



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, February 12, 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	785008
2	Call to Order - PROCEDURAL	0	1:00 PM	785009
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	785010
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	785011
5	Approval of January 15, 2019 District Governing Board Budget Work Study and the Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	785012
6	Adoption of Agenda - DECISION	1	1:05 PM	785013
7	MONITORING REPORT - HEADING	0	1:06 PM	785017
8	January Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	1:06 PM	785018
9	OWNERSHIP LINKAGE - HEADING	0	1:16 PM	785019
10	Open Call - PROCEDURAL	20	1:16 PM	785021

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:36 PM	785022
12	Receipt of Report on Revenues and Expenditures - January 2019 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:36 PM	785023
13	INFORMATION - HEADING	0	1:37 PM	785026
14	Information from the President to Include Police Department Update; Economic Summit; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Information- INFORMATION AND/OR DISCUSSION	10	1:37 PM	785027
15	Information from Instruction and Student Development to Include: Student Presentation and Faculty Senate - INFORMATION AND/OR DISCUSSION	25	1:47 PM	785028
16	SHORT RECESS - PROCEDURAL	10	2:12 PM	785031
17	POLICY - HEADING	0	2:22 PM	785029
18	Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2018 - INFORMATION AND/OR DISCUSSION	15	2:22 PM	785030
19	For Consideration for Approval of Proposed Scholarships, Tuition and Fees for Fiscal Year 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION	30	2:37 PM	785033
20	MONITORING REPORTS (CONTINUED) - HEADING	0	3:07 PM	785034
21	President's Monitoring Report on Executive Limitation - DISCUSSION	10	3:07 PM	785035
22	Receipt of Board Self-Evaluation Governance Policy 3.1 - Governing Style - MONITORING AND/OR DISCUSSION	10	3:17 PM	785037
23	Receipt of Board Self-Evaluation of Governance Process Policy 3.5 - Board Chair Role - MONITORING AND/OR DISCUSSION	10	3:27 PM	785038
24	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:37 PM	785039
25	Review of Completed Board Members' 2019 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION	5	3:37 PM	785041
26	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:42 PM	785042
27	Appointments of 2019 Board Member Liaisons - DISCUSSION AND/OR DECISION	5	3:47 PM	785020
28	OTHER INFORMATION - HEADING	0	3:52 PM	785043
29	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	5	3:52 PM	785044
30	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:57 PM	785047

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/29/2018

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 : 5/29/2018

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 : 3

Proposed : 5/29/2018

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 January 15, 2019 District Governing Board Budget Work Study and the Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the January 15, 2019 Budget Work Study and the Regular District Governing Board Meeting. As part of the Board Agenda, the record and 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 the 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.

Attachments :

Title	Created	Filename
Work Study Unapproved Minutes 1-15-19.pdf	Feb 07, 2019	Work Study Unapproved Minutes 1-15-19.pdf
Unapproved Regular Meeting Minutes 1-15-2019.pdf	Feb 08, 2019	Unapproved Regular Meeting Minutes 1-15-2019.pdf



Yavapai College District Governing Board

Board Work Study

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

Unapproved Minutes of Board Work Study

Tuesday, January 15, 2019

9:00 AM

Prescott Campus – Rock House

1100 E. Sheldon

Prescott, Arizona

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

Members Present:

Mr. Ray Sigafoos, Chair

Mr. Steve Irwin, Secretary

Dr. Patricia McCarver, Board Member

Mr. Paul Chevalier, Board Member

Ms. Deb McCasland, Board Member

Guest:

Dr. Penny Wills, President

Lynne Adams, Board Attorney

1. CALL TO ORDER – HEADING

2. Call to Order - PROCEDURAL

Chair Sigafoos called the Work Study Session to order at 9:00 a.m.

3. Welcome to Guests and Staff – PROCEDURAL

4. Adoption of Agenda - DECISION

Member McCarver moved, seconded by Member Irwin, to adopt the agenda as written with the exception of Agenda Item 6, as notated that Mr. Paul Chevalier represents District 3 and not District 5. Motion carried unanimously (Irwin, McCasland, McCarver, and Sigafoos voting in favor).

5. OWNERSHIP LINKAGE - HEADING

6. Oath of Office – Administered to Board Members Ray Sigafoos and Paul Chevalier

Yavapai County, Superintendent, Tim Carter conducted the Oath of Office for the re-election of Mr. Raymond Sigafoos, and the election of Mr. Paul Chevalier.

7. Election of Board Officers – Chair, Secretary, and Board Member Liaison Committee Appointments for 2019 – DISCUSSION AND/OR DECISION

As required by A.R.S. §15-1443(B), the Board will elect a Chairperson and a Secretary every January. The expectation will be that the Chairperson and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chairperson and Secretary every January. Mr. Ray Sigafoos, Chair, and Mr. Steve Irwin, Secretary are concluding the second year of their two-year terms.

Member Chevalier moved, seconded by Member McCasland, to appoint Member Irwin to be Chairman of the Board. Motion failed two yes votes and three no votes. (Chevalier and McCasland voting in favor and Irwin, McCarver, Sigafoos voting against.)

Member Irwin stated that he was unable to be chair for the year due to upcoming obligations and suggested Mr. Sigafoos remain Chair as a sense of continuity for the upcoming President.

Member McCarver moved, seconded by Member Irwin, to reappoint Mr. Sigafoos as Chairman. Motion carried with three yes votes and two no votes. (Irwin, McCarver, and Sigafoos voting in favor and McCasland and Chevalier voting against.)

Member Chevalier moved, seconded by Member McCasland, to appoint Ms. Deb McCasland as Secretary. Motion failed with two yes votes and three no votes. (McCasland and Chevalier voting in favor and Irwin, McCarver, Sigafoos voting against.)

Member McCarver moved, seconded by Member Irwin, to reappoint Mr. Irwin as Secretary. Motion carried with three yes votes and two no votes (Irwin, McCarver, and Sigafoos voting in favor and McCasland and Chevalier voting against.)

8. POLICY - HEADING

9. Overview and Environmental Scan of Yavapai County and Yavapai College – INFORMATION AND/OR DISCUSSION

Dr. Clint Ewell, Vice President for Finance and Administrative Services and Dr. Tom Hughes, Director of

Institutional Effectiveness and Research presented the preliminary assumptions for budget planning for the Fiscal Year Ending June 30, 2020.

Environmental Scan includes:

- Social and Political
- Competition
- Demographics
- Economics
- Labor Force
- Education
- Technology
- Internal Scan

10. SHORT RECESS – PROCEDURAL

Meeting recessed at 10:47 a.m.; reconvened at 10:52 a.m.

11. POLICY ISSUES – HEADING – (CONTINUED)

12. ADJOURNMENT OF WORK STUDY MEETING - PROCEDURAL

Chair Sigafoos adjourned the meeting.

Board Special Meeting adjourned at 11:45 a.m.

Respectfully submitted:

_____/S/_____
Ms. Cindy Pemberton, Recording Secretary

Date: February 12, 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
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, January 15, 2019
1:00 PM
Prescott Campus – Rock House
Prescott, Arizona**

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Members Present:

Mr. Ray Sigafoos, Chair	Mr. Steve Irwin, Secretary
Mr. Paul Chevalier, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

Administration Present:

Dr. Penny Wills, President	Lynne Adams, Board Attorney
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Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Chevalier.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board November 13, 2018 Regular Meeting Minutes, and the December 5, 6, and 19, 2018 Special Meeting and Executive Session Minutes - DISCUSSION AND DECISION

Member Irwin moved, seconded by Member McCarver, to approve the District Governing Board November 13, 2018 Regular Meeting Minutes, and the December 5, 6, and 19, 2018 Special Meeting and Executive Session Minutes as written with the exception of a correction on the Executive Session meeting minutes regarding the time. Motion carried with four yes votes, and one abstention. (Irwin, McCarver, McCasland, Sigafoos voting in favor. Chevalier abstained).

6. Adoption of Agenda – DECISION

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

7. MONITORING REPORT – HEADING

8. November Board Meeting Evaluation – INFORMATION AND/OR DISCUSSION

The Board discussed the monthly self-evaluation regarding behaviors and Board performance.

9. INFORMATION - HEADING

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

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

- Matt Mintzmyer, Aviation
- Edward Kessel, Diesel - Automotive
- Chris Tenney, Music

11. SHORT RECESS – PROCEDURAL

Meeting recessed at 1:15 p.m.; reconvened at 1:20 p.m.

12. OWNERSHIP LINKAGE – HEADING

13. Open Call – PROCEDURAL

The following members of the public, addressed the Board:
Merilee Fowler – MATFORCE – Regarding James Tobin
Ivy Canova – Regarding James Tobin

Member McCarver requested for an agenda item to be placed on a future Board Meeting to address why members of the public have been prompted to speak with reference to Mr. James Tobin and the radio station. Chairman Sigafos asked for it to be noted.

14. CONSENT AGENDA – HEADING

15. Receipt of Report on Revenues and Expenditures – Month of December 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

16. For Consideration for Approval of Additions of Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION

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 proposals:

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

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

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 following request:

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 plans to create a web site discussing Jane Austen and her relevance to today's world.

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

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda with the exception of agenda item 16. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafos voting in favor). Member Chevalier would like Curriculum Certificate Programs to be removed from the agenda and to be delegated by approval of the President as the Board has no way to determine what the curriculum amendments. Member Chevalier moved, seconded by Member McCarver to approve Consent Agenda item 16. Motion carried unanimously. (Irwin, Chevalier, McCarver, McCasland, Sigafos voting in favor). Board Attorney Adams review.

19. INFORMATION (CONTINUED) - HEADING
20. Information from the President to Include: Convocation; All Arizona Academic Team 2019; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Facilities Management New; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

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

21. Update from Instruction and Student Development to Include Faculty Senate and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy reported
- Adjunct Advisor – Attached – Information Only

22. SHORT RECESS - PROCEDURAL

The meeting did not recess and the Board pursued the meeting.

23. POLICY ISSUES - HEADING

24. Consideration of Preliminary Assumptions for 2019-2020 Budget Planning - DISCUSSION AND/OR DECISION (refer to handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the preliminary assumptions for budget planning for the Fiscal Year Ending June 30, 2020.

Assumptions includes:

- Higher Education Overview
- Environmental Scan
- Yavapai College Data
- Budget Overview

25. MONITORING REPORTS – HEADING

26. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION

Member McCarver moved, seconded by Member Irwin, that the Board has read the President's Monitoring Report regarding Policy 2.4, and believe that the interpretation of the policy provided is reasonable, and there is sufficient evidence to support the conclusion of compliance with this policy and moved accept the Monitoring Report for Policy 2.4. Motion carried with four yes votes, and one abstention (Irwin, McCarver, McCasland and Sigafoos voting in favor. Chevalier abstained).

27. Receipt of President's Monitoring Report - Executive Limitations - 2.8 Communication and Support to the District Governing Board - MONITORING, DISCUSSION, AND/OR DECISION

Member Irwin moved, seconded by Member McCarver, that the Board has read the President's Monitoring Report regarding Policy 2.8 and sub policies, and believe that the interpretation of the policy provided is reasonable, and further believe that there is sufficient evidence to support the conclusion of compliance with these policies and move that we accept the Monitoring Report for Policy 2.8 and sub policies. Motion carried with four yes votes, and one abstention (Irwin, McCarver, McCasland and Sigafoos voting in favor. Chevalier abstained).

28. Receipt of Self-Evaluation for Governance Policy 3.7 - Cost of Governance – MONITORING AND/OR DISCUSSION

The Board reviewed the compilation of their self-evaluation of Governance Process Policy 3.7 Cost of Governance. No further action was taken.

29. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING

The Meeting recessed at 3:00 p.m.; reconvened at 3:10 p.m.

30. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION

Lynne Adams, District Governing Board Counsel, provided 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 13, 2018 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

31. OWNERSHIP LINKAGE (- CONTINUED) - HEADING

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

- Foundation Liaison
- Arizona Association of Community College Trustee (AACCT) – Member McCasland reported
- College Foundation – Members Irwin and McCarver reported
- Board Spokesperson – Chair Sigafos reported

33. OTHER INFORMATION – HEADING

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

The Board reviewed the Proposed Dates and Places for 2019 with reminder of:

- Govern for Impact 2019 Annual Conference is June 20-22, 2019 in Quebec City, Canada. The early bird registration discount expires January 31, 2019.
- Member Chevalier requested to change the April Board Meeting to April 23, 2019.

Member Chevalier moved, seconded by Member McCasland, to change the April 16, 2019 Board Meeting to April 23, 2019. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafos voting in favor).

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:00 p.m.

Respectfully submitted:

_____/S/_____
Ms. Cindy Pemberton, Recording Secretary

Date: February 12, 2019

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

Presenter : Ray Sigafoos	Start Time : 1:05 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 5/29/2018	Item Type : Decision Item	

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:06 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 5/29/2018	Item Type : Heading	

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

Description : MONITORING REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:06 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

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 : January 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 January 15, 2019 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
Jan Monthly Eval Compilation.pdf	Jan 18, 2019	Jan Monthly Eval Compilation.pdf

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

Compilation for Month of: January 2019

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
1	4	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
1	4	Board focused on present and/or past
	5	Board making reactive decisions rather than pro-active decisions
Other Comments: Chevalier: It made sense to focus sometimes on the past and present. I didn't hear any meaningful discussion on the future.		

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

	1- Needs improvement	2- Satisfactory	3- Proficient	Brief comment of specific examples to support your response	
		1	2		3
The Board operates as a unit and honors Board decisions.		1	4		Chevalier: You can feel the tension in the air between the two sides of the county.
The Board's behavior demonstrates that its constituency is the entire county.		1	3	1	McCarver: This one is tricky—need to balance interest in specific areas of the county with needs of the entire county.
Board members operate ethically and without conflicts of interest.			4	1	Chevalier: Lack of respect in one member's skill and service apparent in vote for Board officers.
Board decisions are made with the goal of supporting student learning and student success.		1	2	2	McCasland: We need to address educational needs across the county.
What is the most important thing the Board could do to improve our function as a board? Chevalier: Show respect BY THEIR ACTIONS for the Verde Valley and its representatives. McCasland: Treat each other with respect. McCarver: Focus on how we can help students to succeed.					

Presenter : Ray Sigafoos

Start Time : 1:36 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

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 : 1:36 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/29/2018

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 - January 2019 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

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

Attachments :

Title	Created	Filename
Financial Update - January in Feb.pdf	Feb 07, 2019	Financial Update - January in Feb.pdf
YCFS Jan 2019 - Governing Board Budget Report.pdf	Feb 07, 2019	YCFS Jan 2019 - Governing Board Budget Report.pdf
YCFS January 2019_Summary.pdf	Feb 07, 2019	YCFS January 2019_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

January 2019

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 is being 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 Seven Months Ended January 31, 2019
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

		Year-to-Date	Encumbered	Total	
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 16,677	\$ 21,809	\$ 38,486	
AJ Crabill	Consulting & Facilitation	8,361	-	8,361	
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	15,206	22,294	37,500	
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500	
PCAC Inc	Membership Dues	150	-	150	
Penelope Wills	Travel	2,413	-	2,413	
Ray Sigafoos	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	1,678	4,322	6,000	
Steve Irwin	Travel	1,646	-	1,646	
Supplies/Other	Various Vendors	246	-	246	
Tania Sheldahl	Travel	1,637	-	1,637	
VTV	Board Meeting Broadcasts	750	-	750	
Yavapai County Elections	DGB Election	75,034	-	75,034	
YC Printing Services	Printing	1,175	-	1,175	
				<u>210,228</u>	
Remaining Budget - January 31, 2019					<u>\$ 41,972</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2019 - 58.3% 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	\$ 21,544,600		\$ 21,544,600	\$ 37,119,200	58.0%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	10,315,428		10,315,428	11,355,000	90.8%	11,155,000	(200,000)
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	(270,000)	300,000
State Appropriations	442,425		442,425	589,900	75.0%	589,900	-
Other Revenues	272,598		272,598	483,000	56.4%	483,000	-
Interest Income	44,047		44,047	60,000	73.4%	70,000	10,000
Fund Balance Applied to Budget	1,166,667		1,166,667	2,000,000	58.3%	2,000,000	-
General Fund Transfer Out	(2,647,283)		(2,647,283)	(4,538,200)	58.3%	(4,538,200)	-
TOTAL REVENUES	31,138,482		31,138,482	46,348,900	67.2%	46,458,900	110,000

	<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	\$ 10,532,529	\$ 3,724,171	\$ 3,581,867	\$ 10,674,833	\$ 18,476,900	57.8%	\$ 18,384,516	\$ (92,345)
Academic Support	2,617,006	1,075,032	1,041,441	2,650,597	4,743,000	55.9%	4,695,570	(47,430)
Institutional Support	6,345,759	2,756,254	2,278,819	6,823,194	9,683,000	70.5%	9,586,170	(96,830)
Student Services	3,216,777	1,339,064	1,266,933	3,288,908	5,828,000	56.4%	5,769,720	(58,280)
Operation/Maintenance of Plant	3,648,542	1,375,361	1,191,220	3,832,683	6,552,000	58.5%	6,486,480	(65,520)
Scholarships	758,830	39,493	-	798,323	880,000	90.7%	880,000	-
Public Service	159,728	119,503	107,004	172,227	186,000	92.6%	186,000	-
TOTAL EXPENDITURES	27,279,171	10,428,878	9,467,284	28,240,765	46,348,900	60.9%	45,988,456	(360,405)
SURPLUS/(DEFICIT)				\$ 2,897,717	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2019.

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 licenses, IT maintenance, dues, etc.).

Scholarships at 90.7% of budget due to spring 2019 financial aid awards being made. This will even out over the next few months.

The Budget currently has a surplus of \$2,897,717.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2019 - 58.3% 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	\$ 8,216,229		\$ 8,216,229	\$ 11,122,000	73.9%
State Grants and Contracts	133,891		133,891	214,200	62.5%
Private Gifts, Grants and Contracts	740,898		740,898	894,000	82.9%
Proposition 301 Funds	524,250		524,250	715,000	73.3%
State Appropriation - STEM Workforce	501,159		501,159	699,000	71.7%
Fund Balance Applied to Budget	116,667		116,667	200,000	58.3%
Reimbursement Due	24,650		24,650	N/A	N/A
TOTAL REVENUES	10,257,744		10,257,744	13,844,200	74.1%

		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Instruction		\$ 1,371,376	\$ 327,230	\$ 224,502	\$ 1,474,104	\$ 3,104,500	47.5%
Student Services		731,360	272,055	272,055	731,360	1,304,600	56.1%
Scholarships		7,741,745	-	-	7,741,745	9,293,300	83.3%
Public Service		83,783	30,359	30,360	83,782	141,800	59.1%
TOTAL EXPENDITURES		9,928,264	629,644	526,917	10,030,991	13,844,200	72.5%
SURPLUS/(DEFICIT)					\$ 226,753		

COMMENTS:

Third quarter STEM Workforce State Aid was received in January 2019.

Scholarships at 83.3% of budget due to spring 2019 financial aid awards being made. This will even out over the next few months.

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 Seven Months Ended January 31, 2019 - 58.3% 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	\$ 1,173,024		\$ 1,173,024	\$ 1,267,700	92.5%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	89,327		89,327	185,000	48.3%	185,000	-
Food Services Sales	18,757		18,757	33,000	56.8%	33,000	-
Vending	10,194		10,194	40,000	25.5%	40,000	-
Edventures	316,175		316,175	335,000	94.4%	335,000	-
Winery - Tasting Room	91,425		91,425	204,600	44.7%	204,600	-
Family Enrichment Center	324,070		324,070	584,300	55.5%	584,300	-
Public Services							
Community Events	401,569		401,569	598,400	67.1%	598,400	-
Other Revenues							
Yavapai College Foundation	218,029		218,029	342,800	63.6%	342,800	-
Other	231,166		231,166	362,100	63.8%	362,100	-
Fund Balance Applied to Budget	58,333		58,333	100,000	58.3%	100,000	-
General Fund Transfer In	642,075		642,075	1,100,700	58.3%	1,100,700	-
Auxiliary Fund Transfer Out	(234,267)		(234,267)	(401,600)	58.3%	(401,600)	-
TOTAL REVENUES	3,339,877		3,339,877	4,752,000	70.3%	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	\$ 172,829	\$ 20,975	\$ -	\$ 193,804	\$ 235,200	82.4%	\$ 235,200	\$ -
Student Services	397,720	140,921	116,928	421,713	713,900	59.1%	713,900	-
Auxiliary Enterprises	990,404	291,640	213,598	1,068,446	1,644,200	65.0%	1,644,200	-
Public Service	601,830	235,237	177,467	659,600	849,700	77.6%	849,700	-
Facilities & Administrative Allocation Expense	705,250	-	-	705,250	1,209,000	58.3%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	100,000	-
TOTAL EXPENDITURES	2,868,033	688,773	507,993	3,048,813	4,752,000	64.2%	4,752,000	-
SURPLUS/(DEFICIT)				\$ 291,064	\$ -			

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 \$291,064.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2019 - 58.3% 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	\$ 4,986,072		\$ 4,986,072	\$ 8,590,500	58.0%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	29,929		29,929	30,000	99.8%
Other	27,435		27,435	20,000	137.2%
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	11,536,136		11,536,136	15,088,200	76.5%

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Preventative Maintenance		\$ 2,208,027	\$ 1,843,069	\$ -	\$ 4,051,096	\$ 3,974,000	101.9%
Unplanned Maintenance		90,985	50,650	-	141,635	250,000	56.7%
Capital Improvement Projects		2,357,560	1,347,326	-	3,704,886	3,623,000	102.3%
Equipment		1,326,728	91,159	-	1,417,887	2,242,500	63.2%
Furniture and Fixtures		51,225	88,722	-	139,947	250,000	56.0%
Library Books		36,341	33,633	-	69,974	98,700	70.9%
Contributions to Plant Fund		4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency		-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES		10,470,866	3,454,559	-	13,925,425	15,088,200	92.3%
SURPLUS/(DEFICIT)					(2,389,289)	-	

COMMENTS:

The Budget currently has a deficit of \$2,389,289 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 Seven Months Ended January 31, 2019 - 58.3% 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	\$ 2,855,476		\$ 2,855,476	\$ 4,918,600	58.1%	
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%	
Investment Income	5,317		5,317	10,000	53.2%	
General Fund Transfer In	838,542		838,542	1,437,500	58.3%	
Auxiliary Fund Transfer In	234,267		234,267	401,600	58.3%	
Fund Balance Applied to Budget	87,500		87,500	150,000	58.3%	
TOTAL REVENUES	4,021,102		4,021,102	6,887,700	58.4%	
	<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	\$ -	\$ 2,651,250	\$ -	\$ 2,651,250	\$ 4,545,000	58.3%
Interest Payments	222,625	69,392	-	292,017	500,600	58.3%
Pledged Revenue Obligations						
Principal Payments	-	647,500	-	647,500	1,110,000	58.3%
Interest Payments	163,753	27,289	-	191,042	327,500	58.3%
Revenue Bonds						
Principal Payments	-	183,750	-	183,750	315,000	58.3%
Interest Payments	43,304	7,213	-	50,517	86,600	58.3%
Bank Fees	1,400	-	-	1,400	3,000	46.7%
TOTAL EXPENDITURES	431,082	3,586,394	-	4,017,476	6,887,700	58.3%
SURPLUS/(DEFICIT)				\$ 3,626	\$ -	

COMMENTS:

Through the seventh month, 58.3% of budget has been committed (excluding labor encumbrances) compared to 58.4% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:37 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:37 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

Item Type : Information Item

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

Description : Information from the President to Include Police Department Update; Economic Summit; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Information- INFORMATION AND/OR DISCUSSION

Details : Dr. Lisa Rhine will report on the following topics with discussion from the Board:

- Police Department Update - Chief Jerald Monahan
- February 7, 2018 Economic Summit
- Budget To Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

Attachments :

Title	Created	Filename
Police PP.pdf	Feb 07, 2019	Police PP.pdf
Budget to Actual Monthly Report.pdf	Feb 07, 2019	Budget to Actual Monthly Report.pdf
Cash Reserves Monthly Report.pdf	Feb 07, 2019	Cash Reserves Monthly Report.pdf
YCT Report.pdf	Feb 07, 2019	YCT Report.pdf
February 2019 College Highlights.pdf	Feb 07, 2019	February 2019 College Highlights.pdf
January Facilities 2019 Newsletter.pdf	Feb 07, 2019	January Facilities 2019 Newsletter.pdf

Your Campus Police and Safety Team



YCPD – Student Engagement

- ▶ CARE Team
- ▶ RESPECT Campaign
- ▶ County Mental Health Coalition Board
- ▶ Internships
- ▶ Training
 - ▶ Mental Health First Aid Training
 - ▶ Workplace Violence
 - ▶ Drug and Alcohol Awareness
 - ▶ Residence Assistants



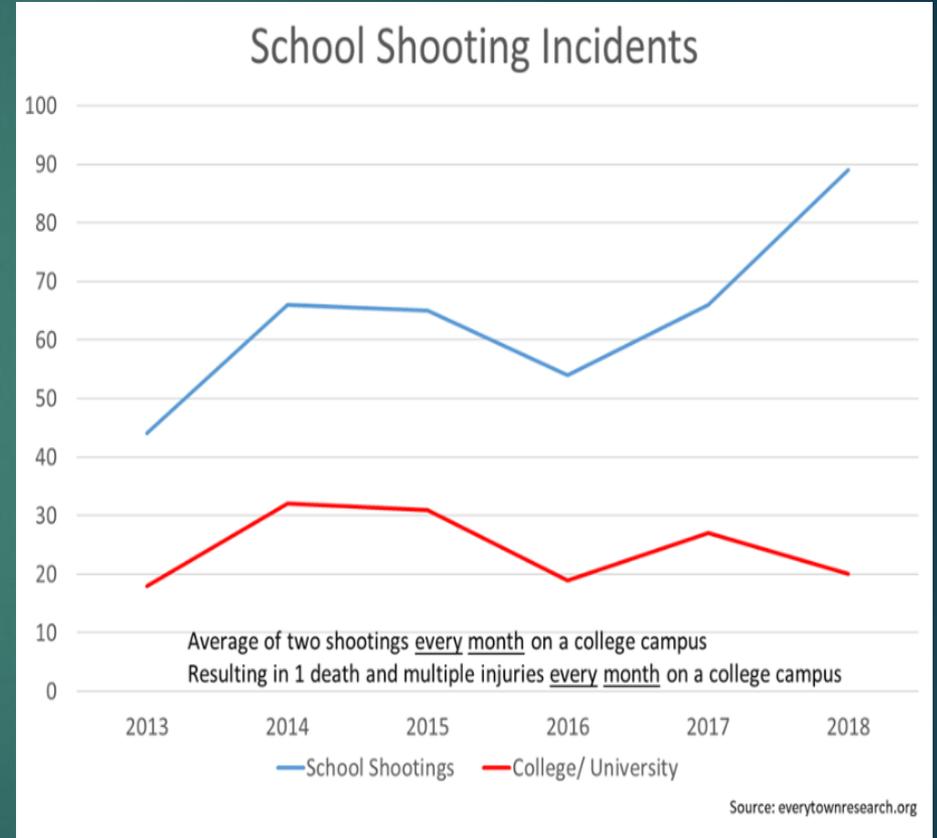
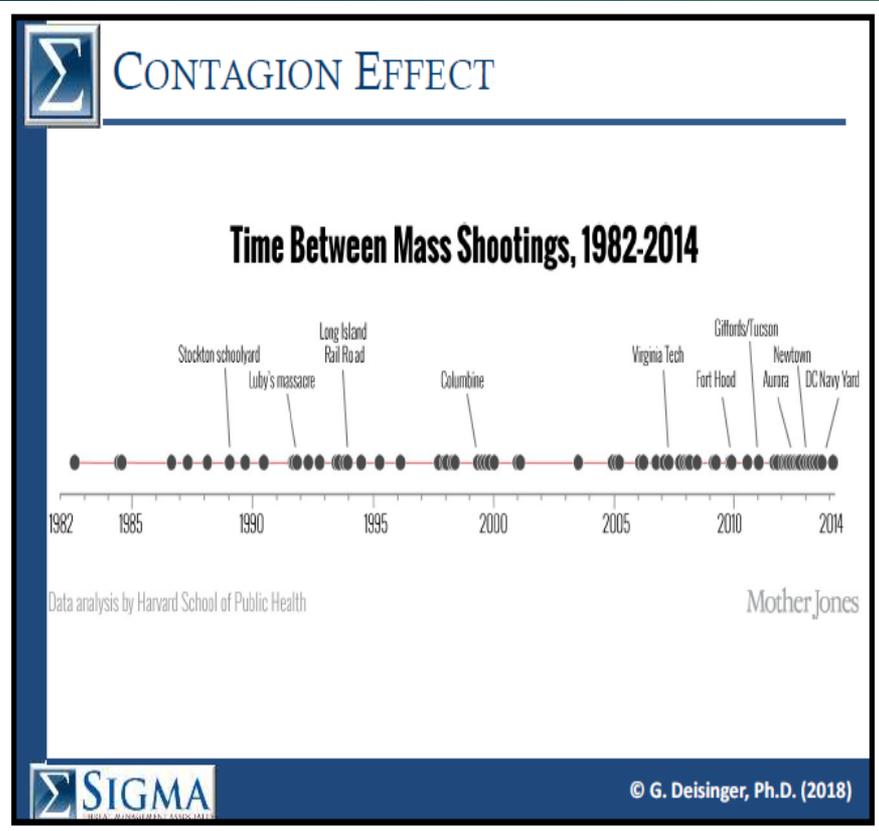
YCPD – Community Engagement



YCPD – Services

- ▶ Deterrence through presence & patrol
- ▶ Vehicle issues
- ▶ Building Access Control
- ▶ Disposal of Prescription Drugs- MATFORCE
- ▶ Temporary Firearm Storage
- ▶ Safety Escorts Around Campus
- ▶ Victim Services and Advocacy
- ▶ New Student and Parent Orientation
- ▶ Emergency Operations Plan support

Gun Violence



Thanks!



Yavapai College
Budget to Actual Status by Fund
January 2019

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 January 31, 2019.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the seven months ended January 31, 2019, the General Fund has a surplus of \$2,897,700. 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 above budget by \$110,000 and expenditures are projected to be under budget by \$360,400, resulting in a net surplus of \$470,400 — a 1% positive variance.

Auxiliary Fund



For the seven months ended January 31, 2019, the Auxiliary Fund has a moderate surplus primarily due to residence hall income being recorded for the spring 2019 semester. 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 seven months ended January 31, 2019, the Unexpended Plant Fund has a deficit of \$2,389,300 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 January 31, 2019, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

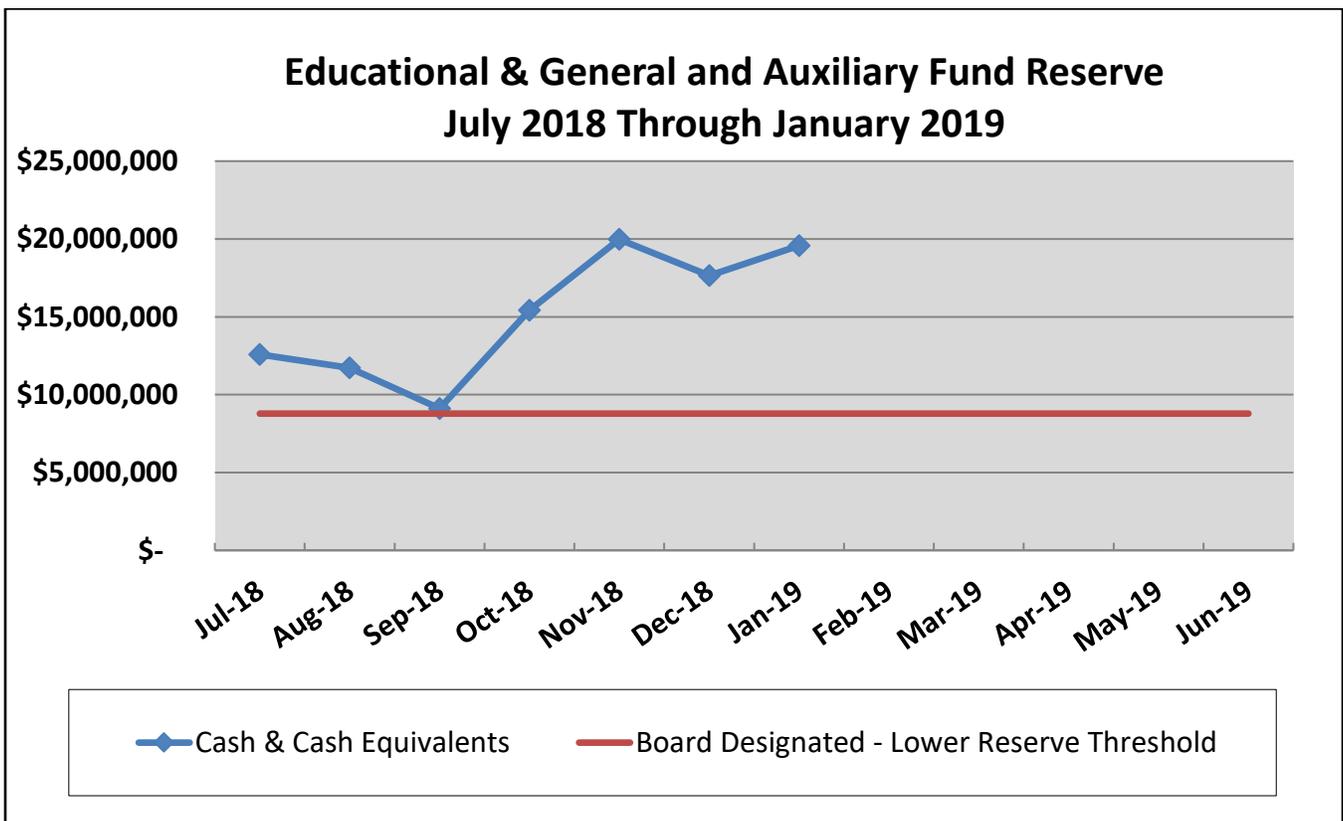


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the seven months ended January 31, 2019, there were no variances from budget.

Yavapai College Cash Reserves January 2019

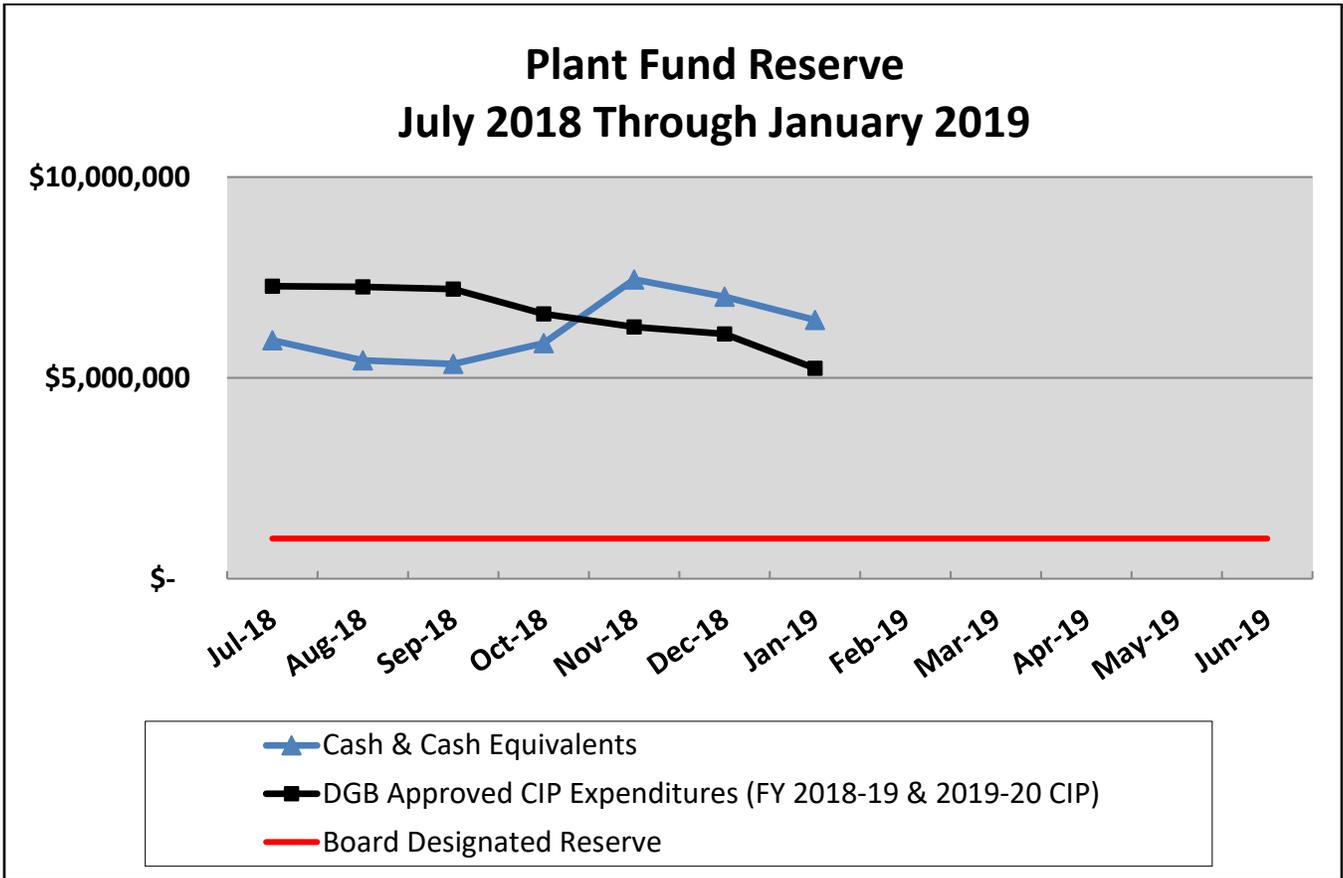
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through January 31, 2019, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2018, through January 31, 2019, 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 January 31, 2019, 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 seventeen months of CIP that have been approved by the DGB.



Yavapai Combined Trust

Monthly Report

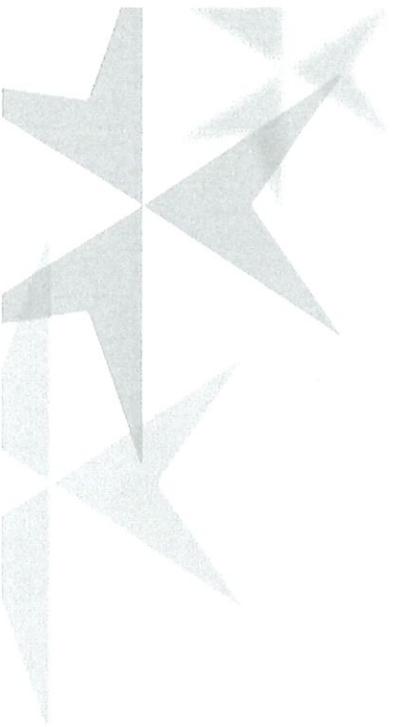
Reporting Period: July 2018 through June 2019

(Updated through November 2018)



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Yavapai Combined Trust Executive Summary

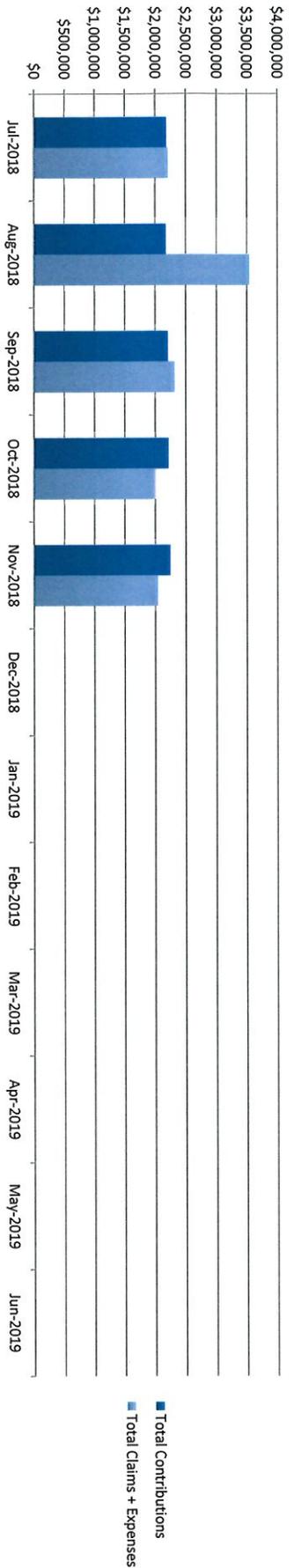
- During November 2018, contributions exceeded expenses by \$198,907 (8.8% of contributions).
- The medical plan loss ratio YTD is 115.6% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 110.5% when they are included.
- Average Monthly Medical claims, adjusted for paid stop-loss refunds, has changed by 37.7% from the prior plan year.
- Average Monthly Pharmacy claims, adjusted for paid Pharmacy rebates, has changed by -36.6% from the prior year average.

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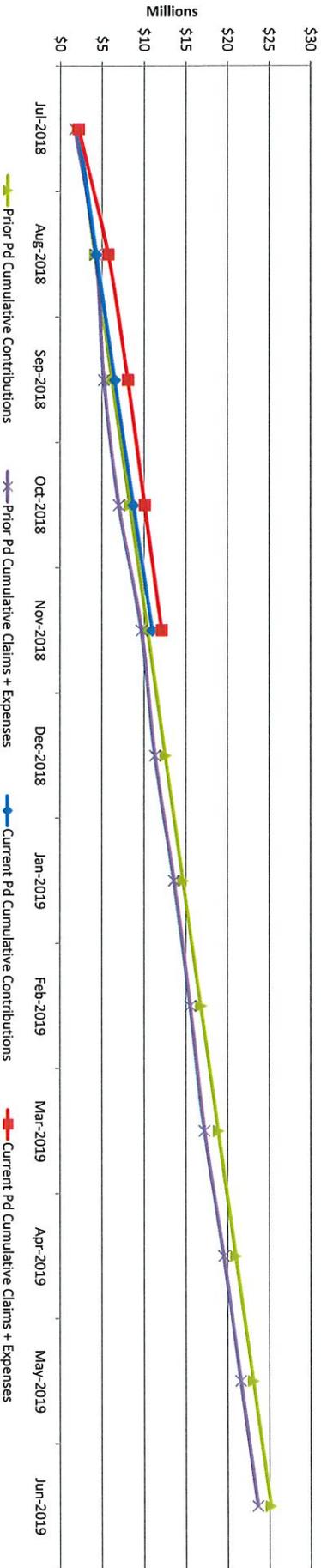


Yavapai Combined Trust Monthly Contributions vs. Expense Report



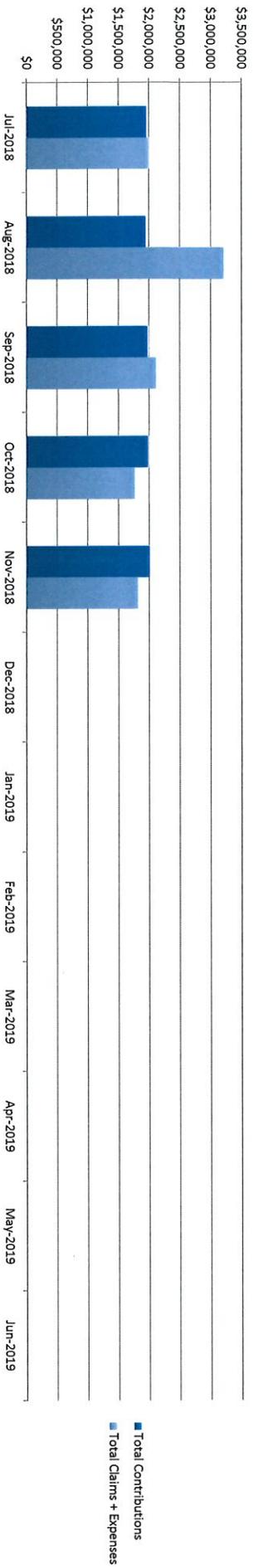
	Medical Enrollment	Contributions ¹	Medical ²	Pharmacy ³	Dental	Vision	STD	Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,438	\$2,191,088	\$1,574,041	\$241,236	\$162,984	\$45,252	\$2,651	\$2,026,163	\$191,916	(\$26,991)	101.2%
Aug-2018	2,430	\$2,179,428	\$2,924,718	\$101,930	\$239,229	\$83,602	\$1,390	\$3,350,869	\$199,825	(\$1,371,266)	162.9%
Sep-2018	2,441	\$2,210,207	\$1,718,722	\$224,806	\$133,579	\$55,069	\$4,073	\$2,136,250	\$185,710	(\$111,752)	105.1%
Oct-2018	2,473	\$2,221,005	\$1,284,262	\$261,285	\$161,626	\$50,106	\$7,766	\$1,765,045	\$233,742	\$222,218	90.0%
Nov-2018	2,479	\$2,247,836	\$1,652,883	-\$10,655	\$168,268	\$48,995	\$1,175	\$1,860,666	\$188,263	\$198,907	91.2%
Dec-2018											
Jan-2019											
Feb-2019											
Mar-2019											
Apr-2019											
May-2019											
Jun-2019											
TOTAL	12,261	\$11,049,564	\$9,154,626	\$818,602	\$865,685	\$283,025	\$17,054	\$11,138,992	\$999,456	(\$1,088,884)	109.9%
Average	2,452	\$2,209,913	\$1,830,925	\$163,720	\$173,137	\$56,605	\$3,411	\$2,227,798	\$199,891	(\$217,777)	109.9%
Prior Pd (5 month) Avg	2,400	\$2,094,525	\$1,321,628	\$220,034	\$154,152	\$44,191	\$12,398	\$1,752,404	\$192,963	\$149,159	92.9%
Change from Prior Pd	2.2%	5.5%	38.5%	-25.6%	12.3%	28.1%	-72.5%	27.1%	3.6%	n/a	n/a
Prior Plan Year Avg	2,408	\$2,101,843	\$1,329,246	\$258,361	\$151,071	\$34,928	\$8,053	\$1,781,659	\$188,321	\$131,864	93.7%
Change from Prior PY Avg	1.8%	5.1%	37.7%	-36.6%	14.6%	62.1%	-57.6%	25.0%	6.1%	n/a	n/a

(1) Includes COBRA contributions
 (2) Medical claims include stop loss refunds
 (3) Pharmacy claims include pharmacy rebates



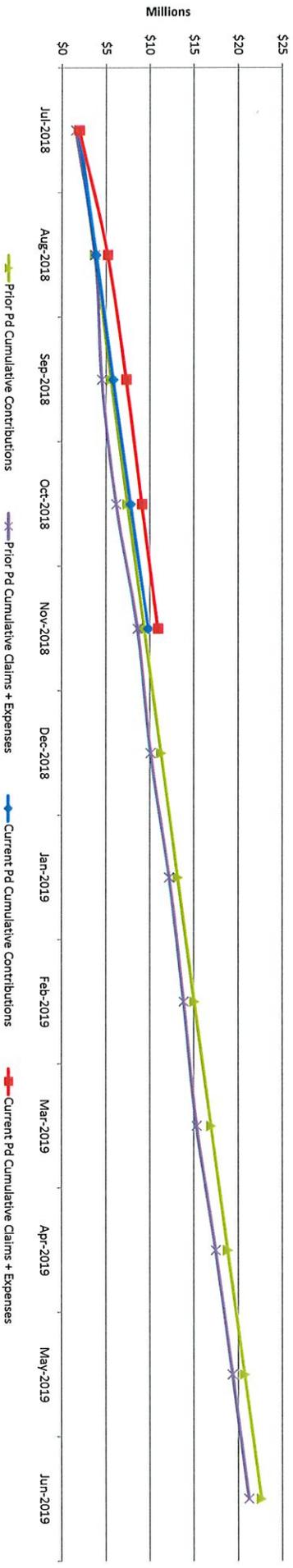


Yavapai Combined Trust Monthly Contributions vs. Expense Report - Medical / Pharmacy



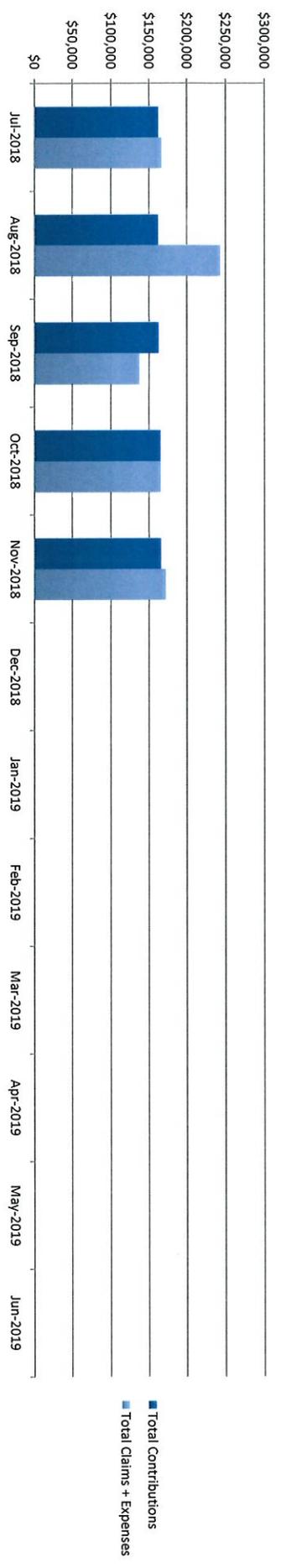
	Enrollment	Contributions ¹	Premier	Basic Plus	Paid Claims		Pharmacy	Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,438	\$1,982,567	\$729,314	\$486,988	\$385,266	\$1,601,568	\$241,236	(\$27,527)	\$0	\$184,214	\$1,999,490	(\$36,923)	101.9%
Aug-2018	2,430	\$1,951,403	\$1,565,808	\$1,053,388	\$305,522	\$2,924,718	\$278,798	\$0	(\$176,869)	\$192,145	\$3,218,793	(\$1,267,390)	164.9%
Sep-2018	2,441	\$1,981,289	\$1,045,855	\$430,025	\$252,117	\$1,727,997	\$224,806	(\$9,274)	\$0	\$178,010	\$2,121,539	(\$140,250)	107.1%
Oct-2018	2,473	\$1,988,935	\$692,519	\$373,179	\$218,564	\$1,284,262	\$261,285	\$0	\$0	\$225,945	\$1,771,492	\$217,443	89.1%
Nov-2018	2,479	\$2,015,153	\$913,284	\$398,820	\$343,529	\$1,655,633	\$283,251	(\$2,750)	(\$293,906)	\$180,431	\$1,822,659	\$192,494	90.4%
Dec-2018													
Jan-2019													
Feb-2019													
Mar-2019													
Apr-2019													
May-2019													
Jun-2019													
TOTAL	12,261	\$9,899,347	\$4,946,779	\$2,742,400	\$1,504,998	\$9,194,177	\$1,289,376	(\$39,551)	(\$470,774)	\$960,745	\$10,933,973	(\$1,034,626)	110.5%
Average	2,452	\$1,979,869	\$989,356	\$548,480	\$301,000	\$1,838,835	\$257,875	(\$7,910)	(\$94,159)	\$192,149	\$2,186,795	(\$206,929)	110.5%
Prior Pd (5 month) Avg	2,400	\$1,882,516	\$927,308	\$398,807	\$134,599	\$1,461,314	\$288,339	(\$139,685)	(\$68,304)	\$185,905	\$1,727,568	\$154,948	91.8%
Change from Prior Pd	2.2%	5.2%	6.6%	37.5%	123.6%	25.8%	-10.6%	-94.3%	37.8%	3.4%	26.6%	n/a	n/a
Prior Plan Year Avg	2,408	\$1,888,591	\$800,784	\$443,873	\$166,802	\$1,411,459	\$302,772	(\$82,213)	(\$44,411)	\$181,232	\$1,768,838	\$119,753	93.7%
Change from Prior PY Avg	1.8%	4.8%	23.5%	23.6%	80.5%	30.3%	-14.8%	-90.4%	112.0%	6.0%	23.6%	n/a	n/a

(1) Includes COBRA contributions

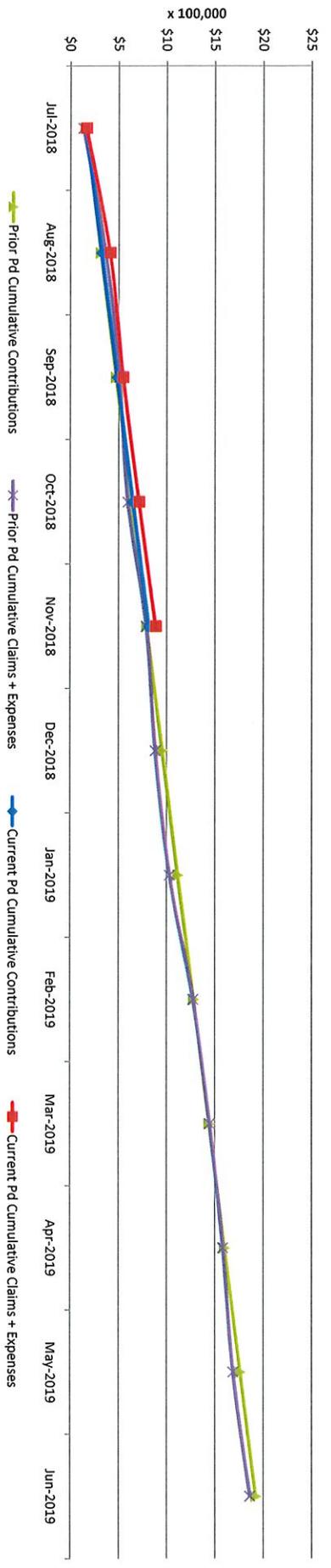




Yavapai Combined Trust Monthly Contributions vs. Expense Report - Dental

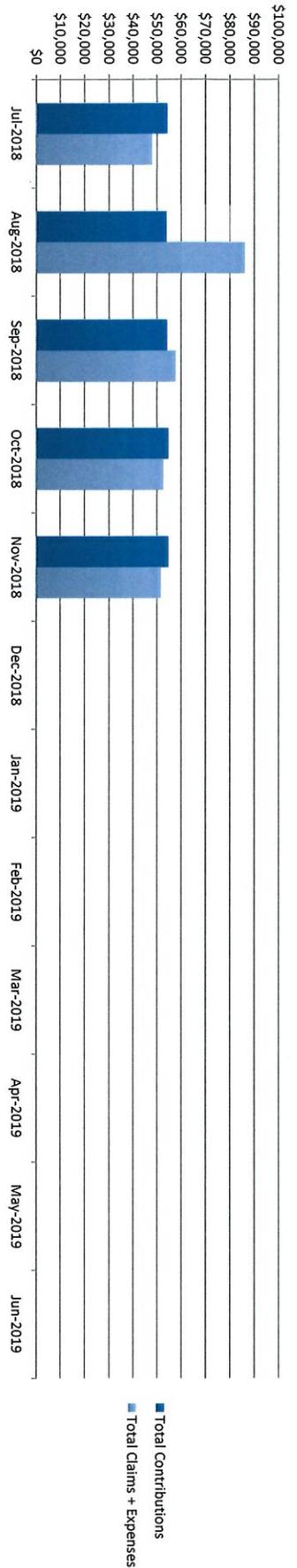


	Enrollment	Contributions	Comprehensive	Preventive	Total Dental	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,378	\$162,779	\$159,998	\$2,986	\$162,984	\$4,162	\$167,145	(\$4,366)	102.7%
Aug-2018	2,374	\$162,580	\$231,455	\$7,775	\$239,229	\$4,155	\$243,384	(\$80,804)	149.1%
Sep-2018	2,380	\$163,276	\$130,003	\$3,576	\$133,579	\$4,165	\$137,744	\$25,532	84.4%
Oct-2018	2,414	\$165,680	\$154,468	\$7,158	\$161,626	\$4,225	\$165,850	(\$170)	100.1%
Nov-2018	2,425	\$166,223	\$161,860	\$6,408	\$168,268	\$4,244	\$172,512	(\$6,289)	103.8%
Dec-2018									
Jan-2019									
Feb-2019									
Mar-2019									
Apr-2019									
May-2019									
Jun-2019									
TOTAL	11,971	\$820,538	\$837,783	\$27,902	\$865,685	\$20,949	\$886,635	(\$66,097)	108.1%
Average	2,394	\$164,108	\$167,557	\$5,580	\$173,137	\$4,190	\$177,327	(\$13,219)	108.1%
Prior Pd (5 month) Avg	2,350	\$159,451	\$149,114	\$5,038	\$154,152	\$4,112	\$158,264	\$1,187	99.3%
Change from Prior Pd	1.9%	2.9%	12.4%	10.8%	12.3%	1.9%	12.0%	n/a	n/a
Prior Plan Year Avg	2,362	\$160,437	\$146,330	\$4,742	\$151,071	\$4,133	\$155,204	\$5,233	96.7%
Change from Prior PY Avg	1.4%	2.3%	14.5%	17.7%	14.6%	1.4%	14.3%	n/a	n/a

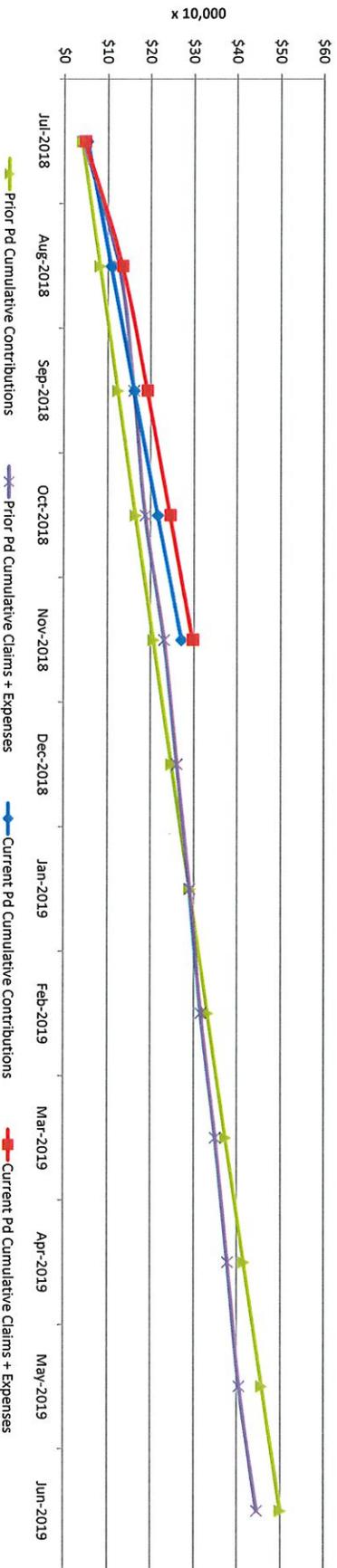




Yavapai Combined Trust Monthly Contributions vs. Expense Report - Vision

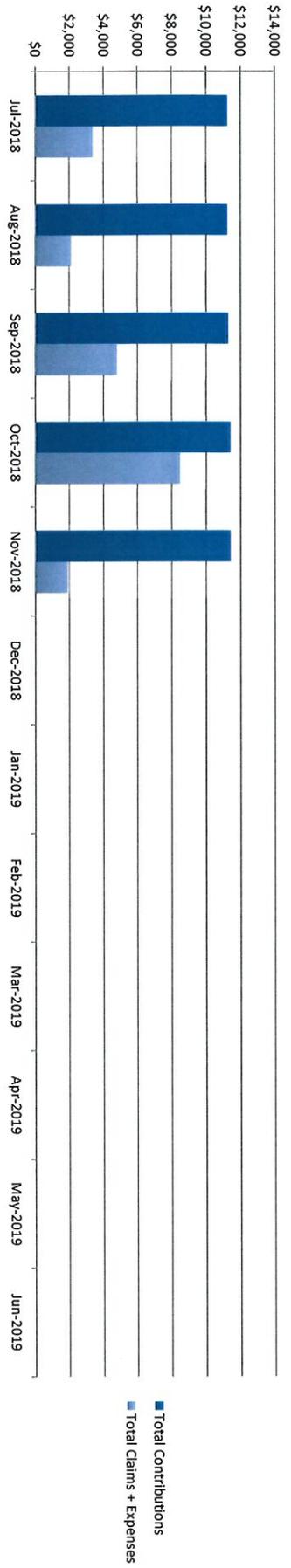


	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,239	\$54,485	\$45,252	\$2,799	\$48,050	\$6,435	88.2%
Aug-2018	2,229	\$54,181	\$83,602	\$2,786	\$86,388	(\$32,207)	159.4%
Sep-2018	2,235	\$54,337	\$50,069	\$2,794	\$57,863	(\$3,526)	106.5%
Oct-2018	2,258	\$54,946	\$50,106	\$2,823	\$52,929	\$2,017	96.3%
Nov-2018	2,259	\$55,023	\$48,995	\$2,836	\$51,831	\$3,192	94.2%
Dec-2018							
Jan-2019							
Feb-2019							
Mar-2019							
Apr-2019							
May-2019							
Jun-2019							
TOTAL	11,230	\$272,972	\$283,025	\$14,038	\$297,062	(\$24,090)	108.8%
Average	2,246	\$54,594	\$56,605	\$2,808	\$59,412	(\$4,818)	108.8%
Prior Pd (5 month) Avg	1,773	\$41,502	\$44,191	\$2,216	\$46,407	(\$4,905)	111.8%
Change from Prior Pd	26.7%	31.5%	28.1%	26.7%	28.0%	n/a	n/a
Prior Plan Year Avg	1,778	\$41,687	\$34,928	\$2,222	\$37,151	\$4,536	89.1%
Change from Prior PY Avg	26.3%	31.0%	62.1%	26.3%	59.9%	n/a	n/a

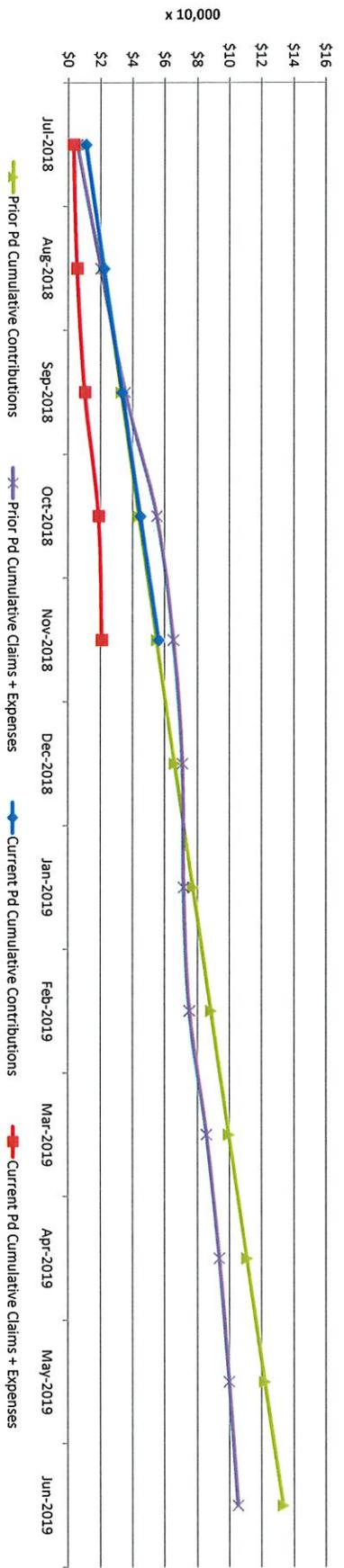




Yavapai Combined Trust Monthly Contributions vs. Expense Report - Short Term Disability



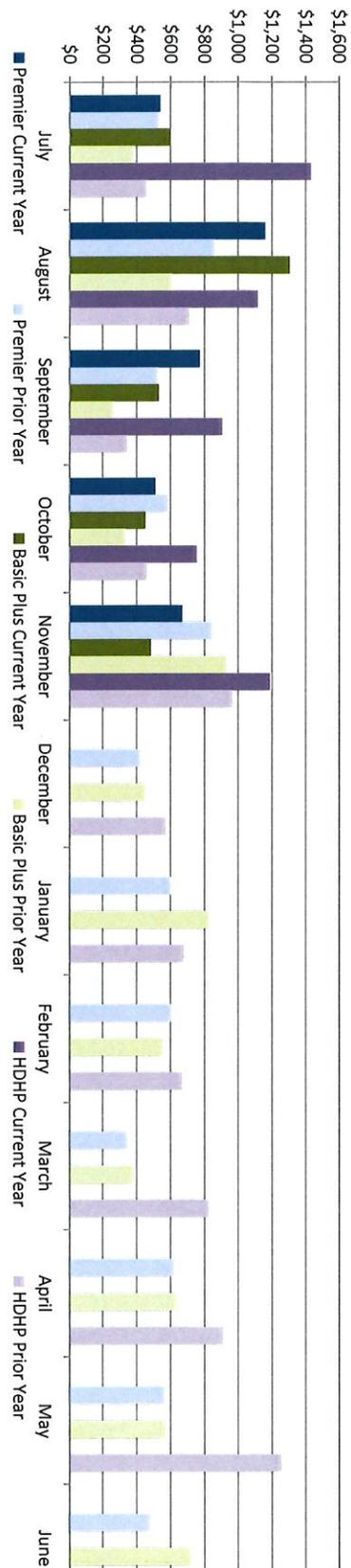
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2018	2,474	\$11,257	\$2,651	\$742	\$3,393	\$7,864	30.1%
Aug-2018	2,466	\$11,264	\$1,390	\$740	\$2,130	\$9,135	18.9%
Sep-2018	2,469	\$11,305	\$4,073	\$741	\$4,813	\$6,492	42.6%
Oct-2018	2,499	\$11,444	\$7,766	\$750	\$8,515	\$2,928	74.4%
Nov-2018	2,507	\$11,437	\$1,175	\$752	\$1,927	\$9,509	16.9%
Dec-2018							
Jan-2019							
Feb-2019							
Mar-2019							
Apr-2019							
May-2019							
Jun-2019							
TOTAL	12,415	\$56,707	\$17,054	\$3,725	\$20,779	\$35,928	36.6%
Average	2,483	\$11,341	\$3,411	\$745	\$4,156	\$7,186	36.6%
Prior Pd (5 month) Avg	2,431	\$11,056	\$12,398	\$729	\$13,128	(\$2,072)	118.7%
Change from Prior Pd	2.1%	2.6%	-72.5%	2.1%	-68.3%	n/a	n/a
Prior Plan Year Avg	2,446	\$11,128	\$8,053	\$734	\$8,786	\$2,342	79.0%
Change from Prior PY Avg	1.5%	1.9%	-57.6%	1.5%	-52.7%	n/a	n/a



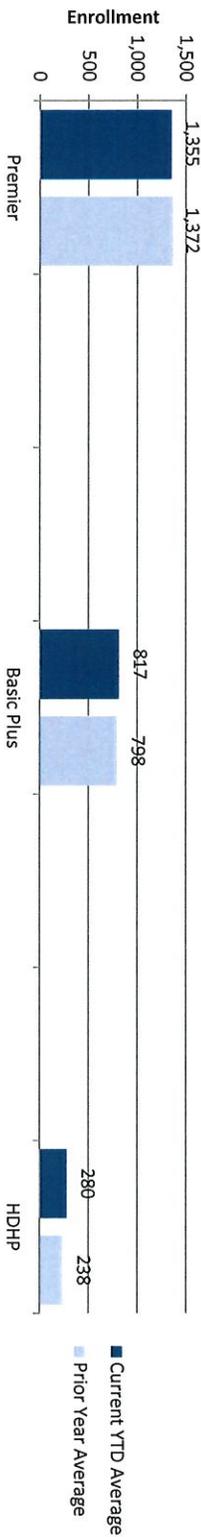


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan

Paid Claims PEPM



Current YTD PEPM	Premier	Basic Plus	HDHP
Prior Average PEPM	\$730.15	\$671.17	\$1,075.00
% Change	\$583.48 25.1%	\$556.00 20.7%	\$701.83 53.2%



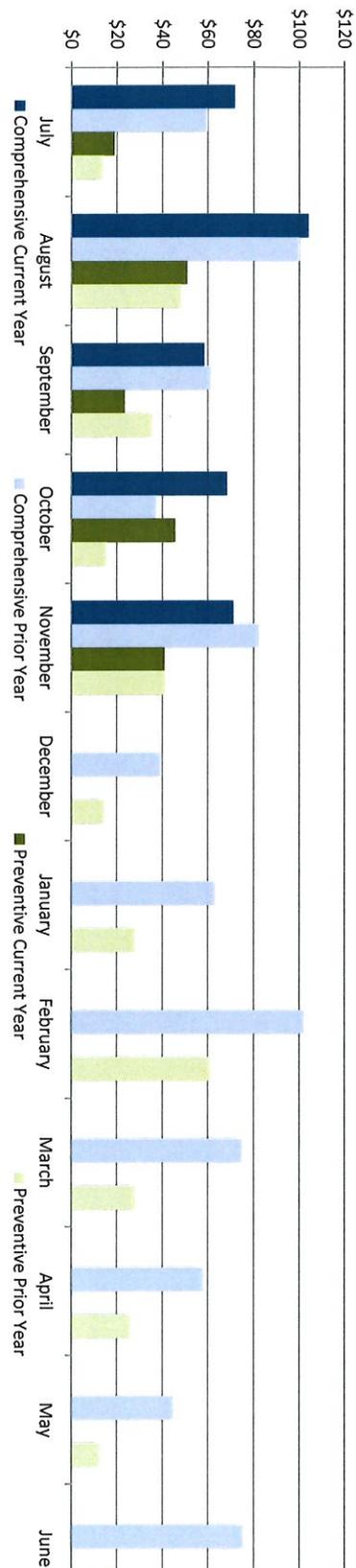
	Premier	TOTAL Basic Plus	HDHP
Jul-2018	1,354	815	269
Aug-2018	1,349	807	274
Sep-2018	1,352	811	278
Oct-2018	1,355	828	290
Nov-2018	1,365	825	289
Dec-2018			
Jan-2019			
Feb-2019			
Mar-2019			
Apr-2019			
May-2019			
Jun-2019			
Average	1,355	817	280
% of Total	55.3%	33.3%	11.4%
Prior Year Average	1,372	798	238
Change	-1.3%	2.4%	17.8%

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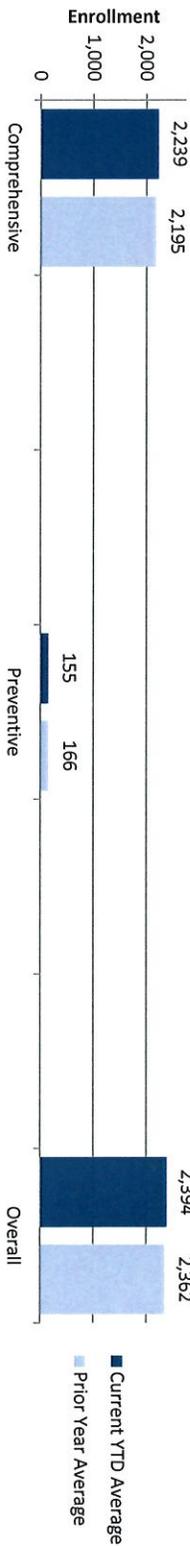


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



Current YTD PEPM	Comprehensive	Preventive	Overall
\$74.84	\$74.84	\$35.91	\$72.32
Prior Average PEPM	\$66.65	\$28.49	\$63.96
% Change	12.3%	26.0%	13.1%

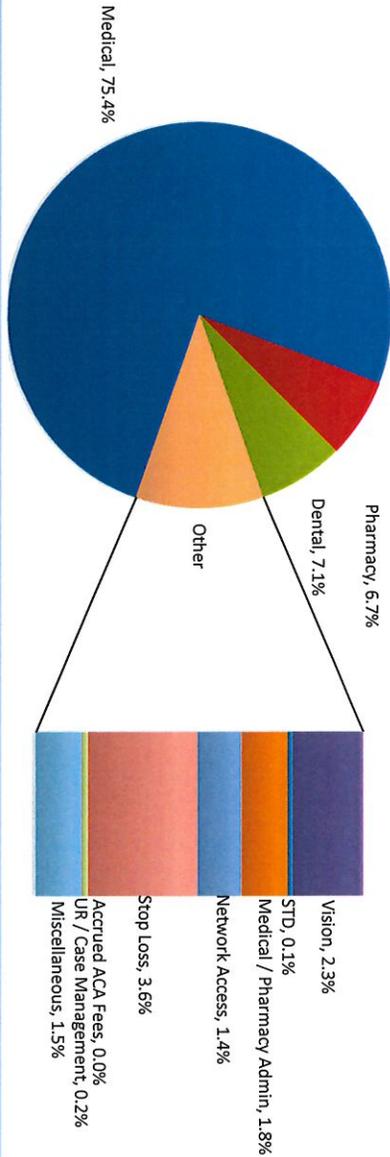
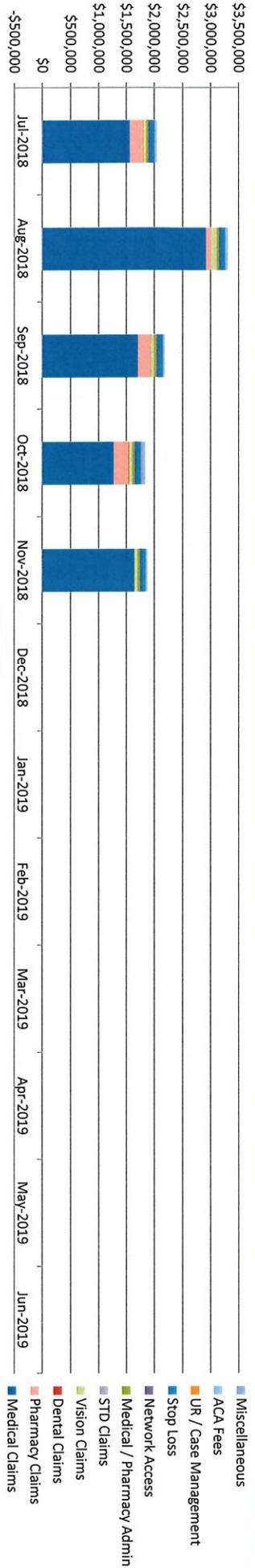


Month	Comprehensive	Preventive	Overall
Jul-2018	2,221	157	2,378
Aug-2018	2,221	153	2,374
Sep-2018	2,227	153	2,380
Oct-2018	2,257	157	2,414
Nov-2018	2,268	157	2,425
Dec-2018			
Jan-2019			
Feb-2019			
Mar-2019			
Apr-2019			
May-2019			
Jun-2019			
Average	2,239	155	2,394
% of Total	93.5%	6.5%	100.0%
Prior Year Average	2,195	166	2,362
Change	2.0%	-6.6%	1.4%

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Yavapai Combined Trust Claims and Non-Claim Expenses



Month	Paid Claims										Non-Claim Expenses				
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous	% Change		
Jul-2018	2,438	\$1,574,041	\$241,236	\$162,984	\$45,252	\$2,651	\$36,746	\$34,188	\$87,010	\$4,518	\$1,058	\$28,397			
Aug-2018	2,430	\$2,924,718	\$101,930	\$239,229	\$83,602	\$1,390	\$36,562	\$34,020	\$86,490	\$4,496	\$1,054	\$37,203			
Sep-2018	2,441	\$1,718,722	\$224,806	\$133,579	\$56,069	\$4,073	\$36,851	\$34,300	\$87,177	\$4,533	\$1,059	\$21,789			
Oct-2018	2,473	\$1,284,262	\$261,285	\$161,626	\$50,106	\$7,766	\$37,232	\$34,636	\$88,216	\$4,577	\$1,073	\$68,008			
Nov-2018	2,479	\$1,652,883	-\$10,655	\$168,268	\$48,995	\$1,175	\$37,292	\$34,720	\$88,175	\$4,588	\$1,076	\$22,413			
Dec-2018															
Jan-2019															
Feb-2019															
Mar-2019															
Apr-2019															
May-2019															
Jun-2019															
Average	2,452	\$1,830,925	\$163,720	\$173,137	\$56,605	\$3,411	\$36,936	\$34,373	\$87,414	\$4,542	\$1,064	\$35,562			
PEPM Avg		\$746.65	\$66.76	\$70.60	\$23.08	\$1.39	\$15.06	\$14.02	\$35.65	\$1.85	\$0.43	\$14.50			
Prior Plan Year Avg	2,408	\$1,329,246	\$258,361	\$151,071	\$34,928	\$8,053	\$33,858	\$33,142	\$78,553	\$4,580		\$37,201			
PEPM Avg		\$551.92	\$107.27	\$62.73	\$14.50	\$3.34	\$14.06	\$13.76	\$32.62	\$1.90		\$15.45			
% Change	1.8%	35.3%	-37.8%	12.6%	59.2%	-58.4%	7.1%	1.9%	9.3%	-2.6%		-6.1%			

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

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Yavapai Combined Trust Estimated Fund Balance

Calculation as of November 30, 2018

	Recommended Funding Policy	Fund Balance as of 11/30/18
Estimated Expenses/Claims For One Month ¹	\$2,171,000	
Estimated Risk Corridor ²	+\$5,939,000	
	=	
Total Estimated Fund Balance	<u>\$8,110,000</u>	
Total Equity ³		+\$11,211,642
	+	
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁴	\$5,674,000	\$3,160,000
IBNR Liability		+
	+	=\$663,062
Current Liabilities Other Than IBNR		=
Total Recommended Reserves	<u>\$13,784,000</u>	
Total Liabilities and Equity ³		<u>\$15,034,704</u>
Reserve Surplus/(Shortage)	<u>\$1,250,704</u>	

(1) One month average claims and expenses based on 12 month period ending November 30, 2018.
 (2) Based on 25% of total net paid claims for the past 12 months
 (3) "Total Equity" and "Total Liabilities and Equity" reflect Balance Sheet provided by Summit.
 (4) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2018 certification and paid claims during the 12 month period ending November 30, 2018.



Yavapai Combined Trust Data Sources / Disclaimer

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

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

February 2019 College Highlights

School of Business and Computer Systems

- Four YC Accounting students have become IRS-certified to prepare 2018 tax returns for low-to-moderate income clients and are now earning internship credit serving the Prescott and Prescott Valley communities through the Volunteer Income Tax Assistance (VITA) program. One additional student is serving in the Phoenix metro area. In addition, four other accounting students are earning internship credit this spring working for private accounting firms in the Prescott area. Plans to expand both private and VITA internship opportunities in the Verde Valley are underway as well.

For more Information, contact **Professor Vikki Bentz**, instructor of record for ACC296 and the coordinator for this year's VITA partnership: vikki.bentz@yc.edu

- **Lauri Dreher**, Dual Enrollment Business Management Instructor reports:
27 MEMBERS WENT, 24 MEDALS CAME HOME!
Best year in Prescott High School Dual Enrollment Future Business Leaders of America (FBLA) history for award winners! Forty-one FBLA chapters came together to compete in the 2019 FBLA Regional 4 Conference on Saturday, January 26, 2019 at Arizona State University - West Campus. 27 Prescott High School FBLA members participated at the competition. (See photo below) Hard work and time commitment paid off for 17 members who brought home 24 medals.



The Prescott High School FBLA chapter will have the opportunity to attend and compete at the Arizona State FBLA Conference schedule to take place in Tucson, Arizona April 24-26. Over 2,500 students from across Arizona will be in attendance. From there, chances are they'll be competing at the National Leadership Conference this summer in San Antonio, Texas June 27-July 3, where over 10,000 young leaders will come

together for competition. Prescott FBLA members have competed at the National Conference every summer for the past 11 years.

School of Career and Technical Education

- **Karla Phillips**, Associate Dean, confirmed that the Town of Chino Parks and Recreation Department, the Chino Valley Area Chamber of Commerce and Yavapai College Agribusiness Center will be partnering for the Second Annual Fall Festival at the Chino Valley Center on October 12, 2019. Please stay tuned for future updates. **Dr. Phillips** shared photos from the recent Fall Festivals at the Chino Valley and CTEC Centers.





School of Health and Wellness

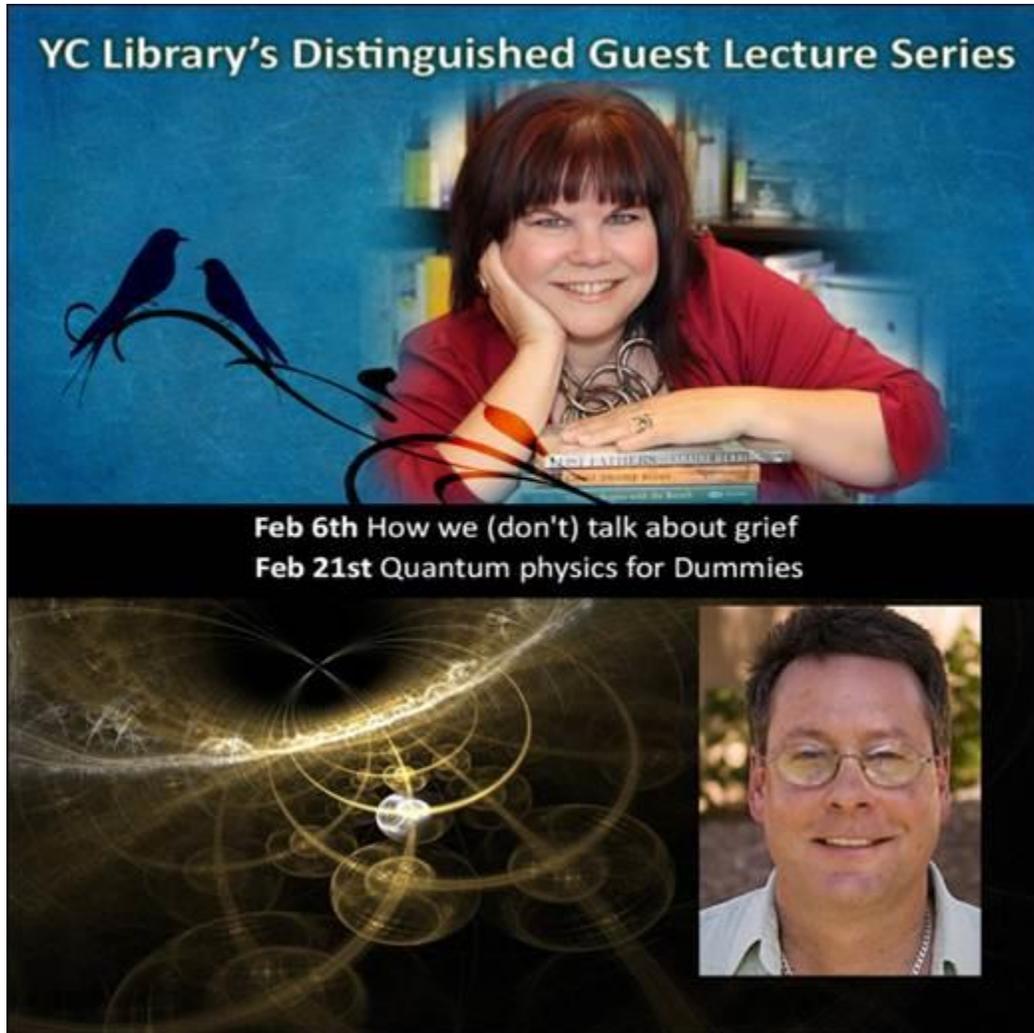
- **Michael Nelson**, EMS Program Director, shared the following program accomplishments:
 - The EMS Program Emergency Medical Technician Program had a Certification to Work (NREMT) Pass Rate of over 82% in 2018. This was the first time this rate was achieved in over 15 yrs.
 - The classroom ambulance is being heavily utilized in training EMTs and Paramedics literally from day one of their courses.
 - The EMS program facilitated a large scale medical & safety drill for the Residence advisors on Jan 11 with multiple lessons learned for the attendees.
 - NARTA and MIJTED are becoming regulars in CPR training for on-going certifications
 - On Jan 23rd 2019, YC EMS took an experimental airway course on the road to Groom Creek Fire District and trained their personnel while the fire crew was on duty. Saving room and time for future courses at YC.

School of Social Sciences

- **Michael Davis**, Professor and Program Director of Administration of Justice (AJS) and Paralegal Studies, spoke at Arizona: CSI, sponsored by Arizona Attorneys for Criminal Justice. Over 80 attorneys attended his presentation on *Brain Scans and Men's Rea: Neuroscience and the Law*.

Dr. Davis is also finalizing internship programs with Cottonwood Police Department (AJS) and Prescott City Attorney (Paralegal). The creation of a new LAW Club at YC has been approved and finalized.

Instructional Support



- **Laraine Herring**, Creative Writing and Psychology Professor presented, “How We (don’t) Talk About Grief and Why We Must,” as part of the YC Library’s Distinguished Lecture Series. All of us will experience the death of someone we love, and all of us will face our own mortality, yet conversations about grief and death remain taboo. Grief is as natural as loving, as powerful a teacher a joy. Participants learned ways of talking about their own grief, and embracing loss and mortality as a way of living deeply.
- **Michael Davis**, Professor and Program Director of Administration of Justice (AJS) and Paralegal Studies, will present, “Quantum Physics for Dummies,” Thursday, February 21, 2019 – 12:00 PM to 1:00 PM, at the Prescott Campus Library. Take no offense, no one understands Quantum Physics! This is because of the fact that subatomic particles can be in two places at once (superposition), react faster than the speed of light even when separated (entanglement), and alter their behavior when looked at (observer effect). Sounds crazy, doesn't it? This has led to speculation about consciousness, multidimensionality and parallel universes, to name just a few. Come hear an irreverent presentation of these concepts and learn that things are not as they seem.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

January 2019

Happy New Year from Facilities!

The January 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

Demolition is underway for the next phase of construction with concrete trenching and removal in the the old NARTA training bay, which will eventually become Student Development space. Partition walls are being constructed in first floor classrooms and concrete sawing is occurring for new services for the future Science and Radiology Technology labs.

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



Facilities Team Member, Michael Murphy, Working on Plumbing at Prescott Valley

Renovating Space for NARTA

Building 27 is complete with a few items remaining related to access control and site cleanup. The Facilities Grounds Team is finishing site work related to the Police Officers Physical Ability Test course.

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



Silvia from Arizona Cleaning, Getting the Training Bay Ready for the Recruits



NARTA Class 46 Introduction Day



Building 27 - NARTA

Renovation of Building L

Programming is underway with faculty and staff review meetings scheduled throughout January 2019.

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 – February 3, 2019

Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) – December 12, 2018 through January 30, 2019

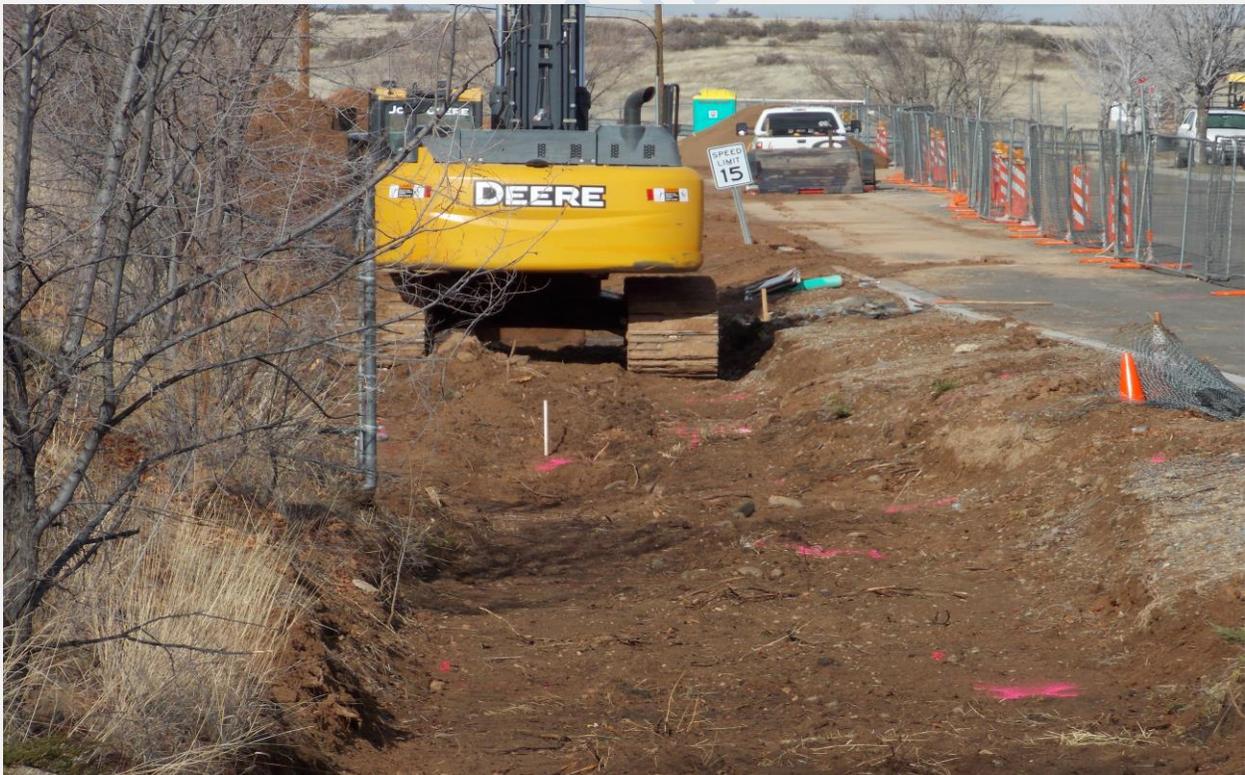
CTEC Parking Lot Drainage and Expansion – December 17, 2018 - May 2019

CTEC Roof Coating – July 2019

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



Installing New Section of Water line Near Marapai Hall



Location of CTEC Drainage and Parking Lot Expansion Project

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Congratulations to Travis Horton for being promoted to the new Lead Custodian at the Prescott campus.

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

Under Construction

Presenter : Ray Sigafoos

Start Time : 1:47 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 25

Proposed : 5/29/2018

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 Instruction and Student Development to Include: Student Presentation and Faculty Senate - INFORMATION AND/OR DISCUSSION

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

- Student Presentation - Student Athletes - Skylar Redd; Brendan Stansfield; Brenda Gomez
- Faculty Senate - Dr. Matt Percy, Faculty Senate President

Attachments :

Title	Created	Filename
Student Athletes.pdf	Feb 07, 2019	Student Athletes.pdf

YAVAPAI COLLEGE

Student-Athlete Leadership Council



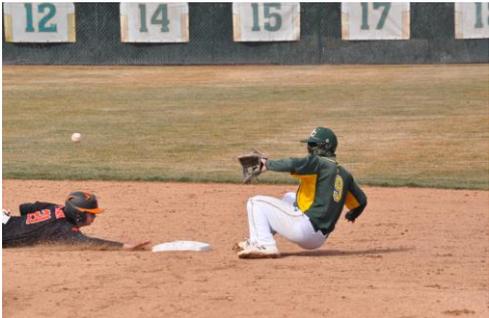
ROUGH RIDER ATHLETICS



Women's
Volleyball



Men's Soccer



Men's Baseball



Women's Softball



TOMMY SACCO
BASEBALL



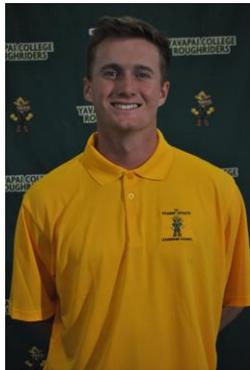
BRIANNA GRIFFITHS
SOFTBALL



BRENDAN STANSFIELD
SOCCER



SKYLAR REDD
VOLLEYBALL



JACOB ROBSON
BASEBALL



ISAIAH STRONG
SOCCER



ALEXIS GARAYZAR
SOFTBALL



Student Athlete
Leadership
Council





Roughrider Academics

In the Fall Semester of 2018, 54 Student Athletes were named to the Athletic Director's Honor Roll. This is the largest number of students since the award's inception.

GPA Comparison			
Athletic GPA Comparison Report - Fall 2018			
Category	Term GPA	Cumulative GPA	Count
Sport Total	3.15	3.13	85
Residence Hall - Minus NARTA and Athletes	2.51	2.67	116
Associate or AGEK Seeking - Minus Athletes	2.90	3.02	4354
Athletic GPA Comparison Report - Spring 2018			
Category	Term GPA	Cumulative GPA	Count
Sport Total	3.06	3.05	74
Residence Hall - Minus NARTA and Athletes	2.65	2.80	121
Associate or AGEK Seeking - Minus Athletes	3.01	3.10	4436
Athletic GPA Comparison Report - Fall 2017			
Category	Term GPA	Cumulative GPA	Count
Sport Total	3.08	2.98	84
Residence Hall - Minus NARTA and Athletes	2.47	2.59	133
Associate or AGEK Seeking - Minus Athletes	2.99	3.02	4566

90-95% of Yavapai College athletes graduate from YC or move on to a university



Questions?

Presenter : Ray Sigafoos

Start Time : 2:12 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

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 : 2:22 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

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 - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:22 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/29/2018

Item Type : Policy Information

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 : Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2018 - INFORMATION AND/OR DISCUSSION

Details : Frank D'Angelo, Controller, will provide a brief presentation of the FY2017-2018 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit).

The CAFR can be found at
https://www.yc.edu/v5content/budget/docs/YCC_CAFR_6-30-18.PDF

The Federal Single Audit Report can be found at
https://www.yc.edu/v5content/budget/docs/YavapaiCollegeJune30_2018_SingleAudit.pdf

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:37 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 5/29/2018

Item Type : Policy & Decision

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 : For Consideration for Approval of Proposed Scholarships, Tuition and Fees for Fiscal Year 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2019-2020 Proposed Scholarships, Tuition and Fees.

Attachments :

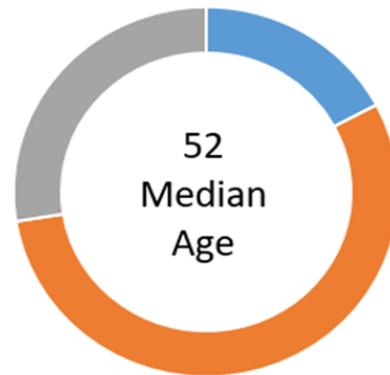
Title	Created	Filename
Tuition Proposal FY20	Feb 08, 2019	Tuition proposal FY20.pdf

FY20 Tuition & Scholarship Proposals

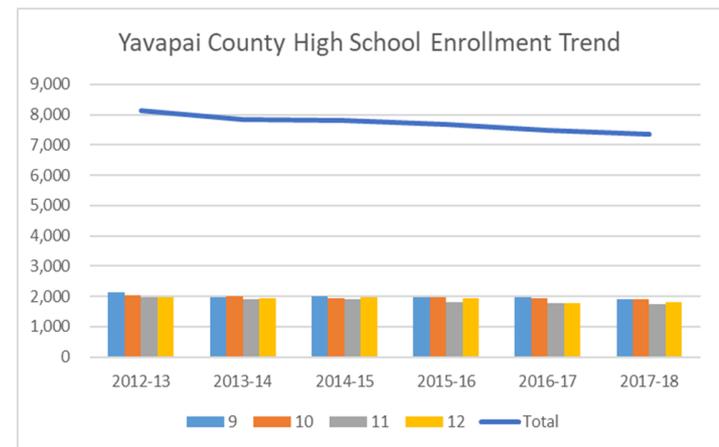
*Prepared for the District Governing
Board*

February, 2019

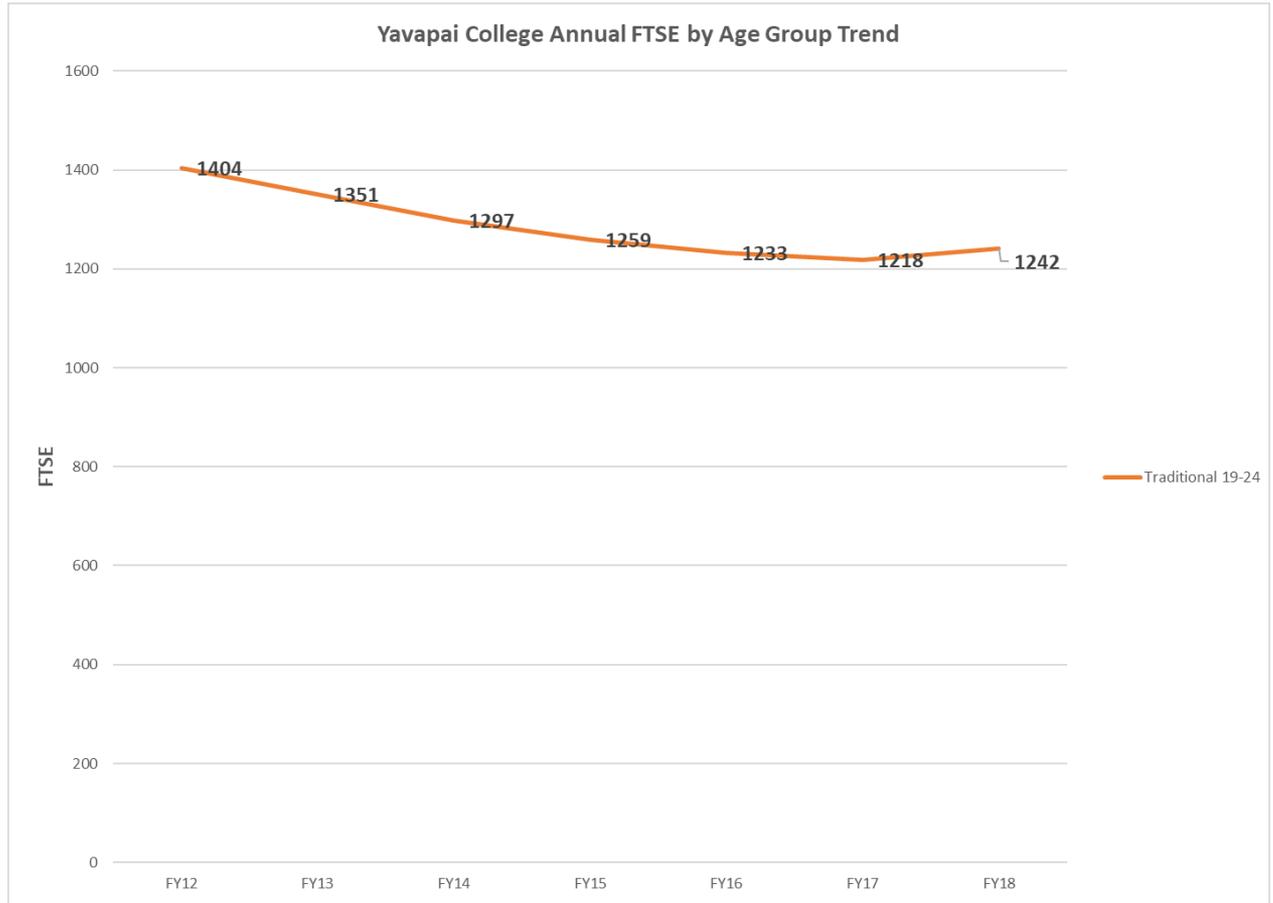
Demographi CS



- Under 18
- 18-64
- 65 and over



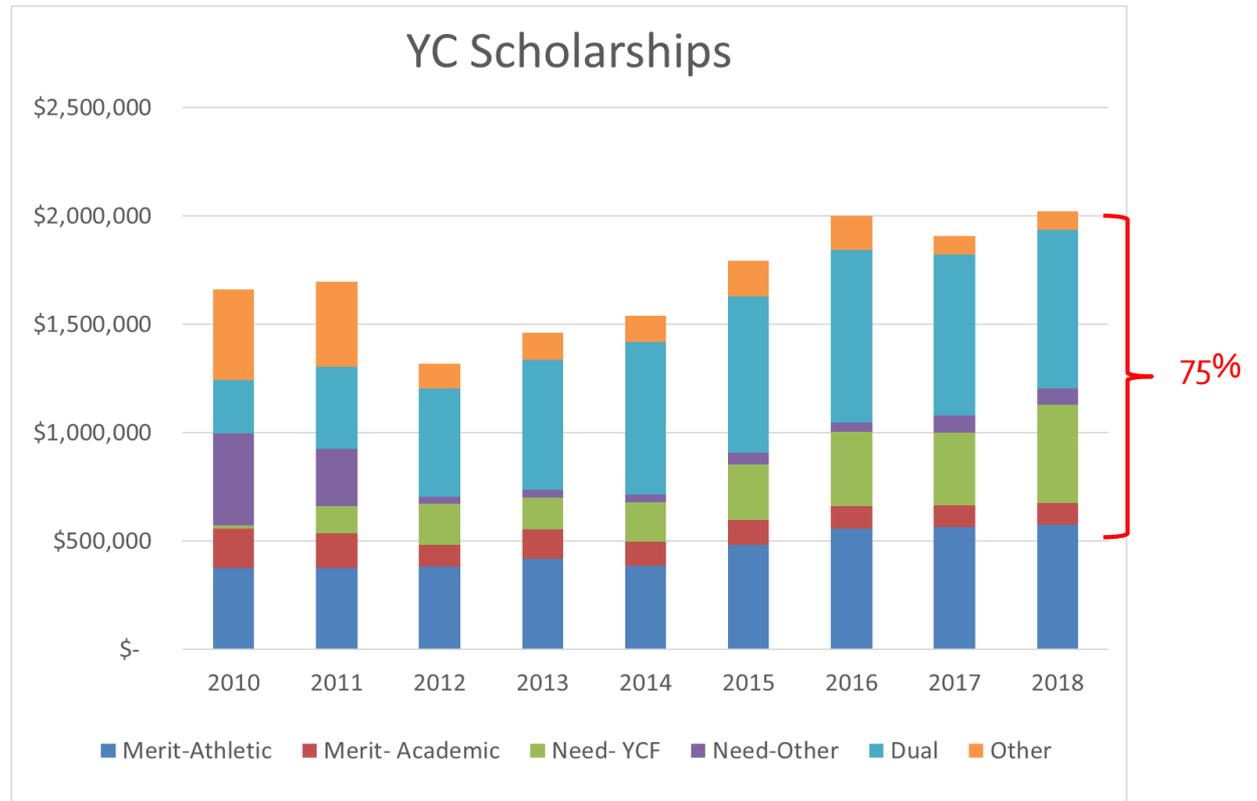
Yavapai College Annual FTSE by Age Group Trend



Scholarship Strategies

- Merit Based
 - Athletics (\$574k)
 - Academics (\$100k)
- Need Based
 - Other (\$53k)
 - YC Foundation (\$453k)
 - Increase Access (The Lead - \$40k)
- Outcomes Based Examples
 - Meet specific workforce needs (McMoran Freeport direct pay)
 - Community Service (Dual Credit- \$734k)

YC Scholarships Over Time



Tuition Discount 22%

24%

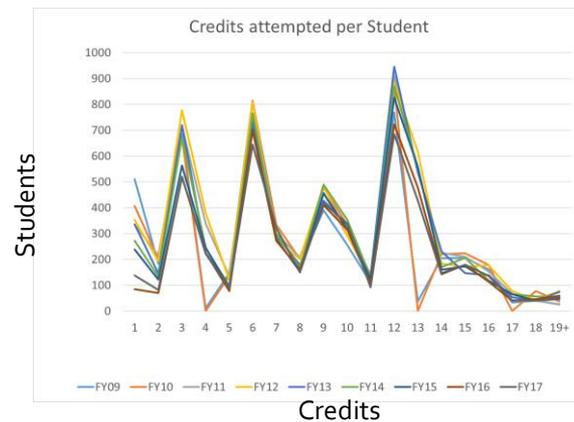
New Scholarship Strategies

- Outcomes: Create incentivizes for what we want
 - Grow Enrollment
 - Create Completions
- Recommendations
 - Senior Citizen discount
 - Full-time Student Discount
 - Promise Program

Senior Citizen Discount

- Majority of revenue from Property Taxes
- Yavapai County has twice the national average of 65+
- Seniors account for <3% of credit enrollments
- 8 of 10 AZ Community Colleges have senior discount
- Mean = 38%, Median = 50%
- Recommend
 - 25% Discount
 - County Residents 65+
 - Must register week before class of 1st week class

Full-time Student Discount



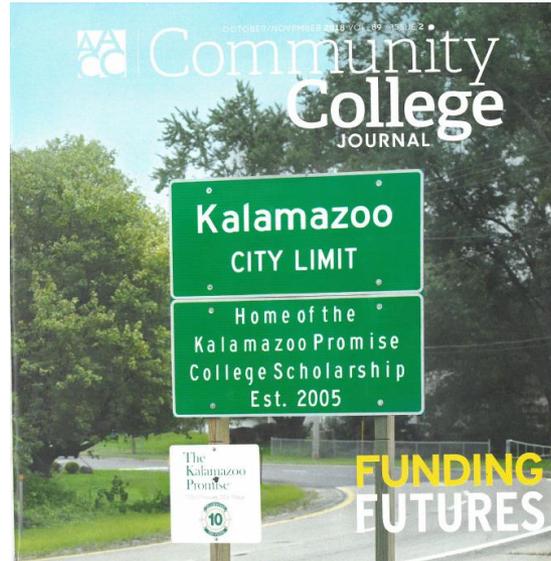
- 15 credits per term needed to complete on-time
- Only 9% of students take 15 credits or more
- 15% take 12 credits
- Recommend
 - Scholarship credits 13-15
 - Aviation program excluded

The Truman Commission 1947

“The time has come to make education through the 14th grade available in the same way that high school education is now available.

This means **tuition-free education** should be available in public institutions to all youth for the traditional freshman and sophomore years...”

Promise Programs



- Began with Kalamazoo
- Now over 200 nationally
 - Tennessee Promise
 - Central
 - Mohave

- It's a promise to make the first two years of community college – at a minimum – as universal, free, and accessible as public high school has been in the 20th Century.

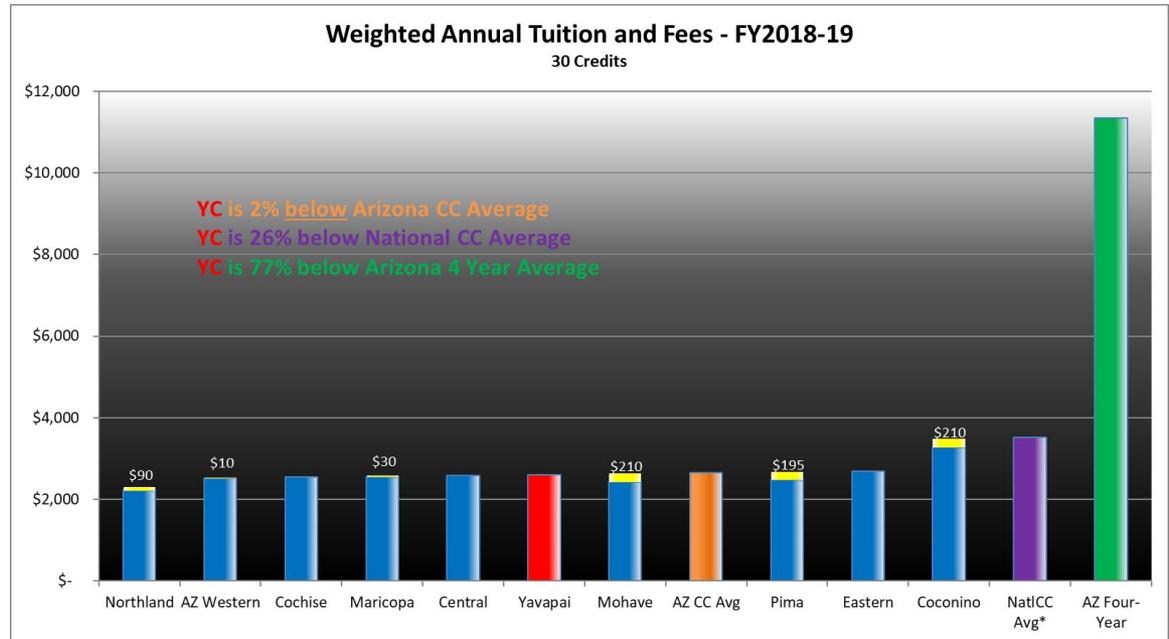
Recommend Create YC Promise

- Scope
 - Who
 - Yavapai HS grads
 - Traditional (1600+)
 - GED (400+)
 - Universal
 - Not Merit or Need
 - How Long
 - 7 consecutive terms
 - What is covered
 - Tuition up to Tier 3
- Funding
 - Last \$
 - Pell pays most
 - “Built for completion”
 - Must complete FAFSA and remain Pell eligible
 - Minimum 30 credits per year
 - **Must complete degree to get reimbursed**
 - Max reimburse 60 credits up to Tier 3

Tuition & Fee Goals

- **Be transparent**
 - Very few course/program fees
- Remain **price-competitive** with online options
- **Be Accessible**
 - Keep price affordable
 - i.e. reflect lower county wages

Price Competitive and Accessible



Source: JLBC FY2019 Baseline Report

Average county income is 19% below national average

Tuition & Fee Recommendations

- **In-State**
 - 3 Tiers
 - 1: General Education
 - 2: Lab Based
 - 3: CTE/Allied Health
 - Dual Credit
 - Market Based
 - General Fees
 - Course Fees
- **Out-of-State**
 - WUE
 - Regular
- **Auxiliary Services**

In-State Tuition

- **In-State**
 - Tier 1: +\$4
 - Tier 2: +\$5
 - Move PHE, REC from T1 to T2
 - Tier 3: +\$6
- **Dual Credit**
 - No change in price

In-State Tuition

- **Market Based**
 - AVT: \$ 0
 - CTD \$ 0
 - EMS: \$ 6
 - FSC105: \$ 0
 - GST: \$ 3
 - NUR: \$ 8
 - RAD: \$ 0

Other Fees

- We have very few fees

- **No**

- Application
- Registration
- Add/ Drop
- Technology
- Parking
- Student Activity
- Online Course
- Most Courses
- Most Programs
- Graduation

- **Yes**

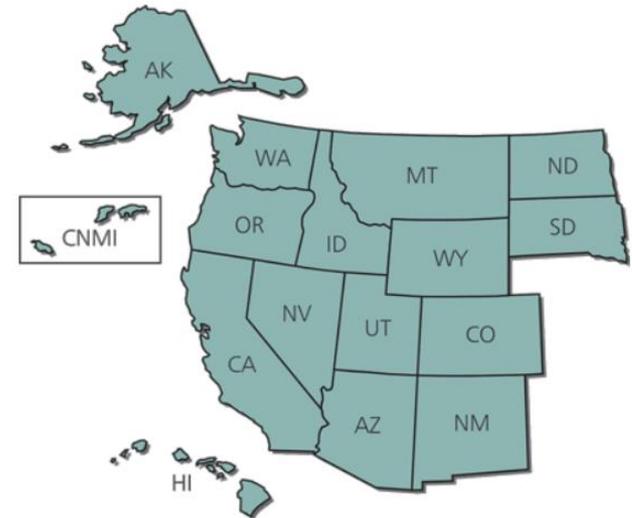
- Nursing Application
- CLEP Exam
- Credit by Exam
- International
- Official Transcript
- Placement Retest
- Proctor Fee Non-YC
- Smoking Violation
- Replacement Diploma

Course Fees

- Aviation (pass through)
 - Helicopter: 0%
 - Fixed Wing: +2.5%

Out-of-State Tuition

- WUE: \$6-\$9
 - Students from Western states pay 150% of in-state rates
- Market-based programs are **NOT** eligible
(AVT, EMS, FSC, GST, NUR, RAD)



Out-of-State Tuition

- Standard Rate (non-WUE):
 - 1-6 hours: \$6-\$9
 - WUE Rate
 - 7+ hours: \$0

Auxiliary Services

- Residence Halls: 3%
 - Includes parking, laundry, cable, internet, utilities, security
- Meal Plans: +3%
- Family Enrichment Center: +3%
 - Reduce discounts

Request Approval Tuition & Fees

- In-State
 - 3 Tiers
 - Tier1 +\$4
 - Tier 2 +\$5
 - Tier 3 +\$6
 - Dual Credit- no change
 - Market Based
 - EMS \$6
 - GST \$3
 - NSG \$8
 - General Fees
- Course Fees
 - AVT:
 - Rotor 0%
 - Fixed +3%
 - Out-of-State
 - WUE: \$6-\$9
 - Regular
 - 1-6 \$6-\$9
 - 7+ \$0
 - Auxiliaries
 - Food 3%
 - Residence Halls 3%
 - FEC 3%

Page 11

Request Approval Scholarships

- Senior Discount
- Full time Discount
- YC Promise

Presenter : Ray Sigafoos

Start Time : 3:07 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

Item Type : Heading

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

Description : MONITORING REPORTS (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:07 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.2	The President shall not cause or allow conditions, procedures or decisions related to the treatment of students and others who use College programs and facilities that are unsafe, unfair, disrespectful, unnecessarily intrusive, or inconsistent with a culture of student success. Further, without limiting the scope of the above statements by the following list, the President shall not:	764167
2.2.1	Permit students and others who use College programs and facilities to be without reasonable protections against hazards or conditions, including harassment that might threaten their health, safety or well-being.	764168

Description : President's Monitoring Report on Executive Limitation - DISCUSSION

Details : President's Monitoring Report on Executive Limitation

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:17 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation Governance Policy 3.1 - Governing Style - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.1 - Governing Style.

Attachments :

Title	Created	Filename
3.1 Evaluation Compilation.pdf	Feb 05, 2019	3.1 Evaluation Compilation.pdf

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.1 Governing Focus and Style
Compilation - February 2019

Governing Focus and Style 3.1	<p>The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:</p> <ul style="list-style-type: none"> - Outward vision rather than an internal preoccupation; - Diversity in viewpoints; - Strategic leadership derived from future rather than past or present thinking; - Clear distinction of Board and staff roles; - Collective rather than individual decisions; and - Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. <p>More specifically, the Board:</p>	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	<p>McCasland: Often there is no acceptance of differing viewpoints. Discussion is shut down and voices are blocked. We spend very little time talking about the future of Yavapai College. Instead we wait for the President to determine the direction of the college</p>
Most of the time	3	
Some of the time		
Rarely		<p>Chevalier: I have observed the Board since 2014. I have not seen the Board being engaged in any strategic thinking OR in depth future planning at Board meetings.</p> <p>With regard to collective decision making, the west side Board leadership makes little or no effort to get consensus with the east side representatives (at least since 2014 to present). Board Leadership: There has not been a Chair or Secretary of the YCGB coming from the east side in 12 years. The Board majority (the three west side representatives) does not share Board leadership with the east side representatives, unlike our County Board of Supervisors that rotate the chair and secretary positions every year. The east side representatives have been shut out for twelve years! Last month I nominated Deb McCasland (who represents part of Verde Valley and is in her 5th year on the Board)) for secretary and all three west side representatives declined to vote for her. We continue with a chair and a secretary from the west side. The west side representatives unwillingness to share Board leadership with east side representatives contributes to making us a divided Board. I hope for change.</p>
Never	1	
Trustee Obligation	<p>Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district (all residents of the county) and its</p>	

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.1 Governing Focus and Style
Compilation - February 2019

3.1.1	lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	<p>Chevalier: The west side representatives ignore needs of the east side.</p> <p>Irwin: All members need to consider the whole district in decision making.</p>
Most of the time	2	
Some of the time	1	
Rarely	1	
Never		
Open Meeting Law 3.1.1.1	<p>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.</p> <p>2. To avoid inadvertent violations of the Open Meeting Law:</p> <p>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.</p> <p>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.</p>	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	<p>McCasland: There have been actions taken that appear to have been discussed with at least three of the board members prior to the meeting. The latest example is the January meeting selection of board chairman and secretary.</p>
Most of the time	1	
Some of the time	1	
Rarely		<p>Chevalier: As to number 1 above: A September, 2016 retreat action is a glaring example of failure to comply.</p>
Never		<p>Legal Counsel Adams, in the past, instructed this Board that "agendas must list specific matters to be discussed, considered or decided at the meeting. She defined 'specific' as follows "- Common sense test: Agendas must contain enough information reasonably necessary to inform the public of the matters to be discussed or decided.</p> <p>At the September Retreat the west side Board voted to suspend the Verde Valley Board Advisory Committee even though this was not a specific matter on the agenda. None of the following people were informed: The two Board</p>

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.1 Governing Focus and Style
Compilation - February 2019

		representatives of the east side, the VVBAC members and the public in general. Ask any of them if you doubt me. As a result Board member Filardo resigned.
Values and Perspectives 3.1.2	Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organization's values.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Chevalier: Two problems here. 1. We ignore some written policies. For example 2.4.3.1 Succession Plan that required the President to have a succession plan. After many years in office the prior President did not have a succession plan for herself and the Board did nothing to insist that she create one. 2. I do not see policy that define a number of important matters. One example is transparency.
Most of the time	2	
Some of the time	1	
Rarely		
Never		
Member Expertise 3.1.3	Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Chevalier: The group is not a body that acts as a team. You have east side representatives and west side representatives. The west siders are the majority and, to the best of my knowledge, rarely accept important recommendations of the east siders. No compromise, no consensus and no sharing of Board leadership with the east siders is the majority practice. It needs to change.
Most of the time	1	
Some of the time	2	
Rarely		
Never	1	
Self-Evaluation 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.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.1 Governing Focus and Style
Compilation - February 2019

Always	2	Chevalier: The review is a surface review. Real discussions of differences among members need to take place with modified behavior following.
Most of the time	2	
Some of the time		
Rarely		
Never	1	
Continuity 3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Chevalier: I received no orientation from the Board before coming a member. That is my only knowledge of compliance.
Most of the time	1	
Some of the time	1	
Rarely		
Never	1	
Hindrance 3.1.6	Shall not allow an officer, individual, or committee of the Board to hinder the fulfillment of his or her commitments.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Chevalier: The only Board committee I am aware of was the Verde Valley Board Advisory Committee, which I chaired from 2014 to 2016. In our second year the College President ceased letting our committee talk to senior officials of the college to gather information for our recommendations and the Board did nothing to stop her. So both the Board and the College hindered the fulfillment of the committee commitments. Another example: At a Board meeting in 2016 the Board Chair refused the committee's request to have the Board meet with it to discuss its recommendations. The Board Chair refusing the request stated publicly that she does not meet with committees. Huh? This was a Board committee.
Most of the time	2	
Some of the time		
Rarely		
Never	1	

Examples should be discussed at the meeting.

Coordinator Comments: Worksheets received from Sigafos, McCasland, Chevalier, McCarver, and Irwin.

Presenter : Ray Sigafoos

Start Time : 3:27 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/29/2018

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	396950
3.5.1	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.	429148
3.5.1.1	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.	396951
3.5.1.2	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	4109
3.5.1.3	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	82593
3.5.2	<p>The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies.</p> <p>The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.</p>	396952
3.5.2.1	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	71125
3.5.2.2	The Chair shall have the authority to publicly state Chair decisions and interpretations within the area delegated to her or him.	807538
3.5.2.3	The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.	71126
3.5.3	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	560680
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	558943

3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none"> 1) Foundation Liaison 2) AACCT Representative 3) Board Spokesperson 	802214
3.5.5.1	<p>The Spokesperson is the formal conduit for the Board and is responsible for communicating Board decisions with the public and the media - newspaper, radio, television, etc. When acting in his or her official capacity as the Board Spokesperson, the Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.</p>	807539

Description : Receipt of Board Self-Evaluation of Governance Process Policy 3.5 - Board Chair Role - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.5 - Board Chair Role.

Attachments :

Title	Created	Filename
3.5 Evaluation Compilation.pdf	Feb 05, 2019	3.5 Evaluation Compilation.pdf

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Compilation - February 2019

Board Chair and Other Officer Roles 3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	Chevalier: Chair does not always maintain order. He permits interruptions of members even at critical moments of the other members statements. I do not believe he performs the chair duties objectively.
Most of the time	1	
Some of the time	1	
Rarely		
Never		
Job Output 3.5.1	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Chevalier: The Chair has not seen that the Board behaves consistently with parts of policy 3.1, i.e. collective rather than individual decisions. The Chair goes through the process of getting a vote but does not attempt to get the Board members to work together for a unanimous consensus.
Most of the time	2	
Some of the time		
Rarely		
Never	1	
Meeting Discussion Content 3.5.1.1	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Chevalier: There is little meeting discussion. Much of the Board meetings is taken up with subjects that have nothing to do with Board policy that leaves less time to deal with important issues, most of which never make it onto the Board agenda. The agendas avoids key subjects the Board should take up such as owners concern about taxes; should the college provide financial educational equity throughout the county or just keep focusing owners money from throughout the county in Prescott; transparency; how much money should we devote on cultural activities as opposed to education; doing a careful analysis of future planning for the
Most of the time	2	
Some of the time		
Rarely	1	
Never		

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
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		college. A much better use of Board member time is possible. The Board needs to do a more thorough job of representing the "owners" interests.
Deliberation 3.5.1.2	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Chevalier: Here is how most decisions are made under the Chair's leadership. Someone makes a motion, sometimes some members give their viewpoint on the subject and then the representatives vote. On important issues the vote is often west side representatives (3) versus east side representatives (2). No meaningful effort is made by the Chair to get unanimous consensus. As a result the deliberations are not thorough. This can be substantially improved. Irwin: Board meetings last too long. We should prepare for the meeting ready to perform our roles
Most of the time	3	
Some of the time		
Rarely		
Never	1	
Behavior 3.5.1.3	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Sigafoos: the Board Chair is constrained by law in regards to behavior issues. The only tool available is moral suasion which is not effective. Chevalier: I repeat our Chair does not stop representatives interrupting other representatives. He permits bad behavior and that is unacceptable.
Most of the time	3	
Some of the time		
Rarely	1	
Never		
Chair Decision Authority 3.5.2	The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	1	

District Governing Board Policy Self-Evaluation
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Some of the time		
Rarely		
Never		
Chairing Meetings 3.5.2.1	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	<p>Sigafoos: Roberts Rules is only a guideline. There is much in RR that is too "formal" for small Boards such as ours. The principles are important; the content and implementation is "looser."</p> <p>Chevalier: He rules and recognizes. However he lets one representative interrupt another. That is unacceptable behavior. He makes no effort to get unanimous consensus. A key failing for a chair of a committee or board. If he does not start doing this we will never be a Board considered as successful throughout the county.</p>
Most of the time	1	
Some of the time		
Rarely	1	
Never		
Outside Parties 3.5.2.2	The Chair shall have the authority to publicly state Chair decisions and interpretations within the area delegated to her or him.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	<p>Chevalier: I am not sure I know what is meant here by "chair decisions and interpretations". The chair decisions I am aware of are all procedural except for setting the agenda. I am answering this question on the basis that these are the chair decisions and interpretations.</p>
Most of the time	1	
Some of the time		
Rarely		
Never		
Delegation of Authority 3.5.2.3	The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		

District Governing Board Policy Self-Evaluation
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Some of the time		
Rarely		
Never		
Board Chair's Role in Monitoring 3.5.3	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	
Most of the time	2	
Some of the time		
Rarely		
Never		
Secretary 3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	Chevalier: I believe so but have no direct knowledge. I doubt if most board members have direct knowledge. Perhaps this question should be removed.
Most of the time		
Some of the time		
Rarely		
Never		

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Compilation - February 2019

Board Liaisons 3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AACCT Representative 3) Board Spokesperson	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	Chevalier: To my knowledge new liaisons have not yet been appointed. There are liaisons left over from last year.
Most of the time		
Some of the time		
Rarely		
Never		
Board Spokesperson 3.5.5.1	The Spokesperson is the formal conduit for the Board and is responsible for communicating Board decisions with the public and the media -newspaper, radio, television, etc. When acting in his or her official capacity as the Board Spokesperson, the Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	Sigafoos: 3.5.2.2 allows the Chair "authority to publicly state Chair decisions and interpretations" which is different than Board decisions.
Most of the time	2	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Coordinator Comments: Worksheets received from Sigafoos, McCasland, Chevalier, McCarver, and Irwin

Presenter : Ray Sigafoos

Start Time : 3:37 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:37 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/29/2018

Item Type : Discussion

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

Description : Review of Completed Board Members' 2019 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Details : Board members will share information on their 2019 Annual Conflict of Interest forms that were distributed at the January 15, 2019 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:42 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/29/2018

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none">1) Foundation Liaison2) AACCT Representative3) Board Spokesperson	802214

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

Details : Board Spokesperson - Ray Sigafoos

Arizona Association of Community College Trustees (AACCT) - Deb McCasland

Yavapai College Foundation - Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:47 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/29/2018

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	560681

Description : Appointments of 2019 Board Member Liaisons - DISCUSSION AND/OR DECISION

Details : Board Chair Sigafoos will appoint Board Liaisons to serve one-year terms for the following committees:

- Board Spokesperson
- Arizona Association of Community College Trustees (AACCT)
- Yavapai College Foundation

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:52 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/29/2018

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 : 3:52 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/29/2018

Item Type : Decision Item

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

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

Details : The Board will review:

- Fiscal Year 2018-2019 District Governing Board proposed meetings, dates, times, and locations.

Attachments :

Title	Created	Filename
FY18-19 Dates and Places of Future Meetings.pdf	Jan 29, 2019	FY18-19 Dates and Places of Future Meetings.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 23, 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.

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

Presenter : Ray Sigafoos

Start Time : 3:57 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/29/2018

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