



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, January 15, 2019
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, A.3 and A.4, 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 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; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If 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 the Executive Assistant 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	781842
2	Call to Order - PROCEDURAL	0	1:00 PM	781843
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	781844
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	781845
5	Approval of the Minutes From the November 13, 2018 District Governing Board Regular Meeting; December 5, 6, and 19, 2018 Special Meetings and Executive Sessions - DISCUSSION AND DECISION	2	1:02 PM	781846
6	Adoption of Agenda - DECISION	1	1:04 PM	781847
7	MONITORING REPORT - HEADING	0	1:05 PM	781850
8	November Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:05 PM	781851
9	INFORMATION - HEADING	0	1:10 PM	818864

Item No.	Item	Time Req.	Start Time	Ref No.
10	Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION	15	1:10 PM	818867
11	SHORT RECESS - PROCEDURAL	10	1:25 PM	818866
12	OWNERSHIP LINKAGE - HEADING	0	1:35 PM	818865
13	Open Call - PROCEDURAL	15	1:35 PM	781849
14	CONSENT AGENDA - HEADING	0	1:50 PM	781852
15	Receipt of Report on Revenues and Expenditures - Month of December 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:50 PM	781853
16	For Consideration for Approval of Additions and Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION	3	1:51 PM	822821
17	Consideration for Approval of Faculty Sabbatical Request for 2019-2020 - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:54 PM	781875
18	For Consideration for Approval of the Intergovernmental Agreement Between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College for the Partner for Success Grant Program - RECEIPT, DISCUSSION AND/OR DECISION	2	1:56 PM	823225
19	INFORMATION (CONTINUED) - HEADING	0	1:58 PM	781854
20	Information from the Interim President to Include: Convocation; All Arizona Academic Team 2019; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Facilities Management News; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:58 PM	781855
21	Update from Instruction and Student Development to Include: Faculty Senate and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION	15	2:08 PM	781856
22	SHORT RECESS - PROCEDURAL	10	2:23 PM	781858
23	POLICY ISSUES - HEADING	0	2:33 PM	781876
24	Review of Preliminary Assumptions for 2019-2020 Budget Planning - INFORMATION AND DISCUSSION	20	2:33 PM	781877
25	MONITORING REPORT (CONTINUED) - HEADING	0	2:53 PM	781859
26	Receipt of President's Monitoring Report - Executive Limitation 2.4 - Planning - MONITORING, DISCUSSION, AND/OR DECISION	4	2:53 PM	781880
27	Receipt of President's Monitoring Report - Executive Limitation 2.8 - Communication and Support to the Board - MONITORING, DISCUSSION, AND/OR DECISION	4	2:57 PM	781860
28	Receipt of Board Self-Evaluation - Governance Process Policy 3.7 Cost of Governance - MONITORING AND/OR DISCUSSION	4	3:01 PM	781862
29	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	3:05 PM	781878

Item No.	Item	Time Req.	Start Time	Ref No.
30	Board Education Regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION	45	3:05 PM	781879
31	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:50 PM	823232
32	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:50 PM	781869
33	OTHER INFORMATION - HEADING	0	3:55 PM	781870
34	District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	3:55 PM	781871
35	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:58 PM	781872

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 5/10/2018 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 5/10/2018 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/10/2018

Item Type : Procedure Item

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/10/2018

Item Type : Procedure Item

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/10/2018

Item Type : Decision Item

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	558943

Description : Approval of the Minutes From the November 13, 2018 District Governing Board Regular Meeting; December 5, 6, and 19, 2018 Special Meetings and Executive Sessions - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the November 13, 2018 District Governing Board Regular Board Meeting and December 5, 6, and 19, 2018 Special Meetings and Executive Sessions. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes - Nov2018.pdf	Dec 17, 2018	Unapproved Regular Meeting Minutes - Nov2018.pdf
Special Meeting Unapproved Minutes 12-5-18.pdf	Dec 17, 2018	Special Meeting Unapproved Minutes 12-5-18.pdf
Special Meeting Unapproved Minutes 12-6-18.pdf	Dec 17, 2018	Special Meeting Unapproved Minutes 12-6-18.pdf
Special Meeting Unapproved Minutes 12-19-18.pdf	Jan 09, 2019	Special Meeting Unapproved Minutes 12-19-18.pdf

DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 17-25)

15. POLICY – HEADING

16. For Consideration for Approval of the Intergovernmental Agreement Between Arizona Board of Regents for and on behalf of Arizona State University and Yavapai College a for a Bachelor Degree Agreement - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 27-38)

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.

Member Harris moved, seconded by Member Irwin, to approve the Intergovernmental Agreement with Arizona Board of Regents on behalf of Arizona State University as written. Motion carried unanimously (Irwin, Harris, McCarver, McCasland, Sigafos voting in favor).

17. INFORMATUION - HEADING

18. Sabbatical Report From Dr. Michael Davis and Josh Schmidt - INFORMATION AND/OR DISCUSSION (refer to PowerPoint)

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.

19. SHORT RECESS – PROCDURAL

Meeting recessed at 1:48 p.m.; reconvened at 2:00 p.m.

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; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 68-101)

Dr. Penny Wills reported on the following topics with 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 presented 50th Anniversary memorabilia.
- 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
- College Highlights - Attached - Information Only
- Facilities Management News – Information Only

21. Information from Instruction and Student Development to Include Faculty Senate, Student Ambassador Report; Financial Aid Update; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 102-130)

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

- Faculty Senate Update - Dr. Matt Percy and Dr. Tom Hughes presented a summary report of

the Blue Ribbon Committee progress in Share Governance, starting with a College wide survey in 2017, establishing a committee, and the development of the shared governance policy 10.11 and decision matrix.

- Student Ambassadors – Alex Daniels and Angela Senger spoke about their participation through Student Engagement and Kaylee Berisford spoke about her experience in the Recruitment Office as an Ambassador.

- Adjunct Advisor – Attached – Information Only

22. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:48 p.m.; reconvened at 3:00 p.m.

23. MONITORING REPORTS (CONTINUED)– HEADING

24. Receipt of President's Monitoring Report - Ends Statements 1 - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 132-136)

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

25. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 137-146)

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

26. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 147-155)

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

27. Receipt of President's Monitoring Report - Executive Limitation 2.7 - Legislative Delegation Restrictions - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 156-160)

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

28. Content Review of Board-President Linkage Policy 4.1 Unity of Control- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 161-163)

29. OWNERSHIP LINKAGE - HEADING

30. Presidential Search Update - INFORMATION AND/OR DISCUSSION

Dr. McCarver, Presidential Search Chair, and Dr. Connie Harris, Board Member, reported on the progress of the Presidential Search and recommended to the Board that it extend an invitation to future Board member, Paul Chevalier, to participate in the final interviews and provide feedback as a non-voting member prior to the Board's final decision.

Member McCarver moved, seconded by Member McCasland, that future Board member, Paul Chevalier, to participate in the final interviews of the Presidential candidates and provide feedback as a non-voting member prior to the Board's final decision. Motion carried unanimously (Irwin, Harris, McCarver, McCasland, Sigafos voting in favor).

31. Report from the Association of Community College Trustees (ACCT) Leadership Congress

- INFORMATION AND/OR DISCUSSION

The Board shared information from the Association of Community College Trustees (ACCT) Leadership Congress in New York, NY on October 24-27, 2018. Including congratulations to the YC team of Tania Sheldahl, Scott Farnsworth, Dr. Ron Liss, Dr. Penny Wills, and Dr. Connie Harris, who presented How a Rural Community College Fundamentally Re-Engineered Itself to Improve Student Success through Guided Pathways.

32. 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 hosted the Arizona Trustee breakfast on October 26, 2018 during the ACCT Annual Leadership Congress. Next meeting will be December 7, 2018.
- Yavapai College Foundation – Chair Sigafos reported that the October 9 meeting included a financial report. The next meeting is November 14 at the Chino Valley Center.

33. OTHER INFORMATION - HEADING

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

Board members recognized Dr. Wills distinguished service to the College and consider President Emeritus/a Status for her distinguished service to Yavapai College and the community.

Chair Sigafos moved, seconded by Member McCarver, in consideration of her distinguished service to the College, the Board confers the status of President Emeritus to Dr. Penny Wills. Motion carried with 4 yes votes and 1 no votes (Irwin, Harris, McCarver, Sigafos voting in favor with McCasland voting against).

35. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 169-170)

The Board reviewed the Proposed Dates and Places for Future.

The Board requested to move the Budget workshop to January 15, 2019.

36. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:44 p.m.

Respectfully submitted:

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

Date: January 15, 2019

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



Yavapai College District Governing Board

Presidential Search Special Meeting
In Accordance with A.R.S §15-1461.01(A)
Unapproved Minutes of Special Meeting
Thursday, December 6, 2018
1:00 PM

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

The District Governing Board agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at http://www.yc.edu/v5content/district-governing-board/.

Members Present:

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

Guest:

Lynne Adams, Board Attorney – attended via video conferencing

1. CALL TO ORDER – HEADING

2. Call to Order - PROCEDURAL

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

3. Adoption of Agenda - DECISION

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

4. EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(1) Discussion and Deliberation Regarding Candidates for Yavapai College President's Position - INFORMATION AND DISCUSSION

Harris moved, seconded by Irwin, to move into Executive Session. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Executive Session convened at 1:01 p.m.

Executive Session recessed at 1:11 p.m.; Regular session reconvened at 1:15 p.m.

5. Convene in Public Session and Possible Action Regarding Selection, Appointment, and Employment of President of Yavapai College - DISCUSSION AND/OR DECISION

The Board publicly thanked the Presidential Search Committee, faculty, and staff for their efforts in welcoming the three finalists and providing candidate feedback. Chair Sigafoos thanked the District Governing Board for their commitment to finding the Tenth Yavapai College President.

Member McCarver moved, seconded by Member Harris, the Board enthusiastically approves the appointment of Dr. Lisa Rhine. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Member McCarver moved, seconded by Member Irwin, to authorize Lynne Adams, Board Attorney, to negotiate the details of Dr. Rhine's employment contract according to the terms discussed in the Executive Session, and to authorize Chair Ray Sigafoos to approve the final employment agreement. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

6. ADJOURNMENT OF SPECIAL MEETING - PROCEDURAL

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

Board Special Meeting adjourned at 1:24 p.m.

Respectfully submitted:

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

Date: January 15, 2019

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



Yavapai College District Governing Board

Special Meeting

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

Unapproved Minutes of Special Meeting

Wednesday, December 19, 2018

3:00 PM

Prescott Campus – Rock House

1100 E. Sheldon

Prescott, Arizona

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Members Present:

- Mr. Ray Sigafoos, Chair
Mr. Steve Irwin, Secretary – attended via video conferencing
Dr. Patricia McCarver, Board Member
Dr. Connie Harris, Board Member – attended via video conferencing
Ms. Deb McCasland, Board Member

Guest:

Lynne Adams, Board Attorney – attended via video conferencing

1. CALL TO ORDER – HEADING

2. Call to Order - PROCEDURAL

Chair Sigafoos called the Special Meeting to order at 3:00 p.m.

3. Adoption of Agenda - DECISION

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

4. POLICY HEADING

5. Update on Presidential Contract - INFORMATION, DISCUSSION AND/OR DECISION

Chair Ray Sigafoos, announced the final terms of the Presidential Employment Agreement with Dr. Lisa Rhine.

The new Yavapai College President will begin employment on January 25, 2019 and report on February 1, 2019.

Member Harris moved, seconded by Member McCarver, to approve the President's Employment Agreement as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

6. Appointment of Interim President - INFORMATION, DISCUSSION AND/OR DECISION

The Board appointed an Interim President to serve the College until the arrival of the new President, Dr. Lisa Rhine on February 1, 2019.

Member Sigafoos moved, seconded by Member McCarver, to appoint Dr. Penny Wills as Interim President from January 1 through January 31, 2019, and compensation to continue as stated in the current contract. Motion carried with four yes votes and one no vote (Irwin, Harris, McCarver, Sigafoos voting in favor and McCasland voting against).

7. INFORMATION - HEADING

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

The Board approved the following dates and places of future meetings.

- January 15 for Budget Workshop at 9 am and Regular Meeting at 1:00 pm
- Board/President Retreat will be scheduled on February 26, 2019 from 8:30 am to 4:00 pm with AJ Crabill.

9. ADJOURNMENT OF SPECIAL MEETING - PROCEDURAL

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

Board Special Meeting adjourned at 3:19 p.m.

Respectfully submitted:

Ms. Karen Jones, Recording Secretary

Date: January 15, 2019

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Presenter : Ray Sigafoos

Start Time : 1:05 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/10/2018

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 : November 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 November 13, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
Nov Monthly Eval Compilation.pdf	Dec 11, 2018	Nov Monthly Eval Compilation.pdf

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

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

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

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

	1- Needs improvement 2- Satisfactory 3- Proficient			Brief comment of specific examples to support your response
	1	2	3	
The Board operates as a unit and honors Board decisions.		3	2	
The Board's behavior demonstrates that its constituency is the entire county.		3	2	
Board members operate ethically and without conflicts of interest.		2	3	
Board decisions are made with the goal of supporting student learning and student success.		2	3	
What is the most important thing the Board could do to improve our function as a board? McCarver: Listen to each other and consider how our actions help to improve student success.				

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/3/2018

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 : 1:35 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/3/2018

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:35 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/10/2018

Item Type : Procedure Item

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

Description : Open Call - PROCEDURAL

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:50 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/10/2018

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 : 1:50 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/10/2018

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 December 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report of Expenditures - December 2018

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

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

Attachments :

Title	Created	Filename
Financial Update - December 2018 in January.pdf	Jan 11, 2019	Financial Update - December 2018 in January.pdf
YCFS Dec 2018 - Governing Board Budget Report.pdf	Jan 11, 2019	YCFS Dec 2018 - Governing Board Budget Report.pdf
YCFS December 2018_Summary.pdf	Jan 11, 2019	YCFS December 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

December 2018

FY2017-2018 Close and Audit

- The year-end close for FY2017-18 was done in November 2018.
- The auditors began their field work on October 15, 2018. The audit report (Comprehensive Annual Financial Report) was 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 February 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 and spring 2019 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.

- Instruction expenses are above budget due to Theater production costs exceeding projections. Related revenues are exceeding budget as well, offsetting the higher expenses.
- 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 Six Months Ended December 31, 2018
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 14,110	\$ 18,619	\$ 32,729	
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	11,974	-	11,974	
Connie Harris	Travel	3,082	-	3,082	
Deborah McCasland	Travel	1,728	-	1,728	
HF Group LLC	Binding	418	-	418	
Karen Jones	Travel	50	-	50	
Osborn Maledon PA	Legal Counsel	12,066	25,434	37,500	
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500	
Penelope Wills	Travel	2,413	-	2,413	
Ray Sigafos	Travel	2,117	-	2,117	
Robin Layton	Public Relations	1,300	-	1,300	
Ron Liss	Travel	1,934	-	1,934	
Scott Farnsworth	Travel	1,727	-	1,727	
Sodexo Inc.	Food Supplies	1,041	4,959	6,000	
Steve Irwin	Travel	1,646	-	1,646	
Supplies/Other	Various Vendors	245	-	245	
Tania Sheldahl	Travel	1,637	-	1,637	
VVTV	Board Meeting Broadcasts	750	-	750	
Yavapai County Elections	DGB Election	75,034	-	75,034	
YC Printing Services	Printing	1,098	-	1,098	
				<u>200,243</u>	
Remaining Budget - December 31, 2018					<u><u>\$ 51,957</u></u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2018 - 50.00% 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>
REVENUES:							
Primary Property Taxes	\$ 18,466,800		\$ 18,466,800	\$ 37,119,200	49.7%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	9,635,477		9,635,477	11,355,000	84.9%	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	204,741		204,741	483,000	42.4%	483,000	-
Interest Income	18,699		18,699	60,000	31.2%	60,000	-
Fund Balance Applied to Budget	1,000,000		1,000,000	2,000,000	50.0%	2,000,000	-
General Fund Transfer Out	(2,269,100)		(2,269,100)	(4,538,200)	50.0%	(4,538,200)	-
TOTAL REVENUES	27,351,567		27,351,567	46,348,900	59.0%	46,348,900	-

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 18/19 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 9,116,555	\$ 4,503,536	\$ 4,340,036	\$ 9,280,055	\$ 18,476,900	50.2%	\$ 18,384,515	\$ (92,346)
Academic Support	2,318,608	1,362,979	1,326,275	2,355,312	4,743,000	49.7%	4,719,285	(23,715)
Institutional Support	5,613,473	3,325,988	2,559,103	6,380,358	9,683,000	65.9%	9,586,170	(96,830)
Student Services	2,808,109	1,542,391	1,484,135	2,866,365	5,828,000	49.2%	5,769,720	(58,280)
Operation/Maintenance of Plant	3,181,458	1,606,854	1,395,032	3,393,280	6,552,000	51.8%	6,486,480	(65,520)
Scholarships	413,032	34,630	-	447,662	880,000	50.9%	880,000	-
Public Service	129,763	128,529	128,529	129,763	186,000	69.8%	186,000	-
TOTAL EXPENDITURES	23,580,998	12,504,907	11,233,110	24,852,795	46,348,900	53.6%	46,012,170	(336,691)
SURPLUS/(DEFICIT)				\$ 2,498,772	\$ -			

COMMENTS:

Second quarter State Aid was received in October 2018.

Tuition and Fees revenues above budget due to 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 licensese, IT maintenance, dues, etc.).

The Budget currently has a surplus of \$2,498,772.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2018 - 50.00% of the Fiscal Year Complete

Fiscal Year 2018-2019

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 4,856,591		\$ 4,856,591	\$ 11,122,000	43.7%
State Grants and Contracts	81,291		81,291	214,200	38.0%
Private Gifts, Grants and Contracts	487,122		487,122	894,000	54.5%
Proposition 301 Funds	447,664		447,664	715,000	62.6%
State Appropriation - STEM Workforce	349,500		349,500	699,000	50.0%
Fund Balance Applied to Budget	100,000		100,000	200,000	50.0%
Reimbursement Due	32,340		32,340	N/A	N/A
TOTAL REVENUES	6,354,508		6,354,508	13,844,200	45.9%

		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Instruction		\$ 1,276,033	\$ 324,797	\$ 253,457	\$ 1,347,373	\$ 3,104,500	43.4%
Student Services		632,315	320,720	320,720	632,315	1,304,600	48.5%
Scholarships		4,201,989	-	-	4,201,989	9,293,300	45.2%
Public Service		71,726	33,076	33,076	71,726	141,800	50.6%
TOTAL EXPENDITURES		6,182,063	678,593	607,253	6,253,403	13,844,200	45.2%
SURPLUS/(DEFICIT)					\$ 101,105		

COMMENTS:

Second quarter STEM Workforce State Aid was received in October 2018.
Restricted Funds expended only to the extent that Grants and Gifts are received.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2018 - 50.00% of the Fiscal Year Complete

Fiscal Year 2018-2019

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 18/19 Budget</u>	<u>Percent of Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,141,343		\$ 1,141,343	\$ 1,267,700	90.0%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	77,306		77,306	185,000	41.8%	185,000	-
Food Services Sales	16,744		16,744	33,000	50.7%	33,000	-
Vending	9,285		9,285	40,000	23.2%	40,000	-
Edventures	324,806		324,806	335,000	97.0%	335,000	-
Winery - Tasting Room	81,120		81,120	204,600	39.6%	204,600	-
Family Enrichment Center	282,840		282,840	584,300	48.4%	584,300	-
Public Services							
Community Events	328,545		328,545	598,400	54.9%	598,400	-
Other Revenues							
Yavapai College Foundation	209,761		209,761	342,800	61.2%	342,800	-
Other	213,735		213,735	362,100	59.0%	362,100	-
Fund Balance Applied to Budget	50,000		50,000	100,000	50.0%	100,000	-
General Fund Transfer In	550,350		550,350	1,100,700	50.0%	1,100,700	-
Auxiliary Fund Transfer Out	(200,800)		(200,800)	(401,600)	50.0%	(401,600)	-
TOTAL REVENUES	3,085,035		3,085,035	4,752,000	64.9%	4,752,000	-

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 18/19 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 170,219	\$ 20,975	\$ -	\$ 191,194	\$ 235,200	81.3%	\$ 235,200	\$ -
Student Services	349,393	152,879	127,138	375,134	713,900	52.5%	713,900	-
Auxiliary Enterprises	867,246	335,523	251,722	951,047	1,644,200	57.8%	1,644,200	-
Public Service	524,478	269,334	210,467	583,345	849,700	68.7%	849,700	-
Facilities & Administrative Allocation Expense	604,500	-	-	604,500	1,209,000	50.0%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	100,000	-
TOTAL EXPENDITURES	2,515,836	778,711	589,327	2,705,220	4,752,000	56.9%	4,752,000	-
SURPLUS/(DEFICIT)				\$ 379,815	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to 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. Instruction expenses are above budget due to Theater production expenses exceeding projections. Related revenues, which are included in the Other category, are exceeding budget as well.

The Budget currently has a surplus of \$379,815.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2018 - 50.00% of the Fiscal Year Complete

Fiscal Year 2018-2019

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 4,273,776		\$ 4,273,776	\$ 8,590,500	49.8%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	32,627		32,627	30,000	108.8%
Other	27,285		27,285	20,000	136.4%
Proceeds from Sale of PV Library Building	4,400,000		4,400,000	4,400,000	100.0%
Fund Balance Applied to Budget	92,700		92,700	92,700	100.0%
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%
TOTAL REVENUES	10,826,388		10,826,388	15,088,200	71.8%

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Preventative Maintenance		\$ 1,567,614	\$ 2,447,397	\$ -	\$ 4,015,011	\$ 3,974,000	101.0%
Unplanned Maintenance		47,825	92,935	-	140,760	250,000	56.3%
Capital Improvement Projects		1,404,630	2,191,414	-	3,596,044	3,623,000	99.3%
Equipment		1,092,951	278,251	-	1,371,202	2,242,500	61.1%
Furniture and Fixtures		40,819	27,147	-	67,966	250,000	27.2%
Library Books		34,373	34,627	-	69,000	98,700	69.9%
Contributions to Plant Fund		4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency		-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES		8,588,212	5,071,771	-	13,659,983	15,088,200	90.5%
SURPLUS/(DEFICIT)					(2,833,595)	-	

COMMENTS:

The Budget currently has a deficit of \$2,833,595 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.

The \$4.4M of proceeds from the sale of the PV Library building were recorded as Contributions to Plant Fund and used to defease over \$4.4M of outstanding GO bonds.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2018 - 50.00% of the Fiscal Year Complete

Fiscal Year 2018-2019

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>	
REVENUES:						
Secondary Property Taxes	\$ 2,447,643		\$ 2,447,643	\$ 4,918,600	49.8%	
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%	
Investment Income	5,317		5,317	10,000	53.2%	
General Fund Transfer In	718,750		718,750	1,437,500	50.0%	
Auxiliary Fund Transfer In	200,800		200,800	401,600	50.0%	
Fund Balance Applied to Budget	75,000		75,000	150,000	50.0%	
TOTAL REVENUES	3,447,510		3,447,510	6,887,700	50.1%	
	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,272,500	\$ -	\$ 2,272,500	\$ 4,545,000	50.0%
Interest Payments	55,350	194,950	-	250,300	500,600	50.0%
Pledged Revenue Obligations						
Principal Payments	-	555,000	-	555,000	1,110,000	50.0%
Interest Payments	163,750	-	-	163,750	327,500	50.0%
Revenue Bonds						
Principal Payments	-	157,500	-	157,500	315,000	50.0%
Interest Payments	43,300	-	-	43,300	86,600	50.0%
Bank Fees	1,400	-	-	1,400	3,000	46.7%
TOTAL EXPENDITURES	263,800	3,179,950	-	3,443,750	6,887,700	50.0%
SURPLUS/(DEFICIT)				\$ 3,760	\$ -	

COMMENTS:

Through the sixth month, 50.0% of budget has been committed (excluding labor encumbrances) compared to 50.1% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:51 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 12/11/2018

Item Type : Consent Item

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

Description : For Consideration for Approval of Additions and Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION

Details : In accordance with A.R.S. §15-1445, the Board approves curriculum amendments. Therefore the Curriculum Committee and Vice President for Instruction and Student Development recommend the following curriculum certificate additions and deletions proposals:

Additions:

- Advanced Tax Certificate - IRS Enrolled Agent
- Basic Carpentry
- Commercial Driver Training
- Cybersecurity Technician Certificate
- Viticulture Fundamentals

Deletions:

AAS in Health Information Technology
Pharmacy Technician Certificate
AAS in Social and Human Services

Attachments :

Title	Created	Filename
Curriculum.pdf	Jan 11, 2019	Curriculum.pdf

Yavapai College

Instruction and Student Development

Date: January 11, 2019
To: Dr. Penelope H. Wills
From: Dr. Ron Liss, Vice President for Instruction & Student Development
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, Deans and the Curriculum Committee. I recommend approval of the deletion of the certificate in Pharmacy Technician, and the deletion of the AAS degrees in Health Information Technology and Social & Human Services. I further recommend approval of the creation of certificates in Advanced Tax – IRS Enrolled Agent, Basic Carpentry, Commercial Driving Training, Cybersecurity Technician and Viticulture Fundamentals.

Overview of Program Deletions

AAS in Health Information Technology

Despite strategies to increase enrollment including marketing, mailings, website changes, internships and workshops, the lack of CAHIM accreditation has resulted in poor enrollment – only 10 students have graduated from the program since its inception in 2013.

Pharmacy Technician Certificate

This certificate has been on the decline and is not supported by local pharmacies.

AAS in Social and Human Services

This degree program no longer meets the need of local businesses and students.

Overview of New Programs

Advanced Tax – IRS Enrolled Agent Certificate

This certificate will prepare the student to sit for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam) and to secure a position in a tax preparation enterprise where knowledge of taxation and accounting practices is required. This program also fulfills many of the courses required for the AAS in Accounting.

Basic Carpentry Certificate

The demand for this certificate is coming from employers. We are in a new model where there is a skills gap that needs to be filled and we need to attract students to be retrained to meet these skills gaps. We are partnering with local contractors to market and recruit the needed workforce. The curriculum has been developed per the request and advice from local contractors.

Commercial Driver Training Certificate

This program will prepare the student to take the Arizona Department of Transportation (ADOT) commercial driver's license (CDL) permit exam, and to complete 30 hours of driver training needed to pass the ADOT CDL Class A, B, or C commercial license road test. We have worked with the Prescott Valley Economic Development group to develop this program in response to local business request and the high demand for Class A drivers in Yavapai County.

Cybersecurity Technician Certificate

This certificate is targeted towards dual enrollment students who complete the suite of four courses designed to prepare them for entry-level cybersecurity and networking jobs (traditional college students may also earn the certificate). High schools that are currently offering the Computer Networking Technician certificate have asked for a cybersecurity-centric program to increase interest in the program and to keep up with industry needs.

Viticulture Fundamentals Certificate

The Viticulture Fundamentals certificate is designed to prepare individuals for various careers in the grape growing industry. The demographics of students which are attracted to this program typically live outside of Yavapai County and work full-time. This new hybrid approach will provide access to the program. Online lecture classes will be paired with in-person labs at set times throughout the year. This viticulture certificate is stackable for any student wishing to obtain the more advanced viticulture certificate.

Summary of New Program Proposal for

Advanced Tax – IRS Enrolled Agent Certificate

The Advanced Tax – IRS Enrolled Agent certificate prepares the student to sit for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam) and secure a position in a tax preparation enterprise where knowledge of taxation and accounting practices is required. This program also fulfills many of the courses required for the AAS in Accounting.

Credits: 36

Program Requirements

- ACC 115 Basic Tax Planning
ACC 121 Introductory Accounting
ACC 131 Principles of Accounting I
ACC 132 Principles of Accounting II
ACC 240 IRS Enrolled Agent Review
ACC 296 Internship: Accounting
BSA 131 Introduction to Business
BSA 237 Legal Environment of Business
CSA 126 Microsoft Office for Windows
MGT 132 Ethics in Business
MGT 233 Business Communication
ACC 117 Advanced Tax Planning and Preparation

Program Outcomes

- 1. Be prepared to sit for the IRS Special Enrollment Exam and be employed as an Enrolled Agent in an accounting or tax enterprise. (ACC 240)
2. Perform financial accounting functions using proper format and procedure based on Generally Accepted Accounting Principles (GAAP) and the International Financial and Reporting Standards (IFRS). (ACC 121, ACC 131)
3. Prepare, analyze, and interpret financial statements and reports for service, merchandising and manufacturing companies. (ACC 121, ACC 131, ACC 132, BSA 131)
4. Analyze and communicate the effects of tax rules on individuals, partnerships and corporations, and prepare complex tax returns for each. (ACC 115, ACC 117, ACC 240, ACC 296)
5. Utilize professional business communication skills. (MGT 233)
6. Use current technology and software applications to input, manage, and interpret financial information. (ACC 115, ACC 296, CSA 126, MGT 233)
7. Identify, research, and recommend resolution of business issues, including ethical implications of alternatives. (ACC 132, BSA 237, MGT 132)

President

Name: [Signature] Date: 1-11-19

[X] Approved [] Not Approved

[] Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

[] Approved [] Not Approved

[] Approved/Change Noted: _____

Summary of New Program Proposal for

Basic Carpentry Certificate

Introduction to carpentry safety, hand and power tool operation, blueprint reading, materials, and layout. Hands-on experience in cutting, fastening, footings, framing, assembly, door/window installation, flooring, and finishing.

Credits: 16

Program Requirements

- CBT 100 Basic Carpentry I
- CBT 110 Basic Carpentry II

Program Outcomes

1. Demonstrate safe operations with construction materials, tools, and equipment. (CBT 100, CBT 110)
2. Demonstrate trade-appropriate dress and behavior. (CBT 100, CBT 110)
3. Assemble residential home components, from rough to finish. (CBT 100, CBT 110)
4. Construct all components of a residential build from rough to finish. (CBT 100, CBT 110)
5. Install floors, walls, ceilings, doors and windows for a residential build. (CBT 100, CBT 110)

President
Name: *Luigi H. Will* Date: *1-16-19*
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board
Board Meeting Agenda: _____ Date: _____
 Approved Not Approved
 Approved/Change Noted: _____

Summary of New Program Proposal for

Commercial Driver Training Certificate

Prepares the student to take the Arizona Department of Transportation (ADOT) commercial driver's license (CDL) permit exam, and to complete 30 hours of driver training needed to pass the ADOT CDL Class A, B, or C commercial license road test.

Credits: 18

Program Requirements

- CDT 250 Commercial License Prep
- CDT 255 Commercial Behind the Wheel

Program Outcomes

1. Prepare for successful completion of ADOT Commercial Class A,B, or C learner permit. (CDT 250)
2. Take ADOT Commercial Class A, B, or C Learner permit. (CDT 250)
3. Explain and show all items on the commercial Pre Trip inspection check list. (CDT 255)
4. Demonstrate competency in ADOT determined road test skills. (CDT 255)

President

Name: *Joseph H. Wills* Date: 1-16-19

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of New Program Proposal for
Cybersecurity Technician Certificate

This certificate is designed to provide students with the skills required to install, configure, and secure a small to medium-sized network. Emphasis is on cybersecurity technologies and implementation. Students are prepared for the CompTIA Security+ certification. Successful students will have the skills required to gain employment in entry-level positions in the information technology field specializing in cybersecurity.

Credits: 12-13

Program Requirements

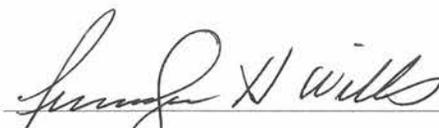
- CNT 100 Computer Networking Technologies I
- CNT 105 Cybersecurity Principles
- [Right] OR
- CNT 110 A+ Computer Technician Certification
- CNT 115 Computer Networking Technologies II
- CNT 135 Security+: Implementing and Maintaining Network Security

Program Outcomes

Upon successful completion of the Cybersecurity Technician Certificate program, the learner will be able to:

1. Describe and configure the hardware and software used in a small to medium sized computer network. (CNT 100)
2. Describe the terms and technologies that comprise the field of cybersecurity, and implement strategies for managing an information security program. (CNT 105)
3. Discuss the methods and operation of local and wide area networks including routing protocols, WAN technologies, the OSI model, network operating systems, network security, and virtualization. (CNT 115)
4. Configure and implement network security. (CNT 135)

President

Name:  Date: 1-11-19

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of New Program Proposal for

Viticulture Fundamentals Certificate

The Viticulture Fundamentals certificate is designed to prepare individuals for various careers in the grape growing industry. Classroom instruction, laboratory and field applications of viticulture principles and practices are included in the program of study.

Credits: 16

Program Requirements

The Viticulture Fundamentals certificate is designed to prepare individuals for various careers in the grape growing industry. Classroom instruction, laboratory and field applications of viticultural principles and practices are included in the program of study.

- AGS 105 Soils
- AGS 274 Water Management
- VEN 100 Introduction to Viticulture
- VEN 101 Establishing a Vinifera Vineyard
- VEN 103 Maintaining a Vinifera Vineyard

Program Outcomes

- Design a site for vitis vinifera production. (AGS 105, AGS 274, VEN 100, VEN 101, VEN 103)
- Maintain crop health. (AGS 105, AGS 274, VEN 100, VEN 101, VEN 103)
- Grow wine grapes. (AGS 105, AGS 274, VEN 100, VEN 101, VEN 103)

President

Name: *Luigi H. Willis* Date: *1-11-19*

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of Program Deletion Proposal for

AAS in Health Information Technology

The Associate of Applied Science degree in Health Information Technology will prepare the student to work in traditional and non-traditional leadership and supporting roles in health care settings in Health Information Management (HIM). Those settings include acute care, alternative care settings, government, correctional facilities, education, billing, insurance, software sales and vendor services.

Credits: 69

Reason/s for deleting the program:

- Program content and learning outcomes outdated
- No longer meets needs of employers
- Has been replaced by another program (specify replacement program below)
- ✓ Enrollment not adequate
- ✓ Other (specify below)

If replaced by another program or Other, specify:

The HIT AAS program has been struggling for several years.

- The demand for the program has declined from 175 students in AY2016 to 94 students in AY2018.
- The average class size dropped from 12 in AY2016 to 5 in AY2018.
- The demand rating is "Unhealthy".

Enrollments have been impacted by lack of CAHIIM accreditation. The HIT program was unable to meet the CAHIIM standards necessary for accreditation, including the recruitment and retention of a full time program director (must hold an AHIMA credential) and a part time clinical coordinator; adequate support from local HIM departments; clinical sites adequate in type and number; number of available jobs locally.

County employers value graduates from CAHIIM accredited programs, however, they will employ individuals from non-accredited programs.

A common complaint from graduates of our program has been that we are not CAHIIM accredited and some feel that they have "wasted their time at Yavapai College". There are many non-CAHIIM accredited programs in the U.S. that show successful employment of their graduates, however.

Strategies employed over the past four years to increase enrollments for this program include marketing projects conducted by the Marketing and the Allied Health departments; radio ads, social media bursts, television ads, emails to students showing an interest in the program; emails and mailings to students encouraging enrollment from semester to semester; website changes to educate students on what they can do with the degree; workshops; program promotion to community partners; internships; health fairs; membership with AHIMA and AzHIMA.

Despite these strategies, enrollments in the HIT AAS have been poor, and a total of 10 students have graduated from the program since its inception in 2013.

Number of students currently in program who need time to complete: 94

Plans to accommodate students currently enrolled in program:

- The review team, recommends retiring the HIT AAS program over the next two years utilizing this schedule to help current students complete their programs:
- Immediately remove HIT AAS from current degrees and certificates list.
- Notify all current students pursuing HIT AAS that it is being retired after Summer 2020 (by email, phone, and mail). The program courses will continue to be offered during that time so that students may finish their degrees.
- These HIM courses will be sunset at the conclusion on Summer 2020 (unless it is determined that a Medical Coding Certificate is viable for Yavapai County and the course is relevant to that certificate):
 - HIM 141 Healthcare Delivery Systems-fall only
 - HIM 155 Health Information Management Computer Systems-fall only
 - HIM 176 CPT Coding-fall only
 - HIM 210 Healthcare Statistics and Research-summer only
 - HIM 220 Health Information Management in Alternative Health Care Settings-fall only
 - HIM 242 Healthcare Reimbursement Methodology-summer only
 - HIM 280 ICD-10-CM/PCS Medical Coding-spring only
 - HIM 290 Practicum: Health Information Management Professional Practice Experience-all semesters
- These HIM courses will continue to be offered as they are used in other certificates/degrees:
 - HIM 110 Introduction to Health Information Management
 - HIM 173 Legal and Ethical Aspects of Health Information Management
 - HIM 240 Disease Process
 - This course will undergo a prefix change:
 - HIM 200 Principles of Healthcare Leadership-change to AHS prefix and continue to be evaluated for viability.

President

Name:  Date: 1-11-19

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of Program Deletion Proposal for
Pharmacy Technician Certificate

The Pharmacy Technician certificate program prepares the student to perform a wide variety of pharmacy related tasks under the direct supervision of a registered pharmacist, either in an out-patient setting or an inpatient setting. Successful completion of the program will qualify the student to take a National Certification Exam.

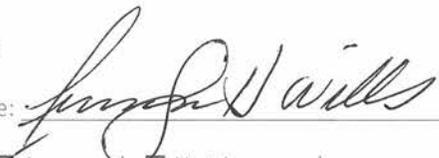
Credits: 20

Reason/s for deleting the program:"

- Program content and learning outcomes outdated
- No longer meets needs of employers
- Has been replaced by another program (specify replacement program below)
- Enrollment not adequate
- Other (specify below):

Number of students currently in program who need time to complete:" 0

Plan to accommodate students currently enrolled in program:" n/a

President
Name:  Date: 1-11-19
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board
Board Meeting Agenda: _____ Date: _____
 Approved Not Approved
 Approved/Change Noted: _____

Summary of Program Deletion Proposal for

AAS in Social and Human Services

The Associate of Applied Science in Social and Human Services is a terminal degree designed to prepare students to work in entry-level positions in health and social service agencies

Credits: 60-63

Reason/s for deleting the program:

- Program content and learning outcomes outdated
- No longer meets needs of employers
- Has been replaced by another program (specify replacement program below)
- Enrollment not adequate
- Other (specify below)

Number of students currently in program who need time to complete: 10

Plan to accommodate students currently enrolled in program:

- Offer retired courses throughout next year and fully retire them in 2020.
- Continue to offer: PSY 175, PSY 241, SOC 220 & SOC 250

President

Name:  Date: 1-11-19

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Presenter : Ray Sigafoos

Start Time : 1:54 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/10/2018

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : Consideration for Approval of Faculty Sabbatical Request for 2019-2020 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Faculty members apply for a Sabbatical leave and applications are reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College recommends the District Governing Board approve the support of the following requests:

Mr. Chris Dunn, School of Science and Engineering, is requesting a sabbatical for the 2020 Spring semester to conduct studies of a new and unique meteorite dense collection area and locations of recent and historic meteorite falls in the southwest. Completion of this research will increase his expertise in classification and recognition of rare meteorite types and optical mineralogy, provide enhanced material for his courses and increase community outreach and engagement in science with the community. This work may also result in one or more scientific publications in collaboration with researchers from other institutions.

Beth Beecham, School of Arts and Humanities, is requesting a sabbatical for the Fall 2019 semester to read and research the allure and works of author, Jane Austen. This research will result in the creation of a new English course and two new units to existing courses for Yavapai College. She also hopes to create a web site discussing Jane Austen and her relevance to today's world.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:56 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 1/8/2019

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College for the Partner for Success Grant Program - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the Intergovernmental Agreement (IGA) between the State of Arizona Governor's Office of Youth, Faith and Family (GOYFF) and Yavapai College (YC) for the Partner for Success Grant Program. The IGA is to specify the responsibilities and procedures for YC's role in the Partner for Success Grant Program pursuant to the IGA and Attachment A and Attachment B including establishing a Health and Wellness Club on the Prescott and Verde Valley Campuses; hire and train peer mentors; develop educational material and provide presentations and other terms per the IGA. A needs assessment will be completed using Attachment C. The GOYFF will provide oversight to ensure compliance with the terms of the Agreement, along with offering technical assistance and performing periodic site visits. The terms of the agreement will remain in effect until September 29, 2019.

Attachments :

Title	Created	Filename
IGA-Gov Office of Youth, Faith and Family.pdf	Jan 10, 2019	IGA-Gov Office of Youth, Faith and Family.pdf

**INTERGOVERNMENTAL AGREEMENT
NO. IGA-PFS-19-093018-02**

Between the

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

And the

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

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

WHEREAS, the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Service Administration provided the Governor's Office of Youth, Faith and Family Award No. 1H79SP080987-01 under the Strategic Prevention Framework Partnership for Success ("SPF-PFS") Grant. The C.F.D.A. No. is 93.243.

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

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

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

I. PURPOSE OF AGREEMENT

The purpose of this Agreement is to specify the responsibilities and procedures for the Yavapai County Community College District's role in the Partner for Success Grant Program ("Program"). In return, GOYFF will provide oversight to ensure compliance with the terms of the Agreement, along with offering technical assistance and performing periodic site visits.

II. TERM OF AGREEMENT, TERMINATION AND AMENDMENTS

The term of the Agreement shall commence September 30, 2018, and shall remain in effect until September 29, 2019, unless terminated, canceled, or extended as otherwise provided herein. This Agreement is contingent upon GOYFF's receipt of final federal SPF-PFS Grant funding.

Either Party may terminate this Agreement at any earlier time by providing written notice to the other Party at least thirty (30) days prior to the termination date. The GOYFF agrees that regardless of its termination date with the Yavapai County Community College District, the Yavapai County Community College District may use the funds distributed under this Agreement to pay for any unpaid services pursuant to this Agreement incurred prior to the date of termination. This Agreement is subject to cancellation pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

Upon termination of this Agreement for any reason, all materials, including reports, computer programs and other deliverables created under this Agreement, shall be immediately returned to the GOYFF.

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

III. DESCRIPTION OF SERVICES

The Yavapai County Community College District shall:

1. Provide services in accordance with this Agreement, which includes Attachment A (Yavapai College Scope of Work with Budget and Budget Narrative, incorporated into this Agreement in its entirety) and Attachment B (entitled Federal Special *Terms and Conditions*, incorporated into this Agreement in its entirety).
2. Complete and submit a Needs Assessment using Attachment C (Partnership for Success Needs Assessment/Implementation Plan 2018-2019).
3. Complete and submit an Implementation Plan using Attachment C (Partnership for Success Needs Assessment/Implementation Plan 2018-2019).
4. Promote campus awareness of underage drinking and marijuana use.
5. Establish a Health and Wellness Club on Prescott and Verde Campus.
6. Hire and train peer mentors to implement programming.
7. Develop and present educational material to at least 40 students, as well as provide presentations to the campus community.
8. Provide eight campus events that address underage drinking and marijuana use across the district on an annual basis.
9. Collaborate with local universities and high schools to host a "Raise the Bar Conference".
10. Research Evidence-Based Practices in collegiate alcohol and drug prevention.
11. Ensure six staff sign up to become members in the American College Health Association.
12. Attend quarterly meetings of the Arizona Institute of Higher Education.
13. Purchase the Brief Alcohol Screening and Intervention for College Students (BASICS) and the software license for eCHECKUP TO GO.
14. Provide Motivational Interviewing Training to students and professional staff.
15. Ensure that the director participates in at least two national professional development conferences during the grant year.
16. Will participate in quarterly calls with the Project Director and Evaluator.
17. Will provide additional reporting, as needed.

The GOYFF shall:

1. Provide guidance and technical assistance as needed or requested.
2. Ensure that opportunity to participate in trainings specific to substance abuse prevention are offered to sub-grantees.
3. Conduct at least one site visit during the duration of the grant.

IV. REPORTING REQUIREMENTS

Financial

Detailed invoices with expenditure data and backup documentation are due monthly on the 15th of the month. GOYFF shall provide the Grantee with the financial reporting template.

The final expenditure report at the end of the contract year shall be due no later than October 15, 2019.

Programmatic

The Grantee shall submit reports using Attachment D (SPF-PFS Sub Grantee Quarterly Report (2018-2019), the template provided by the GOYFF. The reports on outreach and participation information shall be guided by the GOYFF and due on the following timelines:

- Quarter 2 April 15, 2019 (for months January – March)
- Quarter 3 July 15, 2019 (for months April – June)
- Quarter 4 October 15, 2019 (for months July-September)
- Community Level Process (Data is entered directly into a database) on May 7, 2019 and November 6, 2019
- Community Needs Assessment and Implementation Plan are due 90 days post contract.

Due dates may change due to requests made by SAMHSA.

In the event the due date for any deliverables falls on a holiday or weekend, the deliverable is due on the business day prior to the holiday or week-end.

V. MANNER OF FINANCING

The GOYFF shall:

1. Provide no more than \$204511 of SPF-PFS Grant funds to the Yavapai County Community College District, for costs associated with the activities listed in (i) Section III of this Agreement, (ii) Attachment A, Yavapai College Scope of Work with Budget and Budget Narrative, incorporated into this Agreement in its entirety, and (iii) Attachment B, entitled *Federal Special Terms and Conditions*, incorporated into this Agreement in its entirety. This provision is contingent upon GOYFF's receipt of final federal SPF-PFS Grant funding.
2. Provide payment upon GOYFF's receipt and approval of the invoices for services performed or goods received

The Yavapai County Community College District shall:

1. Use the SPF-PFS Grant funds received from GOYFF exclusively to support the activities outlined in (i) Section III of this Agreement, (ii) Attachment A, *Yavapai College Scope of Work with Budget and Budget Narrative*, incorporated into this Agreement in its entirety and (iii) Attachment B, entitled *Federal Special Terms and Conditions*, incorporated into this Agreement in its entirety.
2. Agree that all reimbursement of in-state travel expenses shall be paid only in accordance with the Domestic Per Diem rates allowed under the State of Arizona Travel Policy, and the prevailing State of Arizona standard mileage rates, located at <https://gao.az.gov/travel/welcome-gao-travel>. There shall be no reimbursement of out-of-state travel expenses.
3. Any costs related to food shall be unallowable unless specifically approved in writing by the GOYFF prior to any purchase using these grant funds. Food purchases are generally not permitted with grant funds unless extenuating circumstances are present.
4. All questions regarding the appropriate use of the SPF-PFS Grant funds shall be resolved by mutual written agreement between the Yavapai County Community College District and the GOYFF.

VI. DOCUMENTS INCORPORATED BY REFERENCE

The State of Arizona's Uniform Terms and Conditions V9_ (Rev 7-1-2013) are incorporated into this document as if fully set forth herein. Copies of the Uniform Terms and Conditions may be accessed at https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9_%28Rev%207-1-2013%29.pdf. The Yavapai County Community College District warrants that it has read and understands the Uniform Terms and Conditions V9_ (Rev 7-1-2013) and agrees to be bound to those applicable provisions by them in their entirety. In the event of any divergence between this Agreement and the Uniform Terms and Conditions, this Agreement shall control.

VII. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of the GOYFF/Arizona Office of the Governor under the Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the GOYFF/Arizona Office of the Governor at the end of the period for which funds are available. No liability shall accrue to GOYFF/Arizona Office of the Governor in the event this provision is exercised, and the GOYFF/Arizona Office of the Governor shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

VIII. INDEMNIFICATION

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

IX. INSURANCE

The Yavapai County Community College District is a public entity and shall provide a certificate of self-insurance, or in the alternative, a certificate of commercial liability insurance.

X. OTHER

It is agreed that the Parties to this Agreement have participated fully in the negotiation and preparation of the Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Agreement. The Parties acknowledge they have been advised by counsel, or have had the opportunity to be advised by counsel, in the negotiation and execution of the Agreement.

The Parties agree to follow all applicable laws, rules and regulations in the performance of work in furtherance of the Strategic Prevention Framework Partnership for Success Grant initiative and this Agreement.

XI. NOTICES

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

Alexandra M. O'Hannon
Program Administrator
Governor's Office of Youth, Faith and Family
1700 West Washington, Suite 230
Phoenix, Arizona 85007

The GOYFF shall address all notices relative to this Agreement to:

Tania Sheldahl
Yavapai College
1100 E. Sheldon Street
Prescott, Arizona 86301

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

**YAVAPAI COUNTY COMMUNITY
COLLEGE DISTRICT**

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

Mr. Raymond Sigafos Date
District Governing Board Chair

Maria C. Fuentes Date
Director

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT ATTORNEY
APPROVAL**

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

Dated this 2nd day of January, 2019.

By:  on behalf of C. Benson Hufford
C. Benson Hufford
District Attorney

Presenter : Ray Sigafoos

Start Time : 1:58 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/10/2018

Item Type : Heading

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

Description : INFORMATION (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:58 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/10/2018

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 Interim President to Include: Convocation; All Arizona Academic Team 2019; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Facilities Management News; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Spring 2019 Convocation - January 9, 2018
- All Arizona Academic Team 2019
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Facilities Management News - Attached
- College Highlights - Attached
- Other Related Information

Attachments :

Title	Created	Filename
All AZ Academic 2019.pdf	Dec 14, 2018	All AZ Academic 2019.pdf
Budget to Actual Monthly Report.pdf	Jan 11, 2019	Budget to Actual Monthly Report.pdf
Cash Reserves Monthly Report.pdf	Jan 11, 2019	Cash Reserves Monthly Report.pdf
December 2018 Facilities Management Newsletter.pdf	Jan 11, 2019	December 2018 Facilities Management Newsletter.pdf
January 2019 College Highlights.pdf	Jan 11, 2019	January 2019 College Highlights.pdf

2019 All Arizona Academic Team

Shanandoah Sterling
Verde Valley Campus
Major: English
Transferring To: Northern Arizona University



Favorite Quote:

“The future belongs to those who believe in the beauty of their dreams.”
–Eleanor Roosevelt

Amanda (Mandie) McCloud
Verde Valley Campus
Major: History
Transferring To: University of Arizona



Favorite Quote:

“Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy.” – Dale Carnegie

2019 All Arizona Academic Team

Kiva Keith
Prescott Campus
Major: Associate of Arts
Transferring To: University of Arizona



Favorite Quote:

“Ambition is the path to success. Persistence is the vehicle you arrive in.” - Bill Bradley

Ashlynn Bice
Prescott Campus
Major: Biology/Pre-Medical Studies
Transferring To: University of Arizona



Favorite Quote:

“What an interesting, challenging, painful and yet beautiful and exciting chapter of life. I’m excited for what the universe has in store for me. I am growing and I am grateful.” - Ariana Grande

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the six months ended December 31, 2018, the General Fund has a surplus of \$2,498,800. This is primarily the result of tuition and fee revenues being recorded for the spring 2019 semester. This will even out over the next few months.

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 six months ended December 31, 2018, the Auxiliary Fund has a moderate surplus primarily due to residence hall income being recorded for the spring 2019 semesters. This will even out over the next few months.

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

Unexpended Plant Fund



For the six months ended December 31, 2018, the Unexpended Plant Fund has a deficit of \$2,833,600 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 December 31, 2018, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

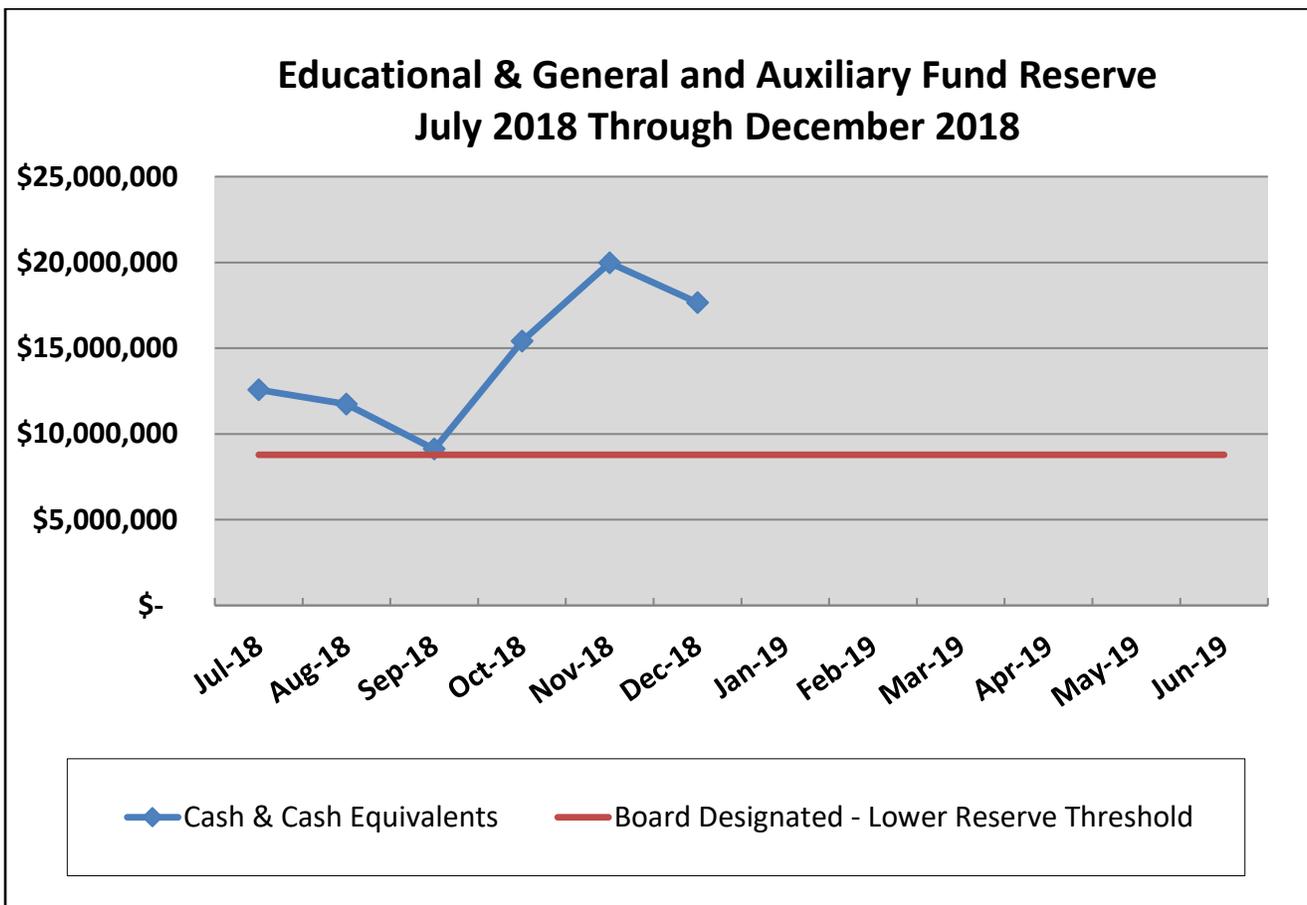


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the six months ended December 31, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
December 2018

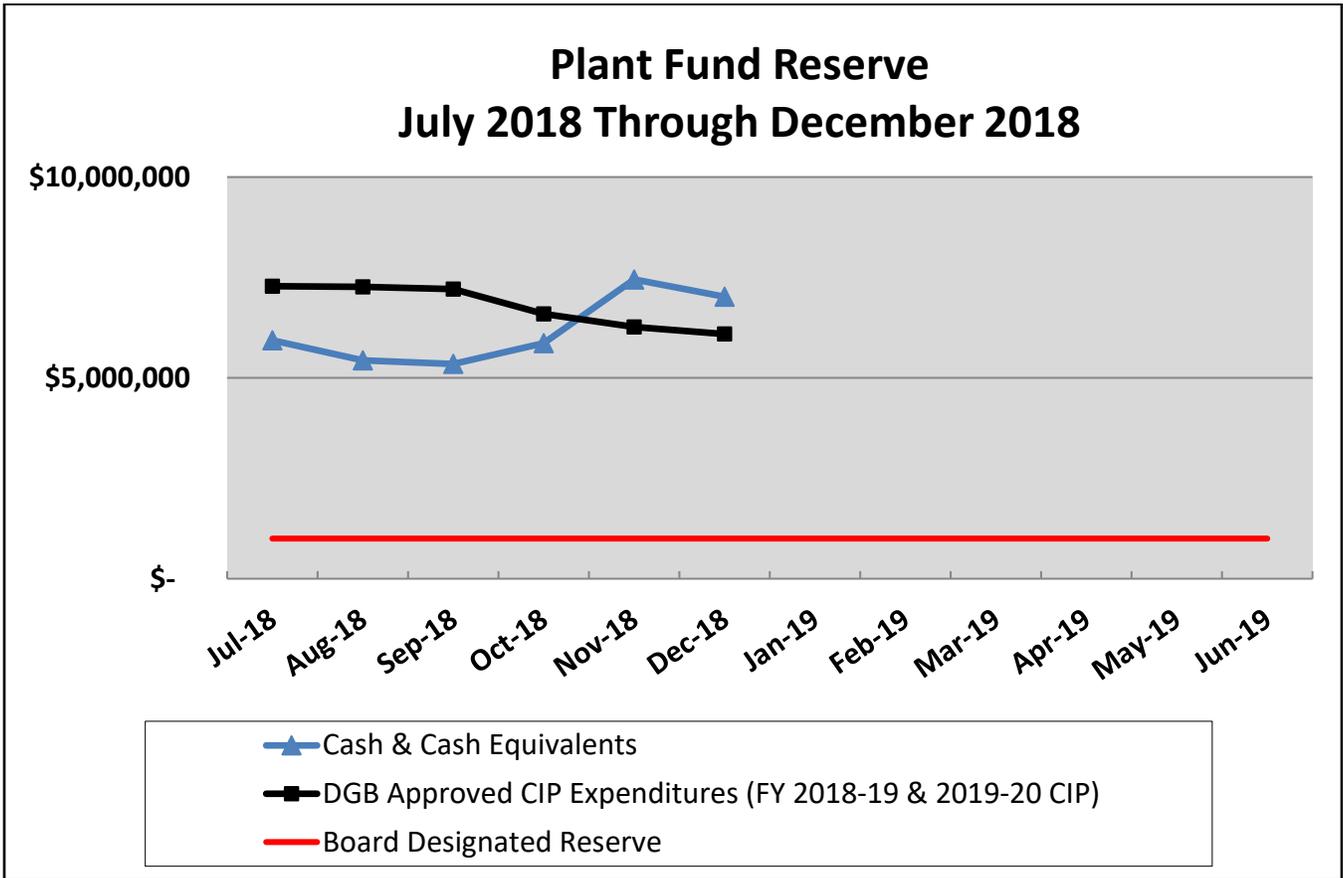
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through December 31, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

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

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

December 2018

Greetings from Facilities!

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

2018-19 CAPITAL IMPROVEMENT PLAN

Prescott Valley Center Phase 2

The build out of the second floor is complete. Furniture is still arriving with all pieces expected to be on site by December 21.

Equipment and furniture used in the NARTA program will be moved from the Prescott Valley center to Buildings 27 and 29 the week of December 17. This will also include equipment located outside in the Peace Officers Physical Aptitude Test (POPAT) course.

The next phase of construction will begin December 21 and will start with site preparation for the new Student Development suite, demolition of the locker room for a new science lab and demolition of space in preparation for Rad Tech. Completion of this phase of construction is scheduled for June 15, 2019.

Design Team: SmithGroup

Construction Team: McCarthy Building Companies



Future Location of Prescott Valley Center Student Development



Future Location of Science Lab

Renovating Space for NARTA

The new building is receiving drywall and is being prepped for interior painting. Ductwork is being installed along with fire protection. Doors and hardware are scheduled to be installed December 14. Exterior work includes installing rip rap for erosion control and asphalt. The Facilities Grounds Team is completing site work related to the POPAT course.

Building 29 is also being prepped for paint and flooring. Moving into the new space is scheduled to begin December 17 with the goal of the facility being available for NARTA recruits on January 2.

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



NARTA Training Bay – Yavapai College Building 27



Building 27 - NARTA

Renovation of Building L

Programming is underway and will continue through January 2019. Stay tuned to the January issue of this newsletter for schematics and renderings.

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 – January 3, 2019

Parking Lot K Pavement Rehabilitation – Complete

Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) – December 12, 2018 through January 6, 2019

CTEC Parking Lot Drainage and Expansion – December 17 2018 - May 2019

CTEC Roof Coating – July 2019

Verde Valley Building L Drainage and Central Plant Tie-in – Design underway



Installing Gabion Walls Baseball Field Drainage Project



Location of CTEC Drainage and Parking Lot Expansion Project

FACILITIES MANAGEMENT NEW TEAM MEMBERS

No new team members this month but Facilities is looking for a Lead Custodian and Custodian at the Prescott campus.



We, including the Verde team behind us on the screen, hope you have a restful and safe holiday break and we will see you next year!

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.

January 2019 College Highlights

School of Career and Technical Education

- On November 13th, an employee of the USGS (United States Geological Survey), representing Arizona Game & Fish, delivered a variety of native endangered fish species for the Aquaculture Science students to raise; with the intentions to conduct experiments, collect and report data, and ultimately prepare these fish for release. As part of a governmental captive breeding program, these fish have been spawned in captivity to introduce higher numbers back in the wild and our native bodies of water. YC Students are testing water quality, conducting feed ratio data, and will experiment with alternative feed forms to teach the fish to find their own food sources prior to release, as well as methods of avoiding becoming prey by introducing predators on captive spawned fish to integrate instinctual behaviors. Students weighed, measured and PIT (Passive Integrated Transponder) tagged each fish that came into the YC hatchery. The species included Razorback Suckers, Humpback Chub and Bonytail Chub.



- UAS Professor, **Matt Mintzmyer**, participated in a training held at Saguaro Lake which involved the operation of unmanned surface watercraft vehicles which can submerge and map lake bottoms using omni-directional sonar. A Florida based firm, MARTAC, has contracted to map the entire Salt River Basin for SRP. Professor Mintzmyer is exploring integrating Unmanned Water Vehicles and Aircraft training into the current YC UAS program.





School of Science and Engineering

- YC will now use multiple measures to place students in to English and Math classes, starting fall 2019. Instead of YC relying on just one test score to determine if a student is prepared for college level English or Math course, we will now utilize a variety of options (HS GPA, test scores, etc.) to place students, which is found to be more beneficial to the student, possibly saving them from taking an extra class.

Instructional Support

- The Verde Valley library staff constructed a creative book tree:



- The library stayed open until midnight during Reading and Finals Weeks.



- Two of the library's student workers, Alexis Burkett & Angel Calles created an amazing Nutcracker out of books:



Presenter : Ray Sigafoos

Start Time : 2:08 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/10/2018

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 and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- Adjunct Faculty Newsletter - Attached - Information Only

Attachments :

Title	Created	Filename
AA Vol_VII %255b_Issue_5_December_2018.pdf	Jan 10, 2019	AA Vol_VII %255b_Issue_5_December_2018.pdf



December 2018
Volume VIII, Issue 5

Giving Around the World

IN THIS ISSUE

December—January Happenings	1
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Prescott Library Extended Hours	3
Share the Joy	3



DEC 21—FIRST DAY OF WINTER

DECEMBER—JANUARY HAPPENINGS

- Dec 3 YC Scholarship Application open for 2019-2020 academic year**
- Dec 4 Deadline to withdraw students**
- Dec 6 Reception honoring Dr. Wills Prescott - 3 pm to 5 pm**
- Dec 7 Final Grading Window Opens**
- Dec 10-14 Finals Week**
- Dec 14 Nursing Pinning Ceremony**
- Dec 14 Fall Semester Ends**
- Dec 19 Final Grades Due at Noon**
- Dec 22 thru Jan 6 - Winter Break**
All campuses closed
- Jan 7 thru 11 Faculty Activities Week**
- Jan 9 Convocation**
all offices closed; bookstore open
- Jan 14 - Spring Semester Begins!**



ATTENTION FACULTY

PLEASE

remind your students to
REGISTER TODAY

for the Spring Semester so they get the classes they want. Remember...when students have questions, that the Answer Center staff have answers!

Prescott, Prescott Valley, CTEC: 928.776.2149
Verde, Sedona 928.634.6520

Verde Valley Campus & Sedona Center
cordially invites you to

WINTER CELEBRATION

"Season of giving around the World"

Friday, December 14, 2018 at 12:00 noon
Community Room—M-137

Free lunch provided

RSVP by Friday, Dec. 7

to rachel.gibbons@yc.edu or call ext. 6514

From Our Registrar...Sheila Jarrell

Dear Faculty,
Please note the information below:

Deadline to withdraw students	Tuesday	December 4
Final Grading window available	Friday	December 7
Final Grades due	Wednesday	Noon December 19

How to withdraw students:

- Log into www.yc.edu with your username/password
- Click the Faculty icon (red apple) which will display the hyperlink for Faculty Withdraw

If you have any questions about final grading, posting grades, accessing rosters, assigning incomplete grades or resolving grading issues, please contact me as soon as possible. I'm happy to help!

Questions? Let me know how I can help you!
Contact me via e-mail registrar@yc.edu or call 928.776.2107.
Prescott Campus.

Thank you for a great semester and Happy Holidays!

Sheila



God Bless Us, Everyone of Us!

May this Festival of Lights bring blessings upon you and all your loved ones for happiness & health.



Happy Hanukkah!



**Verde Valley Campus Learning Center
Building/Room M-122**

Extended Hours—Finals Week

The Learning Center...

Where successful students hang out

Day/s and Dates	Time
Monday Dec 3—Thursday Dec 6	9:00 am to 7:00 pm
Friday Dec 7	10:00 am to 4:00 pm
Monday Dec 10—Thursday Dec 13	9:00 am to 7:00 pm
Friday Dec 14	10:00 am to 4:00 pm

**Prescott Campus Learning Center
Bldg 1-207**

Extended Hours—Finals Week

THE LEARNING CENTER...

HELPING STUDENTS SUCCEED

Day/s and Dates	Time
Monday December 3—Thursday December 6	8:00 am to 10:00 pm
Friday December 7	8:00 am to 8:00 pm
Monday December 10—Wednesday December 12	8:00 am to 10:00 pm
Thursday December 13	8:00 am to 8:00 pm
Friday December 14	9:30 am to 5:00 pm

Happy holidays from Financial Aid!

Now is a good time to encourage students to go to www.studentaid.gov and fill out their 19-20 FAFSA while on winter break. Breaking news....You can now fill out your Financial Aid application by downloading the mystudentaid app right on your cell phone!

Also, the 2019-20 Foundation Scholarship application will be available on their MyYC portal as of December 3rd!

Finally I beg all of you to please get your term grades completed as soon as possible....so Financial Aid can run our federally required Satisfactory Progress calculations and notify students before break allowing them time to appeal. All SAP appeals from students for the spring term must be turned in by Wednesday, January 9th and must include documentation to prove extenuating circumstances that may have contributed to the student not maintaining SAP. If you have any questions regarding the FAFSA or SAP please let me know!

Happy Holidays and thank you!
Ray Ceo
Director of Financial Aid
Yavapai College
928.776.2110
Ray.ceo@yc.edu

**Prescott Campus Computer Commons
Bldg 19-2nd floor**

Extended Hours —Finals Week

Day/s and Dates	Time
Monday December 3—Friday December 7	7:30 am to 9:00 pm
Monday December 10—Thursday	7:30 am to 9:00 pm
Friday December 14	7:30 am to 7:00 pm



Boyd Tenney Library, Building 19 - 2nd floor

THE ADJUNCT ADVISOR

Published for Yavapai College Adjunct Faculty
1100 E. Sheldon Street— Prescott, AZ 86301
Elsie Gibbs Freeman, Editor
928.634.6562
E-mail: 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**

YC Prescott Campus



Breeze Through Your Finals!

Library Extended Hours

Monday, December 3	8:00 a.m. - midnight
Tuesday, December 4	8:00 a.m. - midnight
Wednesday, December 5	8:00 a.m. - midnight
Thursday, December 6	8:00 a.m. - midnight
Friday, December 7	8:00 a.m. - 4:00 p.m.
Saturday, December 8	noon - 4:00 p.m.
Monday, December 10	8:00 a.m. - midnight
Tuesday, December 11	8:00 a.m. - midnight
Wednesday, December 12	8:00 a.m. - midnight

Share the Joy!

Do you have some special books that you read more than once and consult numerous times? Erika Andersen's book, "Leading So People Will Follow," is one of those books. During this time of the year, we have so many tasks and responsibilities to fulfil, that we forget to appreciate and enjoy these special times with those closest to us. So to help you put the accent on the right syllable, here are some quotes from a variety of people that you might find inspirational and helpful.

"Blessed is the season which engages the whole world in a conspiracy of love." Hamilton Wright Mabie

"Sharing the holiday with other people, and feeling that you're giving of yourself, gets you past all the commercialism." Caroline Kennedy

"As we struggle with shopping lists and invitations, compounded by December's bad weather, it is good to be reminded that there are people in our lives who are worth this aggravation, and people to whom we are worth the same." Donald E. Westlake

"May your walls know joy, may every room hold laughter, and every window open to great possibility." Mary Anne Radmacher

"The joy of brightening other lives, bearing each others' burdens, easing others' loads and supplanting empty hearts and lives with generous gifts becomes for us the magic of the holidays." W.C. Jones

"New Year's Day is every man's birthday." Charles Lamb

It is hoped that you find something here to help you experience a most joyful time with family and friends. Be Happy!

<https://www.forbes.com/sites/erikaandersen>

Elsie

Presenter : Ray Sigafoos

Start Time : 2:23 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/10/2018

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 : 2:33 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/10/2018

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 : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/10/2018

Start Time : 2:33 PM
Time Req : 20
Item Type : Policy & Decision

Item No : 24

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182

Description : Review of Preliminary Assumptions for 2019-2020 Budget Planning - INFORMATION AND DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the preliminary assumptions for budget planning for the Fiscal Year ending June 30, 2020.

Attachments :
No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/10/2018

Start Time : 2:53 PM
Time Req : 0
Item Type : Heading

Item No : 25

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

Description : MONITORING REPORT (CONTINUED) - HEADING

Details :

Attachments :
No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/10/2018

Start Time : 2:53 PM
Time Req : 4
Item Type : Monitoring & Decision

Item No : 26

Policy No.	Description	Ref No
2.4	The President shall not permit planning that allocates resources in a way that deviates materially from Board-stated Ends priorities, risks fiscal jeopardy, or does not enable the long-term ability of the College to achieve Ends. Further, without limiting the scope of the above statement by the following list, the President shall not:	764095

Description : Receipt of President's Monitoring Report - Executive Limitation 2.4 - Planning - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.4 Planning

The President shall not permit planning that allocates resources in a way that deviates materially from Board-stated Ends priorities, risks fiscal jeopardy, or does not enable the long-term ability of the College to achieve Ends.

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

2.4.1 Multi-Year Strategy

Operate without a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Ends.

2.4.2 Situational Planning

Permit planning that risks any situation or donation described as unacceptable in the "Financial Condition and Activities" policy.

2.4.3 Planning for Fiscal & Organizational Capability

Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.

2.4.3.1 Personnel Transitions & Competent Operations

Operate without succession plans to facilitate smooth operations during key personnel transitions and ensure competent operations of the College over the long term.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.4 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.4 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.4 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.4 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.4 and its sub-policies [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.4 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.4 and its sub-policies. I move that the President provide the Board with a new Monitoring Report

for Policy 2.4 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Policy 2.4 Report.pdf	Dec 17, 2018	Policy 2.4 Report.pdf
2.4 Planning Compilation.pdf	Jan 10, 2019	2.4 Planning Compilation.pdf

Monitoring Report
Executive Limitations 2.4 – Planning
December 2018

Executive Limitations 2.4 – Planning

The President shall not permit planning that allocates resources in a way that deviates materially from Board-stated Ends priorities, risks fiscal jeopardy, or does not enable the long-term ability of the College to achieve Ends.

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

2.4.1 Multi-Year Strategy

Operate without a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Ends.

2.4.2 Situational Planning

Permit planning that risks any situation or donation described as unacceptable in the “Financial Condition and Activities” policy.

2.4.3 Planning for Fiscal & Organizational Capability

Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.

2.4.3.1 Personnel Transitions & Competent Operations

Operate without succession plans to facilitate smooth operations during key personnel transitions and ensure competent operations of the College over the long term.

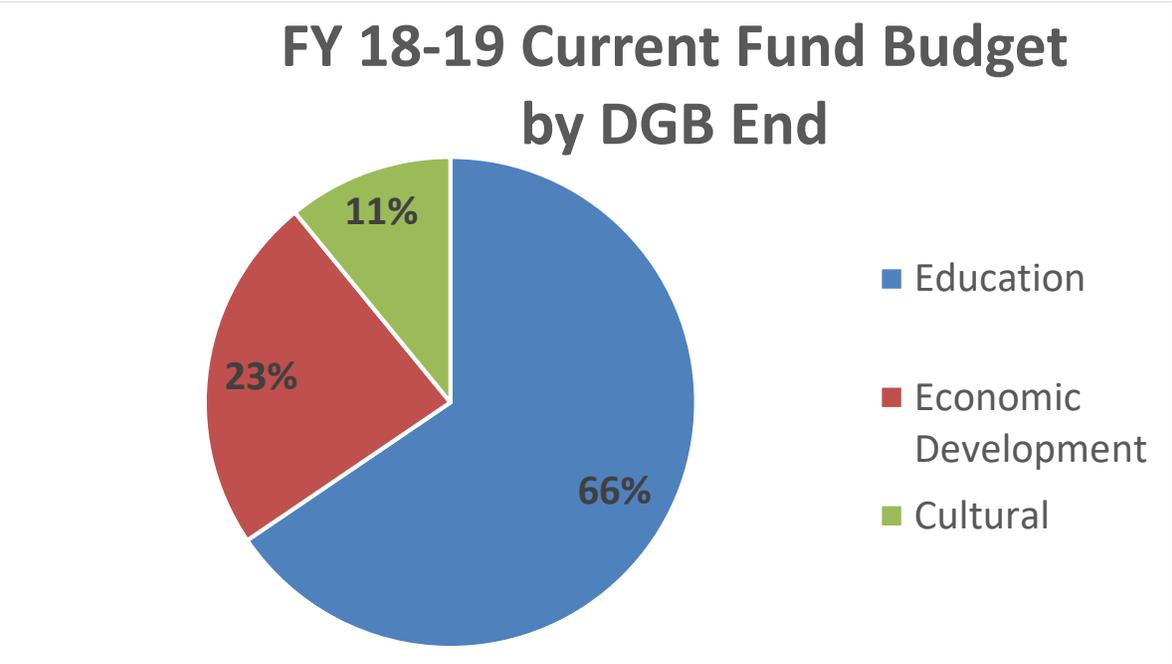
President’s Interpretation:

The College formulates, reviews progress of, and revises its Strategic Plan every five years. The current strategic plan (2015-2020) supports the Board’s Ends. It serves as the guiding document for the development of the annual College budget for Board approval. The College’s budget adheres to the Financial Conditions and Activities as outlined in 2.5 of Executive Limitations. As staff leadership is essential to the successful implementation of the Strategic Plan, each supervisor is evaluated for the professional development of his/her subordinates so that successful succession is part of planning.

Supporting Evidence:

Resource Allocation that aligns with the Board’s Ends priorities

The following is an estimate of the College Education & General Fund Budget allocating expenses to the Board’s Ends of Education, Economic Development, or Cultural Enrichment. In the case where a department supports two ends, the budget was typically split evenly.



Multi-Year Strategic Plan

Yavapai College maintains an integrated strategic planning process that links institution, education, technology, and campus master planning to inform budget decisions which support the long term achievement of the Ends. The College adopted the 2015 – 2020 Strategic Plan in the fall of 2015 ([2015 2020 Strategic Plan](#)). This plan aligns with the Board’s Ends as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. YC annually updates progress on the College’s strategic initiatives (https://www.yc.edu/v5content/strategic-planning/docs/2017_2018StrategicPlanningYearEndReport72318.pdf). And as part of the planning process, the College also establishes annual strategic priorities (https://www.yc.edu/v5content/strategic-planning/docs/011_19_StrategicPriorities_2018_19_BrochureFinal.pdf)

Situational Planning

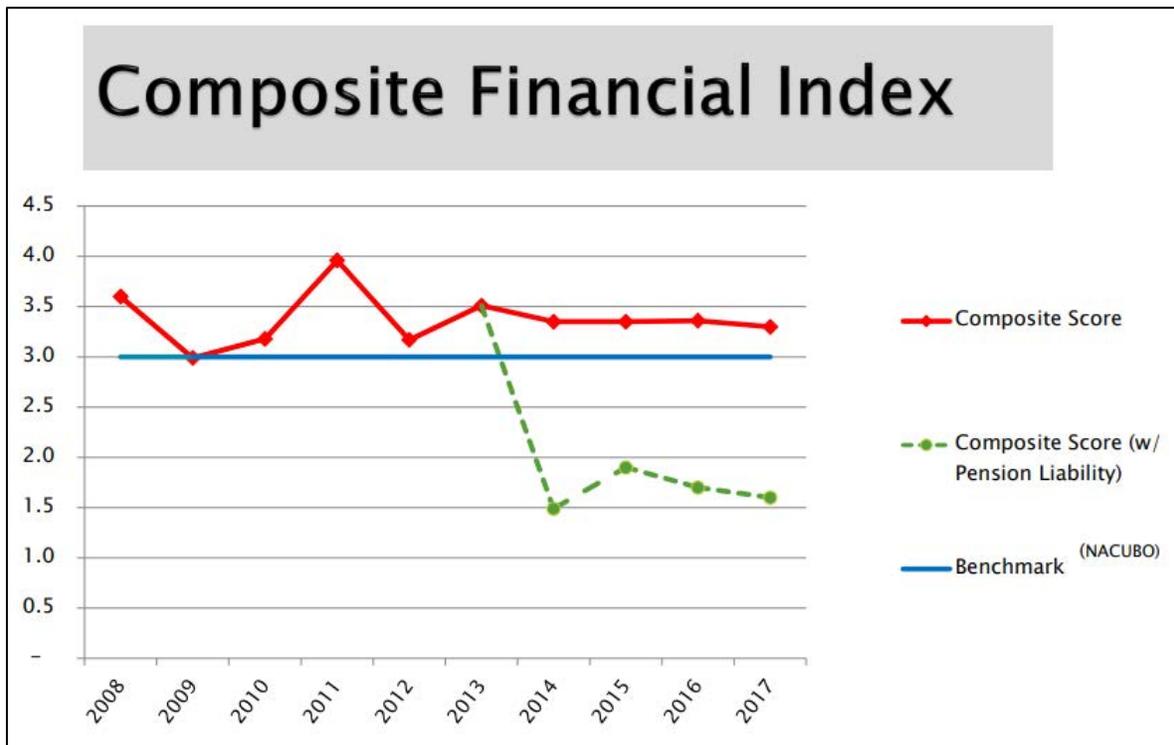
The College has adopted a variety of planning best practices to limit risks including transparency, annual benchmarking exercises, monthly financial reports, healthy contingencies and reserves, conservative budget assumptions, etc.

For example, the Vice President of Finance & Administrative Services systematically presents a series of budget-related information to the Board as is documented on our College’s budget website. [Yavapai College Budget](#). This includes an annual Environmental Scan which is intended to help the College anticipate future changes.

In regard to reserves, the Board has established fund reserve minimums for both the Operating and Capital Funds. As was demonstrated through the Cash Reserves Monthly Reports, these fund reserve targets have been consistently exceeded. Moreover, as has been demonstrated in the annual Budget Book, the College has created contingency expense budgets to cover the eventuality that the revenue targets are not achieved in any given year.

The College reports four financial ratios to our accrediting agency, the Higher Learning Commission (HLC), on an annual basis and shared with the Board annually along with our Certified Annual Financial Report (CAFR). The Composite Financial Index represents a weighted combination of these four measures. As you can see from the chart below, the College’s Composite Financial Index has consistently exceeded the benchmark recommended by our accrediting agency, which is an indication of strong financial health. The College’s sound fiscal

stewardship is further reflected in our credit ratings from Standard & Poor's Global Credit portal Ratings Direct® of AA- and Moody's Aa2.



Yavapai College has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for over 18 years in a row. It has also had unqualified audit opinions during that same timeframe. The GFOA established the Certificate of Achievement for Excellence to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that demonstrate transparency and full disclosure.

Long Term Ability to Achieve Ends

The College maintains an on-going cycle of environmental scanning as method to anticipate future changes, and adjusts plans accordingly. (https://www.yc.edu/v5content/strategic-planning/docs/EnvironmentalScan2018_19_091018.pdf)

As part of the Preliminary Budget presentation to the Board, the College provides five year projections of Revenues and Expenses to project both financial solvency and compliance with the AZ Expenditure Limitation statute. The College also presents its capital budget in a multi-year format to forecast Preventative Maintenance Plans, Equipment Replacement Plans, and Capital Improvement Plans (CIP).

Organizational Capability and Transitions

As outlined in Monitoring Report 2.1.1 in April, the College seeks to develop organizational capability through a variety of professional development activities including orientations, tuition waivers, internal training, external training, guest speakers at Convocations, sabbaticals, and conferences.

The College currently has an informal succession planning system. Through our organizational structure, Managers are exposed to the work of their Directors, and Faculty Chairs are exposed to the work of their Deans. Those employees are further developed through opportunities to serve on a variety of College committees and

operational project teams. Though it varies from year to year depending on the needs of the organization and the readiness of its employees, an average of 12 YC employees are promoted each year.

Formal transition plans are developed on an ad hoc basis for key positions once separation notice has been given. This often involves other College employees filling the role while a formal search is conducted. Another formal process being piloted is the “career ladder” practice where employees can go through specific training and take on additional responsibilities to earn a promotion into a higher level position that is needed by the College. So far, this has been piloted with hard-to-hire technical ITS positions, Student Development positions, and Human Resources positions.

President’s Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.4 and Sub-Policies – Planning

Compilation - January 2019

Executive Limitation 2.4	<p>Planning The President shall not permit planning that allocates resources in a way that deviates materially from Board-stated Ends priorities, risks fiscal jeopardy, or does not enable the long-term ability of the College to achieve Ends.</p> <p>Further, without limiting the scope of the above statement by the following list, the President shall not:</p>	
Executive Limitation 2.4.1	<p>Multi-Year Strategy Operate without a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Ends.</p>	
Executive Limitation 2.4.2	<p>Situational Planning Permit planning that risks any situation or donation described as unacceptable in the “Financial Condition and Activities” policy.</p>	
Executive Limitation 2.4.3	<p>Planning for Fiscal & Organizational Capability Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.</p>	
Executive Limitation 2.4.3.1	<p>Personnel Transitions & Competent Operations Operate without succession plans to facilitate smooth operations during key personnel transitions and ensure competent operations of the College over the long term.</p>	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 1	NO 2
Comments:		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:57 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 5/10/2018

Item Type : Monitoring & Decision

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 : Receipt of President's Monitoring Report - Executive Limitation 2.8 - Communication and Support to the Board - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.8 Communication and Support to the Board 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:

2.8.1 Information to the Board

Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.

2.8.1.1 Timely Information & Criteria

Allow the Board to be without timely decision information to support informed Board choices, including relevant environmental scanning data, a representative range of staff and external points of view, a risk assessment including probability and impact of risks, and alternative choices with their respective implications.

2.8.1.2 Monitoring Data

Neglect to submit timely monitoring data including interpretations of Board policies that provide the observable metrics or conditions that would demonstrate compliance, rationale for why the interpretations are reasonable and evidence of compliance.

2.8.1.3 Ends & Executive Limitations Non-Compliance

Let the Board be unaware of any actual or anticipated non-compliance with any Ends or Executive Limitations policy, regardless of the Board's monitoring schedule.

2.8.1.4 Incidental Information

Let the Board be unaware of any incidental information it requires, including anticipated media coverage, actual or anticipated legal actions, and material or publicly visible internal changes or events, including changes in executive personnel.

2.8.1.4.1 Monthly Reports

Allow the Board to be without monthly reports of budget deviations and reserves.

2.8.1.4.2 Absence of the President

Allow the Board to be uninformed regarding when the President is absent

or unavailable and who the President has designated to act in the President's place.

2.8.1.5 Policy Compliance

Allow the Board Chair to be unaware that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Delegation, particularly in the case of board behavior which is detrimental to the work relationship between the Board and the President.

2.8.2 Board Administrative Support

Allow the Board to be without reasonable administrative support for Board activities.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.8 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.8 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.8 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.8 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.8 and its sub-policies [at the X board meeting] [within X amount months] that includes a new interpretation

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.8 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.8 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.8 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2.8 Monitoring Report.pdf	Dec 12, 2018	2.8 Monitoring Report.pdf
2.8 Compilation.pdf	Jan 10, 2019	2.8 Compilation.pdf

President's Monitoring Report

Executive Limitations 2.8

Communication and Support to the Board

January 2018 – December 2018

Executive Limitations 2.8 Communication and Support to the Board

The President shall not permit the Board to be uninformed or unsupported in its work.

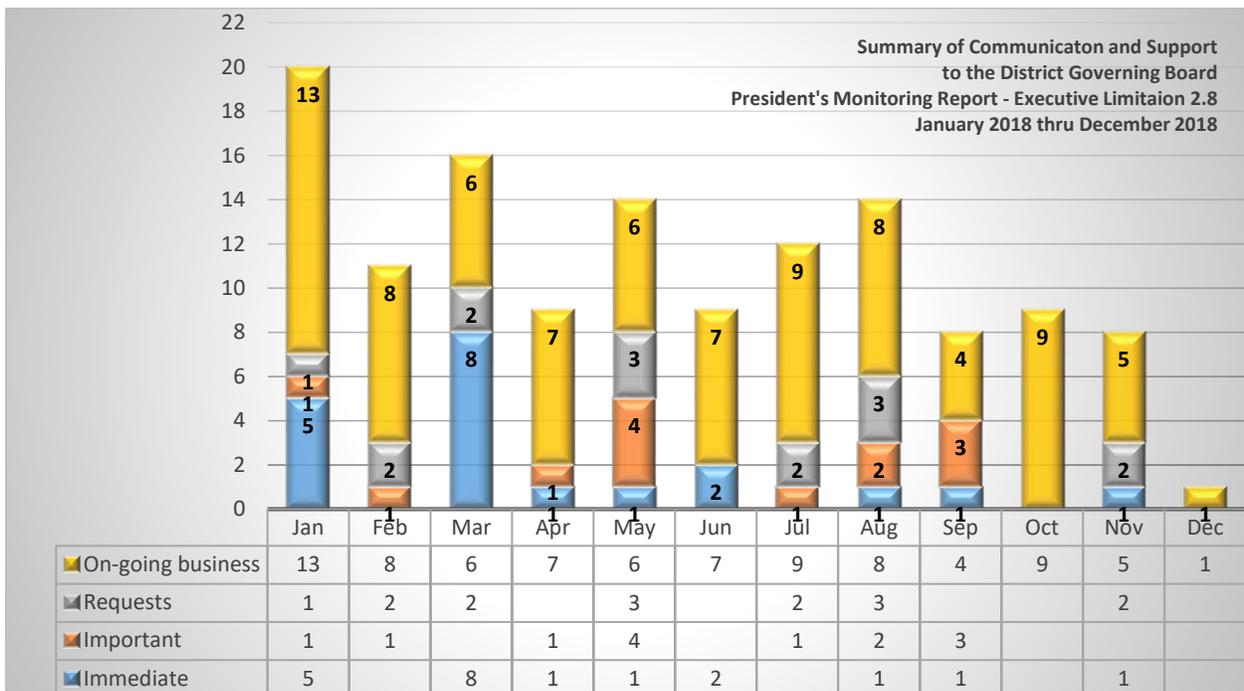
President's Interpretation: The relationship between the Board and their president is one built on open communication, trust, and respect. The President shares an executive assistant with the Board to ensure that the Board has administrative support. Likewise the President will keep the Board informed on a timely basis of monitoring reports, any actual or anticipated non-compliance with any Ends or EL policies, emergency and/or matters of public concern, and decision information (e.g., environmental scanning, opinion surveys, risk assessments) that assist the Board in their decision making. If the President observes and/or experiences that a Board member acts in a non-compliance manner with any of the Board policies, she will inform the Board Chair of this concern.

Supporting Evidence:

To comply with Executive Limitations 2.8, the President's Office maintains a log of all communication to the District Governing Board (Log of Communication and Support to the District Governing Board) as to when and why the President informs the Board of developments and activities according to the categories listed below.

Dr. Wills communicated with the College and the Board on a regular basis through the "News from the President-College Update" and on-going business. In addition, she informs the Board in a timely manner of immediate issues or matters of public concern, major decisions, and responses to Board member requests.

The chart below provides a summary of communications from January 2018 - December 2018 either to individuals or all Board members.



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

2.8.1 Information to the Board

Withhold, impede, or confound information **relevant to the Board's informed accomplishment of its job.**

Supporting Evidence:

The Board received timely notifications of information relative to College business. See the communication chart under section 2.8 above.

2.8.1.1 Timely Information & Criteria

Allow the Board to be without timely decision information to support informed Board choices, including relevant environmental scanning data, a representative range of staff and external points of view, a risk assessment including probability and impact of risks, and alternative choices with their respective implications.

Supporting Evidence:

Monitoring reports provided throughout 2018 reported information regarding risk assessment, environmental scans and other information necessary to support the Board in its decisions. In addition, students and staff reported on timely topics at Board meetings throughout 2018. Presentations, reports, and updates to included Budget; Environmental scans; Full-time Student Enrollment; Guided Pathways; Marketing and Foundation; Facilities; Sabbaticals; Faculty Senate; Yavapai Combined Trust, and Student Leadership Council and College Honors Program.

2.8.1.2 Monitoring Data

Neglect to submit timely monitoring data including interpretations of Board policies that provide the observable metrics or conditions that would demonstrate compliance, rationale for why the interpretations are reasonable and evidence of compliance.

Supporting Evidence:

The president provided annual monitoring reports for all Ends and Executive Limitations showing compliance pursuant to meet **the Board's** monitoring schedule.

2.8.1.3 Ends & Executive Limitations Non-Compliance

Let the Board be unaware of any actual or anticipated non-compliance with any Ends or **Executive Limitations policy, regardless of the Board's monitoring schedule.**

Supporting Evidence:

The president provided monitoring reports showing compliance pursuant to the Board's monitoring schedule in addition to phone calls if other applicable College business arose.

2.8.1.4 Incidental Information

Let the Board be unaware of any incidental information it requires, including anticipated media coverage, actual or anticipated legal actions, and material or publicly visible internal changes or events, including changes in executive personnel.

Supporting Evidence:

The Board received timely notifications of information relative to College business. See the communication chart under section 2.8 above.

2.8.1.4.1 Monthly Reports

Allow the Board to be without monthly reports of budget deviations and reserves.

Supporting Evidence:

Monthly financial reports of budget deviation and reserves were included in each District Governing Board regular meeting agenda packet.

2.8.1.4.2 Absence of the President

Allow the Board to be uninformed regarding when the President is absent or unavailable **and who the President has designated to act in the President's place.**

Supporting Evidence:

The Board received timely notifications of assignment of acting president whenever the president was out of state. These appointments and dates were communicated to the District Governing Board by the Executive Assistant through email. Below are Presidential Continuity and Absences for 2018:

Notification Date	Acting President	Board Members Notified
1/22/2018	Dr. Ron Liss	All
2/8/2018	Dr. Clint Ewell	All
3/8/2018	Dr. Ron Liss	All
6/14/2018	Dr. Ron Liss	All
7/18/18	Mr. Rodney Jenkins	All
7/26/2018	Dr. Ron Liss	All
10/5/2018	Dr. James Perey	All
11/14/2018	Dr. Clint Ewell	All

2.8.1.5 Policy Compliance

Allow the Board Chair to be unaware that, in the President's opinion, the Board is not in compliance with its own policies on Governances Process and Board-President Delegation, particularly in the case of board behavior which is detrimental to the work relationship between the Board and the President.

Supporting Evidence:

To comply with Executive Limitations 2.8.1.5, **the President has observed the Board's actions in accordance with policies. No incidents were noted during this given period of Board members' behavior which is perceived to be detrimental to the Board/Presidential relationship.**

2.8.2 Board Administrative Support

Allow the Board to be without reasonable administrative support for Board activities.

Supporting Evidence:

Board administrative support was provided for throughout the year for regular meetings, Board retreats, and special meetings and events.

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
 Policy 2.8 – Communication and Support to the Board
 Compilation - January 2019

Executive Limitation 2.8	Communication and Support to the Board 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:	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		
Executive Limitation 2.8.1	Information to the Board Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		
Executive Limitation 2.8.1.1	Timely Information & Criteria Allow the Board to be without timely decision information to support informed Board choices, including relevant environmental scanning data, a representative range of staff and external points of view, a risk assessment including probability and impact of risks, and alternative choices with their respective implications.	
Is the interpretation reasonable?	YES 3	NO

Does the data show accomplishment of the interpretation?		YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO 3
Comments:			
Executive Limitation 2.8.1.2	Monitoring Data Neglect to submit timely monitoring data including interpretations of Board policies that provide the observable metrics or conditions that would demonstrate compliance, rationale for why the interpretations are reasonable and evidence of compliance.		
Is the interpretation reasonable?		YES 3	NO
Does the data show accomplishment of the interpretation?		YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO 3
Comments: McCasland: Need more specific data.			
Executive Limitation 2.8.1.3	Ends & Executive Limitations Non-Compliance Let the Board be unaware of any actual or anticipated non-compliance with any Ends or Executive Limitations policy, regardless of the Board's monitoring schedule.		
Is the interpretation reasonable?		YES 3	NO
Does the data show accomplishment of the interpretation?		YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO 3
Comments:			
Executive Limitation 2.8.1.4	Incidental Information Let the Board be unaware of any incidental information it requires, including anticipated media coverage, actual or anticipated legal		

	actions, and material or publicly visible internal changes or events, including changes in executive personnel.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments: McCasland: Increase communication with the board.		
Executive Limitation 2.8.1.4.1	Monthly Reports Allow the Board to be without monthly reports of budget deviations and reserves.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		
Executive Limitation 2.8.1.4.2	Absence of the President Allow the Board to be uninformed regarding when the President is absent or unavailable and who the President has designated to act in the President's place.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		

Executive Limitation 2.8.1.5	Policy Compliance Allow the Board Chair to be unaware that, in the President’s opinion, the Board is not in compliance with its own policies on Governances Process and Board-President Delegation, particularly in the case of board behavior which is detrimental to the work relationship between the Board and the President.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		
Executive Limitation 2.8.2	Board Administrative Support Allow the Board to be without reasonable administrative support for Board activities.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:01 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 5/10/2018

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.7	Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity. Accordingly:	429151

Description : Receipt of Board Self-Evaluation - Governance Process Policy 3.7 Cost of Governance - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.7 Cost of Governance.

Attachments :

Title	Created	Filename
3.7 Compilation Evaluate.pdf	Jan 10, 2019	3.7 Compilation Evaluate.pdf

District Governing Board Policy Evaluation
 Evaluation of Governance Process Policies
 Policy 3.7 Cost of Governance
 Compilation - January 2019

Cost of Governance 3.7	Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity. Accordingly:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	
Most of the time	2	
Some of the time		
Rarely		
Never		
Budget 3.7.1	Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	2	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:05 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/10/2018

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 : BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:05 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 45

Proposed : 5/10/2018

Item Type : Board Education

Policy No.	Description	Ref No
3.1.1.1	1. Board members will take legal action on matters only at a properly-noticed Board meeting and only when the matters are specifically included on the agenda. 2. To avoid inadvertent violations of the Open Meeting Law: a) When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees. b) To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.	564189
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

Description : Board Education Regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION

Details : Lynne Adams, District Governing Board Counsel, will provide Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2018. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 12, 2019 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Attachments :

Title	Created	Filename
Board Training.pdf	Jan 08, 2019	Board Training.pdf

OPEN MEETING LAW & CONFLICTS OF INTEREST

Tricky Open Meeting Law Issues, Conflict of Interest Basics and Things In the News

Yavapai College Governing Board Meeting
January 15, 2019

OPEN MEETING LAW

THE AGENDA IS KING (OR QUEEN)

- Agendas must list the specific matters to be discussed, considered or decided at the meeting.
- “The public body may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto.”
 - Whether a matter is “related” to an agenda item closely enough to pass muster is a matter of opinion at times.
- Board action on an issue that is not specifically listed on an agenda is null and void.

**SNEAKY PRIVATE
DISCUSSIONS ARE USUALLY
NOT VERY SNEAKY**

- Discussions about any board issues must be in a public meeting! If it is or may be a board action item, it needs to be discussed in a meeting.
- Pima County Board of Supervisors currently being investigated for alleged “coordination” of votes on request to reconsider an issue (street repair, which has been spinning off Open Meeting Law complaints since at least 2014...).

EXECUTIVE SESSION RULES RULE

- The agenda and the motion to go into executive session must state the correct statute that authorizes the executive session. "A general citation" to the executive session statute "is insufficient."
- If you are getting legal advice, your lawyer *must* be present.
- On December 20, the Attorney General determined that the Mingus Union School Board violated the Open Meeting Law when it failed to comply with both of these requirements.

PUT DOWN YOUR PHONE

- 2018 revisions to Open Meeting Law made it crystal clear that email communications can be “meetings.”
- In 2018, the Attorney General found that the Central Yavapai Fire District Board violated the law with email “meetings.”
 - Two emails, sent to all board members for transparency.
 - “Communications at issue go beyond simply asking for matters to be placed on an upcoming agenda and instead constitute proposing legal action of the board.”

OPEN CALL IS (MOST OF THE TIME) OPEN

- You don't have to include an Open Call on your agenda, but if you do, you must allow any member of the public to speak about "matters within the jurisdiction of the public body," even if you don't want to hear what they have to say.
- Central Yavapai Fire District Board violated the Open Meeting Law when it refused to let public members discuss "legal issues."
- Public bodies "must ensure that speech on matters within the jurisdiction of the public body is not censored solely because of the content of the speech."

ROBERT'S RULES ARE NOT ALL THAT

- Arizona governing boards do not have to follow Robert's Rules, and the vast majority do not.
 - Too cumbersome for small boards.
 - Conflict with the Open Meeting law. For example,
 - No discussion or votes on items not on the agenda.
 - Discussion can take place before or after a motion is made.
 - No need to restate motion before calling for a second.
 - Board President/Chair may make motions and speak during discussion of motions.

CONFLICTS OF INTEREST/ BOARD ETHICS

CONFLICT OF INTEREST LAWS

- Arizona statutes prohibit board members from participating in any *discussions or decisions* about a contract, sale, purchase, or service to the board in which the board member *or a relative* has a “substantial interest.”
- “Substantial interest” is defined by statute and by what it is not. It is a money or property interest that is **not** a “remote interest.”

WHICH RELATIVES COUNT?

- Spouse
 - Child
 - Grandchild
 - Parent
 - Grandparent
 - Brother or sister, whole or half blood, *and their spouses*
 - Spouse's parents, *siblings and children*
- 3rd degree of consanguinity

Board members have a duty to be aware of their relatives' interests in any matters that might create a conflict!

DUTY TO DISCLOSE CONFLICT

- If you have a conflict of interest in a matter on the agenda, you must
 - Not discuss the matter with any other board member, including making recommendations or giving advice,
 - Not vote on the matter, and
 - Indicate in writing that you have a conflict.

CONFLICT OF INTEREST FLOWCHART

Will the decision affect, either positively or negatively,
an interest of mine or one of a relative?

If yes, then ask

Is the interest a money or property interest?

If yes, then ask

Is the interest other than one statutorily designated
as a "remote interest"?

If yes, you have a statutory conflict of interest

REAL ESTATE CONFLICTS (IT'S A THING)

- Scottsdale Unified School District—Former CFO failed to disclose her and her sister's "substantial interest" (17.72 % ownership and 50.63 % ownership) in a district vendor. She participated in decisions regarding employing the vendor. Indicted on 11 felony counts.
- Houston Community College—Trustee pleaded guilty to accepting bribes to steer construction contracts to "friends and political allies."
- Rockland Community College—Trustee had ownership interest in realty company that brokered deals for college.

BOARD POLICIES

- Board policy requires board members to refrain from participating in or attempting to influence the vote about any matter in which they have or appear to have a conflict.
Policy 3.3.2
 - No “self-dealing.”
 - No use of position to obtain employment for others.
 - Respect and do not disclose confidential information.
 - Complete conflict of interest form at least once per year.
 - Make certain it is accurate—SUSD disclosure failed to mention sister’s interest in vendor.

BOARD POLICIES

- Board policy requires that board members must recognize that they only have authority as a whole board, not as an individual, particularly in interactions with staff, public, press and other entities. Policy 3.3.3
- Important to communicate *board's* decisions and perspective if speaking on board's behalf.
 - “Individual Board members will abide by and uphold the final majority decisions of the Board.”
 - Of course, board members can share personal views, but make clear that you are not speaking for the board.

ETHICAL BOARD CONDUCT*

- Do not conduct board business outside of a formal meeting (i.e., do comply with the Open Meeting Law).
- Honor the confidentiality of executive sessions.
- Operate without conflicts of interest.
- Honor collective board decisions and commitments to the President.
- Do not favor or protect any one College or community group.
- Treat staff and each other respectfully.
- Recognize the difference between the board's policy role and operational role of President.

*With a nod to Board Policy 3.1, ACCT and Dr. Pamila Fisher

QUESTIONS?

Ask your board lawyer *before* acting if you have questions about the Open Meeting Law or may have a conflict of interest!

Presenter : Ray Sigafoos

Start Time : 3:55 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/10/2018

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 : 3:55 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 5/10/2018

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

The Govern for Impact (GFI, formerly IPGA) conference is being held in Quebec City June 20-22, 2019. Early Bird Registration ends January 31, 2019.

Attachments :

Title	Created	Filename
FY18-19 Dates and Places of Future Meetings.pdf	Jan 08, 2019	FY18-19 Dates and Places of Future Meetings.pdf
FY19-20- Dates and Places of Future Meetings.pdf	Jan 08, 2019	FY19-20- Dates and Places of Future Meetings.pdf
GIF.pdf	Jan 10, 2019	GIF.pdf

DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2018 – NO BOARD MEETING	
Special Board Meeting	August 27, 2018, Monday, 4:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Presidential Search – Open Forums Presidential Search – Executive Session	December 4, 2018, Tuesday – Various Times Location - Verde Valley Campus M-137 Prescott Campus – 19-147 December 5, 2018, Wednesday – 8:00 a.m. Location: Prescott - Prescott Resort
Presidential Search – Executive Session	December 6, 2018, Thursday – 1:00 p.m. Location – Prescott Campus – Rock House
Special Board Meeting	December 19, 2018, Wednesday, 3:00 p.m. Location: Prescott Campus – Rock House
DECEMBER 2018 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 15, 2019, Tuesday 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
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board/President Retreat	February 26, 2019 – Tuesday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	April 16, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO REGULAR BOARD MEETING	

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

Rev. 1/07/19

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
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.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

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY and AUGUST 2019 – NO BOARD MEETINGS	
Board Retreat	September 9, 2019, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 8, 2019 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 12, 2019, Tuesday, 1:00 p.m. Location: Chino Valley Center 120/121
DECEMBER 2019 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 14, 2020, Tuesday 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 14, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 10, 2020 – Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 11, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 3, 2020, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting*	April 21, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	May 12, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2020 NO REGULAR BOARD MEETING	

2019 Govern for Impact Conference



**SAVE THE DATE FOR THE
2019 GOVERN FOR IMPACT CONFERENCE**

June 20-22, 2019

**Quebec City, Canada
Hotel PUR, a Tribute Portfolio Hotel**

More details coming soon!

Presenter : Ray Sigafoos

Start Time : 3:58 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/10/2018

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