

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, February 11, 2020
1:00pm
Rock House, Prescott Campus
1100 East 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.

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.

AGENDA

- 1.0 General Functions
 - 1.1 Call to Order
 - 1.2 Pledge of Allegiance
 - 1.3 Adoption of Agenda - **ACTION**
 - 1.4 Board Minutes Approval – **ACTION**
 - 1.4.1 Re-Submission of Board Regular Meeting – Tuesday, November 12, 2019 (Attached)
 - 1.4.2 Board Budget Workshop – Tuesday, January 21, 2020 (Attached)
 - 1.4.3 Board Regular Meeting – Tuesday, January 21, 2020 (Attached)
 - 1.4.4 Board Public Executive Session – Monday, January 27, 2020 (Attached)
 - 1.5 Welcome to Guests
 - 1.5.1 General Open Call
 - 1.6 College Reports – **INFORMATION and DISCUSSION**
 - 1.6.1 President's Report
 - 1.6.2 Information from Instruction and Strategic Initiatives
 - 1.6.2.a Recognition of Faculty Members Advancement of Continuing Contracts
 - 1.6.2.b Faculty Senate (Attached)

- 2.0 New Business
 - 2.1 Resolution for Vacant Board Seat – **ACTION** (Attached)
 - 2.2 Board Self- Evaluation and Monitoring Reports - **ACTION**
 - 2.2.1 Board Self –Evaluation **ACTION** (Attached)
 - 2.2.2 President’s Evaluation Monitoring Reports **ACTION**
 - 2.3 Financial Reporting for December 2019 **INFORMATION and DISCUSSION**
 - 2.3.a Budget to Actual Monthly Reports (Attached)
 - 2.3.b Cash reserves Monthly Report (Attached)
 - 2.3.c Financial Update (Attached)
 - 2.3.d District Governing Board (Attached)
 - 2.3.e Summary of all Funds (Attached)
 - 2.4 Curriculum Changes (Attached) **ACTION**
 - 2.5 Verde Valley Art Gallery Naming (Attached) **ACTION**

SHORT RECESS

- 2.6 Overview of Yavapai College Comprehensive Annual Financial Report & Audit Results FY 2018-19 (CAFR) –(Attached) **INFORMATION and DISCUSSION**
- 2.7 Review Policies
 - 2.7.a Policy 3.3.1 (Attached) **ACTION**
 - 2.7.b Policy 3.3.3.4 (Attached) **ACTION**
- 3.0 Information Business – **INFORMATION and DISCUSSION**
 - 3.1 Board Members’ 2020 Annual Conflict of Interest Forms
 - 3.2 3D Construction Program **INFORMATION and DISCUSSION**
 - 3.2.1 Open Call for the 3D Construction Program
 - 3.3 Board Liaisons Reports
 - 3.3.1 Board Spokesperson
 - 3.3.2 Arizona Association of Community College Trustees (AACCT)
 - 3.3.3 Yavapai College Foundation
- 4.0 Board Action Items - **ACTION**
 - 4.1 Appointment of the 2020 Board Member Liaisons – **ACTION**
 - 4.2 Board Meetings – **ACTION**
 - 4.2.1 Annual Board Workshop – New Proposed Date: Friday, March 20, 2020 from 9:00am-4:00pm, Rock House, Prescott Campus
 - 4.2.2 Dates and Times of Future Meetings and Events
 - 4.2.2.a FY 19-20 Dates, Times and Places of Future Meetings (Attached)
 - 4.2.2.b FY 19-20 Dates, Times and Places of Future Events (Attached)
 - 4.3 Vote on the March Annual Board Workshop Focus – **ACTION**
- 5.0 Adjournment of Regular Meeting - **ACTION**



**Yavapai College District Governing Board
Approved Regular Board Meeting
Minutes**

**Tuesday, November 12, 2019
1:00pm**

**District Governing Board Regular Meeting
Agribusiness & Science Technology Center, Room 119
2275 Old Home Manor Way
Chino Valley, Arizona 86323**

Member Present:

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

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

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- 1 **CALL TO ORDER – HEADING**
Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:08 p.m.
 - 2 **Pledge of Allegiance – PROCEDURAL**
The Pledge of Allegiance was led by Chair Sigafoos.
 - 3 **Welcome to Guests and Staff – PROCEDURAL**
None to present.
 - 4 **Approval of District Governing Board October 8, 2019 Regular Meeting Minutes - DISCUSSION AND/OR DECISION**
One change to the minutes from Member McCarver. To change the time noted in the minutes of when she conference called into the meeting for Tuesday, October 8, 2019.

Member McCarver moved, seconded by Member McCasland to approve the District Governing Board Minutes with the one change from Tuesday, October 9, 2019 meeting. Motion carried unanimously.

- 5 **Adoption of Agenda – DECISION**
Member Irwin moved, seconded by Member McCasland to adopt the Governing Board agenda. Motion carried unanimously.
- 6 **OWNERSHIP LINKAGE - HEADING**
- 7 **Open Call – PROCEDURAL**
No Open Call requests.
- 8 **MONITORING REPORT - HEADING**
- 9 **October Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION**
Member McCarver did not submit because she did not attend the entire meeting.
- 10 **CONSENT AGENDA - HEADING**
- 11 **Receipt of Report on Revenues and Expenditures - Month of September 2019- RECEIPT, DISCUSSION AND/OR DECISION**
Chair Sigafos moved, seconded by Member McCarver to adopt the consent agenda. Motion carried with four voting aye and one nay. (Aye: Sigafos, McCarver, Irwin, and McCasland – Nay: Chevalier)
- 12 **For Consideration for Approval of the Intergovernmental Agreement (IGA) between the State of Arizona Governor's Office of Youth, Faith, and Family and Yavapai College to provide Education Programs on the Risk of Abuse of Alcohol and Controlled Substances - RECEIPT, DISCUSSION AND/OR DECISION**
Was approved in the Consent Agenda.
- 13 **POLICY - HEADING**
- 14 **Overview and Environmental Scan of Yavapai County and Yavapai College - INFORMATION AND/OR DISCUSSION**
Dr. Tom Hughes gave a presentation.
- 15 **INFORMATION - HEADING**
- 16 **Sabbatical Reports from Tara O'Neill, School of Social Sciences. - INFORMATION AND/OR DISCUSSION**
Tara O'Neill gave a presentation on her sabbatical.
- 17 **Information from the President to Include the Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights - INFORMATION AND/OR DISCUSSION**
Dr. Rhine gave her Presidential report.

18 **Update from Instruction and Student Development to Include Faculty Senate Update; Student Ambassador Report; - INFORMATION AND/OR DISCUSSION**

Dr. Ron Liss introduced Dr. Jennifer Jacobson, Faculty Senate President. She gave her presentation. Student Ambassadors gave a presentation.

19 **SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:39 p.m.; reconvened at 2:58 p.m.

20 **MONITORING REPORTS (CONTINUED) - HEADING**

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

Member Chevalier questioned Dr. Rhine. Dr. Rhine responded to Member Chevalier.

Member McCasland moved, seconded by Member Irwin, we have read the President's Monitoring Report regarding Policy 1 and we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1. Motion carried unanimously.

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

Member Chevalier moved, seconded by Member McCasland, we have read the President's Monitoring Report regarding Policy 1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.2. Motion carried unanimously.

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

Member McCasland moved, seconded by Member McCarver, we have read the President's Monitoring Report regarding Policy 1.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.3. Motion carried unanimously.

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

Member McCarver moved, seconded by Member Irwin, we have read the President's Monitoring Report regarding Policy 2.7, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.7. Motion carried unanimously.

25 **OWNERSHIP LINKAGE (CONTINUED) - HEADING**

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

Members spoke on the conference.

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

Members spoke on their topics.

28 **OTHER INFORMATION - HEADING**

29 **District Governing Board Dates and Places of Future Meetings -
DISCUSSION AND/OR DECISION**

Member McCarver moved, seconded by Member Irwin to change the start time of the workshop to 8:30 a.m. for January 21, 2020. Motion carried unanimously.

30 **ADJOURNMENT OF REGULAR MEETING – PROCEDURAL**

Member Irwin moved, seconded by Member McCarver to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 3:54 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date

Ms. Deb McCasland, Chair

Dr. Patricia McCarver, Secretary



**Yavapai College District Governing Board
Budget Work Session
Approved Minute
Tuesday, January 21, 2020**

8:30 AM

**District Governing Board Budget Preview
Rock House, Prescott Campus 1100 E.
Sheldon Street
Prescott, AZ 86301**

Member Present:

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

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

- 1 CALL TO ORDER – HEADING
- 2 Call to Order – PROCEDURAL
Chair Sigafoos called the Yavapai College District Governing Board Workshop Session to order at 8:34 a.m.
- 3 Welcome to Guests and Staff - PROCEDURAL
- 4 Adoption of Agenda – DECISION
Member McCarver moved, seconded by Member McCasland to adopt the Governing Board Budget Work Session agenda. Motion carried unanimously.
- 5 POLICY HEADING
- 6 Review policy 3.4.5 Election/Appointments - INFORMATION, DISCUSSION, AND/OR DECISION.
Member Chevalier moved, seconded by Member McCasland, to adopt the edits to Board Policy 3.4.5 Elections/Appointments. Motion carried unanimously.

Approved Revised:

3.4.5 Elections/Appointments

As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.

- Board Chair shall call on nominees in alphabetical order based on their last names to speak for no more than 2 minutes each regarding their nomination
- After all nominees have been offered an opportunity to speak, the Board Chair shall call for the vote of each nominee individually in alphabetical order based on their last names until a nominee receives at least a majority vote of the Board
- After a nominee receives at least a majority vote of the Board, the process is complete even if there are remaining nominees who have not been voted on
- If no nominee receives at least a majority vote of the Board, the Board Chair shall begin the process again

7 OWNERSHIP LINKAGE - HEADING

8 Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2020 - DISCUSSION AND/OR DECISION.

Board Chair Sigafos called for Board Chair nominations for Yavapai College District Governing Board.

Member Chevalier nominated Member Deb McCasland for Board Chair.
 Member McCarver nominated herself for Board Chair.
 {No other nominations}

Nominee Board Member McCarver was given two minutes to speak.
 Nominee Board Member McCasland was given two minutes to speak.

Board Chair Sigafos moved, seconded by Member McCarver to elect Member Patricia McCarver as Board Chair. Motion failed. (Aye: Sigafos and McCarver - Nay: Chevalier, Irwin, and McCasland)

Member Chevalier moved, seconded by Member Irwin to elect Member Deb McCasland as Board Chair. Motion carried. (Aye: Chevalier, Irwin, and McCasland - Nay: McCarver - Abstain: Sigafos)

Newly elected Board Chair for 2020 is Ms. Deb McCasland.

Board Chair McCasland called for Board Secretary nominations for Yavapai College District Governing Board.

Member Chevalier nominated Member Irwin for Board Secretary.
 Member Irwin nominated Member McCarver for Board Secretary.
 {No other nominations}

Nominee Board Member Irwin was given two minutes to speak. Board Member Irwin withdrew himself.

Member Sigafos moved, seconded by Member Chevalier to elect Member Patricia McCarver as Board Secretary. Motion carried unanimously.

9 POLICY - HEADING

10 Overview of Yavapai College Historical Revenues and Expenditures - INFORMATION AND/OR DISCUSSION

Dr. Clint Ewell gave a presentation 2020 Budget Work Session

- Context
- Yavapai College
- Expenditure Limit

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- Yavapai College
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Board Chair McCasland gave a ten minutes break.

- Revenues
- Expenses

11 ADJOURNMENT OF REGULAR MEETING – PROCEDURAL

Member Sigafoos moved, seconded by Member Irwin to adjourn the Budget Work Session. Motion carried unanimously.

Budget Work Session adjourned at 11:34 a.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary



Yavapai College District Governing Board

Regular Board Meeting Approved Minute

Tuesday, January 21, 2020; 1:00 PM
District Governing Board Regular Meeting
Rock House, Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301

Member Present:

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

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

- 1 CALL TO ORDER - HEADING
- 2 Call to Order - PROCEDURAL
Board Chair McCasland called the Yavapai College District Governing Board meeting to order at 12:59 p.m.
- 3 Pledge of Allegiance – PROCEDURAL
The Pledge of Allegiance was led by Member McCarver.
- 4 Welcome to Guests and Staff – PROCEDURAL
None to present.
- 5 Approval of the Minutes from the November 12, 2019 District Governing Board Regular Meeting - DISCUSSION AND DECISION
Changes Requested to the Minutes
1. Agenda item 22# Member Chevalier requested the minutes reflect the question he asked to Dr. Rhine and her response that she gave at the meeting.
2. Agenda item 11# must note which members voted aye and nay.
The approval of the minutes was table until changes are made and will be voted on at the February 11, 2020 Regular Board Meeting.
- 6 Adoption of Agenda – DECISION
Member Sigafos moved, seconded by Member Irwin to adopt the Governing Board agenda. Motion carried unanimously.
- 7 OWNERSHIP LINKAGE - HEADING

- 8 **Open Call – PROCEDURAL**
The following individual addressed the Board: Ruth Wicks - Verde Valley
Dean candidate search
- 9 **MONITORING REPORT – HEADING**
Board Chair McCasland mentioned the additional handouts in the Board
Agenda packet.
- 10 **November Board Meeting Evaluation - INFORMATION AND/OR**
DISCUSSION
- 11 **CONSENT AGENDA - HEADING**
- 12 **Receipt of Report on Revenues and Expenditures - Month of**
November 2019 - RECEIPT, DISCUSSION, AND/OR DECISION
Member Chevalier request that agenda item # 12 be removed from the
Consent Agenda.
Dr. Ewell and Mr. D'Angelo discussed the reporting to the Board about the
Budget. * Adding a note that bottom of the page explaining the title 'Other' in
the report.
Member Chevalier moved, seconded by Member Irwin to adopt the consent
agenda items #12. Motion carried unanimously.
- 13 **For Consideration for Approval of the Intergovernmental**
Agreement Between the City of Prescott and Yavapai College for a
NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR
DECISION.
- 14 **For Consideration of Approval of Ash Fork Joint USD #31 to have**
Concurrent Enrollment Intergovernmental Agreements with
Yavapai Community College - RECEIPT, DISCUSSION, AND/OR
DECISION.
Member McCarver moved, seconded by Member Irwin to adopt the
consent agenda items #13 and #14. Motion carried unanimously.
- 15 **INFORMATION - HEADING**
- 16 **Information from the President to Include: Convocation; All Arizona**
Academic Team; Budget to Actual Monthly Report; Cash Reserves
Monthly Report; Facilities Management News; College Highlights;
and Other Related Information - INFORMATION AND/OR
DISCUSSION
Dr. Rhine gave her report.
- 17 **Update from Instruction and Student Development to Include: Faculty Senate -**
INFORMATION AND/OR DISCUSSION
Dr. Jacobson gave her presentation on Peer Faculty Mentor Committee.

18 **MONITORING REPORT (CONTINUED) - HEADING**

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

Member McCarver moved, seconded by Member Chevalier, we have read the President's Monitoring Report regarding Policy 2.4 and its subpolicies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.4 and its sub-policies. Motion carried unanimously.

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

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

21 **Receipt of Board Self-Evaluation - Governance Process Policy 3.7 Cost of Governance - MONITORING AND/OR DISCUSSION**
Board had a discussion.

22 **SHORT RECESS – PROCEDURAL**

Meeting recessed at 1:31 p.m.; reconvened at 1:34 p.m.

23 **POLICY ISSUES - HEADING**

24 **Review policy 2.1.1 Human Resource Policies - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member McCarver, to adopt the edits to Board Policy 2.1.1 Human Resource Policies. Motion carried unanimously.

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

25 **Review policy 3.0 Governance Process - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member McCarver, to adopt the edits to Board Policy 3.0 Governance Process. Motion carried unanimously.

Approved Revised Policy 3.0 Governance Process The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College transparently achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

26

Review this policy 3.1.1.1 Open Meeting Law, and the newly proposed 3.1.1.2 Electronic Communications Policy - INFORMATION, DISCUSSION, AND/OR DECISION.

Member McCarver moved, seconded by Member Irwin, to adopt the edits to Board Policy 3.1.1.1 Open Meeting Law and Board Policy 3.1.1.2 Electronic Communications. Motion carried unanimously.

Approved Revised Policies: 3.1.1.1 Open Meeting Law

Board members will take legal action on matters only at a properly-noticed Board meeting and only when the specific matters are included on the agenda.

3.1.1.2 Electronic Communications

In addition to any other requirements under the Open Meeting Law for any type of communications between Board members or with College administration, Board members will comply with the following electronic communication directives to protect the Board from inadvertent violations of the Open Meeting Law:

- a. Board members may not use electronic messages of any kind (email, text messages, etc.) to communicate with another Board member or members about any matter that may foreseeably come before the Board at a future date for Board action.
- b. Board members may use electronic messages to communicate with College administration regarding College or Board business, including requests for factual information related to the College or Board, as long as no other Board members are copied on such messages.
- c. Board members may not forward electronic messages that are received from College administration to any other Board member, regardless of whether the Board member forwarding the message adds a personal comment to the forwarded message or not.
- d. Board members may use an electronic message to communicate a request to the Board Chairman that a matter be placed on a future Board meeting agenda if no other Board members are copied on such messages.

College administration may use electronic messages to communicate with a quorum of the Board about College and Board business, including requests for factual information, as long as the messages from administration blind copy the Board members and do not communicate the opinion of any Board member regarding the subject matter(s) addressed in the message.

27 Review policy 3.1.4 Self-Evaluation - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Board Chair McCasland, to add the words to the third paragraph "and applicable law" in Policy 3.1.4 Self-Evaluation. Board had discussion Motion failed (Aye: Chevalier - Nay: McCasland, Irwin, McCarver, and Sigafoos)

Member Sigafoos moved, seconded by Member Irwin, to adopt the edits to Board Policy 3.1.4 Self-Evaluation. Motion carried with four voting aye and one nay. (Aye: McCasland, Irwin, McCarver, and Sigafoos - Nay: Chevalier)

Approved Revised Policy: 3.1.4 Self-Evaluation

- Board Chair shall ensure that the Board self-evaluates quarterly with the intention of evaluating the functioning of the Board during meetings
- Board Chair may work with the President to accomplish this task in a manner that does not violate Open Meeting Laws
- Board Chair shall ensure that the Board self-evaluates annually with the intention of evaluating the Board and Board Members' compliance with Board Policy

28 Review policy 3.1.5 Continuity - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Board Chair McCarver, to add the words "relevant Arizona and Federal law" in Policy 3.1.5 Continuity. Board had discussion Motion failed (Aye: Chevalier - Nay: Irwin, McCarver, and Sigafoos)

Member McCarver moved, seconded by Member Chevalier to add the words "relevant Arizona statutes" after the words "process and" and adding the word "which" before the word "shall include" in Policy 3.1.5 Continuity. Motion carried four ayes and one nay (Ayes: McCasland, Chevalier, Irwin, and McCarver - Nay: Sigafoos)

Approved Revised: 3.1.5 Continuity

To ensure the continual development of governance capability, prior to taking office, all new board members will be offered formal orientation as adopted and implemented by the board, which shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.

29 Review policy 3.2.1.2 Governing Policies - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Member McCarver, to adopt the revision to Board Policy 3.2.1.1 Governing Policies. Board had discussion. Motion carried unanimously.

Approved Revised: 3.2.1.2 Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:

- a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
- b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
- c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
- d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.
- e) The version of the policies most recently adopted by the Board replace and supersede all prior versions and is the only version that is binding on the college.

30 **Review the title of policy 3.3.1 Discipline Needed to Govern - INFORMATION, DISCUSSION, AND/OR DECISION.**

This agenda item was tabled to a future board meeting to allow Board Chair McCasland to research appropriate policy language.

31 **Review policy 3.4.3 All Meeting Agendas - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member McCarver to adopt the revision to Board Policy 3.4.3. All Meeting Agendas. Motion carried unanimously.

Approved Revised: 3.4.3 All Meeting Agendas

The board chair, in consultation/collaboration with the board and president, shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:

- a) Ownership Linkage;
- b) Policy Development;
- c) Monitoring of President Performance;
- d) Fulfillment of items that are:
 - 1) Procedural,
 - 2) For Information Only, and
 - 3) For Board Education.

For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).

32 **Review policy 3.5.1 Job Output - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member Irwin, to table Board Policy 3.5.1 Job Output. Motion carried unanimously.

33 **Review policy 3.5.2.1 Chairing Meetings - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Chevalier moved, seconded by Member Sigafoos, to adopt the edits to Board Policy 3.5.2.1 Chairing Meetings. Motion carried unanimously.

Approved Revised: 3.5.2.1 Chairing Meetings

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing).

Meeting recessed at 2:26 p.m.; reconvened at 2:38 p.m.

34 **Review policy 4.1.2 Requests from Board Members and Board Committees - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member McCarver, to table Board Policy 4.1.2 Board Members and Board Committees. Motion carried unanimously.

35 **Review policy 4.6 Conferral of President Emeritus/a Status - INFORMATION, DISCUSSION, AND/OR DECISION.**

Member Sigafoos moved, seconded by Member McCarver, to remove #3 until the heading of "Rights and Privileges" ("Individuals to whom emeritus status has been granted are eligible volunteer service with Yavapai College") and fix all grammatical errors to Board Policy 4.6 Conferral of President Emeritus/a Status. Motion carried unanimously.

Approved Revised: 4.6 Conferral of President Emeritus/a Status

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

Accordingly, the District Governing Board may recognize a retiring president at the conclusion of their service through the conferral of Emeritus Status after waiting for a full year.

Criteria for emeriti status designation shall include:

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

Authority to Confer Emeriti Status:

1. The District Governing Board of Yavapai College may confer emeriti status to a president any time after active service has been concluded.

2. Any current District Governing Board Member may nominate a retiring or retired president for emeritus status, but the actual conference would not be effective until the end of active duty.
3. Designation will require the approval of the District Governing Board.

Rights and Privileges:

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

36 BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING

- 37 Lynne Adams, District Governing Board counsel, will provide a refresher for Governing Board members on key Open Meeting Law and conflict of interest requirements and issues. - INFORMATION AND DISCUSSION**

District Governing Board Attorney Lynne Adams gave a presentation.

38 OWNERSHIP LINKAGE (CONTINUED) - HEADING

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

Member Sigafoos had no update.

Board Chair McCasland will have an update that next Board meeting on AACCT.

Member McCarver stated the next Foundation meeting is in February.

40 OTHER INFORMATION - HEADING

- 41 Review the Dates and Places of Future Meetings and vote to change the April Regular Meeting date - DISCUSSION AND/OR DECISION**

Member Sigafoos moved, seconded by Chevalier, to move the April 2020 Board meeting to April 6, 2020 at 1:00 p.m. Motion was carried unanimously

42 **ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

Member Sigafos moved, seconded by Member Chevalier, to adjourn the meeting. Motion was carried unanimously

Regular meeting adjourned at 3:56 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date

Ms. Deb McCasland, Chair

Dr. Patricia McCarver, Secretary

**Monday, January 27, 2020
2:30 PM**

**District Governing Board Meeting
Rock House, Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301**

Member Present:

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

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

- 1 **CALL TO ORDER – HEADING**
Board Chair McCasland called the Yavapai College District Governing Board meeting to order at 2:35 p.m.

- 2 **EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(3) - Receive legal advice from legal counsel regarding the potential formation of a new entity or entities in connection with the College's academic programs. - INFORMATION AND DISCUSSION**
Member Sigafoos moved, seconded by Member Irwin, to go into Executive Session pursuant to A.R.S. § 38-431.03 (A)(3) to receive legal advice from legal counsel regarding the potential formation of a new entity or entities in connection with the College's academic programs. Motion carried unanimously.

- 3 **Convene in public session to confirm the advice provided from legal counsel in executive session regarding the potential formation of a new entity or entities in connection with the College's academic programs — DISCUSSION AND/OR DECISION.**
Member Sigafoos moved, seconded by Member Irwin, to confirm the advice provided from legal counsel in executive session regarding the potential formation of a new entity or entities in connection with the College's academic program. Motion carried unanimously.

- 4 **Amendment of the College's 2019-20 budget related to expenditures made in connection with the College's academic program. — DISCUSSION AND/OR DECISION**
Member Irwin moved, seconded by Member McCarver, to amend the College's 2019-2020 budget by \$500,000 related to expenditures for equipment for the 3D construction program. Motion carried unanimously.

5 ADJOURNMENT OF REGULAR MEETING – PROCEDURAL

Member Irwin moved, seconded by Member Sigafos, to adjourn the meeting.
Motion was carried unanimously.

Meeting adjourned at 3:42 p.m.

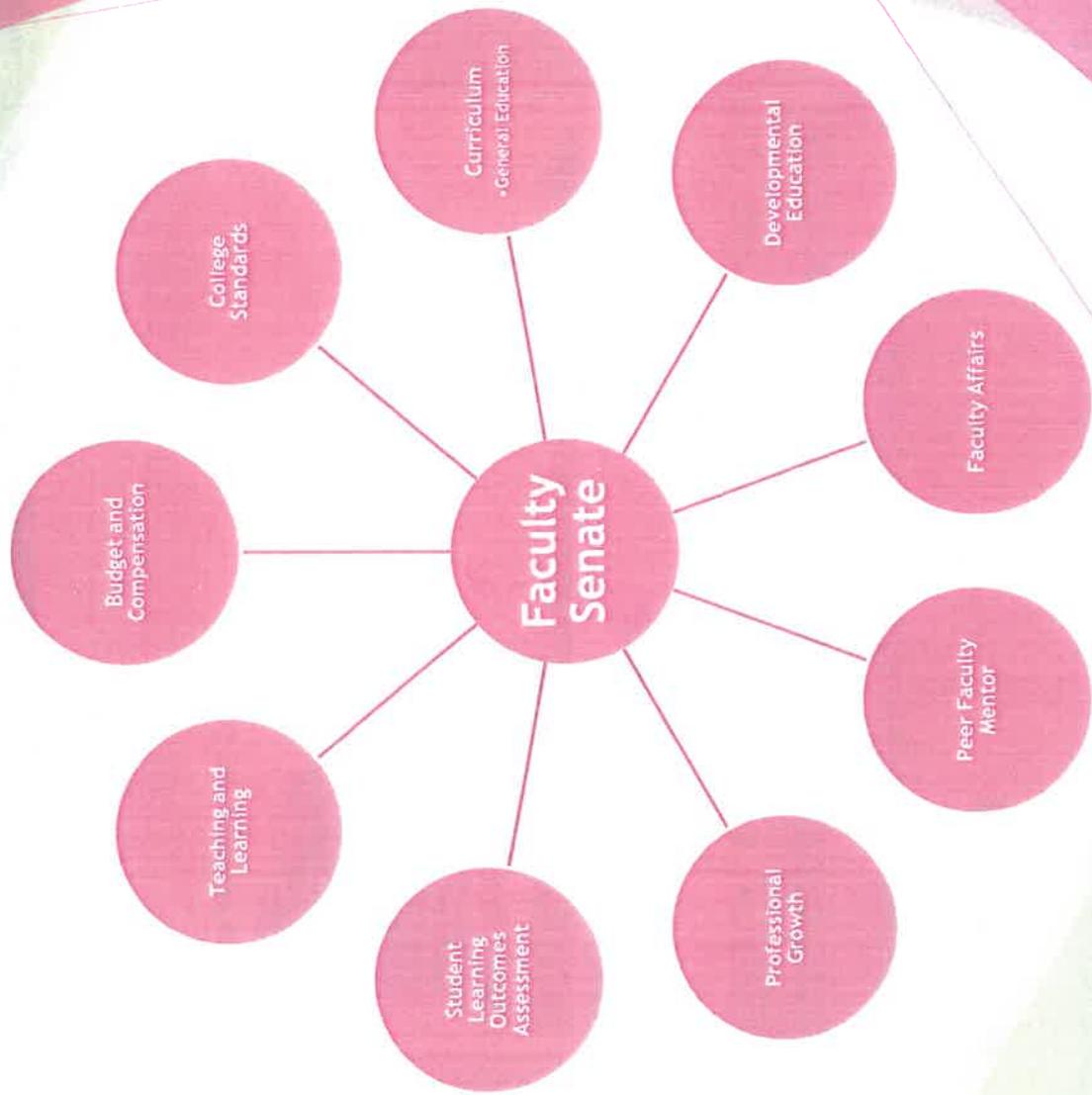
Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date

Ms. Deb McCasland, Chair

Dr. Patricia McCarver, Secretary



Curriculum

Here are all the tools and resources you will need to design learning-centered curriculum!

Just supply the subject-area expertise and related background information and you'll have a quality curriculum product in no time. Since you're already here, just select the appropriate information below.

- Curriculum Dev Tools
- Committee Members
- Meetings
- General Ed
- Syllabus Development
- ATF Reqs

Curriculum/Program/Course Development Tools

Curriculum

Yavapai College implemented the Curriculum Management System in Fall 2016. Contact curriculum@yc.edu for additional information and resources for Curriculum

Curriculum Development Tools

- [Webster for Programs: AAS-General Education](#)
- [Curriculum Map](#)
- [Curriculum Map Checklist](#)
- [New Program - Planning Tools](#)
- [Program Progression Plan](#)
- [Instructional Design Guide](#)
- [Course Outlines Components Guide](#)
- [Sample Course Outline \(MAT241\)](#)
- [Course Outlines](#)

Please contact curriculum@yc.edu for more information

General Education Advisory Committee

▶ ***Purpose: Our purpose is to make recommendations to the Curriculum Committee regarding the general education curriculum at YC.***

▶ General Education includes:

- ▶ Arts and Humanities
- ▶ Communication
- ▶ First Year Composition
- ▶ Mathematics
- ▶ Physical and Biological Sciences
- ▶ Social and Behavioral Sciences

General Education Advisory Committee

- ▶ **Our recent work:**
- ▶ **Attend Articulation Task Force meetings to improve student retention and completion**
- ▶ **Align curriculum with Guided Pathways while maintaining variety in our course offerings**
- ▶ **Determine which classes transfer well to ASU, NAU and UofA**
 - ▶ **A course must transfer for direct credit at one of the three public universities in Arizona**
 - ▶ **A course must also transfer as a department elective (or better) to one of the other public universities in Arizona**

Item # 2.1

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2020-01

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, PROVIDING DIRECTIONS REGARDING AN OPEN BOARD SEAT FOR DISTRICT 5.

WHEREAS, Board member Steve Irwin has announced his intention to resign from his Board seat for District 5 as of April 1, 2020.

WHEREAS, pursuant to A.R.S. § 15-1441(E), the county school superintendent shall make an appointment for the unexpired term for the precinct where the vacancy occurs, except if the District Governing Board approves leaving the vacancy until the next regular election for governing board members, at which time a successor shall be elected to serve the unexpired portion of the term.

WHEREAS, the term for Board member Irwin's seat expires as of December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that in light of the short unexpired portion of Board member Irwin's seat and the upcoming regular election for governing board members in November 2020, that the Board directs Yavapai County School Superintendent Tim Carter to leave the District 5 seat open until it is filled by a vote at the November 2020 regular election.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 11th day of February, 2020.

Mrs. Deborah McCasland, Board Chair

ATTEST:

Dr. Patricia McCarver, Board Secretary

Item # 2.2.1

Yavapai College District Governing Board Evaluation Procedure
Model Standards of Good Practices for Boards
In Support of Effective Community College Governance
From Good to Great

The Board evaluation procedure allows each individual Board member to self-evaluate a particular factor of Board knowledge or behavior. It also provides the Board member an opportunity to evaluate his/her perception of the knowledge or behavior of the Board as a whole.

Rating Scale:

1. Minimal
2. Marginal/Below Average
3. Average
4. Above Average
5. Exceptional

Each Member of the Board shall endeavor to follow these principles:

	SELF		BOARD AS A WHOLE
1.	(1) (2) (3) (4) (5)	That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community.	(1) (2) (3) (4) (5)
2.	(1) (2) (3) (4) (5)	That it much clearly define and articulate its role.	(1) (2) (3) (4) (5)
3.	(1) (2) (3) (4) (5)	That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its President.	(1) (2) (3) (4) (5)
4.	(1) (2) (3) (4) (5)	That it is aware of the importance of advocacy and know its role in the advocacy process.	(1) (2) (3) (4) (5)
5.	(1) (2) (3) (4) (5)	That its Board Member know the value of a sound governance process and document those processes to leave a legacy for their successors.	(1) (2) (3) (4) (5)
6.	(1) (2) (3) (4) (5)	That its Board Members are aware of the proper and legal use of email and other social media platforms.	(1) (2) (3) (4) (5)
7.	(1) (2) (3) (4) (5)	That its behavior and that of its members, exemplify ethical behavior and conduct that is above reproach.	(1) (2) (3) (4) (5)
8.	(1) (2) (3) (4) (5)	That it endeavors to remain always accountable to the community.	(1) (2) (3) (4) (5)

Five (5) THINGS OUR BOARD DOES WELL:

1.	
2.	
3.	
4.	
5.	

Five (5) THINGS OUR BOARD COULD IMPROVE ON:

1.	
2.	
3.	
4.	
5.	

Item # 2.3.a

Yavapai College Budget to Actual Status by Fund December 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, 2019, through December 31, 2019.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the six months ended December 31, 2019, the General Fund has a surplus of \$3,396,300. This is primarily the result of tuition and fee revenues being recorded for the spring 2020 semester and an additional appropriation granted to the District by the State, subsequent to the Board approving the budget.

For the fiscal year ended June 30, 2020, General Fund revenues are projected to be over budget by \$1,761,300 due to an additional appropriation granted to the College by the State, subsequent to the Board approving the budget. The additional appropriation will be used to fund non-recurring expenses.

Auxiliary Fund



For the six months ended December 31, 2019, the Auxiliary Fund has a modest surplus primarily due to residence hall income being recorded for the spring 2020 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2020, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the six months ended December 31, 2019, the Unexpended Plant Fund has a deficit of \$520,100 due to a significant amount of 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, 2020, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of December 31, 2019, the Restricted Fund has a modest surplus and is expected to be below budget for the fiscal year.

Debt Service Fund



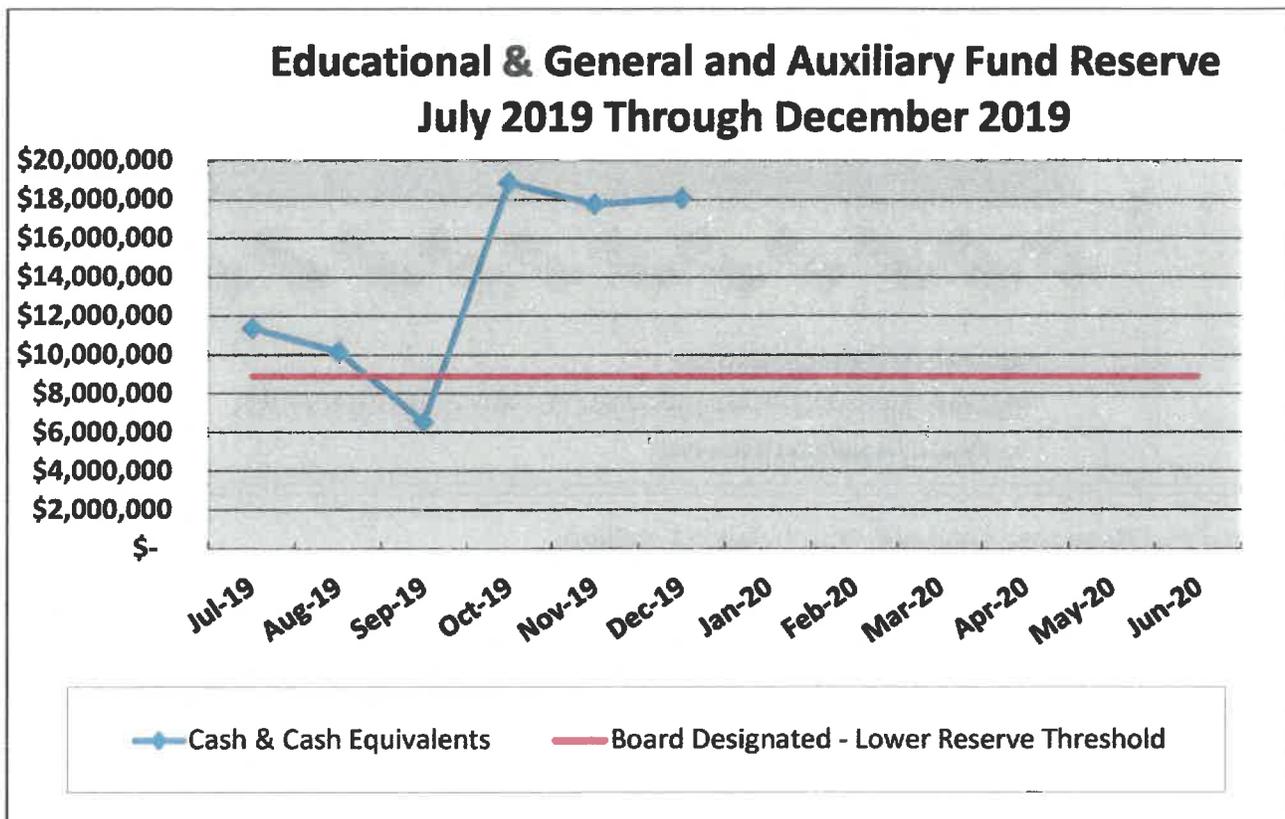
The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the six months ended December 31, 2019, there were no variances from budget.

Item # 2.3.b

Yavapai College Cash Reserves December 2019

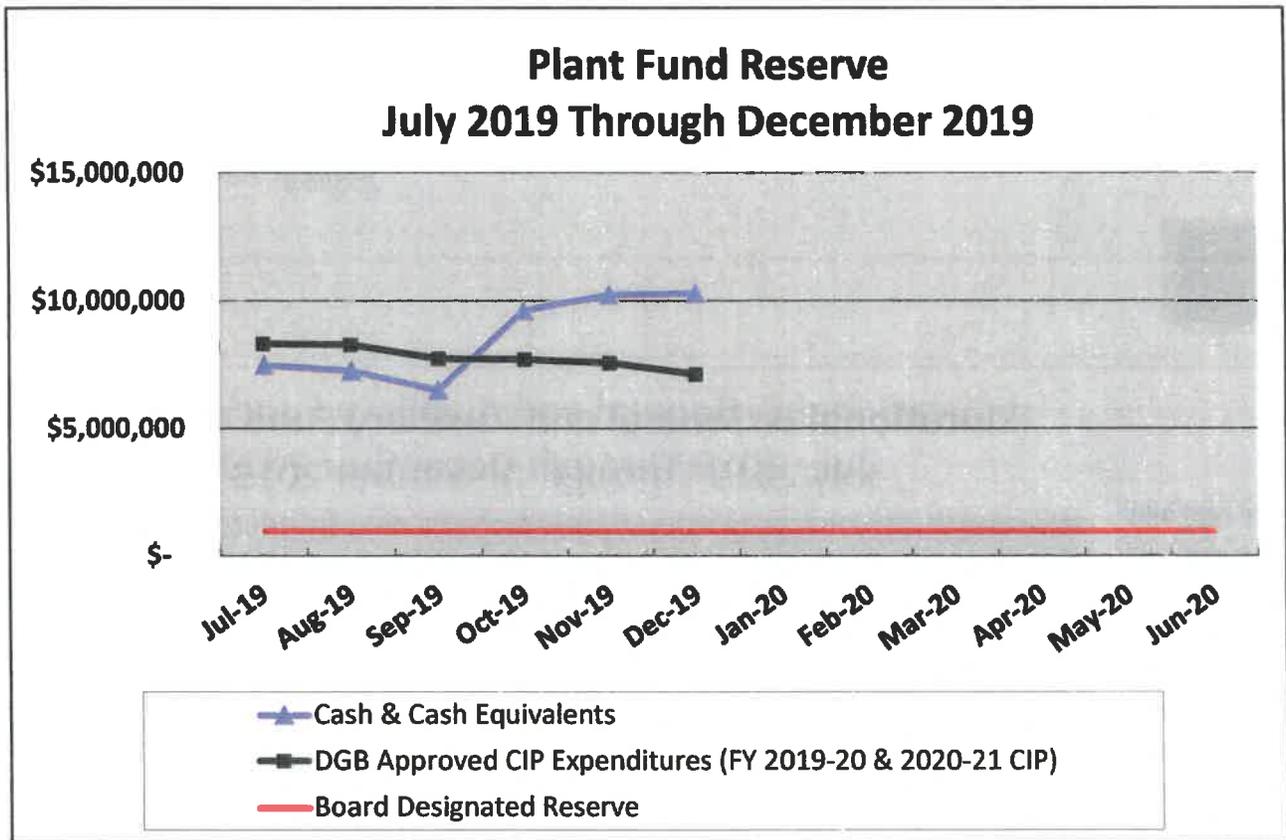
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2019, through December 31, 2019, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2019, through December 31, 2019, Current Fund reserves have been in compliance with the DGB's reserve requirements with the exception of September when Reserves temporarily dropped below the DGB's reserve requirements. This dip generally occurs two times per year, September and March, during the months preceding the collection of property taxes by the county.



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

For the period July 1, 2019, through December 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 eighteen months of CIP that have been approved by the DGB.

YAVAPAI COLLEGE

FINANCIAL UPDATE

December 2019

FY2018-2019 Close and Audit

- The year-end close for FY2018-19 was done in November 2019.
- The auditors began their field work on October 14, 2019. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2019 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 FY2018-19 will be presented to the Board in February 2020.

FY 2019-2020 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 above budget for the fiscal year based upon a slight increase in fall and spring enrollments.
- State appropriations will exceed the budget because of an additional \$1,761,300 of appropriation granted to the District by the State, subsequent to the Board approving the budget. The additional appropriation will be used to fund non-recurring expenses.

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises primarily intended to furnish services to students, staff and the public. The majority of the District's Auxiliary Enterprises exist 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 the Bookstore, Food Services, and Housing. The remaining Auxiliary Enterprises 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. An example is 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. As the District manages this subsidy it strives to offer these DGB-End-driven services with the charging of reasonable prices.

- The total Auxiliary fund is projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of 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.

Item # 2.3.d

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT REPORT OF EXPENDITURES

For the Six Months Ended December 31, 2019
Fiscal Year 2019-2020

District Governing Board

Fiscal Year 2019-20 Budget:

\$ 174,800

		Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances
EXPENDITURES (note 1):	Purpose			
Salary Expenses	Staff Support	\$ 24,566	\$ 18,003	\$ 42,569
AJ Crabill	Consulting & Facilitation	9,362	-	9,362
Association of Community College Trustees	Membership & Conference Fees	8,053	-	8,053
Deborah McCasland	Travel	2,602	-	2,602
Govern for Impact	Membership & Conference Fees	7,865	-	7,865
HF Group LLC	Binding	279	-	279
Lisa Rhine	Travel	2,375	-	2,375
Osborn Maledon PA	Legal Counsel	19,226	22,024	41,250
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500
Paul Chevalier	Travel	329	-	329
Ray Sigafos	Travel	2,891	-	2,891
Sodexo Inc.	Food Supplies	1,396	4,604	6,000
Steve Irwin	Travel	2,722	-	2,722
Supplies/Other	Various Vendors	662	-	662
The Governance Coach	Consulting	653	-	653
VVTV	Board Meeting Broadcast	750	-	750
YC Printing Services	Printing	2,157	-	2,157
				<u>142,019</u>
Remaining Budget - December 31, 2019				<u>\$ 32,781</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

GENERAL FUND

	Year-to-Date Revenues	Total Revenues	FY 19/20 Budget	Percent of Budget	FY 19/20 Estimate	Budget to Estimate Variance	FY 18/19 Actuals	Percent Change (Current Versus Prior Year)
REVENUES:								
Primary Property Taxes	\$ 18,994,044	\$ 18,994,044	\$ 38,102,400	49.8%	\$ 38,102,400	\$ -	\$ 18,466,800	2.9%
Primary Property Taxes - Contingency	-	-	(150,000)	0.0%	(150,000)	-	-	
Tuition and Fees	9,814,595	9,814,595	11,341,000	86.5%	11,341,000	-	9,623,946	2.0%
Tuition and Fees - Contingency	-	-	(570,000)	0.0%	(570,000)	-	-	
State Appropriations	1,181,350	1,181,350	601,400	196.4%	2,362,700	1,761,300	294,950	300.5%
Other Revenues	151,905	151,905	421,000	36.1%	421,000	-	239,947	-36.7%
Interest Income	150,461	150,461	225,000	66.9%	225,000	-	44,047	241.6%
Fund Balance Applied to Budget	1,900,000	1,900,000	3,800,000	50.0%	3,800,000	-	1,000,000	N/A
General Fund Transfer Out	(3,206,550)	(3,206,550)	(6,413,100)	50.0%	(6,413,100)	-	(2,269,100)	N/A
TOTAL REVENUES	28,985,805	28,985,805	47,357,700	61.2%	49,119,000	1,761,300	27,400,590	5.8%

	Year-to-Date Expenditures	Total Expenditures and Non-Labor Encumbrances	FY 19/20 Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 19/20 Estimate	Budget to Estimate Variance	FY 18/19 Actuals	Percent Change (Current Versus Prior Year)
EXPENDITURES (Note 1):								
Instruction	\$ 9,340,958	\$ 4,918,422	\$ 4,738,266	50.8%	\$ 18,749,600	\$ -	\$ 9,163,317	1.9%
Academic Support	2,359,193	1,300,450	1,254,754	53.6%	4,483,100	-	2,318,125	1.8%
Institutional Support	5,880,319	3,448,957	2,877,853	63.9%	10,093,500	-	5,605,805	4.9%
Student Services	3,049,129	1,764,962	1,662,418	51.0%	6,182,900	-	2,807,626	8.6%
Operation/Maintenance of Plant	3,191,724	1,820,637	1,511,978	53.2%	6,580,700	-	3,181,136	0.3%
Scholarships	390,615	24,717	-	44.2%	940,500	-	393,729	-0.8%
Public Service	144,731	105,128	105,128	44.2%	327,400	-	152,311	-5.0%
TOTAL EXPENDITURES	24,356,669	13,383,273	12,150,397	54.0%	47,357,700	-	23,622,049	3.1%
SURPLUS/(DEFICIT)								

COMMENTS:

State Appropriation is at 196.4% due to an additional \$1,761,300 of appropriation granted to the College by the State, subsequent to the College approving its budget. The 2nd quarter of this appropriation, as well as the College's recurring appropriation, was received in October. The additional appropriation will be used to fund non-recurring expenses. Tuition and Fees revenues above budget due to most of the revenue related to the spring 2020 semester being recorded. This will even out over the next few months. Other Revenues decreased by 36.7% due to the RESA lease terminating and the waiving of payment plan fees to encourage students to enroll in classes. 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.).

The Budget currently has a surplus of \$3,396,260.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND - TOP TEN EXPENDITURES BY ACCOUNT

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

<u>Expenditures By Account</u>	<u>Year to Date (As of 12/31/19)</u>	<u>Prior Year (As of 12/31/18)</u>	<u>Percent Change</u>
Salary and Benefits	\$ 19,172,962	\$ 18,341,579	4.5%
Maintenance Contracts - Software	1,034,804	1,051,217	-1.6%
Electricity	573,049	637,099	-10.1%
Contractual Services - Other	475,059	412,670	15.1% ¹
Scholarship Expense	390,615	393,729	-0.8%
Liability Insurance	340,488	346,724	-1.8%
Supplies - Software/Licenses	267,125	295,950	-9.7%
Supplies - General	204,084	212,255	-3.8%
Water/Sewage/Garbage	183,949	173,570	6.0%
Supplies - Instructional	176,974	171,703	3.1%
Other	1,537,560	1,585,553	-3.0% ²
	<u>\$ 24,356,669</u>	<u>\$ 23,622,049</u>	<u>3.1%</u>

1 - Contractual Services increased by 15.1% due to two new consulting engagements that did not exist in the prior year. They are as follows:

- Insidetrack Inc. was contracted with to improve student enrollment, persistence, graduation rate and to provide training to YC staff.
- The Arbinger Institute was contracted to provide outward mindset training to all employees to improve collaboration, employee engagement and accountability.

2 - Other represents over 60 accounts that include items such as advertising, printing, merchant credit card fees, supplies (e.g. general, custodial, HVAC), travel, telephone/internet, and equipment maintenance contracts.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

RESTRICTED FUND

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget
REVENUES:				
Federal Grants and Contracts	\$ 4,507,209	\$ 4,507,209	\$ 11,150,000	40.4%
State Grants and Contracts	76,704	76,704	240,500	31.9%
Private Gifts, Grants and Contracts	435,593	435,593	945,400	46.1%
Proposition 301 Funds	480,095	480,095	760,000	63.2%
State Appropriation - STEM Workforce	351,550	351,550	703,100	50.0%
Fund Balance Applied to Budget	37,500	37,500	90,000	41.7%
Reimbursement Due	-	-	N/A	N/A
TOTAL REVENUES	5,888,651	5,888,651	13,889,000	42.4%

	Year-to-Date Expenditures	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (Note 1):				
Instruction	\$ 1,041,587	\$ 387,993	\$ 2,842,100	40.2%
Student Services	704,668	335,378	1,505,100	46.8%
Scholarships	3,909,290	-	9,383,100	41.7%
Public Service	90,093	37,524	158,700	56.8%
TOTAL EXPENDITURES	5,745,638	760,895	13,889,000	42.1%
SURPLUS/(DEFICIT)		\$ 42,796		

COMMENTS:

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

Second quarter STEM Workforce appropriation was received in October 2019.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

AUXILIARY FUND

	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/ (Deficit)	Actual Revenues	Actual Expenditures and Non-Labor Encumbrances	Year-to-date Surplus/ (Deficit)
AUXILIARY ENTERPRISES						
Residence Halls and Summer Conferences	\$ 1,298,900	\$ 383,400	\$ 915,500	\$ 1,203,382	\$ 210,654	\$ 992,728
Transfer To Debt Fund to Pay Revenue Bonds	(403,900)	-	(403,900)	(201,950)	-	(201,950)
Subtotal - Residence Halls and Summer Conferences	895,000	383,400	511,600	1,001,432	210,654	790,778
Bookstore Rental and Commissions	165,000	-	165,000	63,266	-	63,266
Food Service & Vending	63,000	218,000	(155,000)	43,513	63,306	(19,793)
Edventures	75,000	100,400	(25,400)	54,014	71,774	(17,760)
Winery - Tasting Room	175,000	308,900	(133,900)	106,607	158,438	(51,831)
Family Enrichment Center	592,200	722,700	(130,500)	280,208	400,553	(120,345)
Community Events	698,000	974,000	(276,000)	418,604	625,044	(206,440)
Musical Productions	170,000	174,600	(4,600)	285,638	264,211	21,427
SBDC (Federal Grant Match Requirement)	-	94,700	(94,700)	-	56,387	(56,387)
Yavapai College Foundation	375,200	375,200	-	200,316	200,316	-
Other Auxiliary Enterprises	157,600	118,300	39,300	96,323	107,214	(10,891)
Fund Balance Applied to Budget	100,000	-	100,000	50,000	-	50,000
General Fund Transfer In	1,170,000	-	1,170,000	585,000	-	585,000
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	545,400	(545,400)
	4,636,000	4,661,000	(25,000)	3,184,921	2,703,297	481,624

Comments:

Residence Halls and Summer Conferences revenues are above budget due to Spring 2020 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$481,624.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

UNEXPENDED PLANT FUND

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget
REVENUES:				
Primary Property Taxes	\$ 4,282,362	\$ 4,282,362	\$ 8,590,500	49.8%
Primary Property Taxes - Contingency	-	-	(45,000)	0.0%
Investment Income	78,110	78,110	90,000	86.8%
Other	9,983	9,983	30,000	33.3%
Fund Balance Applied to Budget	934,800	934,800	934,800	100.0%
General Fund Transfer In	3,800,000	3,800,000	3,800,000	100.0%
TOTAL REVENUES	9,105,255	9,105,255	13,400,300	67.9%

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non- Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
Preventative Maintenance	\$ 944,459	\$ 706,447	\$ -	\$ 1,650,906	\$ 3,974,000	41.5%
Unplanned Maintenance	106,959	54,221	-	161,180	262,500	61.4%
Capital Improvement Projects	1,990,309	3,325,260	-	5,315,569	5,237,700	101.5%
Equipment	863,777	1,379,496	-	2,243,273	3,307,400	67.8%
Furniture and Fixtures	143,583	29,369	-	172,952	257,500	67.2%
Library Books	47,775	33,702	-	81,477	98,700	82.6%
Operating Contingency	-	-	-	-	262,500	0.0%
TOTAL EXPENDITURES	4,096,862	5,528,495	-	9,625,357	13,400,300	71.8%
SURPLUS/(DEFICIT)				(520,102)		

COMMENTS:

The Budget currently has a deficit of \$520,102 as a result of the majority of Capital Improvement projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2019 - 50% of the Fiscal Year Complete

Fiscal Year 2019-2020

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	\$ 2,103,478		\$ 2,103,478	\$ 4,218,600	49.9%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	26,663		26,663	25,000	106.7%
General Fund Transfer In	721,550		721,550	1,443,100	50.0%
Auxiliary Fund Transfer In	201,950		201,950	403,900	50.0%
Fund Balance Applied to Budget	250,000		250,000	500,000	50.0%
TOTAL REVENUES	3,303,641		3,303,641	6,560,600	50.4%

	<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	\$ -	\$ 2,240,000	\$ -	\$ 2,240,000	\$ 4,480,000	50.0%
Interest Payments	115,300	-	-	115,300	230,600	50.0%
Pledged Revenue Obligations						
Principal Payments	-	580,000	-	580,000	1,160,000	50.0%
Interest Payments	141,550	-	-	141,550	283,100	50.0%
Revenue Bonds						
Principal Payments	-	162,500	-	162,500	325,000	50.0%
Interest Payments	39,445	5	-	39,450	78,900	50.0%
Bank Fees	1,400	-	-	1,400	3,000	46.7%
TOTAL EXPENDITURES	297,695	2,982,505	-	3,280,200	6,560,600	50.0%
SURPLUS/(DEFICIT)				\$ 23,441	\$ -	

COMMENTS:

Through the sixth month, 50.0% of budget has been committed compared to 50.4% of revenues received.

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

Yavapai College **Instruction and Strategic Initiatives**

Date: January 24, 2020
To: Dr. Lisa Rhine
From: Dr. Diane Ryan
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, Deans and the Curriculum Committee. I recommend approval of the deletion of the certificate in Photography, and the deletion of the AAS degree in Video Game Development. I further recommend approval of the creation of an Assisted Living Facility Caregiver Certificate.

Overview of Program Deletions

AAS in Video Game Development

The advisory committee for the Video Game Development program suggested the removal of this AAS degree. They recommend, however, continuing the certificates in 3D Modeling and Animation as well as the Video Game Developer Certificate.

Photography Certificate

This certificate has been on the decline and has not maintained adequate enrollment.

Overview of New Programs

Assisted Living Facility Caregiver Certificate

This certificate will prepare the individual for a role as a caregiver in assisted living homes, facilities, or home health agencies. It meets the requirements of the Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Manager (NCIA). The certificate has been designed with two options: one for the Certified or Licensed Nursing Assistant to acquire the additional skills and knowledge; and one for those who have no prior background in healthcare. With an aging population, the employment of health and personal care aides is projected to grow much faster than the average of all occupations. This program can be taught on both the Verde Campus and at the Prescott Valley Center.

Summary of New Program Proposal for

Assisted Living Facility Caregiver Certificate

The purpose of the Assisted Living Facility (ALF) Caregiver Certificate Program is to prepare individuals for the role of caregiver in an assisted living home, facility, or home health agency. The program meets the requirements of the Arizona Board of Nursing Care Institution Administrators & Assisted Living Facility Manager (NCIA). Students may complete the ALF Caregiver Certificate Program by one of two routes. Option one allows students without a prior background in healthcare to acquire the required knowledge and skills to perform as a caregiver. Option two allows for Certified or Licensed Nursing Assistants to acquire the additional knowledge and skills needed for performance of the caregiver role.

Credits: 1.5 – 3.0

Program Requirements

AHS 112 Assisted Living Facility Caregiver
[After] OR
AHS 116 Certified Nursing Assistant to Caregiver Bridge

Program Outcomes

1. Use caregiver skills to meet a variety of physical, mental, social needs of clients.
2. Apply culturally appropriate communication skills with diverse members of health care team, clients and others.
3. Pass the state administered caregiver examination.

NOTE:

AHS112 is designed for students without a prior background in healthcare to acquire the required knowledge and skills to perform as a caregiver.

AHS116 is designed for a Certified or Licensed nursing assistant with the state of Arizona that is in "good standing". Admission by application. Requires Dean approval.

President

Name:

Lu B. Plummer

Date:

1.29.2010

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of Program Deletion Proposal for

Photography Certificate

The Photography Certificate focuses on proficiency of digital photography skills, basic design skills, and marketing skills to prepare students for entry-level employment in the various photography fields.

Students will develop technical competencies in digital photographic processes.

Credits: 30

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

Number of students currently in program who need time to complete:* 11

Summary of letter to current Photography students with teach-out plan:

As you may have heard, the Yavapai College Photography Certificate will no longer be an option for incoming students beginning Fall 2020.

Since you have entered the certificate program prior to that date, Yavapai College offers you a chance to complete this certificate, however, all course work must be completed by the end of the Summer Semester 2021.

Some of the courses in your program may not be available in the next year. In the current Photography certificate, ART 156, ART 158 and ART 230 will no longer be offered. If you still are in need of these courses to complete your certificate, I recommend that you replace these courses (9 credits) with the electives that are listed in the degree.

You will need to see an advisor to confirm these replacements and complete paperwork.

If you haven't completed any courses in the Photography Certificate, you will need to select another program of study. If you are looking at completing any other degree, please make an appointment with an academic advisor by calling 928-776-2106.

President

Name: Lu B. Plavin Date: 1.29.2020

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of Program Deletion Proposal for

AAS in Video Game Development

The Associate of Applied Science degree in Video Game Development prepares students for entry into the cutting edge career field of the design and creation of video games for commercial, casual and educational markets for use on PCs, MACs, Smartphones, tablets and game consoles.

Credits: 60

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

If replaced by another program or Other, specify: Advisory committee suggests removal of AAS -- keeping certificates.

Number of students currently in program who need time to complete:* 30

Summary of letter to current VGD AAS students with teach-out plan:

Yavapai College would like to inform you that we will no longer be offering the Associate of Applied Science Degree in Video Game Development. All academic coursework must be completed by the end of Spring semester 2021. No new students will be allowed to declare the degree as their program of study as of Fall 2020.

Class Schedule through Spring 2021:

Spring 2020

- VGD 172 Video Game Development - Programming II
- VGD 152 3D Modeling & Animation II
- VGD 222 Video Game Development for Game Engines IV
- VGD 252 3D Modeling & Animation IV
- VGD 280 Game Design Documentation & Marketing
- VGD 295 Video Game Design Project

Fall 2020

- VGD 122 Video Game Development for Game Engines II
- VGD 221 Video Game Development for Game Engines III
- VGD 251 3D Modeling & Animation III

Spring 2021

- VGD 172 Video Game Development - Programming II
- VGD 152 3D Modeling & Animation II
- VGD 222 Video Game Development for Game Engines IV
- VGD 252 3D Modeling & Animation IV
- VGD 280 Game Design Documentation & Marketing
- VGD 295 Video Game Design Project

After the Spring 2021 semester, course substitutions are as follows:

- VGD 122 - Alternate Course - CSC 105 Programming: Introduction to Programming
 - VGD 152 - Alternate Course - ART 137 Adobe Photoshop I
 - VGD 172 - Alternate Course - CSC 125 Programming: C# Fundamentals
 - VGD 252 - Alternate Course - ART 139 Fundamentals of Video Edlting
 - VGD 280 - Alternate Course - MGT 230 Principles of Marketing
 - VGD 295 - Alternate Course - CSA 294 CSA Project ← Instructor will work with Students for VGD Projects
- If you are still interested in moving forward with the program, or completing the Video Game Developer Certificate, or the 3D Modeling & Animation Certificate (*Certificates to remain in the Yavapai College catalog*), please contact your academic advisor, ...

President

Name: Lu B. Pluse Date: 1-29-2020

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Item # 2.5

Naming of the Verde Valley Art Gallery.

For presentation at the District Governing Board meeting – January 2020

It is the recommendation of the YC president that the art gallery on the Verde Valley campus be named for Patty Mikles, a former Yavapai College art instructor who passed away from cancer in 2015. This honor would not only recognize the ongoing financial contributions (currently at \$40,000) being made by her family in support of aspiring art students at the Verde Valley campus, but it would celebrate and recognize Patti's lifetime of teaching and giving to others.

Briefly:

Patty Mikles began her tenure at Yavapai College as an adjunct professor in 1995 and served in that capacity until she was selected to be full-time in 2004. Patty was a very successful artist and designer before joining Yavapai College. Patty was selected, not primarily as a gifted artist, but because she had demonstrated the ability to teach, motivate, and build upon the talents of her students. This was her true gift. She could take students who were daunted at the prospect of putting pencil, charcoal, or brush to paper; and coax the very best work out of them. Patty facilitated the achievements of students with superior talents and those with only marginal skills.

But most significantly, beyond her teaching and her artistic talents, Patty Mikles was a fiercely dedicated champion for the art programs at Yavapai College. She worked diligently to spearhead the completion of curriculum for the Associate Degree in Fine Arts. She also passionately ran and supported the Verde Valley Campus Gallery.

At her last graduation, she was recognized for 20 years of service to the college and had tears of pride at having given so much of her life and work to Yavapai College. She is severely missed and well-deserving this memorial in the naming of the Verde Valley Campus Art Gallery: The Patty Mikles Art Gallery.

Overview of Yavapai College Comprehensive Annual Financial Report & Audit Results

FY 2018-19

Item # 2.6



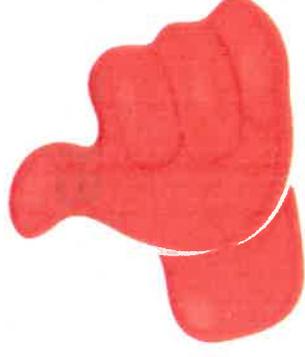
YC

Yavapai College

February 2020

Audit Results and CAFR Highlights:

- ▶ Financial Audit & Internal Controls Report over Financial Reporting
 - No audit findings
- ▶ Unmodified Audit Opinion
- ▶ The Certificate of Achievement for Excellence in Financial Reporting award from GFOA
- ▶ Federal Single Audit
 - No audit findings



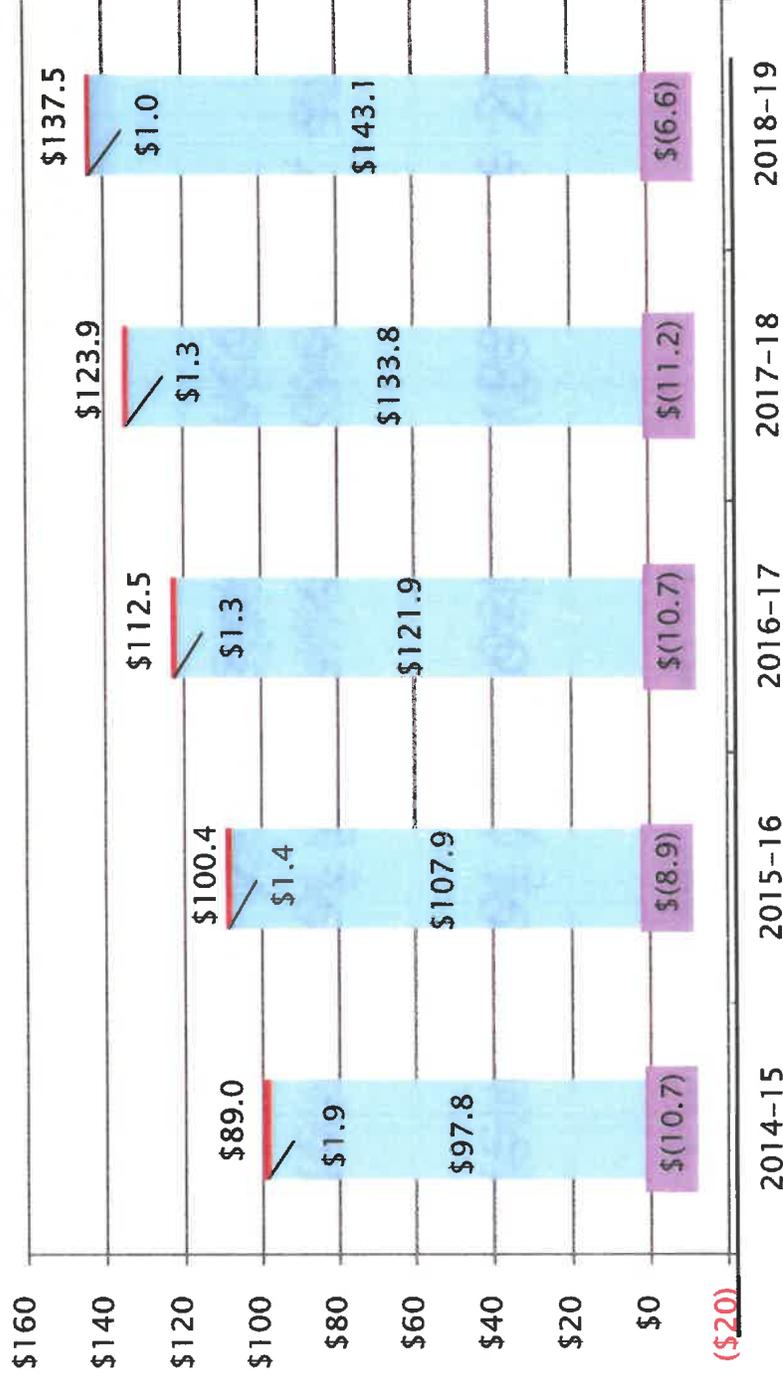
CAFR Financial Statements

- ▶ Positive Financial Results
 - ❖ Statement of Net Position (Balance Sheet)
 - ❖ Statement of Revenues, Expenses, and Changes in Net Position (Income Statement)
 - ❖ Statement of Cash flows



Statement of Net Position

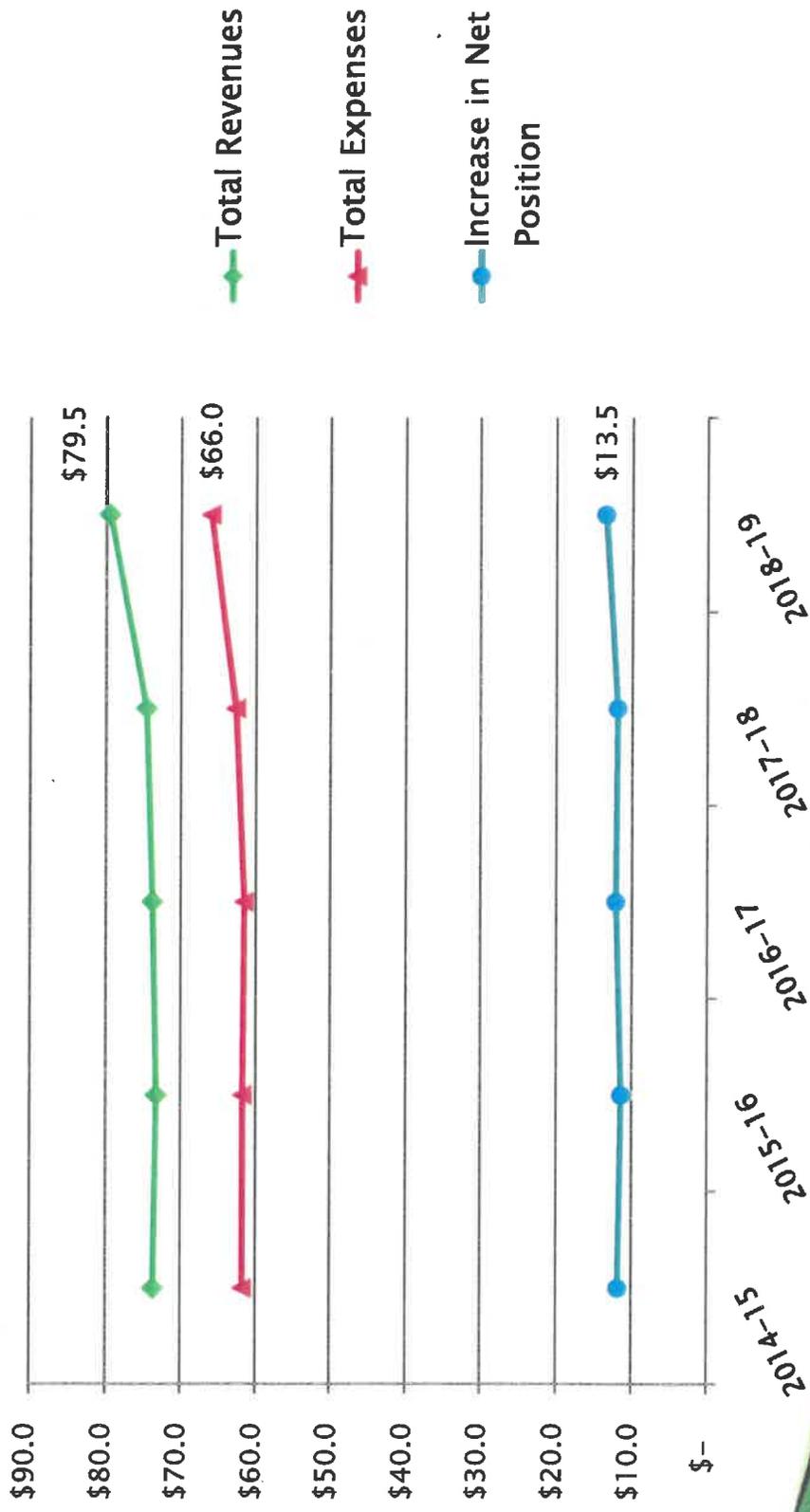
(in millions of dollars)



Net Investment in Capital Assets ■ Restricted Net Assets ■ Unrestricted Net Assets

Statement of Revenues, Expenses, and Changes in Net Position

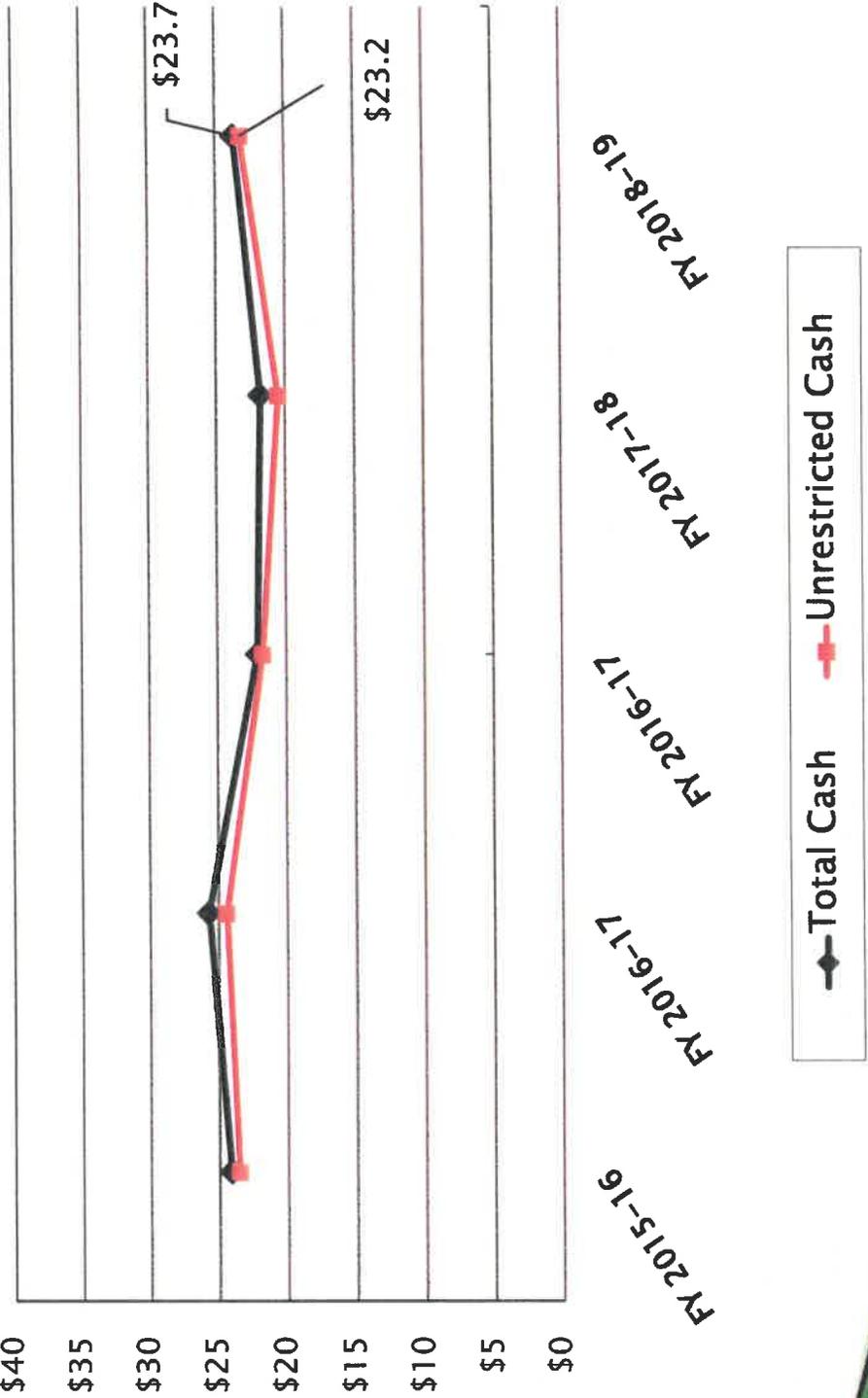
(in millions of dollars)



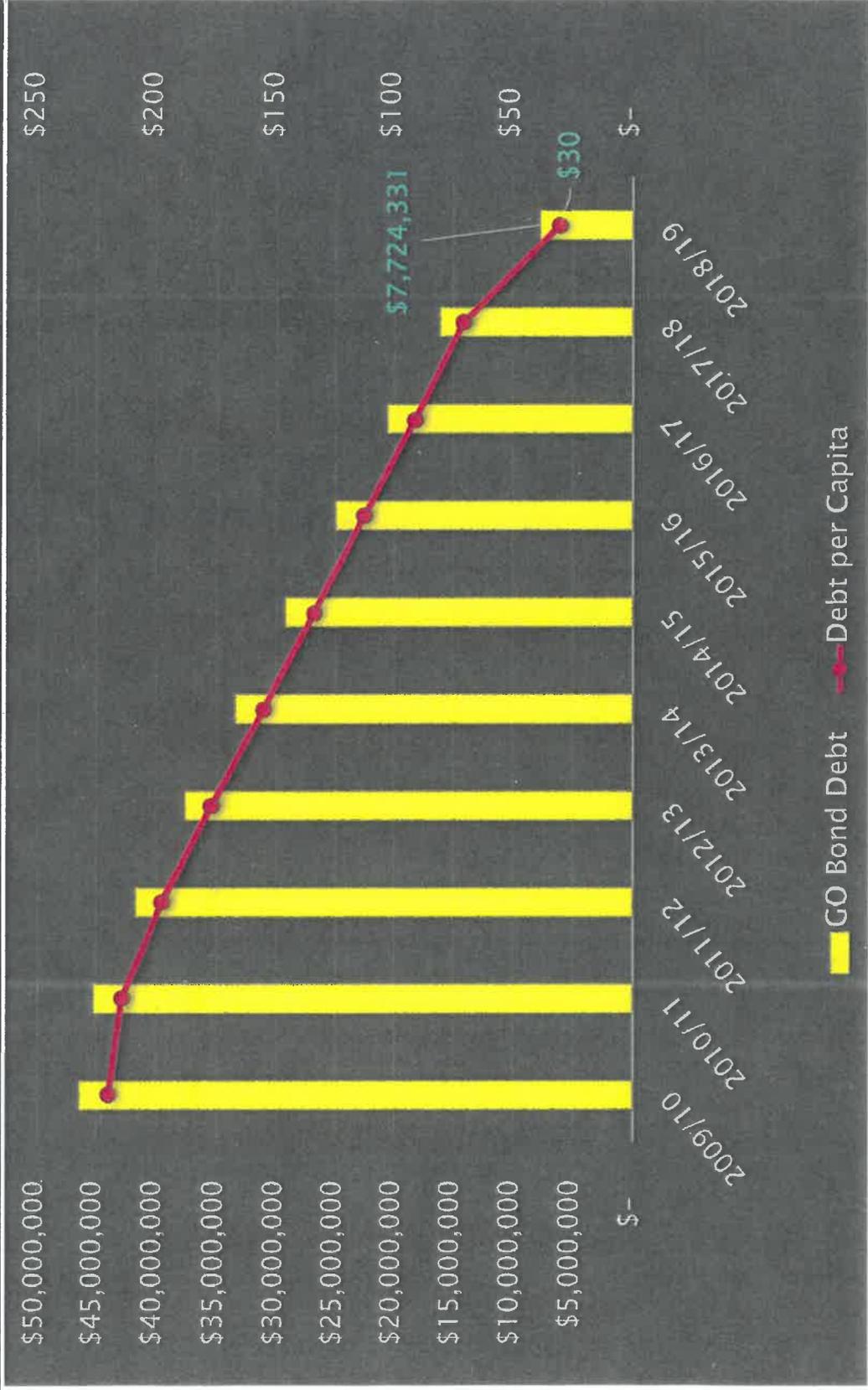
YC

Statement of Cash Flows

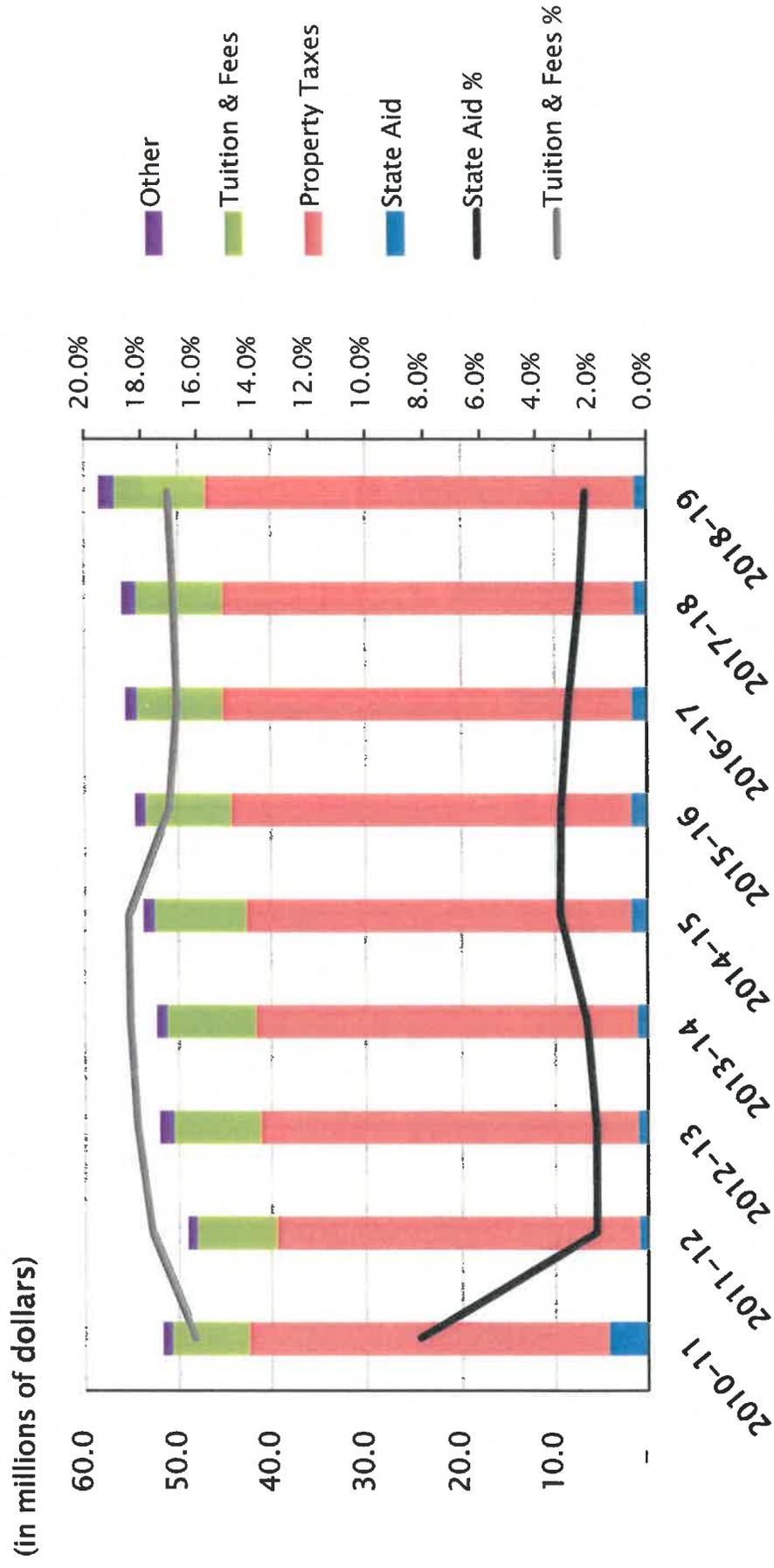
(in millions of dollars)



GO Bond Debt per Capita



Unrestricted Revenue by Type and % of Total for Tuition & Fees and State Aid

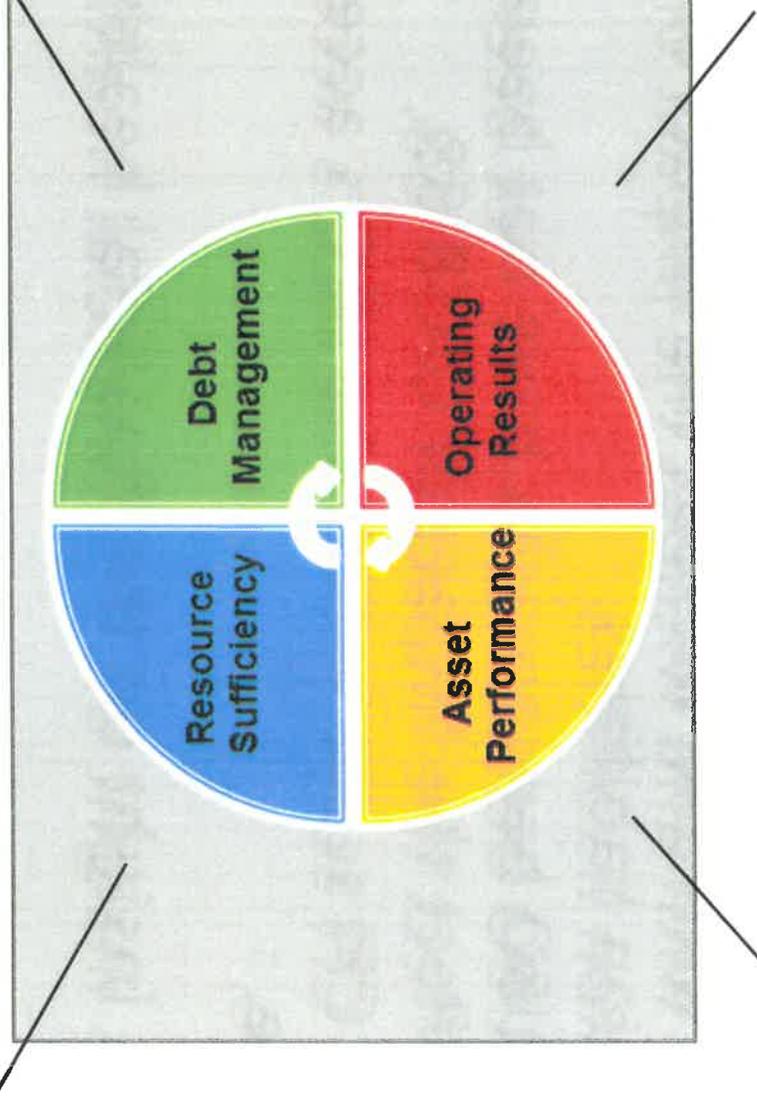


NACUBO Composite Financial Index (CFI)

- ▶ Report to HLC annually
 - Both with and without the impact of GASB 68 pension liabilities.
 - NACUBO benchmarks have not been updated to reflect the impact of GASB 68.
 - YC's CFI score meets the HLC's acceptable range.
- ▶ Provides insight on the financial health of the District

Primary Reserve Ratio

Viability Reserve Ratio



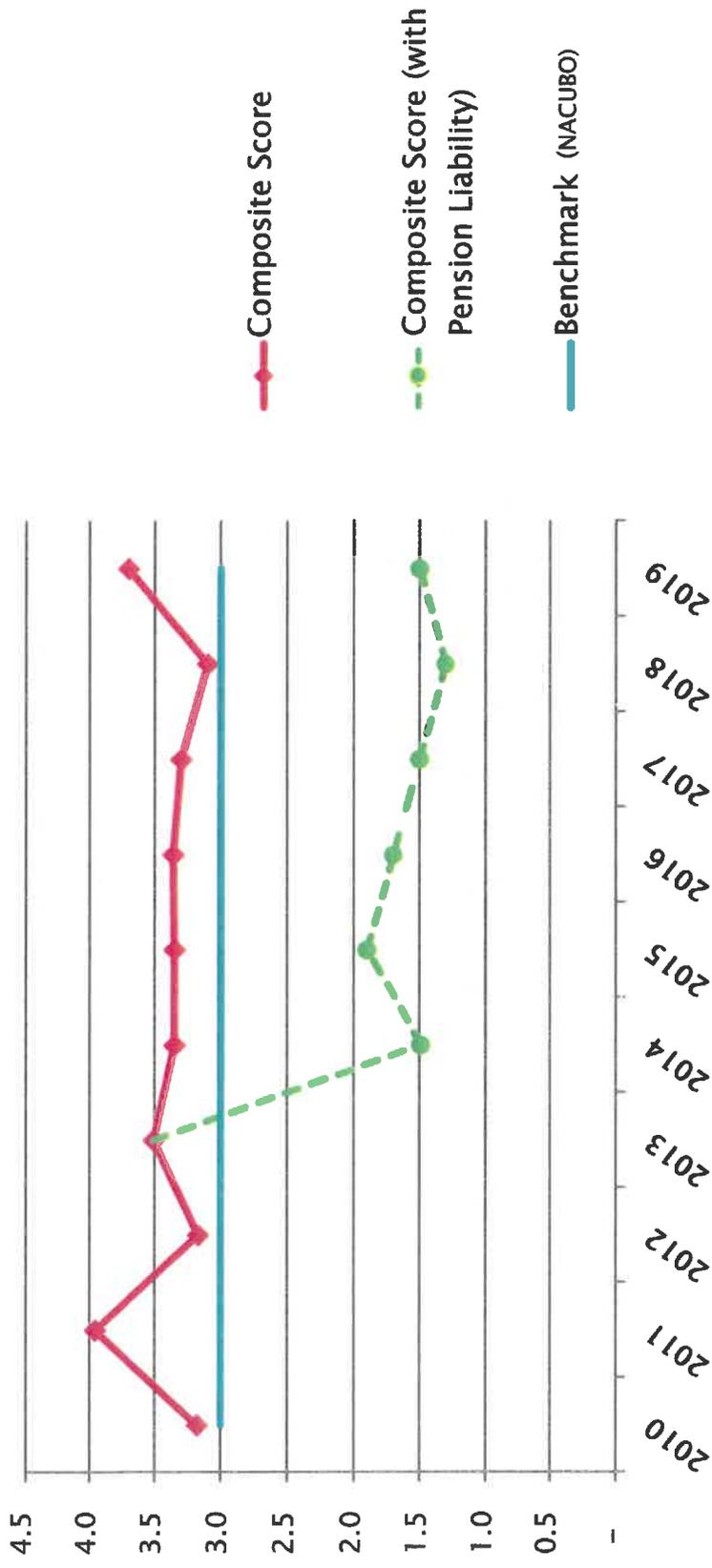
Return on Net Assets Ratio

Net Operating Revenue Ratio

Composite Financial Index

YC

Composite Financial Index



The CFI is a combination of the four core ratios using a prescribed weighting that is an indicator of the overall financial health of an institution. It's important to note that the benchmarks used for the CFI have not been updated to reflect pension liabilities, and consequently, the benchmarks do not necessarily provide the financial guidance intended when developed. The HLC requires the CFI be reported with and without the pension liabilities.

Questions ?

YC

Item # 2.7.a

3.3.1 Discipline Needed to Govern ~~Operating by Majority Decision~~

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, ~~speaking~~ ~~operating~~ with one voice, and adherence to ethical practices.

Item # 2.7.b

3.3.3.4 Board Operates with One Voice

Board members will exercise authority over the organization and the President only as they operate with one voice as a whole ~~in Board meetings~~. Individual Board members have no power to act on their own and will ~~abide by and upheld support~~ the final majority decisions of the Board.

Item # 4.2.2.a

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020	
TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY and AUGUST 2019 – NO BOARD MEETINGS	
Board Retreat	August 13, 2019, Day, Time 8 a.m. – 5 p.m. Location: Verde Valley Campus – Building M, Room 147
Board Retreat	September 9, 2019, Monday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 8, 2019 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 12, 2019, Tuesday, 1:00 p.m. Location: Chino Valley Center 120/121
DECEMBER 2019 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 21, 2020, Tuesday 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 21, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Executive Session	January 27, 2020, Monday, 2:30 – 4:20 p.m. Location: Prescott Campus – Rock House
Executive Session	February 3, 2020, Monday, 3:00pm-4:00pm Location: Prescott Campus – Rock House
Regular Board Meeting	February 11, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting* After the Board Meeting there will be a tour of Building L at the Verde Valley Campus.	March 3, 2020, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Annual Board Workshop	March 20, 2020, Friday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	April 6, 2020, Monday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	May 12, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2020 NO REGULAR BOARD MEETING	

*Regular Board Meeting not held on the typical 2nd Tuesday of the month.

Item # 4.2.2.b

DATES AND PLACES OF EVENTS – FY 2019-2020	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus Mabery Pavilion
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
YC GED Graduation	May 18, 2019, Saturday, 1:30 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
President's Picnic	June 14, 2019, Friday 10a.m. – 2:00 p.m. Location: Cottonwood – Riverfront Park
GFI Quebec City	June 19, 2019, Wednesday – June 23, 2019 Sunday
Fall Convocation	August 12, 2019, Monday 8:30 – 4:30 p.m. Location: Prescott Campus – Performing Arts Center
AACCT Conference	September 6, 2019, Friday – September 8, 2019 Sunday Location: Hassayampa Inn
ACCT Leadership Congress	October 16, Wednesday – October 19 2019, Saturday Location: San Francisco, California
Northern Arizona Regional Training Academy (NARTA) Commencement	December 12, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 13, 2019, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
All Arizona Academic Team Luncheon	February 27, Thursday – 12:30 p.m. Location: TBA, Phoenix, AZ
ACCT Governance Leadership Institute	April 15, Wednesday – April 17 2020, Friday Location: Pima Community College, Tucson, AZ
Tech Student Pinning Ceremony	May 7, 2020, Thursday, 6:00 p.m. Location: Prescott Campus – The Community Room
Verde Valley Commencement	May 8, 2020, Friday, 10:00 a.m. and 2:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 9, 2020, Saturday, 10:00 p.m. Location: Finlay Toyota Center – 3201 N. Main Street Prescott Valley, AZ 86314
Nursing Pinning Ceremony	May 9, 2020, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 21, 2020, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Govern For Impact (GFI) Conference	June 18, 2020 Thursday – June 20, 2020 Saturday Location: Fort Worth, Texas
	*Early Bird Registration Ends Sunday February 29!!!



*You are cordially invited to the
Yavapai College 2020 Commencement ceremonies*

Friday, May 8, 2020

**Ten o'clock in the morning and
Two o'clock in the afternoon**

**Verde Valley Campus, Mabery Pavilion
601 West Black Hills Drive, Clarkdale, AZ 86324**

Saturday, May 9, 2020

Ten o'clock in the morning

**Findlay Toyota Center
3201 North Main Street, Prescott Valley, AZ 86314**

*Your presence is inspiring and energizes our students
as they take the next steps in their academic
and professional careers.*



Please RSVP to Office of the President with Heather Scott
heather.scott@yc.edu or (928) 776-2023