$55,069	\$4,073	\$2,136,250	\$185,710	(\$126,697)	105.8%
Oct-2018											
Nov-2018											
Dec-2018											
Jan-2019											
Feb-2019											
Mar-2019											
Apr-2019											
May-2019											
Jun-2019											
<b>TOTAL</b>	<b>7,309</b>	<b>\$6,568,613</b>	<b>\$6,217,481</b>	<b>\$567,972</b>	<b>\$535,792</b>	<b>\$183,923</b>	<b>\$8,113</b>	<b>\$7,513,282</b>	<b>\$577,451</b>	<b>(\$1,522,119)</b>	<b>123.2%</b>
<b>Average</b>	<b>2,436</b>	<b>\$2,189,538</b>	<b>\$2,072,494</b>	<b>\$189,324</b>	<b>\$178,597</b>	<b>\$61,308</b>	<b>\$2,704</b>	<b>\$2,504,427</b>	<b>\$192,484</b>	<b>(\$507,373)</b>	<b>123.2%</b>
<b>Prior Pd (3 month) Avg</b>	<b>2,388</b>	<b>\$2,079,368</b>	<b>\$1,094,520</b>	<b>\$243,283</b>	<b>\$165,735</b>	<b>\$51,799</b>	<b>\$11,145</b>	<b>\$1,566,482</b>	<b>\$186,754</b>	<b>\$326,132</b>	<b>84.3%</b>
Change from Prior Pd	2.0%	5.3%	89.4%	-22.2%	7.8%	18.4%	-75.7%	59.9%	3.1%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,408</b>	<b>\$2,101,843</b>	<b>\$1,329,246</b>	<b>\$258,361</b>	<b>\$151,071</b>	<b>\$34,928</b>	<b>\$8,053</b>	<b>\$1,781,659</b>	<b>\$188,321</b>	<b>\$131,864</b>	<b>93.7%</b>
Change from Prior PY Avg	1.2%	4.2%	55.9%	-26.7%	18.2%	75.5%	-66.4%	40.6%	2.2%	n/a	n/a

(1) Includes COBRA contributions

(2) Medical claims include stop loss refunds

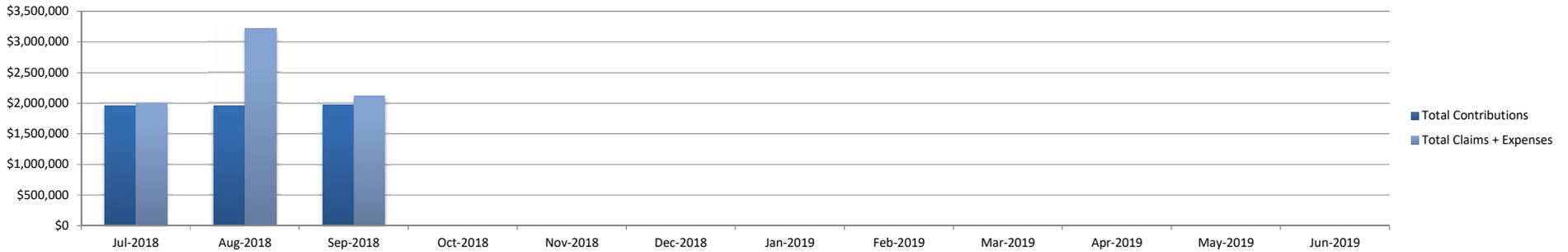
(3) Pharmacy claims include pharmacy rebates





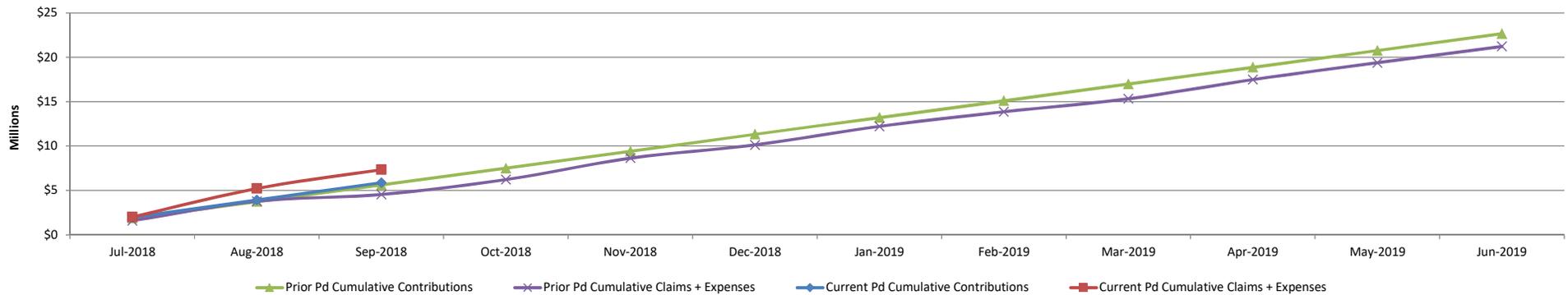
# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Medical / Pharmacy



	Enrollment	Contributions <sup>1</sup>	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Pharmacy						
Jul-2018	2,438	\$1,962,567	\$729,314	\$486,988	\$385,266	\$1,601,568	\$241,236	(\$27,527)	\$0	\$184,214	\$1,999,490	(\$36,923)	101.9%
Aug-2018	2,430	\$1,953,763	\$1,565,808	\$1,053,388	\$305,522	\$2,924,718	\$278,798	\$0	(\$176,868)	\$192,145	\$3,218,793	(\$1,265,030)	164.7%
Sep-2018	2,441	\$1,965,386	\$1,045,855	\$430,025	\$252,117	\$1,727,997	\$224,806	(\$9,274)	\$0	\$178,010	\$2,121,539	(\$156,153)	107.9%
Oct-2018													
Nov-2018													
Dec-2018													
Jan-2019													
Feb-2019													
Mar-2019													
Apr-2019													
May-2019													
Jun-2019													
<b>TOTAL</b>	<b>7,309</b>	<b>\$5,881,716</b>	<b>\$3,340,977</b>	<b>\$1,970,400</b>	<b>\$942,905</b>	<b>\$6,254,283</b>	<b>\$744,840</b>	<b>(\$36,801)</b>	<b>(\$176,868)</b>	<b>\$554,368</b>	<b>\$7,339,822</b>	<b>(\$1,458,106)</b>	<b>124.8%</b>
<b>Average</b>	<b>2,436</b>	<b>\$1,960,572</b>	<b>\$1,113,659</b>	<b>\$656,800</b>	<b>\$314,302</b>	<b>\$2,084,761</b>	<b>\$248,280</b>	<b>(\$12,267)</b>	<b>(\$58,956)</b>	<b>\$184,789</b>	<b>\$2,446,607</b>	<b>(\$486,035)</b>	<b>124.8%</b>
<b>Prior Pd (3 month) Avg</b>	<b>2,388</b>	<b>\$1,868,351</b>	<b>\$881,800</b>	<b>\$328,930</b>	<b>\$112,277</b>	<b>\$1,323,007</b>	<b>\$288,626</b>	<b>(\$228,487)</b>	<b>(\$45,343)</b>	<b>\$179,725</b>	<b>\$1,517,528</b>	<b>\$350,823</b>	<b>81.2%</b>
Change from Prior Pd	2.0%	4.9%	26.3%	99.7%	179.9%	57.6%	-14.0%	-94.6%	30.0%	2.8%	61.2%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,408</b>	<b>\$1,888,591</b>	<b>\$800,784</b>	<b>\$443,873</b>	<b>\$166,802</b>	<b>\$1,411,459</b>	<b>\$302,772</b>	<b>(\$82,213)</b>	<b>(\$44,411)</b>	<b>\$181,232</b>	<b>\$1,768,838</b>	<b>\$119,753</b>	<b>93.7%</b>
Change from Prior PY Avg	1.2%	3.8%	39.1%	48.0%	88.4%	47.7%	-18.0%	-85.1%	32.8%	2.0%	38.3%	n/a	n/a

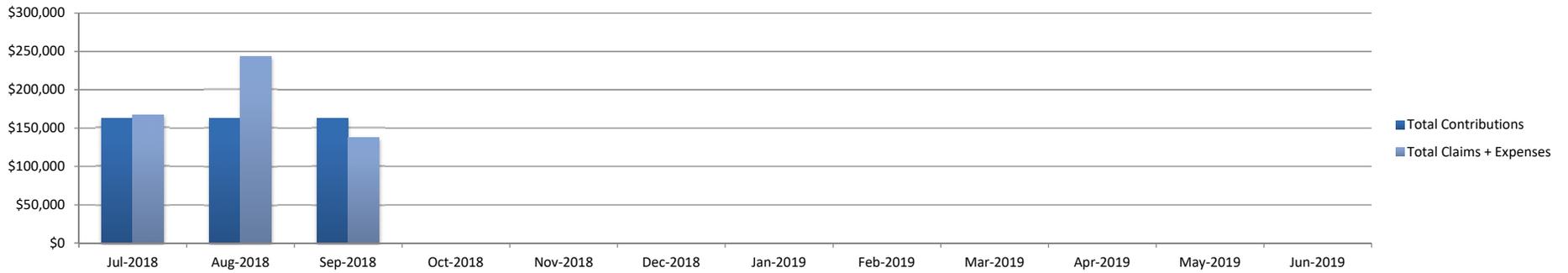
(1) Includes COBRA contributions



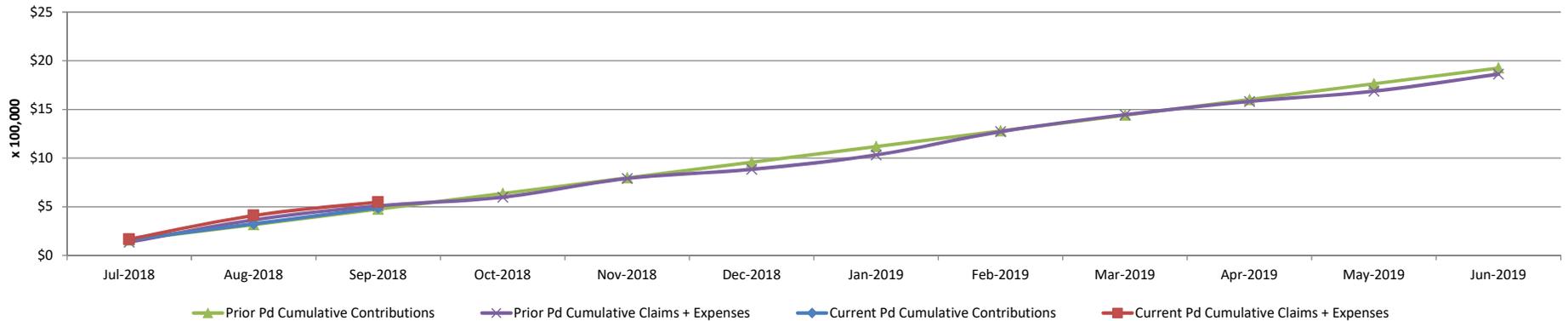


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Dental



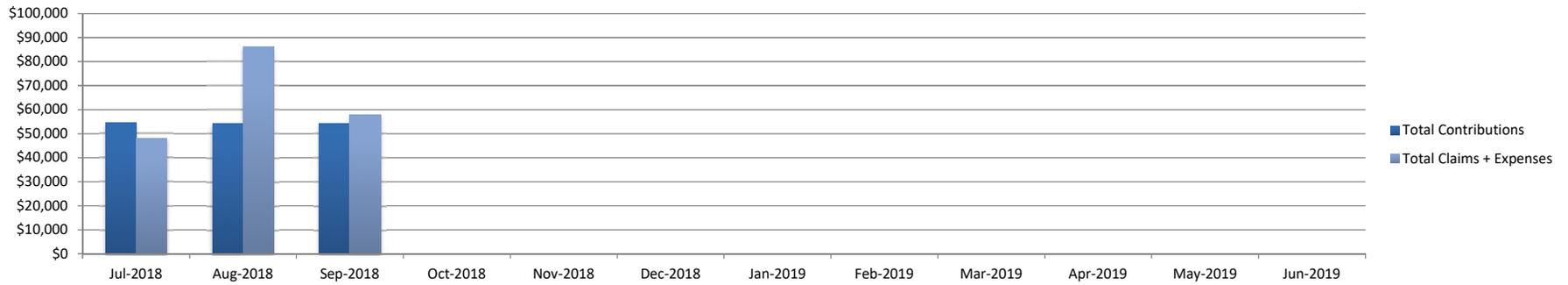
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2018	2,378	\$162,779	\$159,998	\$2,986	\$162,984	\$4,162	\$167,145	(\$4,366)	102.7%
Aug-2018	2,374	\$162,580	\$231,455	\$7,775	\$239,229	\$4,155	\$243,384	(\$80,804)	149.7%
Sep-2018	2,380	\$163,276	\$130,003	\$3,576	\$133,579	\$4,165	\$137,744	\$25,532	84.4%
Oct-2018									
Nov-2018									
Dec-2018									
Jan-2019									
Feb-2019									
Mar-2019									
Apr-2019									
May-2019									
Jun-2019									
<b>TOTAL</b>	<b>7,132</b>	<b>\$488,635</b>	<b>\$521,456</b>	<b>\$14,336</b>	<b>\$535,792</b>	<b>\$12,481</b>	<b>\$548,273</b>	<b>(\$59,638)</b>	<b>112.2%</b>
<b>Average</b>	<b>2,377</b>	<b>\$162,878</b>	<b>\$173,819</b>	<b>\$4,779</b>	<b>\$178,597</b>	<b>\$4,160</b>	<b>\$182,758</b>	<b>(\$19,879)</b>	<b>112.2%</b>
<b>Prior Pd (3 month) Avg</b>	<b>2,338</b>	<b>\$158,587</b>	<b>\$160,443</b>	<b>\$5,292</b>	<b>\$165,735</b>	<b>\$4,092</b>	<b>\$169,827</b>	<b>(\$11,240)</b>	<b>107.1%</b>
Change from Prior Pd	1.7%	2.7%	8.3%	-9.7%	7.8%	1.7%	7.6%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,362</b>	<b>\$160,437</b>	<b>\$146,330</b>	<b>\$4,742</b>	<b>\$151,071</b>	<b>\$4,133</b>	<b>\$155,204</b>	<b>\$5,233</b>	<b>96.7%</b>
Change from Prior PY Avg	0.7%	1.5%	18.8%	0.8%	18.2%	0.7%	17.8%	n/a	n/a



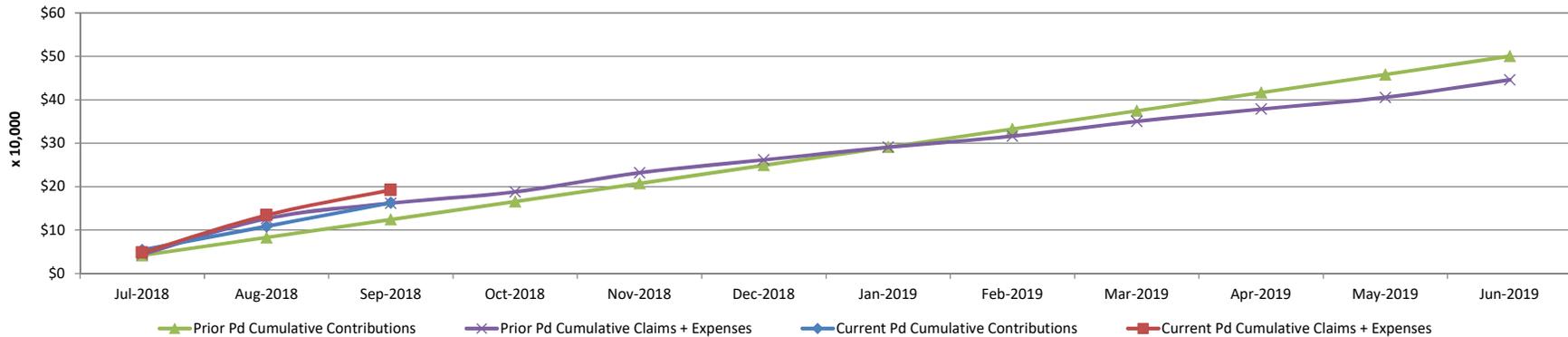


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Vision



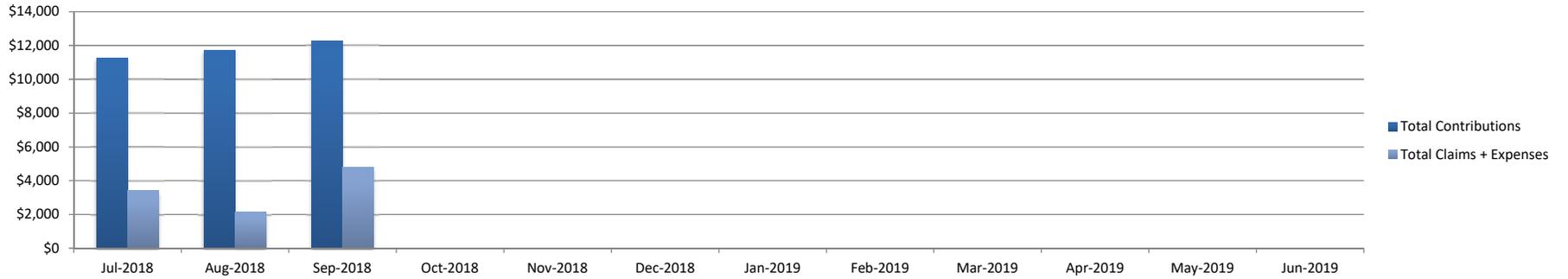
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,239	\$54,485	\$45,252	\$2,799	\$48,050	\$6,435	88.2%
Aug-2018	2,229	\$54,181	\$83,602	\$2,786	\$86,388	(\$32,207)	159.4%
Sep-2018	2,235	\$54,337	\$55,069	\$2,794	\$57,863	(\$3,526)	106.5%
Oct-2018							
Nov-2018							
Dec-2018							
Jan-2019							
Feb-2019							
Mar-2019							
Apr-2019							
May-2019							
Jun-2019							
<b>TOTAL</b>	<b>6,703</b>	<b>\$163,003</b>	<b>\$183,923</b>	<b>\$8,379</b>	<b>\$192,302</b>	<b>(\$29,299)</b>	<b>118.0%</b>
<b>Average</b>	<b>2,234</b>	<b>\$54,334</b>	<b>\$61,308</b>	<b>\$2,793</b>	<b>\$64,101</b>	<b>(\$9,766)</b>	<b>118.0%</b>
<b>Prior Pd (3 month) Avg</b>	<b>1,769</b>	<b>\$41,429</b>	<b>\$51,799</b>	<b>\$2,211</b>	<b>\$54,010</b>	<b>(\$12,581)</b>	<b>130.4%</b>
Change from Prior Pd	26.3%	31.2%	18.4%	26.3%	18.7%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>1,778</b>	<b>\$41,687</b>	<b>\$34,928</b>	<b>\$2,222</b>	<b>\$37,151</b>	<b>\$4,536</b>	<b>89.1%</b>
Change from Prior PY Avg	25.7%	30.3%	75.5%	25.7%	72.5%	n/a	n/a



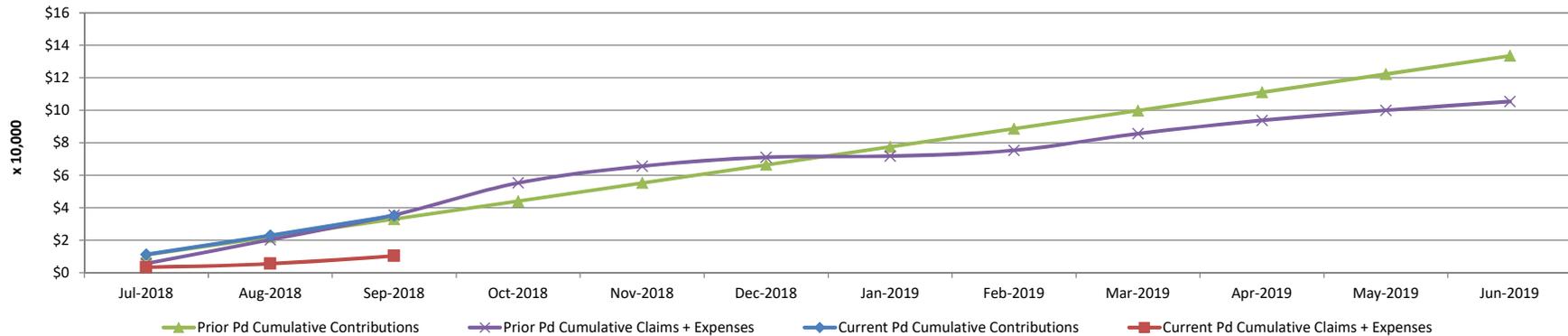


# Yavapai Combined Trust

## Monthly Contributions vs. Expense Report - Short Term Disability

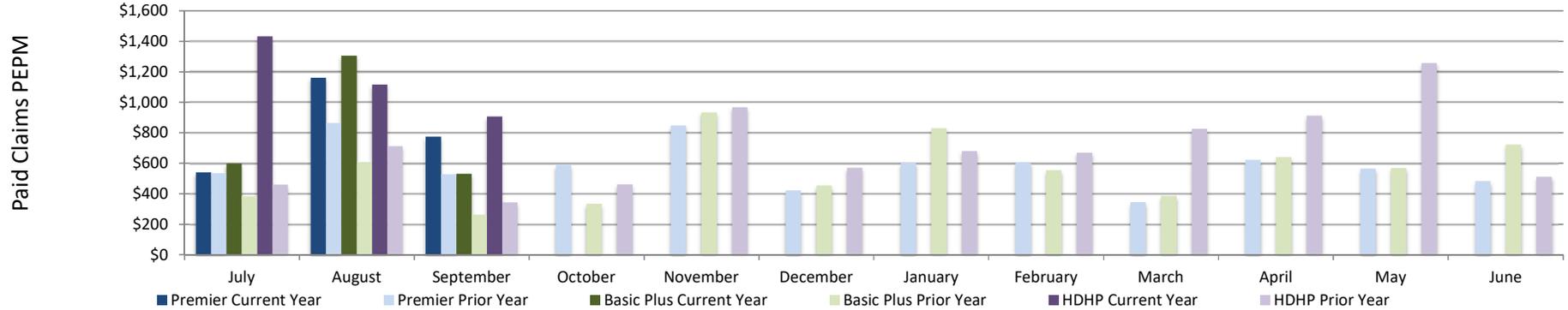


	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,474	\$11,257	\$2,651	\$742	\$3,393	\$7,864	30.1%
Aug-2018	2,466	\$11,739	\$1,390	\$740	\$2,130	\$9,610	18.1%
Sep-2018	2,469	\$12,263	\$4,073	\$741	\$4,813	\$7,450	39.3%
Oct-2018							
Nov-2018							
Dec-2018							
Jan-2019							
Feb-2019							
Mar-2019							
Apr-2019							
May-2019							
Jun-2019							
<b>TOTAL</b>	<b>7,409</b>	<b>\$35,259</b>	<b>\$8,113</b>	<b>\$2,223</b>	<b>\$10,336</b>	<b>\$24,923</b>	<b>29.3%</b>
<b>Average</b>	<b>2,470</b>	<b>\$11,753</b>	<b>\$2,704</b>	<b>\$741</b>	<b>\$3,445</b>	<b>\$8,308</b>	<b>29.3%</b>
<b>Prior Pd (3 month) Avg</b>	<b>2,419</b>	<b>\$11,001</b>	<b>\$11,145</b>	<b>\$726</b>	<b>\$11,871</b>	<b>(\$870)</b>	<b>107.9%</b>
Change from Prior Pd	2.1%	6.8%	-75.7%	2.1%	-71.0%	n/a	n/a
<b>Prior Plan Year Avg</b>	<b>2,446</b>	<b>\$11,128</b>	<b>\$8,053</b>	<b>\$734</b>	<b>\$8,786</b>	<b>\$2,342</b>	<b>79.0%</b>
Change from Prior PY Avg	1.0%	5.6%	-66.4%	1.0%	-60.8%	n/a	n/a

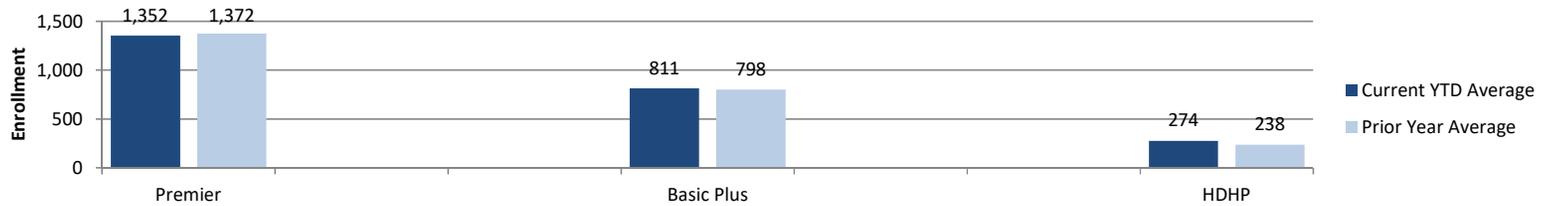




# Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$823.92	\$809.86	\$1,148.48
Prior Average PEPM	\$583.48	\$556.00	\$701.83
<b>% Change</b>	<b>41.2%</b>	<b>45.7%</b>	<b>63.6%</b>

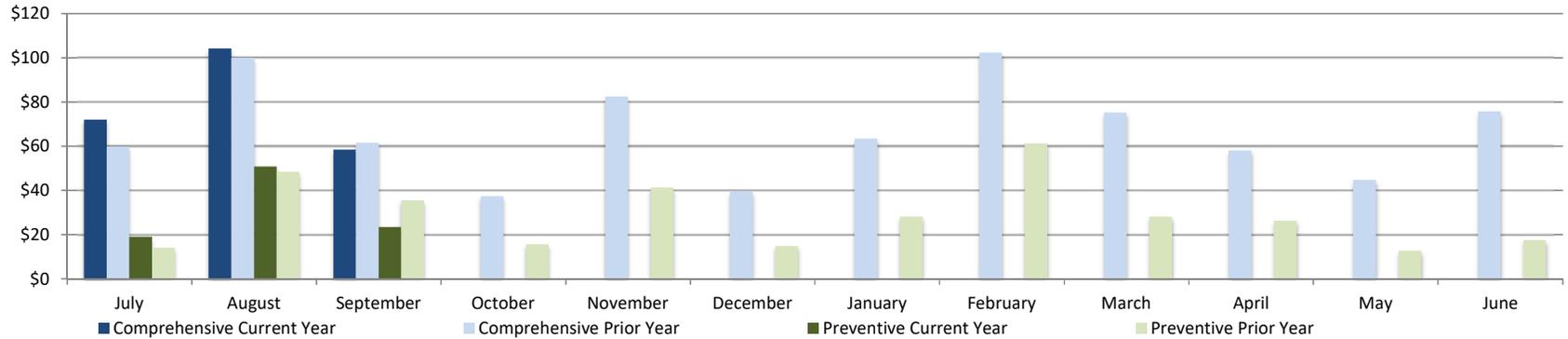


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2018	1,354	815	269
Aug-2018	1,349	807	274
Sep-2018	1,352	811	278
Oct-2018			
Nov-2018			
Dec-2018			
Jan-2019			
Feb-2019			
Mar-2019			
Apr-2019			
May-2019			
Jun-2019			
<b>Average</b>	<b>1,352</b>	<b>811</b>	<b>274</b>
<b>% of Total</b>	<b>55.5%</b>	<b>33.3%</b>	<b>11.2%</b>
<b>Prior Year Average</b>	<b>1,372</b>	<b>798</b>	<b>238</b>
<b>Change</b>	<b>-1.5%</b>	<b>1.6%</b>	<b>15.1%</b>

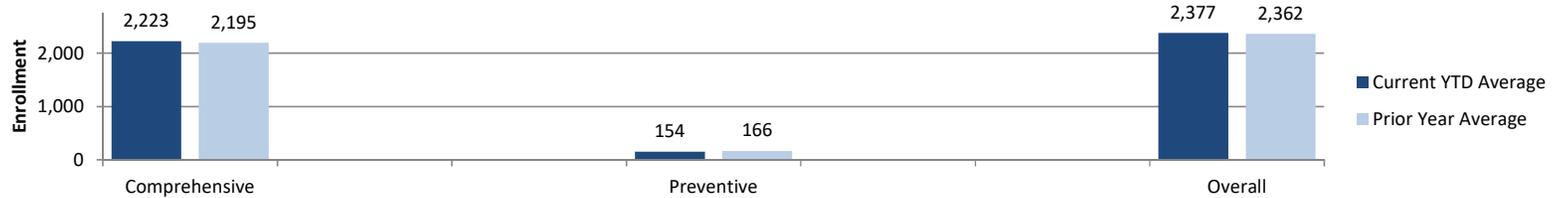


# Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



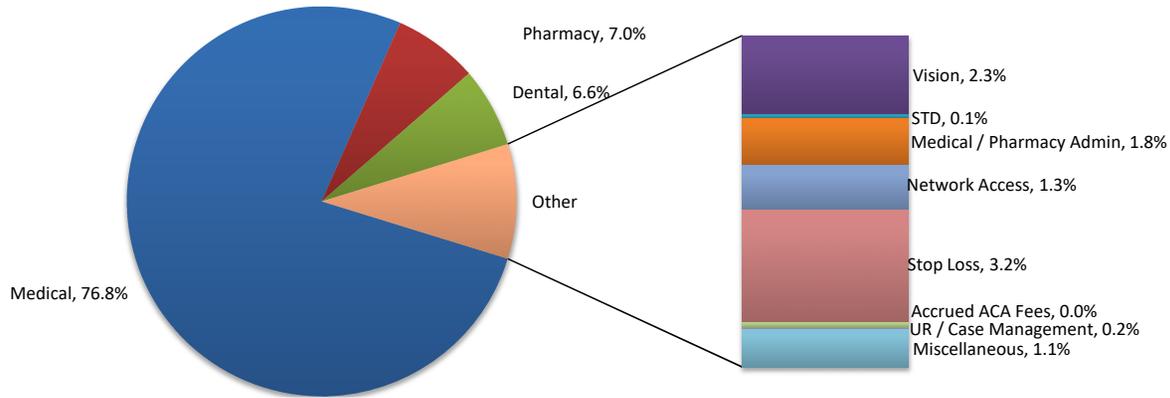
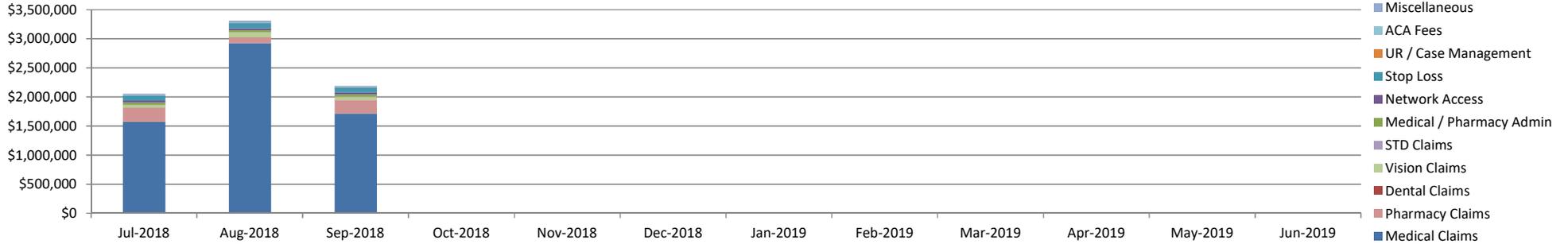
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$78.19	\$30.96	\$75.13
Prior Average PEPM	\$66.65	\$28.49	\$63.96
<b>% Change</b>	<b>17.3%</b>	<b>8.7%</b>	<b>17.4%</b>



	Comprehensive	Preventive	Overall
Jul-2018	2,221	157	2,378
Aug-2018	2,221	153	2,374
Sep-2018	2,227	153	2,380
Oct-2018			
Nov-2018			
Dec-2018			
Jan-2019			
Feb-2019			
Mar-2019			
Apr-2019			
May-2019			
Jun-2019			
<b>Average</b>	<b>2,223</b>	<b>154</b>	<b>2,377</b>
<b>% of Total</b>	<b>93.5%</b>	<b>6.5%</b>	<b>100.0%</b>
<b>Prior Year Average</b>	<b>2,195</b>	<b>166</b>	<b>2,362</b>
<b>Change</b>	<b>1.3%</b>	<b>-7.3%</b>	<b>0.7%</b>



# Yavapai Combined Trust Claims and Non-Claim Expenses



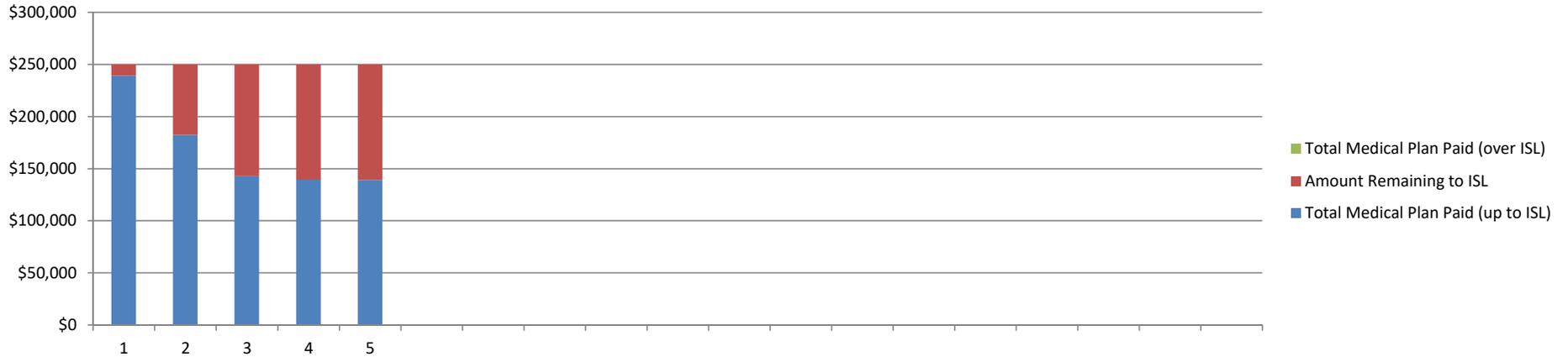
	Paid Claims						Non-Claim Expenses					
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous
Jul-2018	2,438	\$1,574,041	\$241,236	\$162,984	\$45,252	\$2,651	\$36,746	\$34,188	\$87,010	\$4,518	\$1,058	\$28,397
Aug-2018	2,430	\$2,924,718	\$101,930	\$239,229	\$83,602	\$1,390	\$36,562	\$34,020	\$86,490	\$4,496	\$1,054	\$37,203
Sep-2018	2,441	\$1,718,722	\$224,806	\$133,579	\$55,069	\$4,073	\$36,851	\$34,300	\$87,177	\$4,533	\$1,059	\$21,789
Oct-2018												
Nov-2018												
Dec-2018												
Jan-2019												
Feb-2019												
Mar-2019												
Apr-2019												
May-2019												
Jun-2019												
<b>Average</b>	<b>2,436</b>	<b>\$2,072,494</b>	<b>\$189,324</b>	<b>\$178,597</b>	<b>\$61,308</b>	<b>\$2,704</b>	<b>\$36,720</b>	<b>\$34,169</b>	<b>\$86,892</b>	<b>\$4,515</b>	<b>\$1,057</b>	<b>\$29,130</b>
PEPM Avg		\$850.66	\$77.71	\$73.31	\$25.16	\$1.11	\$15.07	\$14.02	\$35.67	\$1.85	\$0.43	\$11.96
<b>Prior Plan Year Avg</b>	<b>2,408</b>	<b>\$1,329,246</b>	<b>\$258,361</b>	<b>\$151,071</b>	<b>\$34,928</b>	<b>\$8,053</b>	<b>\$33,858</b>	<b>\$33,142</b>	<b>\$78,553</b>	<b>\$4,580</b>		<b>\$37,201</b>
PEPM Avg		\$551.92	\$107.27	\$62.73	\$14.50	\$3.34	\$14.06	\$13.76	\$32.62	\$1.90		\$15.45
% Change	1.2%	54.1%	-27.6%	16.9%	73.5%	-66.8%	7.2%	1.9%	9.3%	-2.5%		-22.6%

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

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



**Zero claimants have exceeded the \$250,000 individual stop-loss deductible during the current plan year through September 2018.**

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Active	Heart Issues	\$238,603	\$655	\$239,258
2	Active	Chronic Muscle Weakness and Pain	\$177,428	\$4,853	\$182,281
3	COBRA	Leg Injury	\$142,671	\$0	\$142,671
4	Active	Breast Cancer	\$139,399	\$61	\$139,460
5	Active	Newborn Complications	\$139,041	\$148	\$139,189
<b>Total</b>			<b>\$837,141</b>	<b>\$5,718</b>	<b>\$842,859</b>
<b>% of Medical/Rx Claims</b>			<b>12.3%</b>	<b>0.1%</b>	<b>12.4%</b>
<b>Total Exceeding Stop Loss Deductible</b>			<b>\$0</b>		
<b>Aggregating Specific Deductible</b>			<b>\$100,000</b>		
<b>Estimated Reimbursement Due and/or Paid</b>			<b>\$0</b>		



## Yavapai Combined Trust Estimated Fund Balance

### Calculation as of September 30, 2018

	Recommended Funding Policy	Fund Balance as of 9/30/18
Estimated Expenses/Claims For One Month <sup>1</sup>	\$2,206,000	
	+	
Estimated Risk Corridor <sup>2</sup>	<u>\$6,048,000</u>	
	=	
<b>Total Estimated Fund Balance</b>	<b><u>\$8,254,000</u></b>	
<b>Total Equity<sup>3</sup></b>		<b><u>\$10,909,163</u></b>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) <sup>4</sup>	<b>\$5,784,000</b>	
IBNR Liability		<b>\$3,160,000</b>
	+	+
Current Liabilities Other Than IBNR		<b><u>\$813,808</u></b>
	=	=
<b>Total Recommended Reserves</b>	<b><u>\$14,038,000</u></b>	
<b>Total Liabilities and Equity<sup>3</sup></b>		<b><u>\$14,882,970</u></b>
<b>Reserve Surplus/(Shortage)</b>	<b><u>\$844,970</u></b>	

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

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

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

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



## Yavapai Combined Trust Data Sources / Disclaimer

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

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

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

Source: Monthly Revenue and Expenditure  
Financial Reports

General Fund



For the four months ended October 31, 2018, the General Fund has a surplus of \$3,812,300. This is primarily the result of tuition and fee revenues being recorded for the fall 2018 and the spring 2019 semesters.

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 four months ended October 31, 2018, the Auxiliary Fund has a moderate surplus primarily due to residence hall income being recorded for the fall 2018 and the spring 2019 semesters.

For the fiscal year ended June 30, 2019, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the four months ended October 31, 2018, the Unexpended Plant Fund has a deficit of \$4,739,500 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 October 31, 2018, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

#### Debt Service Fund

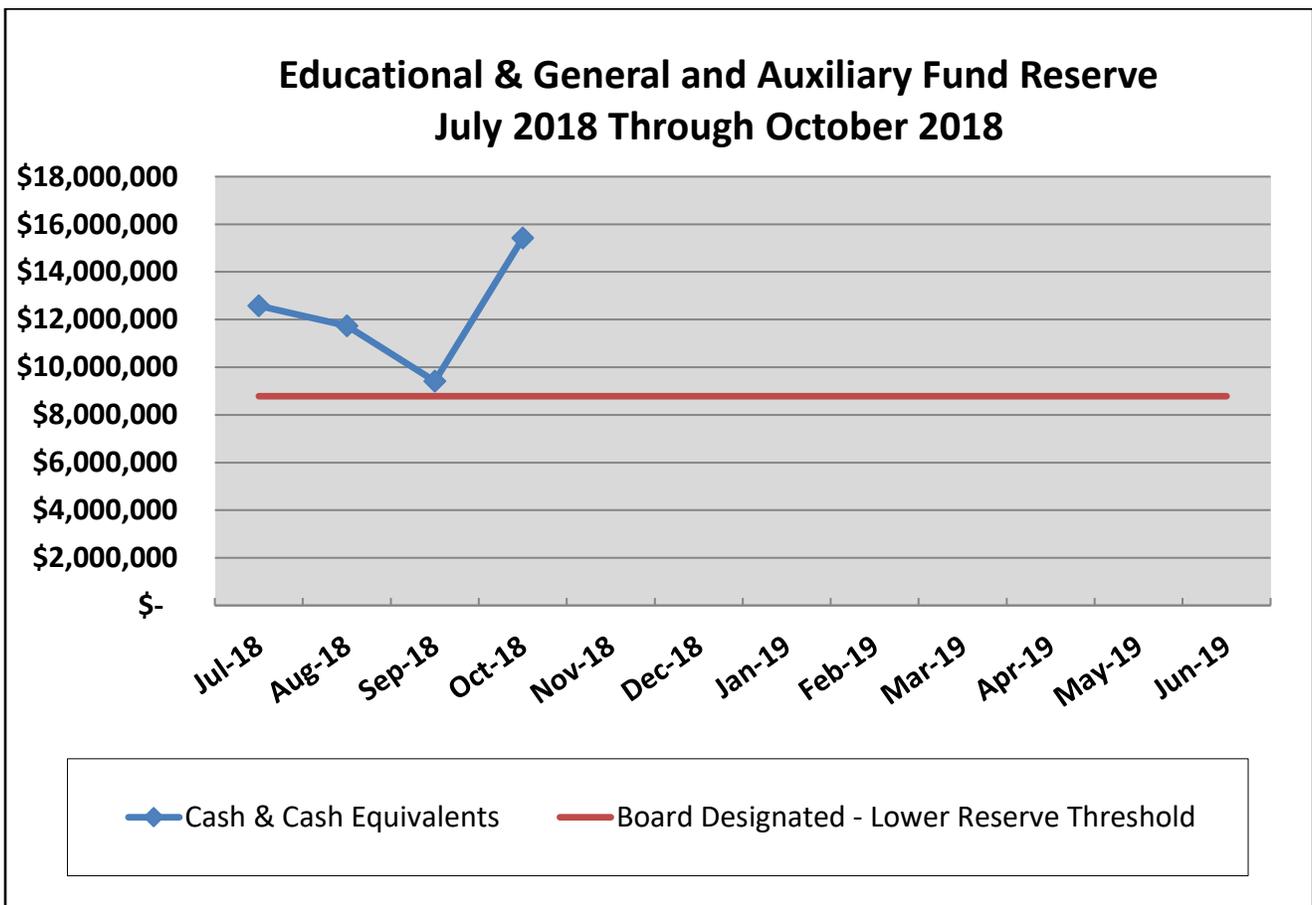


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the four months ended October 31, 2018, there were no variances from budget.

Yavapai College  
Cash Reserves  
October 2018

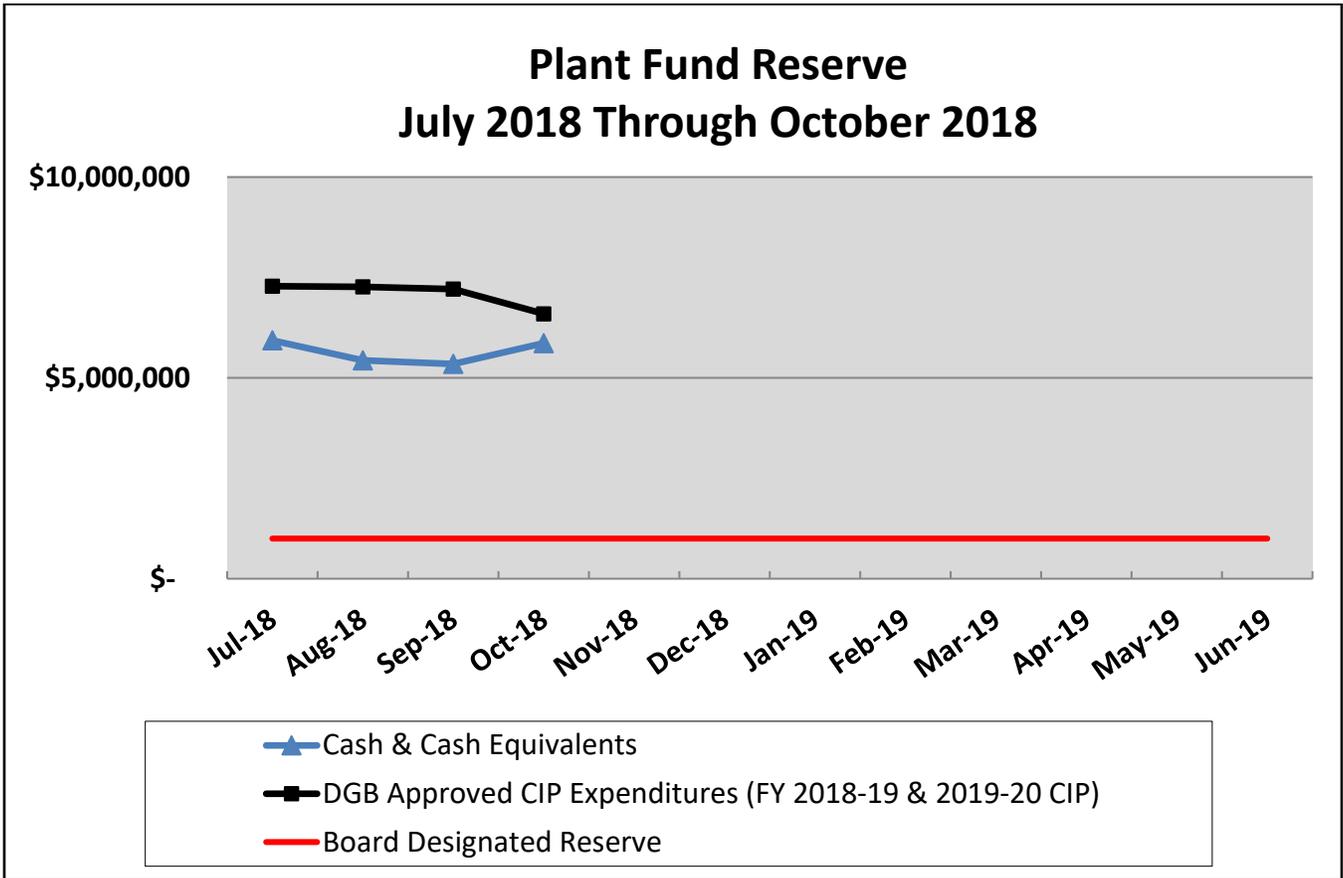
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through October 31, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

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



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

For the period July 1, 2018, through October 31, 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 months of CIP that have been approved by the DGB.

## November 2018 College Highlights

### School of Career and Technical Education

- The construction students continue to work hard at the Chino campus. Last week they erected a 60' X 14' canvas storage structure that was donated to the College this spring. The students also built a roof on the shed they are building for Horticulture class.



- Commercial driving students are using a rental tractor/trailer rig to practice for their upcoming Class A road tests.



- The next Construction preview nights at west and east county locations are in the planning stages. (Please see flyer for details).



**Looking for a career in the Construction Industry?**

Join us for an informative evening as we introduce you to YC's newest Basic Carpentry courses!! Overview of class content and outcomes, meet with industry employers, Q&A, plus MORE!

**Monday, Nov. 5<sup>th</sup> 6pm-8pm**  
Yavapai College CTEC, 220 Ruger Rd, Prescott, Az. 86301 (Room 181)

**Tuesday, Nov. 13<sup>th</sup> 6pm-8pm**  
VACTE, 3405 E. St. Rt. 89A, Bldg. B Cottonwood, Az. 86326 (Room 2)

**Yavapai COLLEGE**  
life explored

Please RSVP  
Karla.phillips@yc.edu  
928.717.7720

**VACTE**

- **Ted Archer** and **Jerrad Smith**, Automotive Instructors, along with **John Morgan**, Dean for Career and Technical Education, present the new Yavapai College Automotive Service Excellence (ASE) Accreditation sign. **Dean Morgan** thanked **Jerrad Smith** for taking the lead on the accreditation process. Evaluator Jerry Peterson stated in an email to the crew, "You have done a fantastic job... A better job than anyone else in the last 30 programs I reviewed." The Yavapai College Automotive Program becomes only the 6<sup>th</sup> program among Arizona secondary and post-secondary schools to earn the accreditation. According to **Dean Morgan**, "This was by far the most difficult accreditation I've ever experienced. There was no margin for error, and our guys stepped up."



- **Jim Voska**, CTEC Career Coach, and **John Morgan**, CTEC Dean, recently presented on the Advanced Manufacturing grant at the ATE NSF Principal Investigators Conference. This grant was key in landing paid internships for many YC students in Advanced Manufacturing programs.



### Instructional Support



- Yavapai College's renewal application for the State Authorization Reciprocity Agreement (SARA) was approved by the Arizona SARA Council at its September 18, 2018 Council meeting. The AZ SARA Council provides oversight and guidance to

postsecondary institutions in the State of Arizona that elect to follow the national standards for interstate offering of postsecondary distance education courses and programs. The purpose of SARA is to make it easier for institutions in Arizona to provide online and distance education options in other states and to provide basic protections for the students engaged in those activities. SARA is overseen by a National Council and administered by four higher education association regional compacts. <http://azsara.arizona.edu/>

Library:

- The Library's Distinguished Guest Lecture Series featured Carol Hammond's presentation, "Frankenstein" on October 11<sup>th</sup>:

YC Library's Distinguished Guest Lecture Series

**FREE!**

**Carol Hammond**

Thursday, October 11, 2018  
12:00 p.m. - 1:00 p.m.  
Prescott Campus Library  
Magazine & Newspaper Area

**FRANKENSTEIN**

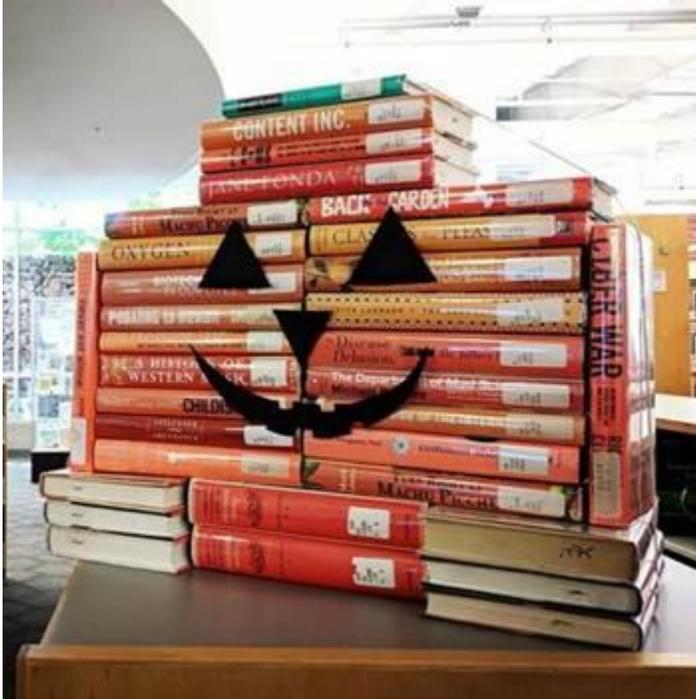
In 1818, an unlikely star was born...the world's most famous monster and he is NOT named Frankenstein.  
Help us celebrate the 200\* anniversary of Mary Shelley's *Frankenstein: or, The Modern Prometheus*.  
Learn more about the novel's author, themes, influence on popular culture, and why it is still relevant in 2018.

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

- The photo below is the display for the 50<sup>th</sup> Anniversary celebration on the Verde Campus. It's in the lobby of M Building and was created by library staff members **Roy Sandoval**, **Brittini Gilbert**, and **Jodelle French**.



- The Library wished everyone a Happy Halloween in their unique, creative way:



### Student Development

- **Jane Hersh**, Director of V.E.T. Services and TRIO Programs, was nominated to be President Elect for Arizona Western Association of Educational Opportunity Personnel (AZ WESTOP), and hosted a professional development seminar at Yavapai College on October 19<sup>th</sup>.
- The student financial services platform, Campus Logic, is now fully implemented. This platform provides better efficiencies for students and staff. It will provide better communication and a simplified, cloud-based, process for our students.
- A Financial Aid Debt Management position has been added to the Answer Center by restructuring positions. This position will help us continue to move the needle lower on our student loan default rate.
- **Zach Shaver**, YC Volleyball Coach, was recognized by Yavapai Regional Medical Center Foundation Magazine for the contributions made through fundraising efforts by Yavapai College Volleyball for the Breast Center.
- The Learning Center is taking advantage of Zoom technology for tutoring with students. Students have embraced the technology, especially at the Verde Valley Campus with Prescott Tutors. Tutoring services are now available in the residence halls as well.
- YC has seven Ashfork High School students concurrently enrolled in math this semester. Six of those students are taking advantage of Zoom tutoring using the Remote Learning Center!

- Student Development Staff that meet with students will be using a new tool/technology called Calendly so students can schedule appointments online. This is a great service for students because they can use the scheduling tool 24/7. It will also reduce phone calls to make appointments, leaving staff more available for resolving student issues over the phone.
- Student engagement is gaining momentum. Four new clubs were added in Prescott, and one in Verde. October Movie Night for students saw 50 participants in Prescott, **and 25 at Verde!**

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

November 2018

Greetings from Facilities!

The November 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](mailto:david.laurence@yc.edu). This newsletter is also posted on the Facilities web site.

## **2019-20 CAPITAL IMPROVEMENT PLAN**

### Prescott Valley Center Phase 2

The build out of the second floor is nearing completion with a few punch list items remaining. Furniture is being installed along with technology delivery which will wrap up over the next few weeks. REDC/SBDC personnel were moved during the first week of November and are settling in to their new office suite.

The second phase of construction will begin December 17 and will include renovating the garage portion of the Prescott Valley Center for student development functions, the locker room which will become a science lab, classroom conversion to a lab for Imaging (Radiology Technology) and renovating the rotundra area for Zoom and student lounge spaces. Completion of this phase of construction is scheduled for June 15, 2019.

Design Team: SmithGroupJJR    Construction Team: McCarthy Building Companies



Student Study Alcove



Work Room, Faculty Offices and Employee Break Room





Austin Moore and Michael Quinlan of ITS pause for a Picture During Technology Install

## Renovating Space for NARTA

Steel erection is underway for the new metal Building 27 which will serve as space for a variety of NARTA activities from defense tactics, virtual simulator training to physical fitness activities and equipment storage. Building 27 is scheduled for completion December 1.

A minor renovation of Building 29 is underway which includes reorientation of a classroom, office consolidation, restroom capacity increases and additional storage. Moving into the new space is scheduled to begin in December with the goal of the facility being available for NARTA on January 2.

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



Steel Erection and Maintenance's Zach Hand "The Man of Steel" Poses for the Facilities Management Newsletter

## Renovation of Building L

Programming is underway and will continue through the month of October. Anticipated construction start date of May 15, 2019.

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

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

## **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:

Baseball Field Drainage – December 1, 2018

Parking Lot K Pavement Rehabilitation – Completion scheduled for November 1, 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



Leveling of Field in Preparation for New Sod



New Sod Installation Nearing Completion



Parking Lot K Demolition

## **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Facilities would like to welcome Aaron Rodriguez and Michael Murphy to Yavapai College. Aaron is the new Trades Technician 3 at the Verde Valley Campus and Michael is the 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.

**Presenter :** Ray Sigafoos

**Start Time :** 2:41 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 4/20/2018

**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 Update; Student Ambassador Report; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- Student Ambassadors - Students Alex Daniels, Angela Senger, and Kaylee Berisford
- Adjunct Advisor - Attached - Information Only

**Attachments :**

Title	Created	Filename
Ambassador PP.pdf	Nov 07, 2018	Ambassador PP.pdf
AA Vol VII Issue _ Oct_2018.pdf	Nov 07, 2018	AA Vol VII Issue _ Oct_2018.pdf
AA Vol_VIII_Issue_4_November_2018.pdf	Nov 07, 2018	AA Vol_VIII_Issue_4_November_2018.pdf



*Yavapai*  
COLLEGE

ROUGH RIDER

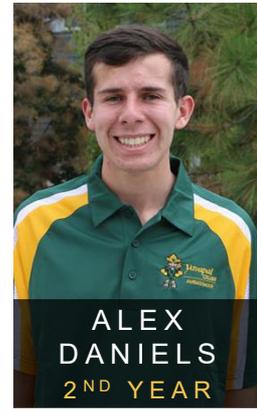
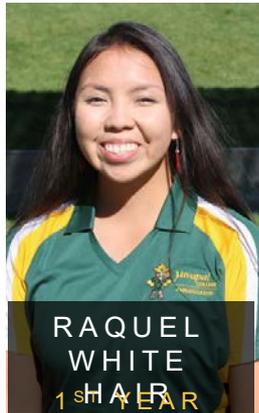
**AMBASSADOR  
PROGRAM**

A HIDDEN RESOURCE

Yavapai College Student Engagement Department



# OUR AMBASSADORS



# JOB DESCRIPTION



## ROUGH RIDER AMBASSADORS

The **Roughrider Ambassador Program** is a leadership program for students who are dedicated to serving and representing Yavapai College.

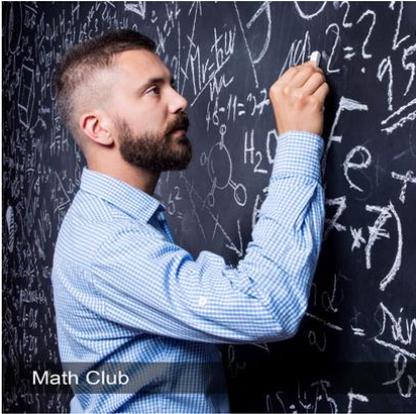
**Ambassadors** serve as YC representatives and perform duties at various campus and community events, along with campus tours.

### Additional Details

Yavapai College **Roughrider Ambassadors** are committed to YC students and their **success**. Through their leadership, collaboration, and creativity, they have designed and implemented a number of **engagement opportunities** for YC students.

# Current YC Clubs

Clubs are a key component to student development when addressing activities & programs outside the classroom. Unlike other organizations that require applications or fees, clubs are **FREE**.  
**21% increase** in 2017-2018 with an additional **6 clubs** added in the first 60 days of fall of 2018.

BAHAI ASSOCIATION	C.A.S.T. CLUB	 Math Club		INTERVARSITY CHRISTIAN FELLOWSHIP CHAPTER	HOSA		ROBOTIC CLUB	HISTORICAL FENCING CLUB (VERDE)
ONE 80 BIBLE STUDY CLUB	I AM YC			NORTHERN AZ FILM CLUB AT YC	M.A.T.H. CLUB	ROTARACT CLUB	NATIVE AMERICAN CLUB	ROWDY ROUGHRIDER CLUB
JUGGLING CLUB	VETERAN CONNECTION CLUB	CANYON ON CAMPUS	ENGLISH CLUB	LATTER-DAY SAINTS STUDENT ASSOCIATION	FLIGHT CLUB (CHINO VALLEY)		NAZAEYC	



*(45 Years Old)*

## The New “Ol’ Ruff”

Yavapai College welcomed a new costumed mascot, “Ol’ Ruff,” at the start of the fall semester.

Earlier this year, the college reimagined Ruff, debuting his updated persona in both graphic and costumed-human form.

**RR Ambassadors** are in charge of Ruff and his scheduling at various events and activities.



**RAIN DELAY!!! NEW DATE!!!**

# IT'S A BIRTHDAY PARTY!

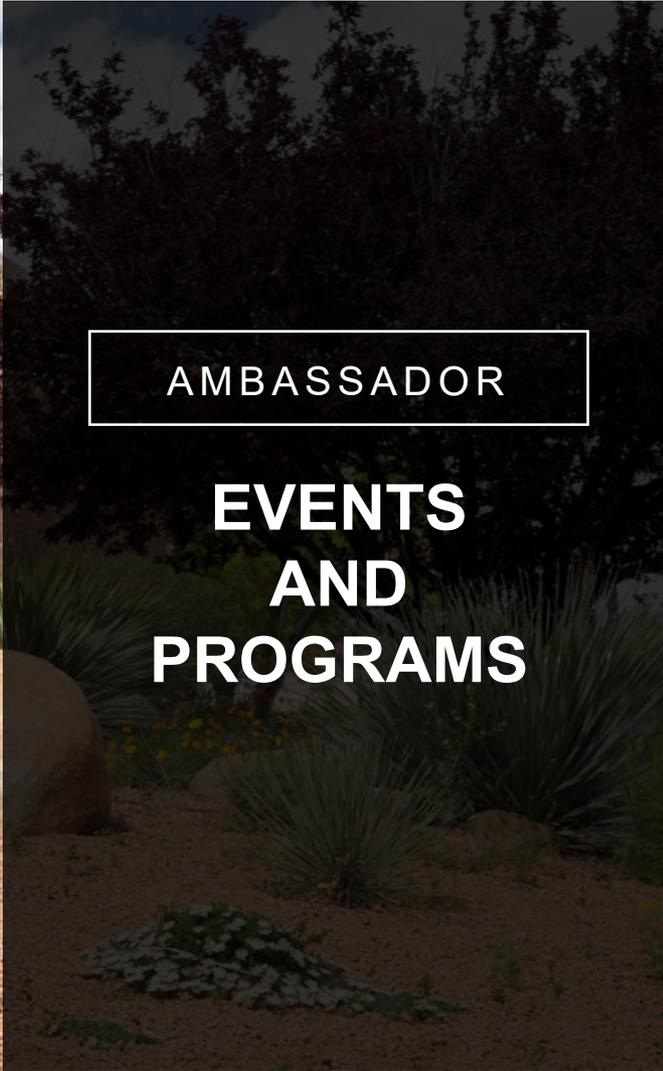
Come Celebrate RUFF'S Birthday  
**Friday, October 19**

**ROUGH RIDER VOLLEYBALL GAME**  
Yavapai College Prescott Campus  
Walraven Gym, building 2  
Celebration at intermission

**Yavapai COLLEGE** RSVP: [student.activities@yc.edu](mailto:student.activities@yc.edu)

YC BANDANA TO FIRST 100 GUESTS!

YC 09/18/18



# Roughrider Welcome Week

---

The past fall and spring semesters we operated an information center for all campuses that provided resource information for students.

**Fall 2017:** Passed out **1000** tote bags with resource guides

**Spring 2018:** Over **700** book bags with guides were distributed

**Fall 2018:** Over **1500** students were welcomed back with a reusable Roughrider water bottle and resource guide



## Roughrider Resource Days

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The second week of each semester we sponsor a resource program for all departments that supports students during their educational journey.

**12** student services/resource departments participated in the fall and **8** in the spring.

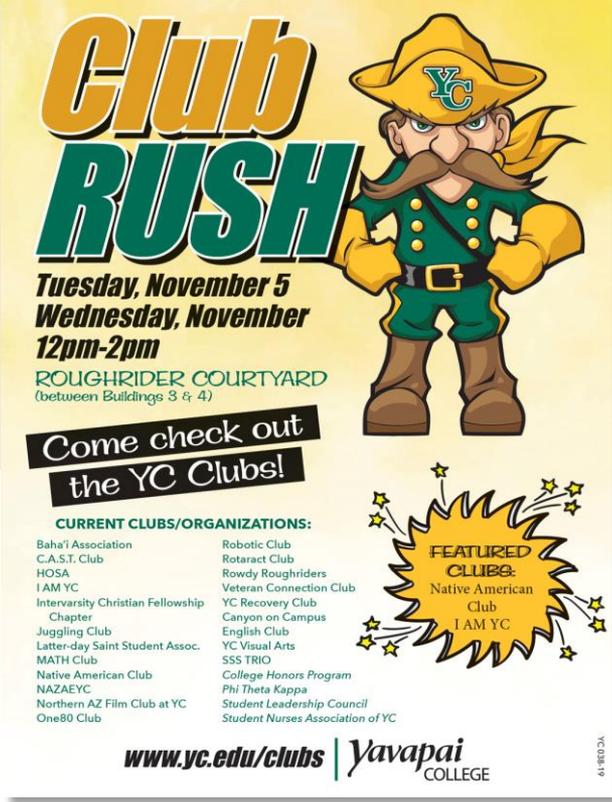


# Roughrider Club RUSH

This event provides YC students with information about individual clubs along with resources on how to start a club.

Club RUSH provides YC students the opportunity to get involved so they can be successful at Yavapai College.

**Ambassadors** feature a new club each RUSH day, which provides clubs the opportunity to highlight their events & activities.



**Club RUSH**

**Tuesday, November 5**  
**Wednesday, November 6**  
**12pm-2pm**

ROUGH RIDER COURTYARD  
(between Buildings 3 & 4)

**Come check out  
the YC Clubs!**

**CURRENT CLUBS/ORGANIZATIONS:**

Baha'i Association	Robotic Club
C.A.S.T. Club	Rotaract Club
HOSA	Rowdy Roughriders
I AM YC	Veteran Connection Club
Intervarsity Christian Fellowship Chapter	YC Recovery Club
Juggling Club	Canyon on Campus
Latter-day Saint Student Assoc.	English Club
MATH Club	YC Visual Arts
Native American Club	SSS TRIO
NAZAEYC	College Honors Program
Northern AZ Film Club at YC	Phi Theta Kappa
One80 Club	Student Leadership Council
	Student Nurses Association of YC

**FEATURED CLUBS:**  
Native American Club  
I AM YC

[www.yc.edu/clubs](http://www.yc.edu/clubs) | **Yavapai COLLEGE**

61580.0A

# Roughrider Club RUSH

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## By the Numbers

### 2017 - 2018

**218** joined a Club with **827** students participating  
(7 Club RUSHs total)

### 2018 - 2019

This academic year, **102** have joined a Club with **383** students participating resulting in **46%** of last year's results (Prescott)  
(5 more Club RUSHs scheduled)

# Roughrider Spirit Days

We have kicked off each fall semester with **GREEN** and **GOLD**.

## Pride:

- Spirit Rally and Walk
- BBQ
- Live Concert
- Gave out 1000 SWAG items
- Spirit Door Contest on all 6 Campuses
- Volleyball Intermission Game

**ROUGH RIDER Spirit Days**

**Thursday September 20**  
**5:30pm**  
 Pep Rally Walk to Kern Lindley Field  
 Meet at the Roughrider Circle

**6pm**  
 Soccer Game  
 Roughriders vs. Pima

**Friday September 21**  
**5pm**  
 Concert and BBQ  
 Roughrider Circle between Buildings 2 & 19

**7pm**  
 Volleyball Game  
 Wabwen Gym  
*First 200 guests receive free YC swag*

**SEPT 20 & 21**

**SPIRIT DOOR COMPETITION**  
 Faculty, Staff and YC Residents Challenge

- Show the most YC SPIRIT and creativity through your door decorating skills to obtain special prizes at the Spirit TRUMPET!
- Judging begins on Monday, September 17
- Winners announced at Friday Night Volleyball Game

**YC GREEN AND GOLD**  
 Campus Wide Competition

- Represent with your GREEN and GOLD apparel
- Take a SPIRIT Road picture with camera placed around campus
- Top pictures will receive prizes

Contact Information: Janice Soutter, Coordinator/Student Engagement 928.776.2125 | [janice.soutter@yc.edu](mailto:janice.soutter@yc.edu) | **Yavapai COLLEGE**

**ROUGH RIDER Spirit Days**

**September 12-15, 2017**

<p><b>Tuesday 9/12</b>  <b>5pm</b>  <b>5:00pm</b>    Meet at the Pappas Circle in Pinal Campus</p> <p><b>6pm</b>    Soccer Game    Roughriders vs. Gateway</p>	<p><b>Wednesday 9/13</b>  <b>5:30pm</b>    MAT Force - Drop Awareness Building 18 Room 147  <b>FREE</b> T-shirts to first 100 YC students</p> <p><b>7pm</b>    Roughrider Volleyball Game    Wabwen Gym  <b>FREE</b> popcorn and drink for all YC students</p>	<p><b>Thursday 9/14</b>  <b>6pm</b>    Willie May Aikens Meet Lopez Baseball Field    Kansas City Royals    Kansas College Performing Arts Center</p> <p><b>7pm</b>    Roughrider Volleyball Game    Wabwen Gym    YC Staff to the first 200 students, staff/faculty</p>	<p><b>Friday 9/15</b>  <b>5:00pm</b>    Concert &amp; BBQ    Roughrider Circle between buildings 2 &amp; 19</p> <p><b>7pm</b>    Roughrider Volleyball Game    Wabwen Gym    YC Staff to the first 200 students, staff/faculty</p>
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**Yavapai COLLEGE**

Contact Information: Janice Soutter, Coordinator/Student Engagement 928.776.2125 | [janice.soutter@yc.edu](mailto:janice.soutter@yc.edu)

## Roughrider Movie Night

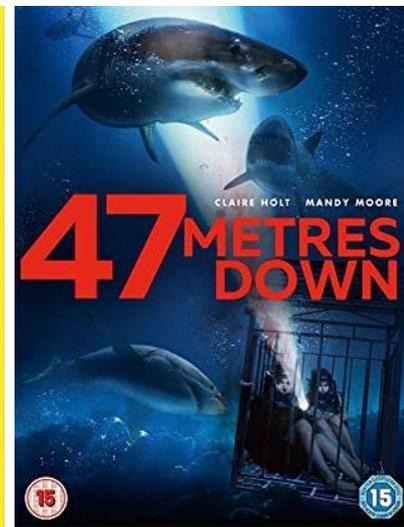
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Roughrider Movie Nights kicked off with a night in the YC Pool and the movie *47 Meters Down* in September.

In October, Dr. Waldenberger led a discussion/workshop and viewing of the classic movie *Psycho*.

**2017-2018:** Engaged over 140 students and guests.

**2018-2019:** 102 (Prescott), 25 (Verde) – still have spring to go



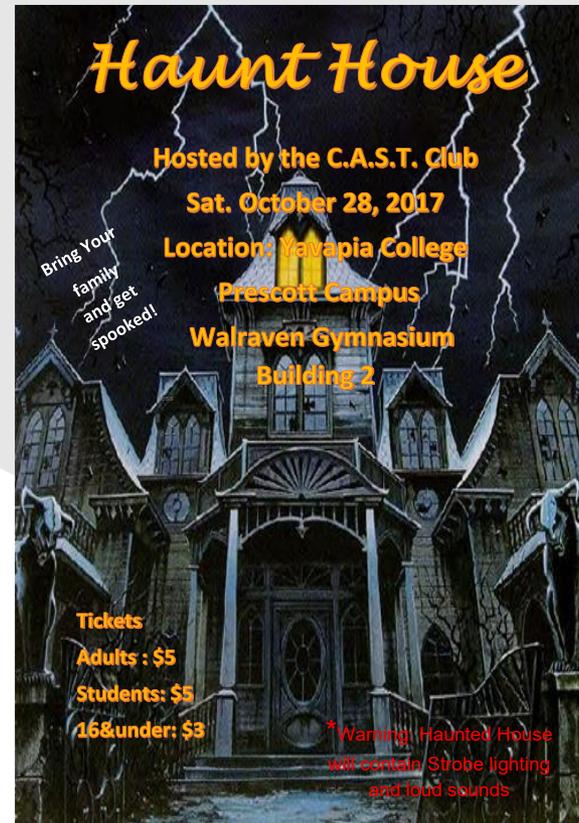
# Haunt House

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Hosted by the C.A.S.T. Club in the Walraven Gym.

Over **300 guests** attended with proceeds of **\$849** and **132 food items** donated to the Yavapai College Food Pantry.

Guest Reviews: "Best \$5 spent," "entertaining," "great job!"



1100 E Sheldon St, Prescott, AZ 86301  
Contact Us at [castclub.yc@gmail.com](mailto:castclub.yc@gmail.com)

**Yavapai**  
COLLEGE

# Northern Arizona Suns Night

---

During the NAZ Suns & Yavapai College Night on Friday, February 2nd, Yavapai College had over 280 ticket holders along with Yavapai College students performing the National Anthem and half-time show.

**Ambassadors** helped organize and coordinate the event.



## Open Gym Night

---

Open Gym started spring semester of 2017.

The **Ambassadors** purchased Knockerballs and worked with Athletic Director Brad Clifford to utilize the Volleyball and Basketball Courts for a weekly night of fun and activity.

YC students are encouraged to come and bring guests. In 2018, attendees averaged 33 per night for an eight-week 255 participants.



**OPEN GYM  
NIGHT**

*EVERY TUESDAY NIGHT  
FROM*

**9:15 11:15**

*STUDENTS COME OUT AND ENJOY GAMES OF  
BASKETBALL, VOLLEYBALL, KNOCKERBALL, and MUCH MORE*

**BUILDING 2 IN THE GYM**

**NEED STUDENT ID TO ENTER  
ALLOWS ONE GUEST**

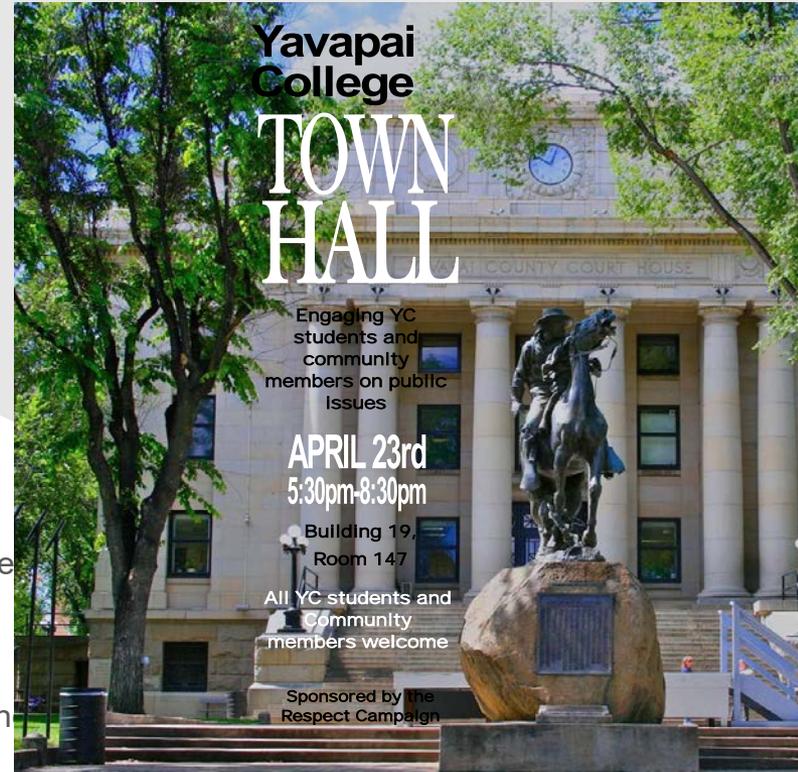
# Town Hall

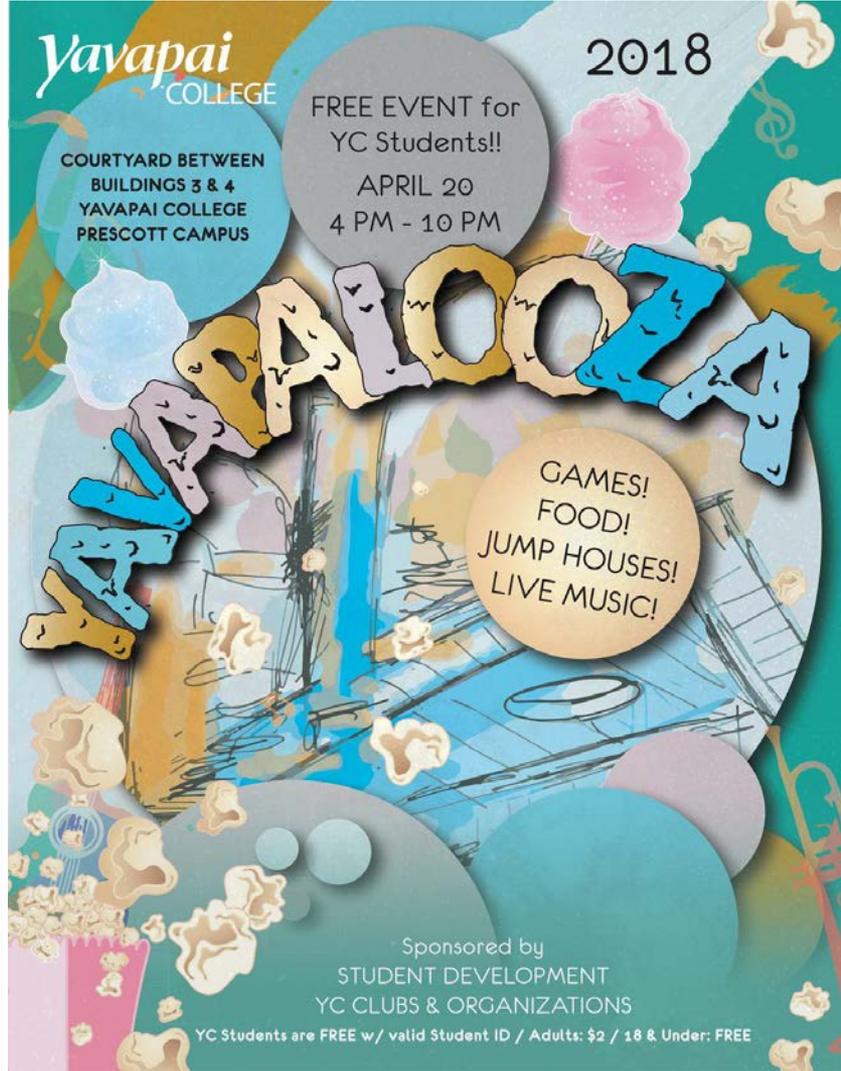
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The YC Town Hall took place on the Prescott campus on the April 23<sup>rd</sup>.

Dr. Suzanne Waldenberger (Sukey)/Mark Shelly/Curtis Kleinman/Brandy Andres/CHP/**Ambassadors** conducted an facilitated round table discussions with the leadership of Prescott/Dewey/PV/Mayor/Chino Valley and YC students.

There were over **109 participants**.





## Yavapalooza

---

Yavapalooza is the largest YC student-driven event of the year on the Prescott campus. It features Carnival style games, food trucks, live music and a dance for the entire YC student body and their families. It is free for students and \$2 for general admission.

The **Ambassadors** coordinate the event with all YC Clubs and Organizations, local food vendors and community members.

The most recent Yavapalooza resulted in **27** carnival games, **5** food trucks plus Sodexo, & **2** local bands.

Over **800 guests** attend the event plus **200 volunteers**. In total, **1000 individuals** attended and/or participated.

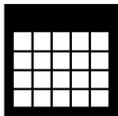
**Yavapai**  
COLLEGE



ROUGH RIDER

# COMMUNICATION

## YC Roughrider Communication



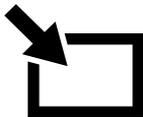
### YC EVENTS CALENDAR

Events and activities are posted to the YC one-stop source, College Campus Activities Calendar.



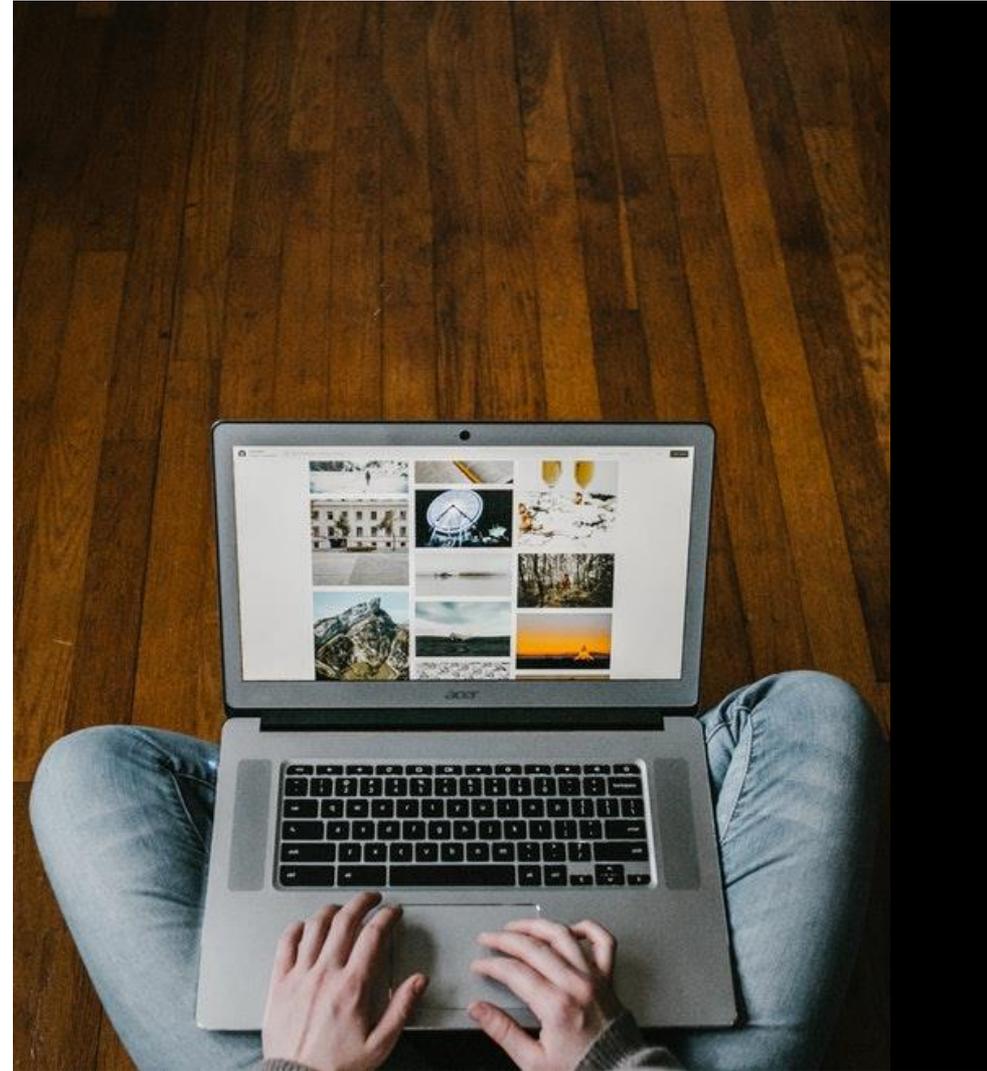
### MARKETING/COMMUNICATION PARTNERSHIP

The **RR Ambassadors** meet with the YC Marketing Team monthly to provide information needed to promote all events / activities / programs / projects.



### THE ROUGHRIDER NEWS

The Roughrider News focuses on daily posts on Facebook to enable a digital platform that informs YC students of current and upcoming events and deadlines.





ADDITIONAL  
**RESPONSIBILITIES**

## Ongoing Initiatives

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### YC Food Pantry

The YCFP is a collaboration between students, faculty, staff, and community members to alleviate the food insecurity we see on our YC campus. The goal is to expand to include all YC campuses.

### First Year Academy

FYA is the gate to a first year student's academic pathway. The goal is to help students lock in their tuition for two years, engage in 48 hours priority registration, and complete and/or graduate on time.





YAVAPAI COLLEGE

QUESTIONS



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<b>Financial Aid Updates</b>	<b>2</b>
<b>Adjunct Faculty Meeting ~ Prescott</b>	<b>2</b>
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<b>75-Word Short Story Contest</b>	<b>3</b>



**OCTOBER HAPPENINGS**

- Oct 9 Interview with Confidence Prescott
- Oct 9 University Transfer Visit NAU
- Oct 10 Pre-Nursing Workshop Prescott
- Oct 10 Rough Rider Movie Night
- Oct 10 Interview with Confidence Verde Valley Campus
- Oct 11 Prescott Library presents Distinguished Guest Lecturers Carol Hammond & Frankenstein
- Oct 15 - Last Day - for Student Initiated Withdrawal
- Oct 20 Verde Valley Campus—50th Anniversary Carnival ~ Alumni Reception
- Oct 27 Chino Valley Center —50th Anniversary Fall Festival
- Oct 31 PAC Opera at the Met—1:00 pm La Fanciulla Del West
- Oct 31 **HAPPY HALLOWEEN**
- Nov 3 Sedona Center —50th Anniversary Free Cooking Classes & Demonstrations



*Prescott Library Presents...*

**DISTINGUISHED GUEST LECTURER SERIES**

Carol Hammond  
Thursday, October 11, 2018  
12:00 p.m. – 1:00 p.m.



Prescott Campus Library  
Magazine & Newspaper Area

In 1818, an unlikely star was born...the world's most famous Monster, and he was not named Frankenstein.

Help us celebrate the 200<sup>th</sup> anniversary of Mary Shelley's Frankenstein: or The Modern Prometheus



Learn more about the novel's author, themes, and influence on popular culture, and why it is still relevant in 2018

For more information, contact Ginney Bilbray, [ginney.bilbray@yc.edu](mailto:ginney.bilbray@yc.edu)



Listen up Folks,  
I'm only gonna say this  
once,  
Mark these dates  
on your calendar

**Verde Valley Campus**

Saturday, October 20

Live music, carnival & alumni reception

**Chino Valley Center**

Saturday, October 27

Fall festival, hay rides, food trucks

**Sedona Center**

Saturday, November 3

Free cooking classes and demonstrations

## THE ADJUNCT ADVISOR

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

Elsie Gibbs Freeman, Editor  
Phone: 928-634-6562 (Verde)  
Email: [egibbsf@instructor.yc.edu](mailto:egibbsf@instructor.yc.edu)



### \$\$ Money—Money—Money \$\$

*Compensation Rate for 2018-19*

**\$804 per load hour**

Not sure how or what you are paid?

See your Division Dean

Pay dates for Fall 2018:

August 31

September 14 & 28

**October 12 & 26**

November 9 & 23

December 7

**The final pay date for the fall semester is Friday, Dec. 7**

### Reminder...

#### ANNUAL COMPLIANCE TRAINING

Recently a News Flash announced there are several Employee Training Courses available to access online. Completion of these courses allows YC to adhere to government mandates, internal guidelines, and best practices. The material in these courses addresses numerous topics such as:

- FERPA Basics
- Data Security & Privacy
- Conflicts of Interest
- Intersection: Preventing Harassment and Sexual Violence (EDU)
- Bridges: Taking Action

To access the training courses, please follow the steps below:

- Log into the YC website – <https://www.yc.edu>
- Click on the 'My Services' drop-down menu at the top of the page
- Find the 'Employees' menu
- Next, select 'Online Training'
- Your required training courses are listed
- Click 'Begin Course' to start

You have until Tuesday, November 27 to complete these courses.

Questions~ contact [hrtraining@yc.edu](mailto:hrtraining@yc.edu)

## Financial Aid Updates

We have several late start classes coming up, so with that in mind please make sure you drop students who do not attend and/or not participating in the class the first week of classes. Recently, we have seen a lot of instructors dropping students as no shows late into the semester to whom we have already disbursed financial aid. This creates a major issue for students and could result in students being unable to obtain financial aid again, as well as owing money to Yavapai College. Thank you for your efforts in helping with this!

Some students already have their spring financial aid posted, if they are eligible, so they will be set for spring registration on October 22<sup>nd</sup>! If students also need a loan for spring (we only want students to borrow when absolutely necessary) the loan applications are now available.

#### Satisfactory Progress/Maximum Time frame:

Students who received Satisfactory Progress or Maximum Time Frame prediction letters last week have until Wednesday, October 17<sup>th</sup> to turn in their appeal form and supporting documentation. Student Aid for spring will have to be removed on October 20 for students who do not have an approved financial aid appeal.

#### Bookstore charging:

For fall, students can continue to charge their books at our bookstore for late start classes until October 15<sup>th</sup>. For spring, bookstore charging is not available until we return from winter break in January.

#### FAFSA Applications for 2019-20 AY Now available!!!!

Many student Financial Aid programs are limited funded and may be given out on a first come – first served basis. The new Financial Aid application (FAFSA) for the 2019-20 Academic year is now available. Students (and parents) should complete the application as soon as possible using their 2017 tax data. We encourage families and students to use the automated "DRT" direct IRS data transfer to transfer their tax information directly to the FAFSA, if they are asked to do so as they fill out the FAFSA on line.

We are here to help! If students have questions about financial aid, ask them visit the Answer Center. The only challenges we want students to have, are the challenges in the classroom. We are located on both Verde & Prescott campuses: Building I at Verde Campus and Building #1 at the Prescott campus. Soon we will have representatives at the Prescott Valley campus! They can also call 776-2149. Thank you for your continued efforts! We appreciate all you do!

Ray Ceo  
Director of Financial Aid

### Adjunct Faculty Meeting

#### All Faculty Welcome

Thursday, October 25

5:30 pm to 6:30 pm ~ Prescott Campus 3-106  
Dinner voucher provided

### PEDAGOGY, ASSESSMENT, AND PATHWAYS

Guest Speaker: Dr. Molly Beauchman

RSVP, or for questions,

contact Tara O'Neill at [tara.oneill.yc.edu](mailto:tara.oneill.yc.edu)

Zoom link: <https://yavapai.zoom.us/j/936787818>



**ADJUNCT FACULTY MEETING**  
**All Faculty Welcome**

Friday, October 26 ~ 12:00 Noon to 1:30 pm  
Verde Valley Campus G-104

**Presenters and Topics:**

**Dean Stacey Hilton**  
**Learning Committee Updates**

**Professor Lindsay Henning**  
**Quality Matters**

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

Can't attend in person?  
Join us via ZOOM—Watch for News Flash for details!

Teaching & eLearning Support **TeLS**

**6 X 16 Blogging Challenge Update**

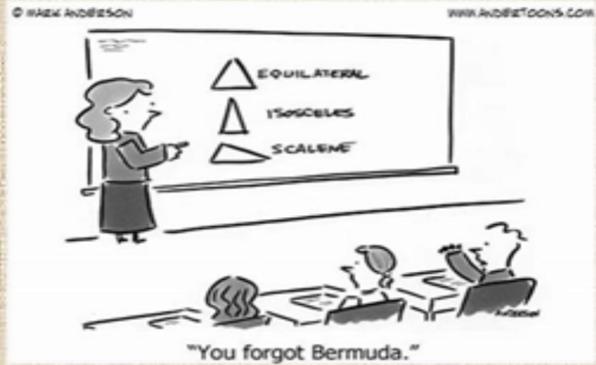
Last month you were invited to participate in the 6 x 16 Blogging Challenge in which you were invited to share and discover what your colleagues are doing. The purpose of the Challenge is to encourage us to be reflective practitioners and share what has been learned. So if you haven't visited the TeLS Web Letter site, we strongly urge you to do that. You'll be sooooooo glad you did! In fact, do it NOW—All you have to do is go to

[www.telswebletter.com](http://www.telswebletter.com)

*A truly good book teaches me  
better than to read it.  
I must soon lay it down,  
and commence living on its hint.  
What I began by reading, I must finish by acting.*



Henry David Thoreau



**THE 75-WORD SHORT STORY CONTEST**

I recently participated in a short story contest that was sponsored by the **San Luis Obispo Chronical**. To paraphrase another writer, being limited to 75 words can be challenging; but, it's also a lot of fun!

Feel free to use the Thanksgiving pictures displayed here to inspire a story. Or, go in an entirely different direction. Send your story to [egibbsf@instructor.yc.edu](mailto:egibbsf@instructor.yc.edu) for publication in the November issue.

And yes, this article only contains 75 words!



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**YC Library's Distinguished Guest Lecture Series**

**FREE!**



**Dr. Barb Waak**  
**Wednesday, October 31, 2018**  
**12:00 p.m. – 1:00 p.m.**  
 Verde Campus Library  
 Magazine & Newspaper Area



**The Thin-lipped Creature**

At the 200th anniversary of the publishing of "Frankenstein: Prometheus Unbound," Dr. Barb Waak revisits her many lectures from English 102 and 237: Women in Literature. This October 31st presentation celebrates Mary Wollstonecraft's personal history and the story behind the creation of her most famous work. Dr. Waak will cover such topics as the accurate biography of Mary Wollstonecraft, Jr., proffered themes of the novel, and Hollywood's inaccuracies.

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



**Be sure to  
VOTE  
November 6th!**



*From Our Registrar...*

**Dear Faculty,**

Please note the chart below. The deadline to withdraw students is Tuesday, December 4.

The final grading window will open December 7, and final grades are due at noon on Wednesday, December 19.

Part of Term	Description	Faculty Withdraw Deadline	Grading Window Opens	End Date	Final Grades Due
POT 1	Full Term	Dec. 4	Dec. 7	Dec. 14	<b>Wednesday Dec. 19 Noon</b>
POT 2	Duel Enrollment Term	Dec. 4	Dec. 7	Dec. 21	Wednesday Jan. 2
POT 3	Extended Semester	Dec. 4	Dec. 7	Dec. 14	<b>Wednesday Dec. 19 Noon</b>
POT 81	1st 8 Week	Oct. 5	Oct. 6	Oct. 13	Friday October 19
POT 82	2nd 8 Week	Dec. 4	Dec. 7	Dec. 14	<b>Wednesday Dec. 19 Noon</b>

How to withdraw students:

Log into [www.yc.edu](http://www.yc.edu) with your username/password  
Go to My Services/Faculty/Faculty Withdraw

**Questions: Contact me at:**

registrar@yc.edu \* 928.776.2107 \* visit me Bldg 1—111 Prescott  
Sheila Jarrell, M. Ed.

Oct 31	Guest Lecture Series—Verde Valley Library Dr. Barb Waak—The Thin-lipped Creature 12:00 Noon to 1:00 p.m..
Nov 2	University Transfer Day-NAU Verde Valley Campus-Bldg I 9:30-3:30
Nov 3	50th Anniversary Celebration—Sedona 9:00 a.m. to 3:00 p.m. See page 3
Nov 6	Election Day—Be sure to vote because Your Vote COUNTS!
Nov 6	New Student Orientation —2:30 to 4:30 Prescott Campus Bldg. 19-206
Nov 7	Veteran Day Celebration & Resource Fair Verde Valley Campus — starts 5:30
Nov 9	Literary Southwest ~ Prescott Campus Library Community Room —Bldg 19
Nov 9	Salute to Freedom: Veterans Day Concert PAC 7:00 p.m.
Nov 12	Veterans Day— All Offices and Campuses Closed
Nov 14	Veterans Day Celebration & Resource Fair Prescott Campus—starts—4:30
Nov 14	University Transfer Day—NAU Prescott Campus—Bldg 19 Lobby
Nov 21- to 23	Thanksgiving Break All campuses & offices are closed
Nov 30	Final Deadline for Spring 2019 YC Scholarship applications

## The Adjunct Advisor

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

### \$ Money—Money—Money \$\$

*Compensation Rate for 2018-19*

**\$804 per load hour**

Not sure how or what you are paid?

See your Division Dean

Pay dates for Fall 2018:

August 31

September 14 & 28

October 12 & 26

November 9 & 23

December 7

**The final pay date for the fall semester is Friday, Dec. 7**

## Financial Aid Update .....

The Yavapai College Foundation Scholarships application priority deadline for Spring 2019 was November 1<sup>st</sup>. The final application deadline for Spring 2019 scholarships is November 30<sup>th</sup>.

Starting December 1<sup>st</sup>, the new application for 2019-20 scholarships will be available on the MYYC portal. This application will allow students to apply for Foundation scholarships for enrollment beginning in the Fall 2019.

FAFSA Workshop  
November 6, 2018  
4:30 to 6:30  
First Year Academy Students  
Prescott: Bldg 3-119  
Verde Valley: Bldg M-112  
Contact Ray Ceo for more information  
Director of Financial Aid  
Yavapai College  
928.776.2110  
[Ray.ceo@yc.edu](mailto:Ray.ceo@yc.edu)

## VETERAN'S DAY 2018

***We are the Land of the Free  
because of the bravery of our men  
and women  
who fought  
the battle  
for our liberty.  
With sincere gratitude  
and pride,  
we salute you and wish you  
celebrate this day dedicated for  
our heroes, our Veterans!***



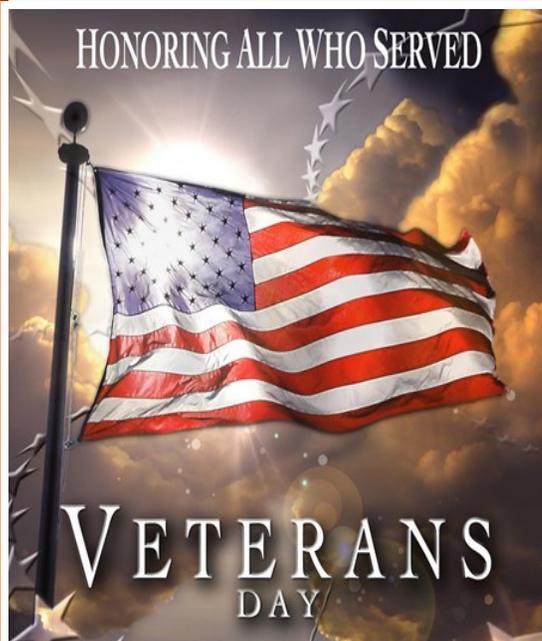
## MARK YOUR CALENDAR

### ADJUNCT FACULTY MEETING

Friday, November 16, 2018  
12:00 noon to 1:00 p.m. Prescott Campus 3-106  
All Faculty Welcome

### SENATE PRESIDENT MATT PEARCY TELS REPRESENTATIVE JARED REYNOLDS

Last meeting of the fall semester  
Attend in person or via Zoom  
<https://yavapai.zoom.us/j/282913778>



**50th Anniversary Celebration**  
Saturday, November 3, 2018  
9:00 a.m. to 3:00 p.m.  
**SEDONA CENTER**  
4215 Arts Village Drive

### Event Schedule

9:00 a.m.—1:45 p.m.

- ◆ Free cooking demonstrations
- ◆ OLLI & Comm. Ed. Mini-classes
- ◆ Free box lunches
- ◆ Drawing for free classes

2:00 p.m. ~ 3:00 p.m.

50th Anniversary Reception  
and Presentation



## Quality Matters Workshop

Friday, November 30

9:00 a.m. to 2:30 p.m.

Discover how Quality Matters

relates to your courses

Create your own QM account

Review your own course

And

Conduct a review

\*\*\*\*

For more information

And/or to register

Contact Lindsay Henning

[Lindsay.Henning@yc.edu](mailto:Lindsay.Henning@yc.edu)

928-717.7922



## Adjunct Faculty Meeting

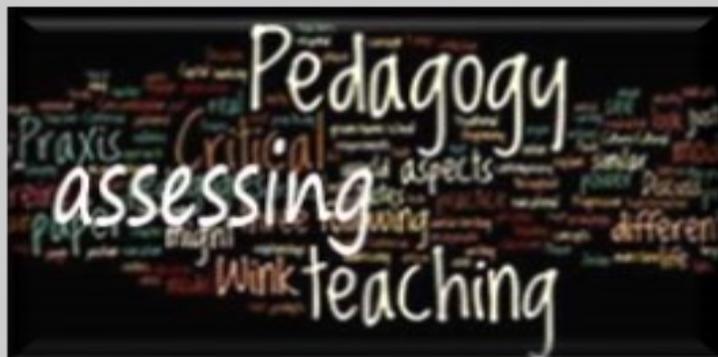
Friday, November 16

12:00 noon to 1:15 PM

G-104

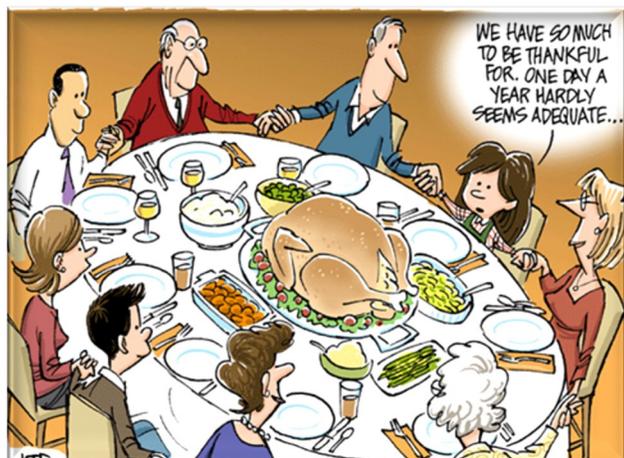
**Dr. Molly Beauchman**

**PEDAGOGY AND ASSESSMENT**



## Happy Thanksgiving

A recipe for a thankful heart: one cup of true love, two cups of kindness, three cups of grace, a teaspoon of patience and forgiveness, and just a pinch of zest for living. That's the kind of thanksgiving meal we're cooking in our lives together!



## ATTENTION...

All Faculty and Staff

*Beware the Sands of Time*



**November 27 is the last day to complete  
HR Online Training Courses**



### Teachers

Remind your students to Register for the Spring semester to get the classes they need

**Presenter :** Ray Sigafoos

**Start Time :** 3:01 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 4/20/2018

**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 :** 3:11 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 4/20/2018

**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 REPORTS (CONTINUED) - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:11 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/20/2018

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
1	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.	738122

**Description :** Receipt of the President's Monitoring Report - Ends Statement 1 - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 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.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1 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.

2. If Board intends to not accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1 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. I move that the President provide the Board with a new Monitoring Report for Policy 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 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. I move that the President provide the Board with a new Monitoring Report for Policy 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
Ends Report 1.pdf	Oct 30, 2018	Ends Report 1.pdf
1 Compilation.pdf	Nov 09, 2018	1 Compilation.pdf

**President's Preliminary Monitoring Report  
End Statement 1.0 Ends  
November 2018**

**End Statement:**

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.

**President's Interpretation:**

Yavapai College provides all residents of Yavapai County quality education and training which maintains and strengthens our economic base. We provide such preparation by efficiently utilizing our revenue sources including keeping tuition prices affordable.

**Supporting Evidence:**

Yavapai College fulfills this overarching End primarily through 1.1 Education, 1.2 Economic, and 1.3 Community Ends. Please see those Monitoring Reports for the details.

**Access:**

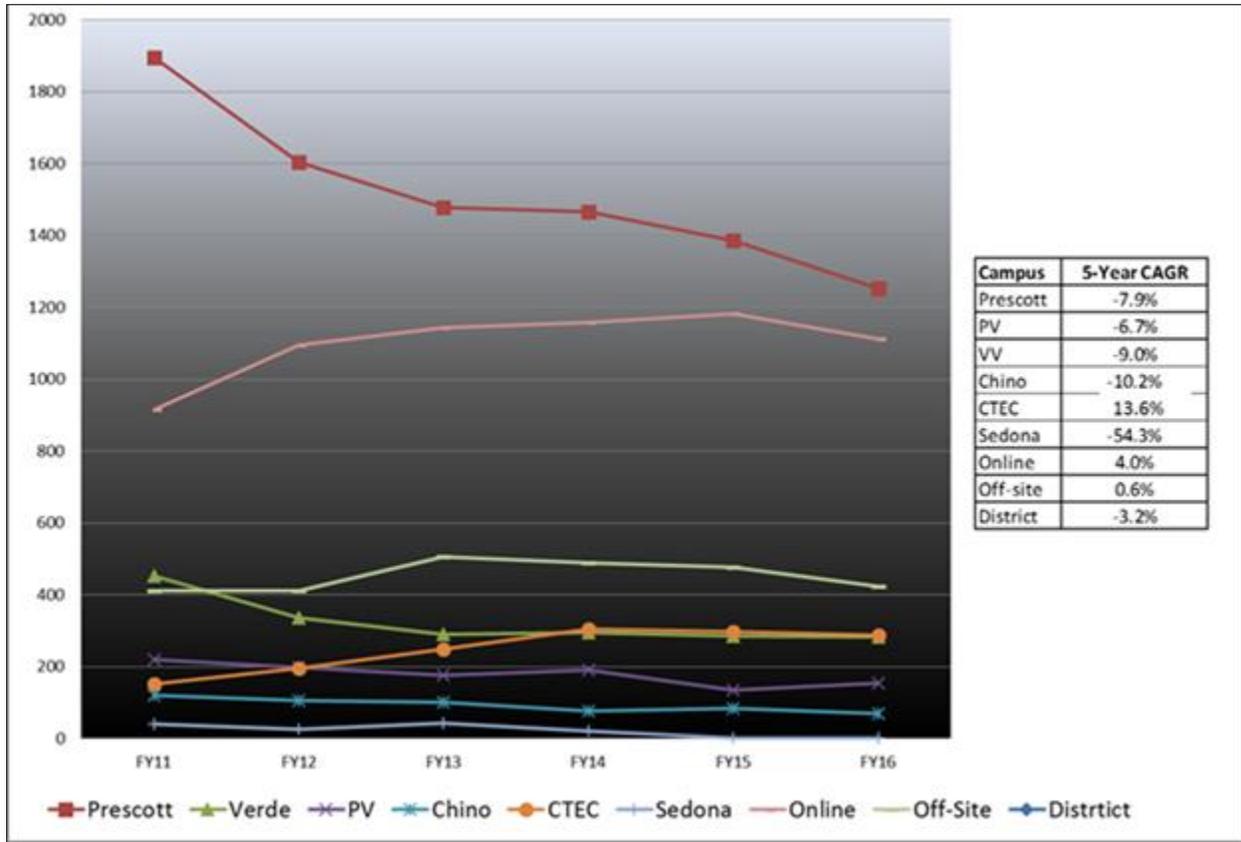
Due to the size and density of our service district, Yavapai College provides access to our services through a combination of physical and technological resources, as well as through affordable pricing.

Yavapai College operates two full-service campuses, one in Prescott and one in Clarkdale, providing educational access to residents in the two main population centers in Yavapai County. The College also operates four centers, providing easier access to general education and non-credit classes. Each center offers some specialized Career Technical Education including Sedona (Culinary & Hospitality), Prescott Valley (Allied Health and Police), Chino Valley (Agriculture and High Voltage), and the Career Technical Education Center.

The College has a longstanding tradition of offering dual credit coursework in the high schools, allowing high school students to earn general education college credits as they earn their diploma. Likewise, through partnerships with the two Yavapai County Career Technical Education Districts, the College enable students to earn college credits in career technical education as they fulfill their high school class requirements. In FY18, high school students earned roughly 12,000 student credit hours (SCH). All of the coursework was provided by a deep discount or was paid for by the CTEDs—a total scholarship value of approximately \$1,000,000.

To further enhance access, the College has developed several online courses. Today, almost 40% of Yavapai College coursework is taken online from locations throughout the county and beyond. Along similar lines, the College has partnered with local libraries to create Remote Learning Centers in Ashfork, Camp Verde, Spring Valley, and Yarnell to provide personal computers that community members can borrow at the library to participate in online college coursework as well as GED.

### Full-time Student Enrollment by Location



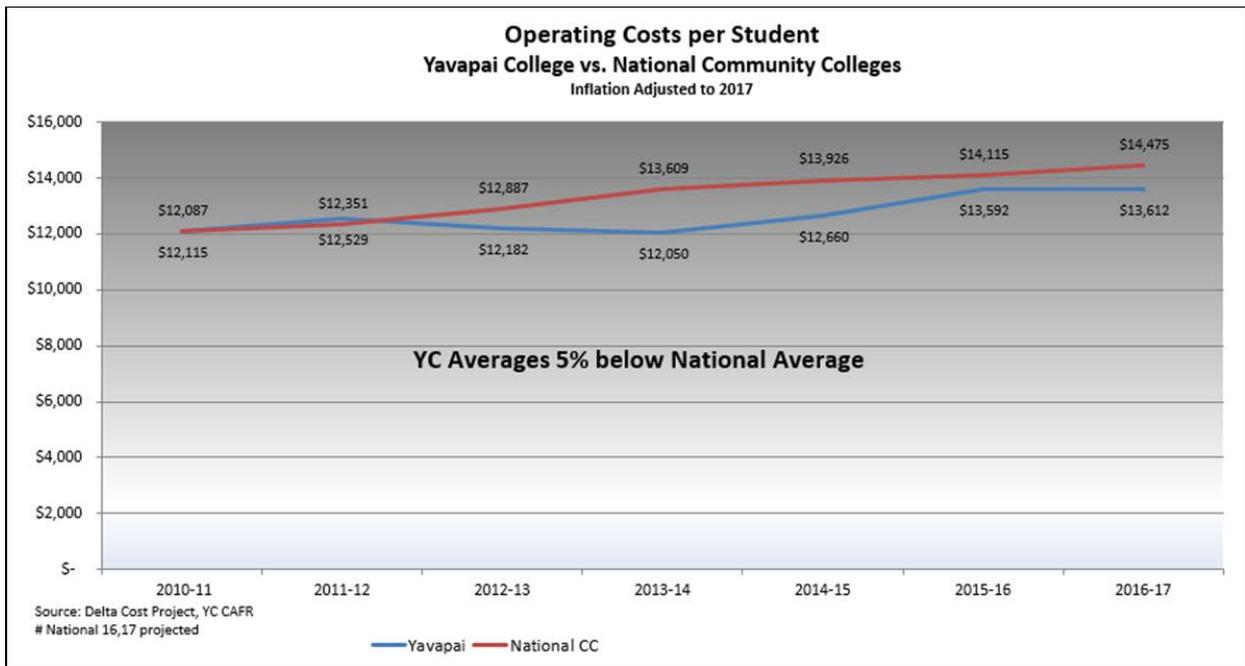
Finally, the College purposefully sets pricing to remain affordable and accessible. This is done by ensuring the baseline tuition is below the national average community college tuition rates by at least the same proportion that the average Yavapai County household income is below the national average. Per census.gov, the median household income in Yavapai County is 21% below the national average, whereas Yavapai College tuition is 31% below the national average. Moreover, students are encouraged to apply for federal PELL grants, and those with the least financial resources are awarded grants which often exceed the full tuition charges.

### Costs:

In terms of justifiable costs, both operating and capital expenses are monitored.

The College strives to be within 10% of the national community college average operating costs per full-time student equivalent (including Instruction, Student Services, Academic Support, Institutional Support, Facilities, Auxiliaries, and Public Service). This range acknowledges that Yavapai College provides some unique services (Regional Economic Development Center, Performing Arts Center, Southwest Wine Center, Sedona Culinary Arts Institute, relatively large non-credit portfolio, high proportion of career technical education, etc.).

Per national data from the Delta Cost Study, Yavapai College’s average operating costs are below the national average for the past 6 years.



Another way to efficiently utilize our revenue sources is by being good fiscal stewards of our capital expenditures. For capital expenses, Yavapai College monitors our Net Asset Value (NAV) score, which takes a 10 year look ahead at the investments needed in facilities and capital equipment, as well as the modernization of those same building systems.

$$\text{Net Asset Value} = \frac{(\text{Current Replacement Value} - \text{Total Asset Reinvestment Need})}{\text{Current Replacement Value}}$$

Yavapai College has consistently scored well in these types of measures since monitoring began in 2014.

Yavapai College’s estimated Net Asset Value score was 87% in 2017, reflecting a top quartile ranking of best-maintained colleges in the country. With the DGB’s annual budget approval, the College continues to reinvest in our capital assets, extending their useful life while lowering the Total Cost of Ownership for our stakeholders.

We will continue to seek District Governing Board approval for all other capital projects to ensure these investments are aligned with changing community needs.

**President’s Conclusion:** I report compliance.

## Presidential Monitoring Worksheet for Ends Policies

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

**Compilation - November 2018**

<b>1 Ends Statement</b>	<b>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.</b>	
<b>Interpretation:</b> Yavapai College provides all residents of Yavapai County quality education and training which maintains and strengthens our economic base. We provide such preparation by efficiently utilizing our revenue sources including keeping tuition costs affordable.		
Is the interpretation reasonable?	YES <b>5</b>	NO
Does the data show accomplishment of the interpretation?	YES <b>3</b>	NO <b>2</b>
Is there sufficient evidence to indicate compliance with the Ends policy?	YES <b>3</b>	NO <b>2</b>
Based upon your review of the monitoring report, should this Ends policy be amended?	YES <b>1</b>	NO <b>4</b>
<b>Comments/Remarks:</b> <b>Sigafoos: The report needs more current data on enrollments than FY 2016. In addition the tuition pricing information is not presented in any kind of format that can be analyzed. The net assets value section needs more data to support its conclusions.</b>		

**SHADED ITEMS** should be discussed at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:16 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/20/2018

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
1	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.	738122
1.2	Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.	669552

**Description :** Receipt of President's Monitoring Report - Ends Statement - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 1 Ends

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

1.2 Economic Ends

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

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy.

Therefore, I move that we accept the Monitoring Report for Policy 1.2.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.2 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 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [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 1.2 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 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
1.2 DGB Ends Report.pdf	Oct 30, 2018	1.2 DGB Ends Report.pdf
1.2 Compilation.pdf	Nov 09, 2018	1.2 Compilation.pdf

**President's Monitoring Report  
End Statement 1.2 Economic Ends  
Fiscal Year 2018**

**End Statement:**

1.2 Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs and assisting with capital formation.

**President's Interpretation:**

1.2 Yavapai College actively participates in economic development and is the lead educational provider for workforce training.

**Supporting Evidence:**

Yavapai College (YC) continues to provide outstanding workforce training opportunities for the citizens of Yavapai County. In addition to the exceptional programs and services performed by the Regional Economic Development Center (REDC), YC's facilities and instructional programs are continually being modified and improved to better serve the workforce needs of our communities. New instructional programs have been developed to address local workforce needs, most notably new Culinary Educational Programs, Manufacturing, and Construction, and expansion plans for the Prescott Valley Center to allow for growth of YC's Allied Health Educational Programs.



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

**2015-2020 Strategic Plan \***

In its fifth year of operations, the REDC has expanded services to municipalities and economic development organizations to include economic impact studies and strategic planning for community development. The Center has also designed and implemented several new initiatives aimed at connecting students to economic opportunity in employment and entrepreneurship.



The REDC was instrumental in working with instructional staff at Yavapai College to develop a 15-week intensive training and internship program in custom 3D printing and networking for RESA Wear custom orthotics. The ability to adapt quickly and develop this program within three weeks was the key decision making factor for RESA to establish headquarters in Prescott.

Similarly, the REDC Director, has worked with Yavapai College Executive Leadership and executives from Embry Riddle University to encourage Eviation Aircraft, an Israeli-based electric airplane pioneer, to establish its North American headquarters at Prescott Airport, adjacent to CTEC. Both Embry Riddle and Yavapai College offer aviation technical training.

The REDC aligned productivity with the primary focus of the new Economic Responsiveness Section of the 2015-2020 Strategic Plan (see document below). Activity included an emphasis on job placement and communication with industry liaisons, data tracking of student placement, outreach and partnerships to create a ready and viable labor force for industry, and economic impact analysis to outline Yavapai College's economic value and contribution to the county.



\*(Reference the complete 2015-2020 Strategic Plan at [https://www.yc.edu/v5content/strategic-planning/docs/Draft2015\\_2020\\_Strategic\\_Plan.pdf](https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf) )

Supporting evidence follows:

### **Custom Industry Training**

The REDC continued its training programs in the county with industry certified training in technology and networking to support a new global enterprise, which manufactures mobile kiosks that 3D prints orthotic inserts for shoes. The REDC has also worked with the non-credit division of the College to produce and deliver a comprehensive course on Management and soft skills for the Central Arizona Fire. This course has received positive feedback as well as inquires to deliver the course to other fire cohorts. Additionally, the REDC has been working with The City of Prescott, Embry Riddle Aeronautical University, and the Arizona Israeli Technology Alliance to bring high paying aviation manufacturing jobs to the greater Prescott area. Most recently, the REDC has received a request for customized training from Cobham Aviation here in Prescott.

### **Lunch 'n Learn Programs**

Topics for industry Lunch 'n Learn programs this past year have included:

- Cyber Security (5 part series)
- New Tax Law Changes
- Home Based Business 101



### **YC Student Development Services**

Over the past fiscal year, the College transferred the Employment Services department to Student Development Division at YC. A new Yavapai College Employment Services website was created for job postings and internships. The REDC has worked closely with Student Development staff to coordinate advising and other services. New Career coaches provide career counseling, job placement, and internship services. This transfer of services aligns with Guided Pathways. Please see the following website to review services: [www.yc.edu/jobs](http://www.yc.edu/jobs)

Key duties for career coaches include:

- Direct Job Placement – **Outcome: 12 students placed during 2017 – 2018 school year.**
- Internships – **Outcome: 7 student interns placed 2017-2018 school year; 4 internship opportunities where referred to YC program leads for credit bearing 296 internships.**
- Maintenance of job postings website – **Outcome: 1,824 (July 2017 - June 2018).**
- Institutional Student Job Placement Data Tracking- **Outcome: 1500 students, who completed an academic program, tracked for academic year 17-18** (this includes Fall 2017, Spring 2018, and Summer 2018).
- The REDC worked with Institutional Effectiveness & Research and Informational Technologies to finalize a software-tracking program. The Graduation Follow-up website was developed and put into operation as of Spring 2017. Summer 2017 is currently being analyzed and Summer 2018 is in progress.

## **Regional Industry & Economic Impact Analysis (pro bono)**

Regular analysis of regional economic trends has been produced and delivered to area Economic Development Practitioners, Chambers, and even students.

- Camp Verde Labor Market Report – business attraction
- Yavapai County Economic Overview
- Camp Verde Economic Overview
- Cottonwood Economic Overview
- Prescott Economic Overview
- Prescott Valley Economic Overview

The REDC provides continuous demand analyses of local industry needs. Primary industry sectors experiencing demand for workforce and potential demand for laborers are manufacturing, healthcare, business and public administration, information technology, agriculture, hospitality, and retail. Quantitative and qualitative research has been conducted to determine workforce, infrastructure, and logistical demands for these sectors along with identification of federal assistance for these elements. The sector strategy approach to economic development has proven successful and is the preferred method of analysis for the REDC. Going forward, the REDC has plans to expand its ability to provide high quality data analytics and reporting to support local community efforts for Economic Development.

Analysis of industry and workforce needs include individual company analysis, participation on local industry committees, and Labor Market Information (LMI data sets). The REDC director is able to regularly analyze job postings to identify skills and corresponding academic pathways for occupations.

The REDC sponsors luncheon roundtables at Yavapai College for industry throughout the county. Business owners, plant managers, and human resource professionals share information pertaining to current and future workforce needs. Skills gaps are identified in this analysis and translated internally to programmatic deans. Skills gaps are identified using industry roundtables that are focused on in-demand skills and emerging needs. Identification of in-demand skills and emerging training needs also occurs through the various workforce-related committees of which the REDC director participates.

### ***FY 18 Industry Roundtables:***

Committees include but are not limited to:

- Greater Prescott Regional Economic Partnership
- Verde Valley Regional Economic Organization
- Prescott Businesses Services Group

**FY 17 Workforce Analysis Conducted:**

Sedona Tourism Impact Study	Town of Sedona contracted for impact analysis study (For Fee)
Quad City Labor Market Reports	Industry Analysis for Yavapai County, Industry and Academic Program Gap Analysis
Verde Valley Labor Market Reports	Town of Camp Verde Housing Feasibility Report, Greater Verde Valley Location Quotient Analysis, Greater Verde Valley Industry Supply Chain Analysis

**Events & Outreach organized and facilitated by the REDC FY2018**

<ul style="list-style-type: none"> <li>▪ Future Leaders Town Hall in Prescott and in the Verde Valley, in association with AZ Town Hall on funding pre K-12 education. (October 2017).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Six Job Fairs conducted in partnership with local chapters of the Chamber of Commerce &amp; Goodwill of Northern and Central Arizona: <ul style="list-style-type: none"> <li>Prescott Valley (fall 2017)</li> <li>Chino Valley (winter 2018)</li> <li>Sedona (winter 2018)</li> <li>Prescott (spring 2018)</li> <li>Verde Valley (spring 2018)</li> <li>Young Adult job fair (spring 2018)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ 8 Industry Lunch 'n Learns were held which included <ul style="list-style-type: none"> <li>- a 5-part series on Cybersecurity</li> <li>- two discussions on recent tax changes</li> <li>- successfully operating a home-based business</li> </ul> </li> </ul>	

## **Marketing: REDC marketing materials are produced in-house and include the following:**

- Quarterly YC Workforce Report – distributed to all economic development boards, elected officials, and regional businesses.
- Prescott Chamber of Commerce Guide
- 6 Interviews on local radio stations
- Appearance at Mayor and Council for the City of Prescott
- Participation on Prescott Valley and Cottonwood Chamber TV shows
- Participation at Prescott Mayor’s Veterans Forum

## **Entrepreneurial Education & Resources**

- The REDC successfully applied for USDA Rural Business Development Grant (RBDG) funding to expand services in Yarnell, Black Canyon City, and Camp Verde in FY17. The Center is delivering services related to this grant through the SBDC staff.



### **Small Business Development Center (SBDC)**

The Small Business Development Center staff is comprised of the Director and three business analysts: a full time analyst serving the Verde Valley (position currently vacant), and two part time business analysts serving the Quad City Area as well as the Verde Valley. The SBDC is a grant funded program through the U.S. Small Business Administration for which Yavapai College provides matching cash funds. It is also one of the oldest SBDC programs operating in the state of Arizona for the past 28 years.

The SBDC provides one-on-one confidential counseling, a series of subsidized workshops, and a business resource library district-wide. Due to additional grant funding awarded to the REDC, services in FY18-2019 will be enhanced by increasing counseling hours in Black Canyon City, Chino Valley, Camp Verde, and Yarnell (Weaver Mountains communities). The SBDC provides counseling out of the Prescott Campus, Clarkdale Campus, Sedona Center, Camp Verde Economic Development offices, the Prescott Valley Center (soon to be the primary SBDC office location), and Prescott Valley Library.

### **Current SBDC workshop topics include:**

- Lean Business Start-up using LivePlan
- Understanding Cashflow
- QuickBooks Financial Statements and reporting
- Marketing with Social Media
- Using Facebook as a marketing tool
- Business Plan Writing Series (SCORE partnership)
- Business Finance: Quickbooks, Freshbooks, Xero
- Introduction to Quickbooks desktop and online
- Doing Business with the Government
- Cooperative Business Structures
- Franchising as an option to starting a business
- Preparing Your Business to Get a Loan

**Key Performance Indicators – SBDC (July 1, 2017- June 30, 2018)**

Performance Area – Yavapai County	Current Status	2018 Goal
New Clients	186	
Total Clients	267	
Long term Clients (over 5 hours counseling)	73	85
Business Starts	19	25
Jobs Created	67.50	85
Jobs Retained	68	15
Capital Formation	\$2.30 million	\$3.20 million
Sales Growth	\$2.16 million	\$3.60 million

**SBDC Performance October 1, 2017 – September 31, 2018 (SBA FY)**

Performance Area – Yavapai County	Current Status	2018 Goal
New Clients	184	
Total Clients	255	
Long term Clients (over 5 hours counseling)	69	85
Business Starts	31	25
Jobs Created	93.50	85
Jobs Retained	75	15
Capital Formation	\$4.02 million	\$3.20 million
Sales Growth	\$3.05 million	\$3.60 million

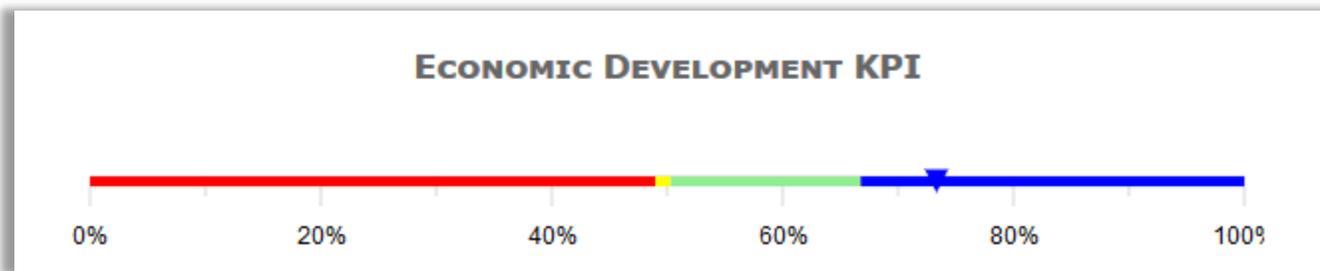
*Note: The SBDC/SBA operate on two different Fiscal Years*

## **REDC Impacts**

The REDC continues to work diligently to provide economic opportunity to Yavapai County residents through education, training, and its new initiatives. The REDC director works diligently to subsidize these services through contracts and grants.

<b>FY2017 REDC Grants &amp; Revenue</b>	
<b>Grants:</b>	
1. USDA Rural Business Development Grant	\$68,350
2. National Science Foundation Award \$855,350	\$110,975 REDC portion over three years
<b>Total Grant Awards:</b>	<b>\$179,325</b>
<b>Revenue:</b>	
Impact Analysis Study	\$ 3,500

The Economic Responsiveness key performance indicators (KPI) are a compilation of those measures which best operationalize institutional goals for economic development. The twelve core indicators are grouped into three distinct areas: Small Business Development, Economic & Workforce Development, and Economic Impact of YC in the local community. These twelve core indicators may be found below.



Economic KPI  
Trends 2017 2018.doc

### **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 create a sustainable economic environment. The College will achieve these results at a justifiable cost.

Compilation - November 2018

1.2 Economic Ends	Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.	
Interpretation		
Is the interpretation reasonable?	YES <b>5</b>	NO
Does the data show accomplishment of the interpretation?	YES <b>4</b>	NO <b>1</b>
Is there sufficient evidence to indicate compliance with the Ends policy?	YES <b>3</b>	NO <b>1</b>
Based upon your review of the monitoring report, should this Ends policy be amended?	YES <b>1</b>	NO <b>3</b>
<p>Comments/Remarks:</p> <p style="color: #a52a2a;">McCasland: We need to increase our Verde Valley CTE opportunities and footprint working through partnerships that currently exist. We have outstanding staff that produce positive results.</p> <p style="color: #388e3c;">Harris: The KPI 's for jobs created, retained and capital all are trending positively. SBDC and REDC are expanding supports.</p> <p style="color: #6a3d9a;">McCarver: The REDC is providing essential services to support workforce training and economic development throughout the county. In particular, the SBDC is exceeding some of its goals for the year.</p>		

SHADED ITEMS should be discussed at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:21 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/20/2018

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
1	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.	738122
1.3	Yavapai County residents have access to social and cultural opportunities. This is the third priority.	669553

**Description :** Receipt of President's Monitoring Report - Ends Statements - 1.3  
Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 1 Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

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

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy.

Therefore, I move that we accept the Monitoring Report for Policy 1.3.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.3 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 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [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 1.3 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 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
1.3 Report.pdf	Nov 01, 2018	1.3 Report.pdf
1.3 Compilation.pdf	Nov 09, 2018	1.3 Compilation.pdf

**President's Monitoring Report  
End Statement 1.3 Community Ends  
November 2018**

**End Statement:**

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

**President's Interpretation:**

1.3 Yavapai College enhances our quality of life by providing on-going opportunities for citizens to enjoy a variety of social and cultural events sponsored by the College.

**Supporting Evidence:**

End Statement 1.3, "Yavapai County residents have access to social and cultural opportunities," is addressed in Yavapai College's 2015-2020 Strategic Plan under the Engaged Community initiative.

*Strategic Priorities 2018-19*

[https://www.yc.edu/v5content/strategic-planning/docs/011\\_19\\_StrategicPriorities\\_2018\\_19\\_BrochureFinal.pdf](https://www.yc.edu/v5content/strategic-planning/docs/011_19_StrategicPriorities_2018_19_BrochureFinal.pdf)

*Strategic Initiatives Overview*

[http://www.yc.edu/v5content/strategic-planning/docs/019\\_17\\_Strategic\\_Planning\\_Poster\\_r4.pdf](http://www.yc.edu/v5content/strategic-planning/docs/019_17_Strategic_Planning_Poster_r4.pdf)

*Strategic Plan*

[https://www.yc.edu/v5content/strategic-planning/docs/Yavapai\\_College\\_2015\\_2020\\_Strategic\\_Plan\\_080416.pdf](https://www.yc.edu/v5content/strategic-planning/docs/Yavapai_College_2015_2020_Strategic_Plan_080416.pdf)

The Yavapai College (YC) electronic calendars document past and forthcoming events for the vast majority of non-academic pursuits on campus, including: Traditional Services, Athletics, K-12 Outreach, Community Events, and Public Services (<http://www.yc.edu/webtools/apps/calendars/>). Though dates may vary somewhat from year to year, the following examples illustrate the numerous social and cultural opportunities Yavapai College provides.

Traditional Services

- A variety of personal enrichment courses are available including creative writing, music, art, film appreciation, theatre, Shakespearean literature and physical education/fitness and wellness classes. (View class offerings at <http://www.yc.edu/v5content/academics/register.htm> ). Data shows 3,654 residents participated in for-credit, personal enrichment courses.

K-12 Outreach

- College for Kids classes introduce K-12 children to the college environment through a variety of courses in the summer, ranging from art to cooking to geology to rocketry. In 2017-2018, 253 young students attended classes on the Prescott campus, and 184 students participated on the Verde Valley campus.



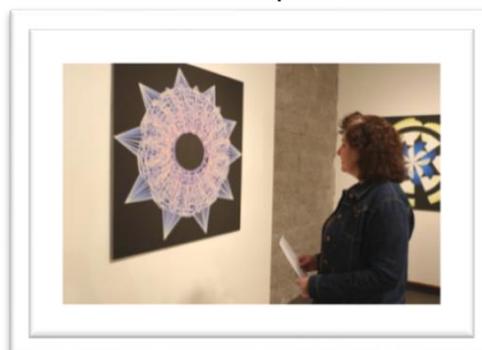
- Both day and residential sports camps are held each summer for a variety of sports.
- For the 3<sup>rd</sup> straight year, YC Performing Arts has hosted Missoula Children’s Theatre, a week-long music and theatre class in which students learn a full musical from start (Monday morning) to finish (performances on Saturday) in just one week. Each year over 50 students ages 5-18 participate, with an average performance attendance of 500 people every year. Missoula Children’s Theatre is scheduled to return June 17 - 22, 2019.

Community Education

- Yavapai College offers a broad array of community education programs, including Community Education, College for Kids, EDventures, and Osher Lifelong Learning Institute (OLLI) and a local access television program entitled “Senior Moments – Successful Aging”..
- YC Library collections represent about 13% of the total Yavapai County Library system. YC is the only federal depository in the county. In addition to books, YC libraries include a variety of multimedia content, allowing residents to learn in the format that best suits their learning preferences. The libraries regularly display art collections from students, faculty and the public. Approximately 109,206 patrons utilized the YC libraries last year.
- YC offers access to the internet through many public computer workstations. Likewise, YC offers free firewall-protected wireless access to the internet for visitors with laptops, tablets, and smartphones.



- In 2017-18, the Literary Southwest—Yavapai College’s guest author reading series—was pleased to offer readings from Ana Castillo, T. Jefferson Parker, Kay Ryan, and Christopher Merrill
- The Music Department presented more than a dozen concerts and recitals throughout the year performed by faculty, students and community members at both the Verde Valley and Prescott campuses.
- The YC Prescott and Verde Art Galleries offer 12+ exhibitions per year. Exhibits include student and faculty artwork, representing the College’s high-quality instruction. A juried selection of local and regional artists – some with national and international reputations – is offered to support instruction and enrich our community. Gallery staff routinely hold opening receptions for exhibits, and the Prescott Gallery participates in the popular Fourth Friday Art Walk. YC also offers artist and juror talks in conjunction with exhibitions, whenever possible.



- The Richard Marcusen Sculpture Garden features abstract sculptures in varied media. It is a welcoming environment, free and open to our community. The garden is used as a teaching space where visitors can find drawing students sketching, or photography students catching the sun peaking between a sculpture and the beautiful landscape. The sculpture garden is adjacent to the Performing Arts Center, making it a popular setting for concert patrons wishing to take a scenic stroll during intermission—taking in the dramatic lighting of each sculpture. The Alta Vista Garden Club, founded in 1951, has been caring for the 17 varieties of roses around the sculpture *Synopsis*. The garden is also home to the Prescott Area Iris Society and features several rare varieties of iris.



- The Division of Lifelong Learning at Yavapai College provides non-credit courses for personal enrichment to a wide range of students, from kindergarteners to retirees. The division provided 3,775 offerings through the Community Education, College for Kids, EDventures, and OLLI programs throughout the county.
- EDventures facilitates local and regional trips, led by experienced and knowledgeable tour leaders. More than 306 people participated in EDventures trips in 2017-2018. The program took travelers to locations throughout the region to learn about the colorful local history, fascinating cultures, and natural features of the southwest. International EDventures to New Zealand in November, 2017 attracted 34 people, and Iceland in August 2018 drew 34 people.
- The Division is also working with the credit side of the College to provide short 8 week blended (credit/non-credit) classes for adult students returning to the college classroom. We served 111 companion students during the school year 2017- 2018.

### Athletics

Yavapai College's intercollegiate athletic program is seen as the "front porch" of the College, garnering local, state, and national attention.

- The seven-time national champion Roughrider soccer team hosted 18 home games including three in the Yavapai College-hosted NJCAA National Tournament. Yavapai won their 27<sup>th</sup> Arizona Community College Athletic Association Championship. In addition, they boasted one NJCAA All-American and garnered seven NJCAA Academic Student-Athlete Awards. As a team, the soccer team was an NJCAA honorable mention Academic Team of the Year.
- The Roughrider volleyball team advanced to the NJCAA Region I Playoffs for the third consecutive year. The team was also recognized as an NJCAA Honorable Mention Academic Team of the Year, and six players earned NJCAA Academic Student-Athlete Awards. The Yavapai College volleyball team was announced as one of The American Volleyball Coaches Association (AVCA) Team Academic Award recipients for the 2017-18 season. YC is one of 973 teams to earn the award for this past season and only one of 26 junior colleges to earn the AVCA Team Academic Award for the 2017-2018 season. Even more impressive is the fact that Yavapai College is one of only 14 NJCAA Division I programs in the country to earn this

academic honor. It is only the second time that the Roughrider spikers have earned the award. The last time was in 2011.

- The four-time national champion Roughrider baseball team hosted 27 home games and once again challenged for the playoffs. Plus, three players garnered NJCAA Academic Student-Athlete Awards.
- The two-time national champion softball team hosted 26 games plus the NJCAA Region I Playoffs (4 teams) and advanced to the NJCAA Region I playoffs. A YC sophomore was named the NJCAA DI National Player of the Year. Two student-athletes were named to the All-America Team. Four student-athletes earned the NJCAA Academic Student-Athlete Award. The softball team was an NJCAA honorable mention Academic Team of the Year.
- More than 11,000 people have attended YC athletic events and over 5,000 attended the NJCAA National DI Soccer Tournament.
- Student athletes attained a variety of honors, including: ten Academic All-American statuses, induction into the ACCAC Hall of Fame, successful transfer to four-year universities -- and a few have gone on to represent their countries in the Olympic Games or professional careers. Out of 88 student-athletes, 51 were named to the Athletic Directory's Honor Roll (3.0 or higher) in the Fall of 2017, and 47 achieved the honor in spring. 30 student-athletes graduated from Yavapai College.
- All four teams performed community service through Big Brothers/Big Sisters; reading in the local elementary schools; free athletic clinics; week-long athletic clinic for the Yavapai Prescott Indian Tribe; and in conjunction with ERAU, the volleyball team raised over \$6,400 for YRMC Breast Health Center.



## Public Service

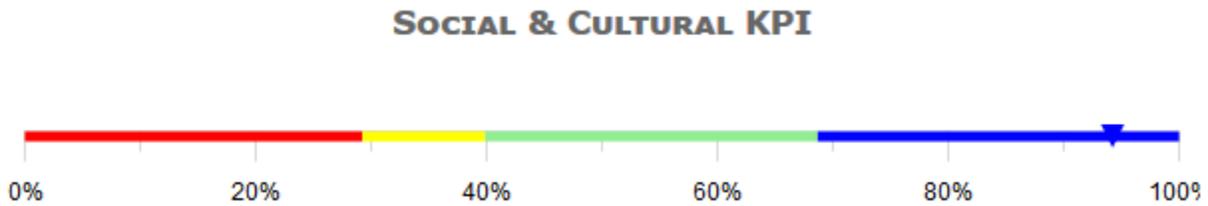
- The Performing Arts Center hosts over 100 events per year, including:
  - 2017-2018 season highlights include The Beach Boys, Chris Botti, Scotty McCreery, The Texas Tenors, and New York Gilbert and Sullivan Players' The Pirates of Penzance.
  - CUES – school matinee series 2017-2018: 10,897 children attended a school matinee program and 1,608 attended a matinee program in Verde. Programs were diverse and featured science-based (Doktor Kaboom), literature (Little Women), and music (Okee Dokee Brothers). Ticket reservations have already reached 13,181 one of 15 performances this season, and 1,669 students have reserved tickets for one of 4 performances in the Verde.
- The YC tennis courts are available for daily public use and for college sponsored activity classes. Additionally, the complex hosts weekend competitions and high-caliber tournament play. Since opening in October 2014, the YC Tennis Complex has hosted six NTRP sanctioned tournaments (with an average of 110 participants), a minimum of twelve Grand Prix events, drop-in tennis instruction, classes and clinics, and daily public use. The tennis courts are a “pay-to-play” facility.
- The YC Nature Trails
  - The Prescott Campus is home to a 1.5 mile, non-motorized trail, built to preserve some of the natural areas, provide recreational opportunities, and encourage biological and cultural opportunities for all. Thanks to funding provided by CrossFit, the YC trail is now outfitted with a central information kiosk near the YC tennis courts and three fitness stations installed along the route. Additionally, the YC trail was included in the most recent printing of the City of Prescott trail maps, which should substantially increase awareness of the trail as an excellent fitness resource.
  - The Verde Valley Campus is home to many social/nature trails, and the College continues planning activities with the West Mingus Avenue Project partners (Yavapai County, City of Cottonwood, U.S. Forest Service, and Town of Clarkdale). Plans include developing the non-motorized trail system south of the Verde Valley Campus to connect with the West Mingus Avenue project, as part of the Verde Front regional plan to add more than 100 miles of new trails across the Verde District of Prescott National Forest. A signed U.S. Forest Service Decision Notice (September 2018) allows for enhanced forest access from Verde Valley Campus, with work expected to commence by late fall 2018.
- In 2017, the Viticulture and Enology program completed the installation of the thirteenth and final acre of vines. The vineyard will reach full maturity in 2021. By that time, the anticipated fruit yield will be approximately 35 tons annually. This amount of grapes satisfies the production needs for the SWC and creates the potential for outside fruit sales. The wine center received the prestigious Jefferson Cup for the 2016 Mourvedre. The invitational only competition awarded this distinction to only 12 wines from over 750 submissions. In the spring of 2018, the Viticulture and Enology program hosted the first Emerging Winemakers Competition and Symposium. A series of educational lectures were held on the Verde Valley campus. The competition received over 100 separate entries which far exceeded initial projections. A follow-up educational symposium is in the works for spring 2019.

## Key Performance Indicators (KPIs):

The College continues to measure and benchmark progress toward achievement of the Board's Ends. The Key Performance Indicators (KPIs) compare YC's 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 its efforts to improve.

### Social and Cultural

The Social and Cultural key performance indicator (KPI) is a composite measure of three 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.



**Red** represents the range of scores for the bottom 25% of community colleges; **Yellow** represents the 26<sup>th</sup> to 49<sup>th</sup> percentile; **Green** starts at the State or National median score and goes through the 74<sup>th</sup> percentile; **Blue** begins at the 75<sup>th</sup> percentile.  
Red = Poor; Yellow = Caution; Green = Good; Blue = Excellent



Social and Cultural  
KPI Trends.docx

### 2015-2020 Strategic Plan \*

Yavapai College's above-mentioned programs and activities will continue as part of our effort to advance Engaged Community in 2018-2019; in addition to new objectives, which include strengthening marketing and communication; continuing to address cultural programming on the Verde Valley Campus; and promoting integration between credit and non-credit education.



Engaged  
Community.pdf

\*(Reference the complete 2015-2020 Strategic Plan at

[https://www.yc.edu/v5content/strategic-planning/docs/Draft2015\\_2020\\_Strategic\\_Plan.pdf](https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf) )

### 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 create a sustainable economic environment. The College will achieve these results at a justifiable cost.

Policies: 1.3 – Communities Ends

Compilation - November 2018

1.3 Communities Ends	Yavapai County residents have access to social and cultural opportunities. This is the third priority.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO 1
Does the data show accomplishment the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
<p>Comments/Remarks:</p> <p style="color: #a52a2a;">McCasland: Review the total costs and subsidies that are being expensed. Work toward self-sufficiency and no financial support.</p> <p style="color: #6aa84f;">Harris: The KPI's are overall in the top quartile inclusive of personal enrichment, cultural and athletic components. The range of outreach in offerings is growing.</p> <p style="color: #4682b4;">Sigafoos: The Verde involvement in cultural events needs to strengthened. It is my understanding that the Sedona Center is adjacent to a facility that could (or maybe is) used in our programs. If so, that involvement needs to be clarified and included in future reports.</p> <p style="color: #800080;">McCarver: It's great to see the College for Kids program increasing. The OLLI program continues to grow for our older adults. The college offers a wide array of cultural and social events and opportunities for county residents.</p>		

SHADED ITEMS should be discussed at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:26 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 4

**Proposed :** 4/20/2018

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.7	The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies: ? - Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College; ? - Pursuant to A.R.S. Section 15-1444 (A)(6) & (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the College, except for any actions taken with regard to a contract of employment for the position of College President.	764128

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.7 - Legislative Delegation Restrictions - MONITORING, DISCUSSION, AND/OR DECISION

**Details :**

## 2.7 Legislative Delegation Restrictions

The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies:

- Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College;
- Pursuant to A.R.S. Section 15-1444 (A)(6) & (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the College, except for any actions taken with regard to a contract of employment for the position of College President.

### MOTION OPTIONS:

#### 1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.7, 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 2.7.

#### 2. If Board intends to not accept Monitoring Report:

##### - If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.7 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 2.7. I move that the President provide the Board with a new Monitoring Report for Policy 2.7 [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 2.7 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 2.7. I move that the President provide the Board with a new Monitoring Report for Policy 2.7 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

### Attachments :

Title	Created	Filename
Policy 2.7 Report.pdf	Oct 30, 2018	Policy 2.7 Report.pdf
2.7 Compilation.pdf	Nov 09, 2018	2.7 Compilation.pdf

**President's** Monitoring Report  
Executive Limitations 2.7 Legislative Delegation Restrictions  
November 2018

Executive Limitations 2.7 Legislative Delegation Restrictions

The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions **are compliant with the Board's policies:**

- Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College;
- Pursuant to A.R.S. Section 15-1444 (A)(6) & (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the College, except for any actions taken with regard to a contract of employment for the position of College President.

**President's Interpretation**

The College may enter leases for real property with the restrictions as noted in 2.5.2. The College has the authority to handle all aspects of employment contracts with the **exception of the President's contract.**

Supporting Evidence:

Leases

The College has few leases for real property, about half of which the College is the lessor. All of the leases are below the \$200,000 annual threshold and most of the leases allow for renewals. All multi-year leases including renewals have been approved by the Board. Below is a link to the listing of all the leases and includes lessor/lessee, a description, start and end dates, renewal information, and annual cost.

[Lease Schedule](#) (click link or see attached)

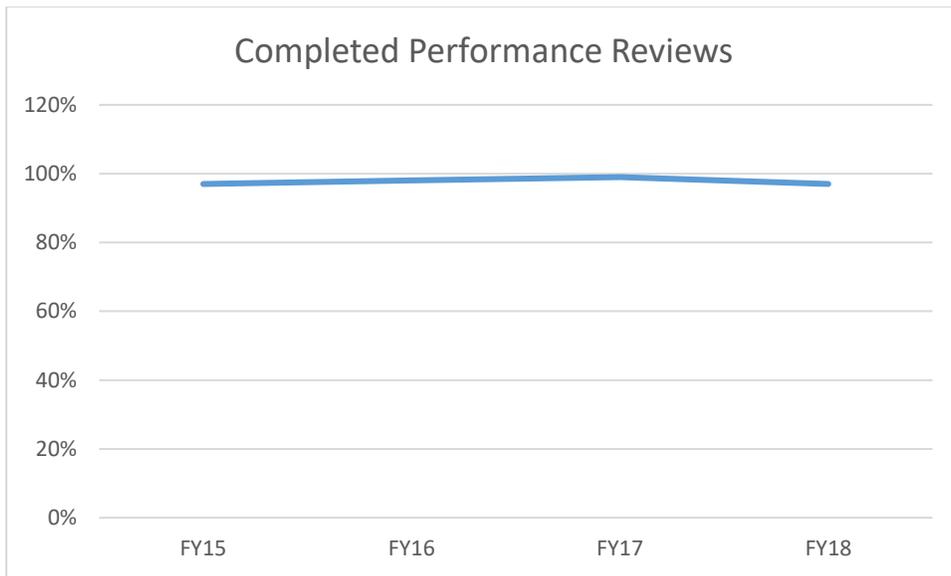
Employment

In regard to employment, the College employs just over 400 full-time employees and over 1000 part-time faculty and staff employees. The College, through its Human Resources department, extends initial employment offers to employees, and updates the terms and conditions of employment each year. When needed, Human Resources also terminates employees due to performance or funding issues.

Toward the end of the spring of each year, full-time employees receive a written Notice of Appointment, updating the conditions of their employment for the following fiscal year beginning on July 1<sup>st</sup>.

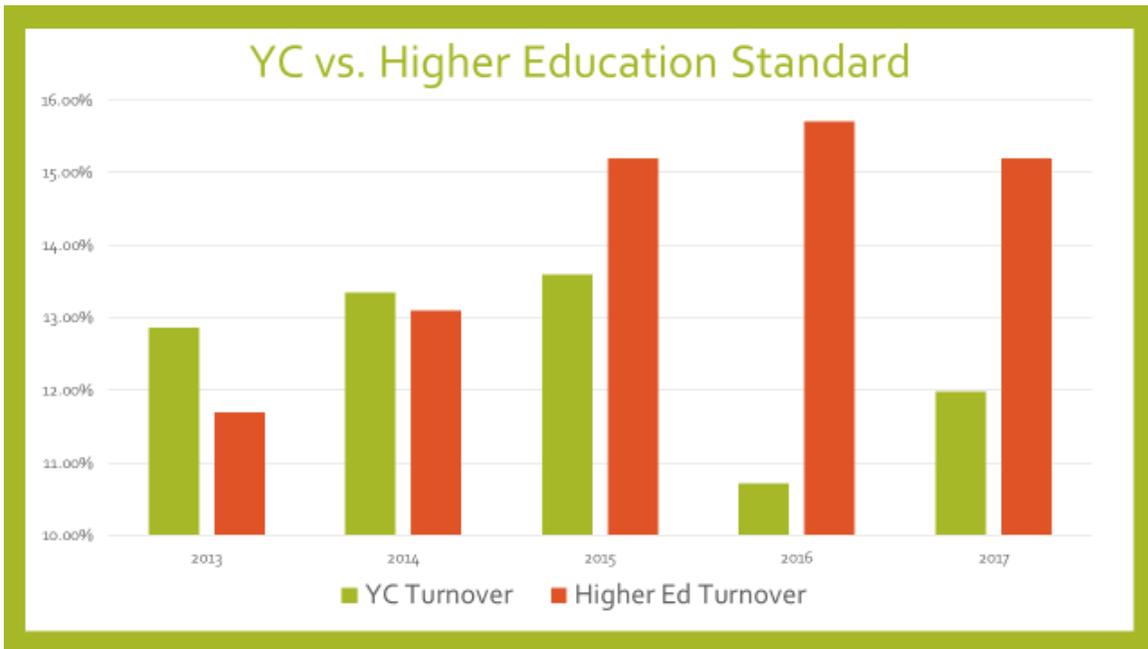
Part-time employees are hired throughout the year, and receive verbal offers of employment describing estimated duration on engagement, hours per week, and compensation rate per hour.

As shared in October Monitoring Report 2.3, 97% of performance 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>

The College experienced 12% turnover in 2017 due to both voluntary and involuntary separations. This is below the higher education sector average, which is 15.2% according to compdatasurveys.



Executive Limitation 2.7 supports the Strategic Initiative of Fiscal Stewardship.

**President's Conclusion:**

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies  
 Policy 2.7 – Legislative Delegation Restrictions  
 Compilation - November 2018

Executive Limitation 2.7	<p>Legislative Delegation Restrictions</p> <p>The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions <b>are compliant with the Board’s policies:</b></p> <ul style="list-style-type: none"> <li>– Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College;</li> <li>– Pursuant to A.R.S. Section 15-1444 (A)(6) &amp; (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the College, except for any actions taken with regard to a contract of employment for the position of College President.</li> </ul>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES 1	NO 4
Comments/Remarks: Harris: What is provided appears sufficient.		

SHADED ITEMS should be discussed at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:30 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 4

**Proposed :** 5/9/2018

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.1	Only officially passed motions of the Board shall be binding on the President of Yavapai College.  Accordingly:	4407
4.1.1	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	4408
4.1.2	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	429153

**Description :** Content Review of Board - President Linkage Policy 4.1 Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** The Board performed the biennial content review for Policy 4.1- Unity of Control. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

**Attachments :**

Title	Created	Filename
Review 4.1 Compilation.pdf	Nov 09, 2018	Review 4.1 Compilation.pdf

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

**Compilation - November 2018**

4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	<b>4</b>	
No	<b>1</b>	
<b>If "No", does this policy need to be:</b>		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	<b>1</b>	
Removed		
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
4.1.2 Requests From Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	
It this policy still relevant and useful to the governance process?		

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

**Compilation - November 2018**

	Check One	If No, why is it not relevant or useful?
Yes	<b>3</b>	
No	<b>1</b>	
<b>If "No", does this policy need to be:</b>		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	<b>1</b>	
Removed		
<b>Are there any additions that you would suggest for this set of policies?</b>		
	Check One	If Yes, provide suggested additions.
Yes		
No	<b>2</b>	

Suggested changes/additions should be discussed at the meeting.



**Presenter :** Ray Sigafoos

**Start Time :** 3:44 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/20/2018

**Item Type :** Information Item

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

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

**Details :** The Board will share information from the Association of Community College Trustees (ACCT) Leadership Congress in New York, NY on October 24-27, 2018.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:49 PM

**Item No :** 32

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 4/20/2018

**Item Type :** Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none"><li>1) Foundation Liaison</li><li>2) AACCT Representative</li><li>3) Board Spokesperson</li></ol>	802214
3.5.5.1	<p>The Spokesperson is the formal conduit for the Board and is responsible for communicating Board decisions 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.</p>	807539

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

**Details :** - Board Spokesperson - Mr. Ray Sigafoos  
- Arizona Association of Community College Trustees (AACCT) - Deb McCasland and Dr. Connie Harris  
- Yavapai College Foundation - Dr. Patricia McCarver and Mr. Steve Irwin

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:54 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 4/20/2018

**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 :** 3:54 PM

**Item No :** 34

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 8/15/2018

**Item Type :** Information Item

Policy No.	Description	Ref No
4.6	<p>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.</p> <p>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.</p> <p>Criteria for emeriti status designation shall include:</p> <ol style="list-style-type: none"><li>1. An exemplary record of service through demonstrated commitment of time, talent, and resources: and,</li><li>2. Documented leadership in advancing the District Governing Board Ends in its service to Yavapai College</li></ol> <p>Authority to Confer Emeriti Status:</p> <ol style="list-style-type: none"><li>1. The District Governing Board of Yavapai College may confer emeriti status to a president any time after active service has been concluded.</li><li>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.</li><li>3. Designation will require the approval of the District Governing Board.</li></ol> <p>Rights and Privileges</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>3. Individuals to whom emeritus status has been granted are eligible volunteer service with Yavapai College</li></ol>	807546

**Description :** Recognition of Dr. Wills and Consideration for President/Emeritus/a Status for her Distinguished Service to Yavapai College and the Community - DISCUSSION AND/OR DECISION

**Details :** Board members will recognize Dr. Wills and consider President Emeritus/a Status for her distinguished service to Yavapai College and the community.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:09 PM

**Item No :** 35

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 4/20/2018

**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 Dates and Places of Future Meetings -  
DISCUSSION AND/OR DECISION

**Details :** Proposed Dates and Places of Future Meetings for the District Governing Board including the January regular meeting re-scheduled as follows:

- Regular Meeting, January 15, 2019 - Rock House, Prescott Campus at 1:00 p.m.

**Attachments :**

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

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

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
<b>JULY 2018 – NO BOARD MEETING</b>	
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 – <b>Rock House</b>
Presidential Search Executive Session	December 4, 2018, Tuesday – 9:00 a.m. December 5, 2018, Wednesday – 9:00 a.m. Location: Prescott - Prescott Resort
Presidential Search Executive Session	December 6, 2018, Thursday – 1:00 p.m. Location – Prescott Campus – Rock House

<b>DECEMBER 2018 – NO BOARD MEETING</b>	
Board Budget Workshop	January 14, 2018, Monday 9:00 a.m. Location: Prescott Campus – Rock House
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: TBD
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 20-22, 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 :** 4:10 PM

**Item No :** 36

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 4/20/2018

**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