

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, September 8, 2020
1:00 p.m.

Online Only

Link: <https://www.youtube.com/user/YavapaiCollege>

The College is committed to protecting the health and safety of its students, employees, and other community members during the COVID-19 pandemic. Therefore, until further notice, all College District Governing Board meetings will be held online only via Zoom. During this time, Open Call will not be included on September's meeting agenda.

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 meeting conclusion time is included for planning purposes only and does 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.

AGENDA

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.3 Oath of Office for New Board Member – Mr. Tim Carter, *Yavapai County School Superintendent* (Reference: Board Policy: 3.1.1. Trustee Obligation) {Time: 15}
 - 1.4 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}
 - 1.5 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 5}
 - 1.5.1 Regular Board Meeting Minutes – Tuesday, July 28, 2020 (*Attached*)
 - 1.5.2 Special Session Minutes – Tuesday, August 4, 2020 (*Attached*)

- 2.0 New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Consent Agenda – **DECISION** (Reference Board Policy 3.4.3.4 Consent Agenda) {Time: 10}
 - 2.1.1 Receipt of Report on Revenues and Expenditures for July 2020 (*Attached*)
 - 2.1.2 Letter for Alternate to Service on Yavapai Combined Trust Board (*Attached*)
 - 2.2 Board Self-Evaluation and Review of Board Policies **INFORMATION AND DECISION** (Reference: Board Policy 3.1.5 Self-Evaluation) {Time: 30}
 - 2.2.1 Evaluation Board Policy 3.3 Board Member Code of Conduct and Ethics (*Attached*)
 - 2.2.2 Evaluation Board Policy 3.4 Agenda Planning (*Attached*)
 - 2.2.3 Evaluation Board Policy 4.6 Conferral of President Emeritus/a Status (*Attached*)
 - 2.2.4 Review Board Policy 4.1 Unity of Control (*Attached*)
 - 2.2.5 Review Board Policy 4.5 President Compensation and Benefits (*Attached*)
 - 2.2.6 Review Board Policy 4.7 President Succession (*Attached*)
 - 2.3 Board Education – Atty. Lynne Adams - **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.3 Board Member Code of Conduct and Ethics) {Time: 10}
 - 2.3.1 Board Minutes Legal Requirements and Best Practices
 - 2.4 Potential Board Response to Published Statement– Chair Deb McCasland- **DISCUSSION AND DECISION** (Reference: Board Policy Interaction with Public, Press, or other Entities) {Time: 45} (*Attached*)

Short Recess

- 2.5 President’s Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 15}
 - 2.5.1 Policy 2.1 Treatment of Employees (*Attached*)
- 2.6 Verde Valley Skilled Trade Center – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND/OR DECISION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 10}
- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
 - 3.1 President’s Report - **INFORMATION** (Reference: Board Policy 2.8.1 Information to the Board) {Time: 50}
 - 3.1.1 Update on the College – Dr. Lisa Rhine
 - 3.1.1.1 COVID-19 Update – Dr. Lisa Rhine
 - 3.1.1.2 Capital Improvements – Dr. Clint Ewell
 - 3.1.2 Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
 - 3.1.3 Faculty Senate Report – Dr. Jennifer Jacobson
 - 3.1.4 Regional Economic Development Center Project Report – Mr. Rodney Jenkins

- 3.2 Board Liaisons Reports – **INFORMATIONAL AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 15}
 - 3.3.1 Board Spokesperson – Board Chair McCasland
 - 3.3.2 Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
 - 3.3.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland

- 3.3 Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}
 - 3.3.1 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)
 - 3.3.1.1 Board Retreat Dates - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
 - 3.3.2 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

- 4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, July 28, 2020
2:00 p.m.

Online Only

Link: <https://www.youtube.com/user/YavapaiCollege>

Member Present:

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

Administration Present:

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

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 2:01 p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member Chevalier.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member McCarver moved, seconded by Member Sigafoos, to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.4.1 Budget Public Hearing Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.2 Budget Adoption Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.3 Regular Board Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.4 Executive Session Confidential Minutes – Tuesday, May 12, 2020
Chair McCasland noted that she had provided information to Ms. Sandoval regarding additional detail about the Yavapai College Foundation report provided at the regular board meeting and asked that it be added to the minutes. Chair McCasland shared that additional language with all the board members.
Member McCarver moved, seconded by Member Sigafoos, to approve the Budget Public Hearing Minutes, Budget Adoption Meeting Minutes, Regular Board Meeting Minutes with the edits to agenda item 3.2.3 Yavapai College Foundation requested by Chair McCasland, and Executive Session Confidential Minutes from Tuesday, May 12, 2020. Motion carried unanimously.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
- 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda) {Time: 5}
- 2.1.1 Intergovernmental Agreement – Yavapai County Education Technology Consortium (*Attached*)
- 2.1.2 Child and Adult Care Food Program Permanent Agreement – Arizona Department of Education (*Attached*)
- Member Sigafos moved, seconded by Member McCarver, to approve the consent agenda items. Motion was carried unanimously.**
- 2.2 Propose Analysis of President’s Evaluation Process – Board Chair McCasland – **DISCUSSION** (Reference: Board Policy 4.4 Monitoring President Performance) {Time: 5}
- Chair McCasland notified the Board that she would begin researching other Presidential Evaluations processes and report back to the Board about any proposed changes to the evaluation process used in past years.
- 2.3 OurBoardRoom Software – Board Chair McCasland – **DISCUSSION AND DECISION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 5}
- Member Chevalier moved, seconded by Chair McCasland, to eliminate the Board’s contract with OurBoardRoom and if necessary, to satisfy any outstanding payment requirements for the use in July. Motion failed 2-2 (Aye: McCasland and Chevalier; Nay: McCarver and Sigafos)**
- 2.4 Updates on District Governing Board Members – Board Chair McCasland – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4.5 Elections/Appointments) {Time: 5}
- Member Chevalier wished to discuss issues related to the College’s future budget presentation at this time. Attorney Adams advised him that because the issue was not on the meeting agenda, he could not raise it during this meeting, but that it could either be added to a future board meeting agenda or that he could raise it directly with President Rhine.
- Chair McCasland updated the Board on the District 5 candidate Mr. Mitch Padilla and District 4 candidate Mr. Chris Kuknyo. Mr. Padilla was unopposed in District 5 and therefore Mr. Tim Carter will appoint Mr. Padilla to the Board at the September 8, 2020 Regular Board meeting. Mr. Kuknyo will be sworn in after the November elections.
- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
- 3.1 President’s Report **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 30}
- 3.1.1 College Update on COVID Reentry Plan – Dr. Rhine
- 3.1.1.1 COVID-19 Reentry Plan
- 3.1.1.2 Institutional CARES Funds & Reskilling Initiative
- 3.1.1.3 Enrollment & Athletics
- 3.1.1.4 Regional Economic Development Center
- 3.1.1.5 Human Resources

Dr. Rhine and the Executive Leadership gave a presentation on the items listed in the College Update, with attention to the College's COVID-19 Reentry Plan.

Member Chevalier asked whether various types of courses would be offered online only in the fall semester and what safety measures students would be required to comply with. Dr. Ewell addressed those issues, noting that the College is working to design the instruction for each type of course in the safest manner possible. He also noted that students will be required to social distance and wearing face covers to minimize risk. In response to a question from Member Chevalier, Dr. Ewell also provided information about contact tracing and training.

Chair McCasland asked how many Innovation Grant applications the College received, and Dr. Ryan indicated 37.

Chair McCasland asked about the increase in summer enrollment. Mr. Jenkins stated that enrollment increased 37%.

Member Chevalier discussed the College's plan regarding athletics. Mr. Jenkins indicated that the College's current plan is to move fall athletics to the spring.

The Board discussed the College's housing plans. Mr. Jenkins and Dr. Ewell provided details regarding the financial impact related to housing issues. Dr. Ewell noted that the College is only offering single dorm rooms this year, and in doing so, the College will be losing about \$800,000 in anticipated revenue.

- 3.1.2 Trust Alliance General Liability COVID-19 Coverage – Dr. Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 30} (*Attached*)
Member Chevalier asked about the “COVID Rider” mentioned in the materials. Dr. Ewell stated the outside entities that use the College's locations must have at least \$1 million in liability insurance and must also sign a contract rider that indicates entities will follow the College's Safety Protocols. Member Chevalier questioned whether the Farmer's Market had met those requirements, and Mr. Jenkins said that it had.

Member Sigafos moved, seconded by Chair McCasland, to allow Yavapai College to continue to work and operate in the Orange Phase of the College's Reentry Plan through August 5, 2020. Motion carried 3-1 (Aye: McCasland, McCarver, and Sigafos; Nay: Chevalier)

Member McCarver left the Board meeting at 4:00 p.m.

3.2 Dates and Time of Future Meetings and Events – **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}

3.2.1 2020-2021 Draft Board Meeting Date (*Attached*)

3.2.1.1 Board Special Session on August 5, 2020 at 1:00pm
Member Sigafos moved, seconded Chair McCasland, to schedule a Board Special Session on a date in early August that is acceptable to all Board Members. Motion carried 2-1 (Aye: McCasland and Sigafos; Nay: Chevalier)

3.2.2 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)

The Board discussed the logistics of upcoming Board meetings, in particular whether they should be scheduled only remotely or whether other options should be considered by the College administration depending on then-current conditions. Member Chevalier indicated that he did not believe that any Board meetings should be held in-person before a COVID-19 vaccine is available or there is a radical decrease in COVID-19 cases.

Member Chevalier moved, seconded by Chair McCasland to change the September, October, and November Board meetings to zoom only, without providing the administration the ability to consider an in-person option if conditions allow. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafos)

Member Chevalier moved, seconded by Chair McCasland, to remove the December 8, 2020 Board Dinner from the Board Schedule. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafos)

Member Chevalier moved, seconded by Member Sigafos, to move the Board Retreat to a date in February 2021 that is acceptable to all Board Members. Motion carried 2-1 (Aye: Chevalier and Sigafos; Nay: McCasland)

Member Chevalier moved, second by Chair McCasland, to have a two-day Budget Workshop “place holder” on the Board Schedule, to be scheduled on dates that are acceptable to the Board and the College. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafos)

3.2.3 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

Member Chevalier indicated that he believed that the administration should not hold any large events, like the ceremonies included on the calendar, in-person this semester.

4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member Sigafos moved, seconded by Chair McCasland, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:43 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

Item # 1.5.2

Yavapai College
District Governing Board
Special Session

Tuesday, August 4, 2020
4:00 p.m.

Online Only

Link: <https://www.youtube.com/user/YavapaiCollege>

Member Present:

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

Administration Present:

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

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 4:04 p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member McCarver.
 - 1.3 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.3.1 Regular Board Meeting Minutes – Tuesday, July 28, 2020 (*Attached*)
Chair McCasland and Member Chevalier requested two revisions to the minutes: one was to note under Item 2.4 that Chris Kuknyo will also be sworn in as a board member in January 2021, and the second was to expand the discussion of Item 3.1.2 to include Member Chevalier’s concerns about continuing to allow third-parties to operate on College property during the COVID-19 pandemic in the absence of liability protection.
Member Chevalier moved, seconded by Member Sigafos, to revise the July 28, 2020 minutes and reconsider the revised minutes at the September 8, 2020 Regular Board meeting. Motion was carried unanimously.
- 2.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
 - 2.1 College Operations – Dr. Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 45} (*Attached*)
Member McCarver asked if the liability insurance coverage offered by the Arizona School Insurance Trust (the Trust) was specific to COVID-19 or if it covers all infectious diseases? Atty. Adams stated that her understanding is that it is specific to COVID-19.

Member Chevalier asked several questions about the insurance coverage, including whether the maximum recovery amount includes the cost of defense and whether employees could sue the College for negligence. Dr. Rhine stated that the Trust Board just approved the motion today, and a set of FAQs were just released. Dr. Ewell noted that there are different coverage amounts and that the cost of defense is in addition to the \$10,000 per claimant limit. Member Chevalier asked if the College was also going to require employees to sign waivers to be on campus. Atty. Adams noted that the Trust had indicated that insured members, like the College, could not require waivers from employees because employees cannot be required to waive their rights to recovery under workers' compensation. Member Chevalier asked for clarification about the answers to his questions once the College has additional information about the Trust coverage.

Member Chevalier asked which classes are going to be taught at least partially in person. Dr. Ryan stated the following classes: Nursing's Clinicals, Allied Health, RAD-TECH, and in Career Technical: Welding, C&C Machining, Robotics, Electrical, Engineering, Basic Construction, Fire Science, Aviation, EMT, and NARTA, which comprises approximately fifteen hundred students in different locations. In response to a question from Member Chevalier, Dr. Ryan confirmed that those students would be social distancing and wearing face coverings. Member Chevalier asked about the College rentals to the Church and Farmers Market. Dr. Rhine noted that the Church will not be on-site, and the Farmers Market will be allowing curbside pickup only. The Farmers Market is looking for another venue. Member Chevalier asked, and Dr. Rhine confirmed, that the College does not provide any free use of the College's facilities. Member Chevalier and Chair McCasland applauded the College's decisions in light of the current situation.

Chair McCasland reminded the Board that Dr. Rhine does a twice weekly (Mondays and Wednesdays) College Update video on YouTube. Chair McCasland also stated that the College Convocation is Monday, August 10, 2020 at 9:00 a.m. via Zoom. The President's office will email the Board the Convocation Agenda and the Zoom link to attend.

Member Sigafos moved, seconded by Member Chevalier, to approve the recommendation of the College administration to begin classes, except in those cases described above, in a remote format for Fall 2020, and that the College President has the authority to expand on-campus services and offerings if the we receive state/federal liability relief and the COVID-19 situation improves.

Member Chevalier requested that Dr. Rhine notify the Board if the College expands on-campus offerings. Dr. Rhine stated she would do so.

Member McCarver agreed that the College's re-opening plan looked good and reasonable. It is a good way to protect everyone and try to meet the needs of the community, in particularly those in the community that need the training for jobs to get the economy going.

Motion was carried unanimously.

3.0 Adjournment of Special Session: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}

Member Sigafos moved, seconded by Member McCarver, to adjourn the special session. Motion carried unanimously.

Special Session adjourned at 4:26 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

YAVAPAI COLLEGE

FINANCIAL UPDATE

July 2020

FY2019-2020 Close and Audit

- The year-end close for FY2019-20 is planned for November 2020.
- The auditors will begin their field work on October 12, 2020. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2020 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 FY2019-20 will be presented to the Board in early 2021.

FY 2020-2021 Budget

General Fund

- Total property taxes collected in a fiscal year, including past due taxes from prior years, has averaged approximately .2% less than the current year levy. We expect collections to decrease slightly due to the effects of COVID-19 which will be covered by the budgeted property tax contingency account.
- Tuition and fees is projected to come in below budget for the fiscal year based upon a 10% decrease in fall enrollment. This shortfall will largely be covered by the budgeted tuition and fees contingency set-aside.

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. 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. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices.

- The total Auxiliary fund is projected to be below budget for the fiscal year due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, the FEC and community events. Several full-time employees have been moved to other departments which will lessen the impact. The total amount of the shortfalls will depend upon several factors including the college's ability to operate at closer to normal levels in the spring of 2021.

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.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
REPORT OF EXPENDITURES**

**For the Month Ended July 31, 2020
Fiscal Year 2020-2021**

District Governing Board

Fiscal Year 2020-21 Budget: **\$ 261,450**

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 3,207	\$ 34,136	\$ 37,343	
Association of Community College Trustees	Membership & Conference Fees	-	5,725	5,725	
Osborn Maledon PA	Legal Counsel	-	60,000	<u>60,000</u>	
					<u>103,068</u>

Remaining Budget - July 31, 2020 **\$ 158,382**

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 20/21 Budget</u>	<u>Percent of Budget</u>	<u>FY 20/21 Estimate</u>	<u>Budget to Estimate Variance</u>	<u>FY 19/20 Actuals</u>	<u>Percent Change (Current Versus Prior Year)</u>		
REVENUES:											
Primary Property Taxes	\$ 3,266,878		\$ 3,266,878	\$ 39,320,500	8.3%	\$ 39,241,859	\$ (78,641)	\$ 3,165,674	3.2%		
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(71,359)	78,641	-	0.0%		
Tuition and Fees	4,683,536		4,683,536	11,647,000	40.2%	10,948,200	(698,800)	4,809,060	-2.6%		
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	-	570,000	-	0.0%		
State Appropriations	146,450		146,450	585,800	25.0%	585,800	-	590,675	-75.2%		
Other Revenues	12,721		12,721	419,700	3.0%	419,700	-	29,470	-56.8%		
Interest Income	80		80	54,900	0.1%	54,900	-	20,247	-99.6%		
Fund Balance Applied to Budget	164,033		164,033	1,968,400	8.3%	1,968,400	-	316,667	-48.2%		
General Fund Transfer Out	(384,308)		(384,308)	(4,611,700)	8.3%	(4,611,700)	-	(534,425)	-28.1%		
TOTAL REVENUES	7,889,390		7,889,390	48,664,600	16.2%	48,535,800	(128,800)	8,397,368	-6.0%		
		<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 20/21 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 20/21 Estimate</u>	<u>Budget to Estimate Variance</u>	<u>FY 19/20 Actuals</u>	<u>Percent Change (Current Versus Prior Year)</u>
EXPENDITURES (Note 1):											
Instruction		\$ 683,280	\$ 2,802,986	\$ 2,548,389	\$ 937,877	\$ 19,327,900	4.9%	\$ 19,134,600	\$ (193,300)	\$ 767,870	-11.0%
Academic Support		392,530	2,442,922	2,368,048	467,404	4,432,200	10.5%	4,387,878	(44,322)	380,843	3.1%
Institutional Support		1,098,136	6,245,779	5,279,361	2,064,554	10,487,100	19.7%	10,382,229	(104,871)	710,361	54.6%
Student Services		398,385	3,171,318	3,150,565	419,138	6,479,600	6.5%	6,479,600	-	460,631	-13.5%
Operation/Maintenance of Plant		307,450	3,218,361	2,658,039	867,772	6,467,100	13.4%	6,402,429	(64,671)	432,692	-28.9%
Scholarships		91,928	-	-	91,928	1,121,900	8.2%	1,020,929	(100,936)	120,580	-23.8%
Public Service		22,143	194,370	194,369	22,144	348,800	6.3%	348,800	-	27,016	-18.0%
TOTAL EXPENDITURES		2,993,852	18,075,736	16,198,771	4,870,817	48,664,600	10.0%	48,156,465	(508,100)	2,899,993	3.2%
SURPLUS/(DEFICIT)					\$ 3,018,573	\$ -					

COMMENTS:

First quarter State Aid was received in July 2020.

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2020 semester being recorded. This will even out over the next few months.

Instructional expenditures under budget due to faculty contracts beginning in mid-August.

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

The Budget currently has a surplus of \$3,018,573.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND - TOP TEN EXPENDITURES BY ACCOUNT & ACCOUNTS GREATER THAN \$100,000

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

<u>Expenditures By Account</u>	<u>Year to Date (As of 7/31/20)</u>	<u>Prior Year (As of 7/31/19)</u>	<u>Percent Change</u>	
Salary and Benefits	\$ 2,129,246	\$ 2,410,879	-11.7%	1
Liability Insurance	285,003	-	100.0%	2
Maintenance Contracts - Software	124,585	20,507	507.5%	3
Electricity	82,958	99,492	-16.6%	
Supplies - Software/Licenses	82,104	89,247	-8.0%	
Legal Services (Prepaid)	68,706	-	100.0%	4
Internet Subscriptions	67,600	52,242	29.4%	
Memberships & Dues - Institutional	54,300	25,785	110.6%	5
Contractual Services - Other	52,895	28,805	83.6%	6
Other	46,459	191,666	-75.8%	7
	<u>\$ 2,993,856</u>	<u>\$ 2,918,623</u>	<u>2.6%</u>	

- 1** - Salary and Benefits decreased by 11.7% as a result of several full-time vacant positions being held open and a large decrease in part-time wages due to COVID-19.
- 2** - Liability Insurance was paid in August last fiscal year.
- 3** - Maintenance Contracts - Software increased due to the timing of payments from the prior year. It's expected that this will level out over the coming months.
- 4** - Prepaid Legal Services, provided through the Arizona School Risk Retention Trust, were paid in August last fiscal year.
- 5** - Memberships & Dues increased due to the timing of payments from the prior year. It's expected that this will level out over the coming months.
- 6** - Contractual Services increased due to the timing of payments from the prior year. It's expected that this will level out over the coming months.
- 7** - Other represents over 40 accounts that include items such as printing, merchant credit card fees, supplies (e.g. custodial, HVAC), travel, telephone/internet, and equipment maintenance contracts. While some of the decrease is a result of COVID-19 and goods/services not being used this fiscal year, some of the decrease can be attributed to the timing of payments.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

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	\$ 518,903		\$ 518,903	\$ 12,435,000	4.2%
State Grants and Contracts	5,758		5,758	254,000	2.3%
Private Gifts, Grants and Contracts	-		-	1,044,000	
Proposition 301 Funds	212,611		212,611	420,500	50.6%
State Appropriation - STEM Workforce	174,375		174,375	697,500	25.0%
Fund Balance Applied to Budget	5,000		5,000	60,000	8.3%
Restricted Fund Transfer Out	(90,000)		(90,000)	(1,080,000)	8.3%
Reimbursement Due	34,250		34,250	N/A	N/A
TOTAL REVENUES	860,897		860,897	13,831,000	6.2%

	<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	\$ 70,827	\$ 426,301	\$ 331,546	\$ 165,582	\$ 2,242,100	7.4%
Student Services	66,462	662,469	558,069	170,862	1,499,400	11.4%
Operation/Maintenance of Plant	39,743	-	-	39,743	-	100.0%
Scholarships	180,067	-	-	180,067	9,930,500	1.8%
Public Service	9,535	80,656	71,905	18,286	159,000	11.5%
TOTAL EXPENDITURES	366,634	1,169,426	961,520	574,540	13,831,000	4.2%
SURPLUS/(DEFICIT)				\$ 286,357		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in July 2020.

Operation/Maintenance of Plant expenditures were spent from the federal CARES Act Institutional funds received by the college, and were not specifically budgeted.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

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	\$ 626,000	\$ 348,950	\$ 277,050	\$ 75,279	\$ 20,398	\$ 54,881
Transfer To Debt Fund to Pay Revenue Bonds	(400,950)	-	(400,950)	(33,658)	-	(33,658)
Subtotal - Residence Halls and Summer Conferences	<u>225,050</u>	<u>348,950</u>	<u>(123,900)</u>	<u>41,621</u>	<u>20,398</u>	<u>21,223</u>
Bookstore Rental and Commissions	130,000	-	130,000	10,000	-	10,000
Food Service & Vending	35,500	286,000	(250,500)	495	-	495
Edventures	424,800	382,600	42,200	(7,155)	2,508	(9,663)
Winery - Tasting Room	153,800	319,300	(165,500)	5,228	19,871	(14,643)
Family Enrichment Center	452,800	741,800	(289,000)	1,004	35,160	(34,156)
Community Events	607,000	989,300	(382,300)	17,312	45,606	(28,294)
Performing Arts Productions	198,500	236,150	(37,650)	-	7,094	(7,094)
SBDC (Federal Grant Match Requirement)	-	97,300	(97,300)	-	8,778	(8,778)
Yavapai College Foundation	422,600	422,600	-	24,224	24,224	-
Other Auxiliary Enterprises	82,500	74,200	8,300	1,300	4,283	(2,983)
Fund Balance Applied to Budget	100,000	-	100,000	8,333	-	8,333
General Fund Transfer In	2,256,450	-	2,256,450	188,038	-	188,038
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	90,900	(90,900)
	<u>5,089,000</u>	<u>5,089,000</u>	<u>-</u>	<u>290,400</u>	<u>258,822</u>	<u>31,578</u>

Comments:

The Budget currently has a surplus of \$31,578, however, the Auxiliary Fund is expected exceed budget due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, FEC and community events. Several full-time employees have been moved to other departments which will lessen the impact. The total amount of the shortfalls will depend upon several factors including the college's ability to operate at closer to normal levels in the spring of 2021.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

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	\$ 697,111		\$ 697,111	\$ 8,390,500	8.3%		
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%		
Investment Income			-	30,000	0.0%		
Other			-	30,000	0.0%		
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%		
TOTAL REVENUES	2,697,111		2,697,111	10,405,500	25.9%		
		<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):							
Planned Maintenance		\$ 8,123	\$ 1,447,029	\$ -	\$ 1,455,152	\$ 3,166,000	46.0%
Unplanned Maintenance		5,819	89,895	-	95,714	275,600	34.7%
Capital Improvement Projects		12,077	1,597,733	-	1,609,810	4,053,200	39.7%
Equipment		45,925	921,003	-	966,928	2,091,000	46.2%
Furniture and Fixtures		-	42,500	-	42,500	257,500	16.5%
Library Books		-	49,000	-	49,000	98,700	49.6%
Contributions to Capital Projects Accumulation Account		16,750	-	-	16,750	201,000	8.3%
Operating Contingency		-	-	-	-	262,500	0.0%
TOTAL EXPENDITURES		88,694	4,147,160	-	4,235,854	10,405,500	40.7%
SURPLUS/(DEFICIT)					(1,538,743)	-	

COMMENTS:

The Budget currently has a deficit of \$1,538,743 as a result of a significant amount of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2020 - 8.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

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	\$ 186,189		\$ 186,189	\$ 2,248,700	8.3%
Secondary Property Taxes - Contingency	-		-	(15,000)	0.0%
Investment Income	826		826	10,000	8.3%
General Fund Transfer In	119,604		119,604	1,435,250	8.3%
Auxiliary Fund Transfer In	33,413		33,413	400,950	8.3%
Fund Balance Applied to Budget	6,167		6,167	50,000	12.3%
TOTAL REVENUES	346,199		346,199	4,129,900	8.4%

	<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	\$ -	\$ 183,333	\$ -	\$ 183,333	\$ 2,200,000	8.3%
Interest Payments	-	7,479	-	7,479	89,750	8.3%
Pledged Revenue Obligations						
Principal Payments	-	100,000	-	100,000	1,200,000	8.3%
Interest Payments	-	19,604	-	19,604	235,250	8.3%
Revenue Bonds						
Principal Payments	-	27,500	-	27,500	330,000	8.3%
Interest Payments	-	5,913	-	5,913	70,950	8.3%
Bank Fees	1,400	-	-	1,400	3,950	35.4%
TOTAL EXPENDITURES	1,400	343,829	-	345,229	4,129,900	8.4%
SURPLUS/(DEFICIT)				\$ 970	\$ -	

COMMENTS:

Through the first month, 8.4% of budget has been committed compared to 8.4% of revenues received.

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

September 9, 2020

Dear Dr. Emily Weinacker,

At the September 8, 2020 District Governing Board meeting, Board member voted via Consent Agenda to place Ms. Lisa Merrifield, *Human Resources Business Partner* as an alternate representative on the Yavapai Combined Trust Board.

As the alternate, Ms. Merrifield would be able to attend the regularly scheduled Yavapai Combined Trust Board meeting(s) if the two liaisons are not available and would provide a written report to the Board with any updated information as needed.

Sincerely,

Lisa B. Rhine, Ph.D.,
President

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.3 Board Member Code of Conduct and Ethics
Compilation
September 2020

Item # 2.2.1

3.3 Board Member Code of Conduct and Ethics	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.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	McCasland: Bullying and talking loudly are not appropriate conduct.
Most of the time	3	
Some of the time		
Rarely		
Never		
3.3.1 Discipline Needed to Govern	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as abiding by Board Policy, respect of roles, abiding by the majority's decisions, and adherence to ethical practices.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Sigafoos: Discipline is always self imposed since action to impose such is not legally enforceable.
Most of the time	3	
Some of the time		
Rarely		
Never		
3.3.2 Conflict of Interest	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
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		
Some of the time		
Rarely		
Never		
3.3.2.1 Self-Dealing	There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	
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		
Some of the time		
Rarely		
Never		
3.3.2.2 Employment	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	
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		
Some of the time		
Rarely		
Never		
3.3.2.3 Acceptance of Employment	Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the	

	Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.
--	--

Have we acted consistently with respect to this item of policy?		
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	Check One	Specific Example to Support Your Response
Always	4	
Most of the time		
Some of the time		
Rarely		
Never		

3.3.2.4 Personal Gain	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.
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Have we acted consistently with respect to this item of policy?		
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	Check One	Specific Example to Support Your Response
Always	4	
Most of the time		
Some of the time		
Rarely		
Never		

3.3.2.5 Voting	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.
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Have we acted consistently with respect to this item of policy?		
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	Check One	Specific Example to Support Your Response
Always	4	

Most of the time		
Some of the time		
Rarely		
Never		
3.3.2.6 Conflict of Interest Agreement	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	
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		
Some of the time		
Rarely		
Never		
3.3.3 Individual Authority	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: Occasionally discussions stray into areas that a clearly a decision of the President and not the Board.
Most of the time	2	
Some of the time		
Rarely		
Never		

3.3.3.1 Interaction with President or Staff	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.
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Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	2	
Some of the time		
Rarely		
Never		

3.3.3.2 Interaction with Public, Press, or other Entities	Board members may share their personal views on College or Board issues with the public, press, or other entities, but in doing so, they must recognize and acknowledge that unless they are authorized by these governance policies or the Board, they do not and cannot speak for the entire Board.
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Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	McCasland: I believe there have been questionable actions recently regarding this policy
Most of the time	3	
Some of the time		
Rarely		
Never		

3.3.3.3	Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation
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Judgment of President Performance	process, and the President’s performance shall be assessed only against explicit Board policies.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: The release of a letter that criticized the President’s behavior without any Board discussion is a violation in my opinion.
Most of the time	2	
Some of the time		
Rarely		
Never		

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. Individual Board members will abide by and uphold the majority decisions of the Board.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	McCasland: I believe there have been questionable behavior in regards to this policy.
Most of the time	3	
Some of the time		
Rarely		
Never		

3.3.4 Understanding the College as a Whole	Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response

Always	1	<p>McCasland: Comments made reflect interests of the people in an individual district and not the county as a whole.</p> <p>Chevalier: In the past year and a half always.</p>
Most of the time	2	
Some of the time	1	
Rarely		
Never		

<p>3.3.4.1 Contact for Complaints</p>	<p>Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:</p> <p>The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.</p> <p>The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.</p>
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Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	<p>McCasland: It is not a Board member's responsibility to seek a solution. It must be referred through appropriate channels.</p> <p>Chevalier: IN THE PAST YEAR OVER A DOZEN MEMBERS OF THE PUBLIC FROM MY DISTRICT HAVE CONTACTED ME WITH COMPLAINTS ABOUT THE COLLEGE OR THE BOARD. EACH HAS MADE IT CLEAR THAT THEY DID NOT WANT TO CONTACT THE COLLEGE PERSONALLY OR FOR THE COLLEGE/BOARD TO KNOW THEIR</p>
Most of the time	2	
Some of the time		
Rarely		

Never		<p>IDENTITY AND ASKED ME TO CONVEY AND SUPPORT THEIR CONCERNS.</p> <p>I WAS UNDER THE IMPRESSION THAT I WAS NOT ALLOWED BY THE BOARD TO SPEAK TO THE PRESIDENT ABOUT COLLEGE BUSINESS OUTSIDE OF A BOARD MEETING, I PRESENTED SOME OF THESE CONCERNS, I.e.. TRANSPARENCY IN ANNUAL BUDGETS, AT BOARD PUBLIC MEETINGS. I HAVE NOW BEEN ADVISED I CAN SPEAK TO THE PRESIDENT DIRECTLY AND I WILL FROM NOW ON.</p> <p>Sigafoos: A general comment on these policies: they are for the most part aspirational. That is, the individual Board member is responsibility for his/her actions. To the extent that they choose to disregard them, the Board effectiveness is hindered and there is no direct accountability allowable except moral suasion to bear on transgressions. The responses that I have made above are my observations of my own behavior; the behavior of others may not be apparent in some cases.</p>
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Examples should be discussed at the meeting.

Coordinators Comments: This worksheet was completed by the following Board members McCasland, Chevalier, McCarver, and Sigafoos.

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.4 Agenda Plan
Compilation
September 2020

Item # 2.2.2

3.4 Agenda Planning	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.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: Covid and a change in Board Chair have disrupted the schedule.
Most of the time	2	
Some of the time		
Rarely		
Never		
3.4.1 End of Year Cycle	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term Ends.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCarver: The timing changes a bit from year to year.
Most of the time	2	
Some of the time		
Rarely		
Never		
3.4.2 Start of Annual Cycle	The cycle shall start with the Board's development of its agenda for the next year.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	McCasland: Workshops were cancelled and delayed
Most of the time	2	
Some of the time		

Rarely		
Never		
3.4.2.1 Calendar for Owner Input	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always		McCasland: Delayed.
Most of the time	3	Chevalier: NEVER IN MY BOARD TENURE. Like who? Are you taking about focus groups?
Some of the time		Sigafoos: Ownership linkage consultations have taken a hiatus in the last few years due in large part to the change in College leadership. This is not a negative mark but rather a call for re-emphasis on this Board responsibility.
Rarely		
Never	1	
3.4.2.2 Calendar for Education and Ends	Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always		McCasland: Training opportunities have been delayed or cancelled.
Most of the time	3	Chevalier: HARD TO ANSWER USING THE CHECKOFFS. When did we have a presentation by a futurist, a demographer? Nor am I aware of any Board agenda item to arrange this subject in the past year and a half (my time on the Board). As far as advocacy groups presenting - the majority of the Board has shown itself resistant to that. It is accurate that staff makes presentations and Board members are encouraged to attend certain conferences and have been encouraged to read policy governance publications. Sigafoos: See response to 3.4.2.2
Some of the time	1	
Rarely		
Never		
3.4.2.2.1 Board Member Orientation Process	New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes.	

	<p>a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.</p> <p>b) Board members will be familiarized with:</p> <ol style="list-style-type: none"> 1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law; 2) The Board's Policy Manual; 3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance); 4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and 5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments. 														
Have we acted consistently with respect to this item of policy?															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 10%; text-align: center;">Check One</th> <th style="width: 70%; text-align: center;">Specific Example to Support Your Response</th> </tr> </thead> <tbody> <tr> <td>Always</td> <td></td> <td rowspan="5" style="vertical-align: top;"> <p>McCasland: The process has been updated for new Board member orientation. This year it includes a session with the CFO, President, and Board Chair to include Budget Review, Board Process, and Campus tour. A second session will include facilitator Pamila Fisher, Lynne Adams, Dr Rhine, and Board Chair.</p> <p>Chevalier: Never happened effectively with me. Instead of appointing a Board member to do this the Chair should take responsibility for getting it done. We are weak on enactment of this policy but the policy makes sense.</p> <p>Sigafoos: This will be a challenge in 2020</p> </td> </tr> <tr> <td>Most of the time</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Some of the time</td> <td></td> </tr> <tr> <td>Rarely</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Never</td> <td></td> </tr> </tbody> </table>		Check One	Specific Example to Support Your Response	Always		<p>McCasland: The process has been updated for new Board member orientation. This year it includes a session with the CFO, President, and Board Chair to include Budget Review, Board Process, and Campus tour. A second session will include facilitator Pamila Fisher, Lynne Adams, Dr Rhine, and Board Chair.</p> <p>Chevalier: Never happened effectively with me. Instead of appointing a Board member to do this the Chair should take responsibility for getting it done. We are weak on enactment of this policy but the policy makes sense.</p> <p>Sigafoos: This will be a challenge in 2020</p>	Most of the time	3	Some of the time		Rarely	1	Never	
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Most of the time	3														
Some of the time															
Rarely	1														
Never															
<p>3.4.3 All Meeting Agendas</p>	<p>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:</p> <ol style="list-style-type: none"> a) Ownership Linkage; b) Policy Development; c) Monitoring of President Performance; d) Fulfillment of items that are: <ol style="list-style-type: none"> 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)
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Have we acted consistently with respect to this item of policy?

	Check One	Specific Example to Support Your Response
Always	1	<p>Chevalier: We don't clearly distinguish agenda items as set forth above. We don't need to. Let's eliminate this.</p> <p>Also I thought we got rid of the jargon 'ownership linkage'.</p>
Most of the time	1	
Some of the time	1	
Rarely	1	
Never		

3.4.3.1 Referencing Existing Board Policy	All items on the agenda will reference the relevant existing Board policies.
--	--

Have we acted consistently with respect to this item of policy?

	Check One	Specific Example to Support Your Response
Always	1	<p>Chevalier: Clutter. Eliminate this as unnecessary.</p> <p>McCarver: The new agenda does not always reference the corresponding Board policy</p>
Most of the time	1	
Some of the time	1	
Rarely		
Never		

3.4.3.2 Distinguishing Between Matters for the Board or President	<p>a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision.</p> <p>b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.</p>
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Have we acted consistently with respect to this item of policy?

	Check One	Specific Example to Support Your Response
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Always	1	McCasland: Occasionally discussions stray into areas that are clearly a decision of the President and not the Board.
Most of the time	3	
Some of the time		
Rarely		
Never		

3.4.3.3 Process for Placing Items on the Agenda	<p>The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair.</p> <p>a) If it is the Board's issue it will be placed on the next Board agenda.</p> <p>b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.</p> <p>c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.</p>	
--	--	--

Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always		McCasland: Board members need to follow this policy and, when in doubt of the agenda item purpose, check with the Board Chair for clarification.
Most of the time	3	
Some of the time	1	
Rarely		
Never		
		Chevalier: I have sometimes asked that items be placed on the next agenda and they weren't.

3.4.3.4 Consent Agenda	<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. 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>	
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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	1	
Some of the time		
Rarely		
Never		

3.4.4 President Monitoring	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	
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	1	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Coordinators Comments: This worksheet was completed by Board members McCasland, Chevalier, Sigafos and McCarver.

**District Governing Board Policy Self-Evaluation
Evaluation of Board-President Linkage Policies
Policy 4.6 Conferral of President Emeritus/a Status
Compilation
September 2020**

This worksheet is to assist you in assessing our Board’s own compliance with our Board-President policies.

4.6 Conferral of President Emeritus/ a Status	<p>Excellence at Yavapai College requires the understanding and support of leaders who participate in defining the mission and goals of the College, and devote time, talent and resources toward their fulfillment. Certain of these leaders have distinguished themselves in service to the College and higher education. 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.</p> <p>Criteria for emeriti status designation shall include:</p> <ol style="list-style-type: none"> 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. <p>Authority to Confer Emeriti Status:</p> <ol style="list-style-type: none"> 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. <p>Rights and Privileges:</p> <ol style="list-style-type: none"> 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.
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Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	McCasland: I do not believe this process was fully implemented in the latest conferral of this award.
Most of the time	2	

Some of the time	1	Chevalier: WE NEED TO CHANGE "Authority to Confer Emerti Status 1" . TO COMPLY WITH THE LAST SENTENCE OF THE FIRST PARAGRAPH. After the words "any time" add the words "after one year of retirement."
Rarely		
Never		

Examples should be discussed at the meeting.

Coordinator Comments: Worksheet was completed by the following Board members McCasland, Chevalier, Sigafos, and McCarver.

District Governing Board Policy Review
Review of Board-President Linkage Policies
Policy 4.1 Unity of Control
Compilation
September 2020

Item # 2.2.4

This worksheet is to assist in reviewing the language/wording of our Board-President policies. Please respond and provide examples if applicable.

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

and Board Committees		
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: REVISE AS FOLLOWS: Revise. by deleting all the words in the third line after " the President" and replacing as follows "may comply with the request or ask the full Board by majority vote to permit the President to refuse it and explain why the board should do so."
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		Chevalier: Not at this time.
No	3	

Suggested changes/additions should be discussed at the meeting.

Coordinators Comments: Worksheets were completed by the following Board members McCasland, Chevalier, Sigafoos, and McCarver.

District Governing Board Policy Review
Review of Board-President Linkage Policies
Policy 4.5 President Compensation and Benefits
Compilation
September 2020

This worksheet is to assist in reviewing the language/wording of our Board-President policies. Please respond and provide examples if applicable.

4.5 President Compensation and Benefits	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	1	McCasland: Suggest additional evaluation of President's goals, strategic plan and leadership.
No	1	

Suggested changes/additions should be discussed at the meeting.

Coordinators Comments: The worksheet was completed by the following Board members McCasland, Chevalier, Sigafos, and McCarver.

District Governing Board Policy Review
Review of Board-President Linkage Policies
Policy 4.7 President Succession
Compilation
September 2020

Item # 2.2.6

This worksheet is to assist in reviewing the language/wording of our Board-President policies. Please respond and provide examples if applicable.

4.7 President Succession	<p>In order to protect the College from sudden loss of Presidential services, the President shall have a written plan to address the President's short term or long-term absences from the College. The plan shall be shared with College administration and Board. The President's plan shall include a least the following provisions:</p> <ul style="list-style-type: none"> • For a planned short-term absence, at least one other senior member of the executive leadership team who is familiar with Board and Presidential issues and processes shall be available at the College during the absence. Prior to the President's absence, the President will empower that individual to take whatever action is necessary during the absence. • During planned short-term absences, the President's whereabouts shall be available through the Presidents' executive assistant and known by all members of the executive leadership team and the Board. • For an unplanned long-term absence, the Board shall appoint one senior member of the executive leadership team to serve as Acting President during the President's absence. <p>In the event an absence becomes permanent, the Board shall select the President's replacement after a widely advertised search according to such terms as are approved by the Board.</p>
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland: Suggest reevaluating unplanned long-term absence wording. Include President in the selection of Acting President.
Removed		

Are there any additions that you would suggest for this set of policies?

	Check One	If Yes, provide suggested additions.
Yes		Chevalier: Not at this time.

No	2	
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Suggested changes/additions should be discussed at the meeting.

Coordinators Comments: This worksheet was completed by the following Board members
McCasland, Chevalier, Sigafos, and McCarver.

Item # 2.4

I am writing on behalf of the Yavapai College District Governing Board (DGB) and in response to the Eye on Yavapai posting entitled *Third District Representative Paul Chevalier Wants Yavapai College to Produce a More Transparent Budget, July 31, 2020*. The DGB believes that the community deserves to have complete and accurate information about the College's budget reporting processes, and as detailed below, we believe that the budget and the process by which it is prepared and approved is transparent.

Let me first address the preparation and approval of the budget. The budget preparation process starts in October each year and ends with the adoption of a budget in May, giving the DGB ample opportunities to ask detailed questions and the public ample opportunities to observe how the budget is prepared. In October, the process begins with a discussion and presentation from the College on revenue assumptions. In November, the College provides information from environmental scanning that may impact budget assumptions and decisions. The DGB holds a more in-depth budget workshop in January, and that is followed by a presentation and discussion regarding capital expenditures in March. After months of discussion and information sharing, the president presents a detailed preliminary budget in April, with opportunity for DGB and community input before the budget is approved in May. This multiple month process provides the DGB with the information it needs to understand and develop an appropriate budget, and it provides the public with insight and understanding about all of the budget components. The DGB goes well above and beyond the legal requirements of public notification regarding the budget.

Now let me turn to the presentation of information in the College's budget. The DGB is responsible for governing on behalf of and is accountable to the taxpayers of Yavapai County. As members, we fulfill this accountability by developing policies that govern the operations of the College. All operational decisions are delegated to the president of the College, and the president is then held accountable for the delegated areas through our structured and transparent monitoring process.

It is extremely important that we as DGB members respect and adhere to our delegated structure for a number of reasons, including to maintain good standing with our accreditation body. We also must respect the leadership of our president. We are very proud of what our president, Dr. Rhine, has accomplished in a very short period of time. She came in and listened to our students, staff, faculty, DGB and community. She has taken that information and made significant changes in both operational structure and fiscal management and reporting.

There is truly transparency in her approach and leadership style. Under Dr. Rhine's leadership the institution has incorporated significant changes in the way the College's budget is structured and reported. The report now includes budgetary data by department outlining every expenditure, including employee information by classification and information related to our auxiliaries, including the College's performing arts center (PAC). In addition, the budget classifies expenditures according to the two sides of the county. We asked for these changes, and the president quickly delivered.

As a long term DGB member, I believe that the budget process and the budget reporting structure are thorough, detailed, transparent and effective. It is not about how many pages we have, it is about the consistent transparency, and I want to commend Dr. Rhine for her fiscal responsibility, leadership and business acumen.

Monitoring Report Executive Limitations 2.1-Treatment of Employees September 2020

2.1: Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe.

A. The YC★WAY

Rather than focusing my efforts on training and policies as an end in itself, my approach to the treatment of employees, is focused on gauging employee morale, productivity and health of the employee work environment. This approach goes above and beyond ensuring policies are in place to insure the fair treatment of employees

In essence, it is an attempt to ensure that the policies in place and training received is indeed being practiced and employees report that they are treated fairly, respected and safe when at work and performing their assigned roles.

In the first six months of my employment I conducted listening tours of employees across the entire organization. In response to my findings during the listening tour, one of my priorities is to ensure that the employee experience at Yavapai College is a positive experience for all employees.



During 2019, our employee experience efforts centered on creating the “YC Way” a framework that focuses the employee experience in three pillars of excellence – service excellence, learning excellence, and employee excellence.

"The YC★WAY" is a new way forward for all Yavapai College staff, faculty and administration that is the foundation for our desire to becoming not a mediocre, not a great, but a premiere destination for higher learning, career training, cultural enrichment and economic vitality. It is with this framework in mind that I submit the monitoring report for Governing Board Ends Section 2.1: Treatment of Employees.

B. Pave the YC★WAY

In January 2020 the Yavapai College Staff Association (YCSA) Employee Engagement Committee, released the “Pave the YC Way” Employee Satisfaction Survey.

The PACE Survey was selected by the committee. The survey is developed and was administered out of the National Initiative for Leadership and Institutional Effectiveness at North Carolina State University (NILIE) and normative groups include two-year higher education institutions.



The purpose of the PACE Climate Survey is to promote open and constructive communication and to establish priorities for change by obtaining the satisfaction estimate of employees concerning the campus climate.

Five hundred and seventeen (517) Yavapai College (YC) employees completed the survey in January 2020.

Employees were asked to rate the college by answering questions around four climate factors. The ratings were on a five-point scale ranging

from a low of “1” to a high of “5.” YC’s scores were reported and benchmarked against three community college comparison groups:

Benchmarked Comparison Groups

- All PACE 2-yr participants (N=64,000)
- Medium size 2-yr institutions (N=19,000)
- Western region 2-yr schools (N=10,000)

Factors or questions where YC’s scores are statistically different from the comparison are highlighted with an asterisk ().*

N=517 Five-point scale ranging from a low of “1” to a high of “5.”

Climate Factors: Overall Results	Score
Overall Satisfaction	3.837*
Institutional Structure	3.525
Student Focus	4.056
Supervisory Relationships	3.903
Teamwork	4.043*

*p>.05 (statistically significant result – YC results were better than comparison groups)

Climate Factors: Results by Employee Group	Score
Faculty	3.716
Staff	3.852
Administrators	3.818

Climate Factors: By Location	Score
Prescott Campus	3.767
Verde Valley Campus	3.821
Prescott Valley	4.177
Sedona Center	---*
CTEC/Chino	4.019

*Results not reported due to sample size

Top Ten Scoring Questions	Score
1. The extent to which students receive an excellent education at this institution	4.125
2. The extent to which non-teaching professional personnel meet the needs of students	4.114*
3. The extent to which my primary work team uses problem-solving techniques	4.098*
4. The extent to which I am given the opportunity to be creative in my work	4.076
5. The extent to which this institution prepares students for a career	4.047*
6. The extent to which students receive an excellent education at this institution	4.125
7. The extent to which non-teaching professional personnel meet the needs of students	4.114*
8. The extent to which my primary work team uses problem-solving techniques	4.098*
9. The extent to which I am given the opportunity to be creative in my work	4.076
10. The extent to which this institution prepares students for a career	4.047*

*p>.05 (statistically significant result – YC results were better than comparison groups)

Significant Areas of Improvement	Score
1. The extent to which administrative processes are clearly defined	3.236*
2. The extent to which professional development and training opportunities are available	3.562*

*p>.05 (statistically significant result – YC results were worse than comparison groups)

During the Fall 2020 convocation, survey results were shared with employees in an optional online zoom session. An action plan was created by the 102 employees who attended which will be implemented throughout the semester.

Further results of the survey along with future action plans can be viewed on the “Pave the Way:” website at: <https://www.yc.edu/v6/marketing/pave-the-way.html>

C. The YC★WAY: Relationship Excellence using and Outward Mindset

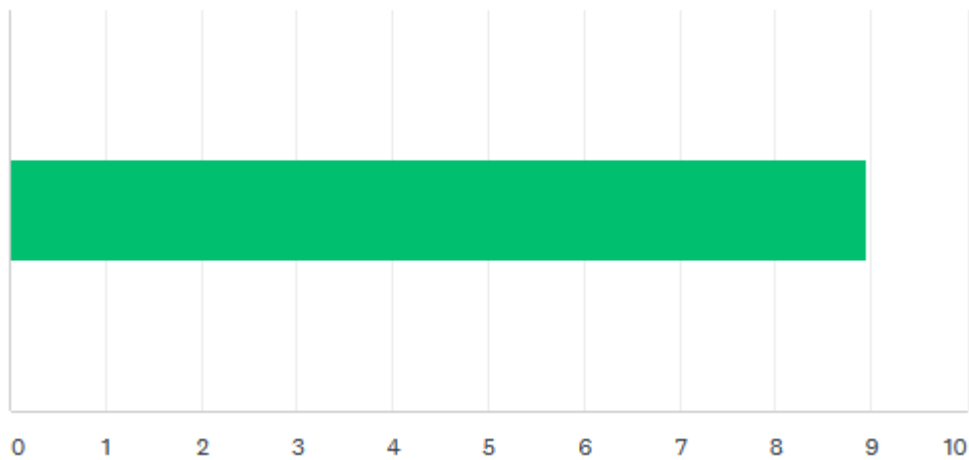
In July 2020, a key ingredient of the YC★WAY -- training in a model of human interaction called “The Outward Mindset” was introduced. As its name denotes, “The Outward mindset” asks us to shift our mindsets outward, focus on others’ needs, listen, and work together to fulfill those needs.

In time, every employee will be trained in “The Outward Mindset. It is an expectation is that this training will transform us into an optimally functioning organization.

To date 16 employees have been trained as facilitators for this program by the Arbinger Foundation. And 300+ employees have been trained in the Outward Mindset. The feedback has been positive.

When asked if this workshop will have a positive impact on the way they interact with others at work, employees responded with an average of 8.5 on a 10 point scale.

AVERAGE SCORES OF POSITIVE IMPACT AT WORK



Select comments from evaluations:

“Many of the aspects of the training are not new to me and/or worder differently, but familiar concepts, attitudes, thoughts and approaches I try to apply daily in my work environment already, especially towards students. However, it is an excellent reminder to go back to and/or continue doing this! I also realized that there is improvement to be made towards some peers for me, whose employment description/job agenda and goals I don't yet know enough. I enjoyed the way all of my "hosts" guided us through the day, as they all appeared to reflect attitudes of the training in the way they lead my trainings. Authenticity, that is wonderful! Thank you! “

“The workshop was well presented in the online format. I appreciated the break out sessions. The topic is important for all employees to understand at Yavapai College. These facilitators provided real life situations which were helpful.”

“I love the tools to apply outward mindset everyday; to turn these ideas into practice. The steps make sense and provide real application methods. Meet to Learn, Asking Questions to get to know someone; to find the biggest headaches and to resolve the negative collusion that stops us from developing the relationships and teamwork that enables us to move forward and be successful. Love it! Thank you.”

“This was the BEST training I've ever had! Our facilitators were great!- Dr. Weinacker, Dr. Ryan, Jeremy Poehnant & Katherine Anderson. I hope to successfully implement Outward Mindset in all aspects of my life on a daily basis. Thank you for this opportunity.” - Patty Naville

“All facilitators were personable, knowledgeable on the program and very engaging. I thoroughly enjoyed this training. I will be starting at the base to build relationships at work. I want to discover the challenges of others and offer my help when there is something I can do to improve the situation.”

“I have felt so stuck between conflicting parties in my department who have been growing more and more angry at each other. With the great info about collusions, how they are formed, and most importantly, how they are broken, I feel I am equipped to start making this situation better with my own actions and am very hopeful that once the entire department goes through the training, we may finally see some resolution.”

D. Mandatory Training

In addition to making policies readily available to employees, the college provides several touch points to insure employees are aware of their responsibilities related to maintaining an unfair, disrespectful, or unsafe environment.

New Employee Online Orientation and Policy Acknowledgement

As part of their onboarding activities, new employees complete a general online orientation.

<https://www.yc.edu/v6/human-resources/docs/yc-general-orientation.pdf>.

This orientation provides initial exposure to policies and procedures regarding sexual misconduct, emergency procedures, safety, and accident and incident reporting. In this orientation, employees are asked to locate the college policy website and read all of the Human Resources policies including the performance management policy. In addition, when a new employee first logs in to their email account on the employee portal, they are asked to acknowledge IT policies that protect the security of YC information and the identity of our employees and students.

Mandatory Annual Online Compliance Training

Each year employees are required to take mandatory training selected by the Human Resources Department on policy related topics that protect against wrongful conditions. These trainings are assigned in July and must be completed by September of the same year. In addition, new employees are assigned these trainings within 30 days of their employment. The goal is that one-hundred percent (100%) of employees will be offered training and ninety percent (90%) of employees offered training will satisfactorily complete training modules within the year.

For the Fiscal Year 2019-2020 these goals have largely been exceeded.

Training Module	# FT & PT Completed	% FT Completed
Bridges: Taking Action (Harassment)	897	100%
Conflict of Interest	885	100%
Code of Conduct: Data Security	883	99.8%

In addition, one course was assigned to select employees in student development and instruction to provide knowledge of federal laws related to student information:

Training Module	# FT & PT Completed	% FT Completed
FERPA Basics	215	86.7%

Also, supervisors, in addition to the above courses, are required to take additional courses:

Training Module	# Supervisors Completed	% Supervisors Completed
Diversity and Inclusion	121	99.2%

With the exception of one course, the college had solid completion on these courses for the Fiscal Year 2019 year. While the goal was 90% compliance, one person on FMLA did not complete and 3 others completed some but not all of the required courses.

Online Safety Training

In Fiscal Year 2018, the college introduced mandatory Safe College Training in order to fulfill national OSHA training standards. In 2019, these online courses were completed by 100% of the assigned employees once again this past year.

Training Module	% Assigned Completed 2019	% Assigned Completed 2018
Campus Emergency – Do You Know What to Do?	100%	100%
Workplace Injury Prevention	100%	100%
Fire Extinguisher Safety	100%	100%
Workplace Violence	100%	100%

2.1.1 Human Resource Policies

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

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.

A. Policy Manual and Policy Process

The college provides a policy manual that is accessible to all employees and external constituents through the College website at <https://www.yc.edu/v6/policies/>

The policy manual includes the following sections:

- 1.0: District Governing Board
- 2.0: Human Resources
- 3.0: Academic Systems
- 4.0: Student Policies
- 5.0: Administrative
- 6.0: General Operations
- 7.0: Finance
- 8.0: Development
- 9.0: External Relations

10.0: General (policies that apply to students, employees, and visitors)

The college uses a shared governance approach to policy development and regular policy review. As the policy owners for the policy sections, Executive Leadership Team members review all new policies and existing policy revisions.

Once approved by the ELT, the new or revised policy is forwarded to the Policy Review Council (PRC) made up of 10 District-wide representatives including faculty, administrators, and staff and chaired by the Chief Human Resources Officer. This group reviews the new or revised policy and makes necessary changes. See PRC membership: <https://www.yc.edu/v6/policies/>

The new or revised policy is then presented to the President's Leadership Cabinet for broader review and approval. After this review the new or revised policy is reviewed by legal counsel if needed, and then presented to the College President for approval.

Policy Committee Outcomes

Year	Number of Policy Revisions	Number of New Policies Created
2016-2017	7	0
2017-2018	7	0
2018-2019	7	3
2019-2020	5	2

Administrative policy and procedure writing guidelines, policy templates, and approval forms are included on the college website: <https://www.yc.edu/v6/policies/guidelines.html>

The Human Resources Department is responsible for maintenance of all policy originals, historical records of policies, and supporting documentation. The department also maintains the college policy website and communicates policy changes to employees.

B. Policies that Protect Against Wrongful Conditions

Several policies address equitable treatment of all employees and protect employees against wrongful conditions. These include:

- 2.17: Total Compensation
- 2.27: Americans with Disabilities (ADA) Policy
- 2.29: Recruitment and Selection
- 2.45: Separation from Employment
- 10.00: Anti-Discrimination Policy

Together these policies outline the approach Yavapai College takes to ensure equity in hiring, compensation, and termination; and to maintain a discrimination free environment.

C. Policies and Procedures that Address Employee Expectations

Together, the following policies outline the minimum expectations Yavapai College has regarding employee ethical behavior, responsibilities, and behaviors; supervisor feedback and performance management procedures; and corrective action procedures to address poor performance, inappropriate behavior, and ethical lapses:

- 2.04: Performance Management
- 2.20: Code of Ethics
- 2.21: Performance Expectations and Corrective Action

In addition to college-wide policies, individual departments may have handbooks and procedures that further establish employee expectations. For example, the Nursing Department maintains a handbook outlining the expectations of nursing faculty in relation to clinical sites and Board of Nursing licensure requirements. The Family Enrichment Center (FEC) handbook outlines behavioral expectations of teachers related to the FEC philosophy for correcting behavior of children.

Performance Management/Corrective Action Trends

Year	Number of Employee Relations Issues
2016-2017	28 (2.2% of employees)
2017-2018	30 (2.5% of employees)
2018-2019	27 (2.2% of employees)
2019-2020	9 (.0075% of employees)*

*we attribute the drop in 2019-2020 partially to the covid-19 situation and partially to our implementation of Outward Mindset training.

Involuntary Termination Trends

Year	Number of Involuntary Terminations
2016-2017	7 = 16% of total separations (44)
2017-2018	3 = 6% of total separations (49)
2018-2019	5 = 6% of total separations (80)
2019-2020	6 = 12% of total separations (50)

D. Policies and Procedures that Address Workplace Safety

Safety of students, employees, and visitors both on campus and in the on-line environment are of the utmost importance. There are a wide range of policies that provide for a safe work environment free from threats and hazards; and that protect the health of employees.

- 2.26: Zero Tolerance for Threats and Disruptive Behavior
- 2.32: Drug Free Workplace
- 2.33: Explosives, Fireworks, & Weapons
- 4.03: Registered Sex Offender
- 5.27: Technology Resource Standards
- 6.03: Keys and Building Security
- 6.04: Animal Control
- 6.11: Empowerment of the College Police Department
- 10.02: Alcohol on Campus
- 10.09: Smoking and Tobacco Use

Colleges are required to report crime statistics for offenses involving students, faculty, staff or the general public that occurred on campus-residential, on campus-non-residential, campus affiliated (any building or property owned or controlled by YC that is used in direct support of the institutions educational purposes) or public property contiguous to campus but not separated by a physical barrier.

The YC Safety Department gathers, compiles and reports the findings to the college community via this compliance document. A status of CLR indicates that the case was Cleared-Investigation Completed.

Crime Statistics for Yavapai College

Case Number	Report Status Date	Case Description	Campus	Status
YC-19-000005	1/24/2019	BURGLARY	PV	CLR
YC-19-000012	2/2/2019	FRAUD	PRC	CLR
YC-19-000008	2/5/2019	THREATS	PRC	CLR
YC-19-000014	2/14/2019	LIQUOR LAW VIOLATION	PRC	CLR
YC-19-000016	2/20/2019	LIQUOR LAW VIOLATION	PRC	CLR
YC-19-000020	3/8/2019	SEX CRIME ADULT DELAYED	PRC-FEC	Unfounded
YC-19-000115	6/13/19	VERBAL HARASSMENT	VVC	CLR
YC-19-000037	9/10/19	ASSAULT	PRC	CLR
YC-19-000044	9/19/19	HARASSMENT	PRC	CLR
YC-19-000064	10/2/19	CRIMINAL DAMAGE	PRC	CLR
YC-19-000036	10/21/19	HARASSMENT: HATE CRIME	PRC	CLR
YC-19-000055	10/25/19	SEX CRIME ADULT DELAYED	PRC	CLR
YC-19-000058	11/13/19	NARCOTICS DELAYED	PRC	CLR
YC-19-000041	11/26/19	DOG BITE	PRC	CLR
YC-19-000042	11/26/19	SUICIDE ATTEMPT	CTEC	CLR
YC-19-000046	11/26/19	SEX CRIME ADULT	PRC	CLR
YC-19-000059	12/3/19	THEFT DELAYED	PRC	CLR
YC-19-000063	12/3/19	DOG BITE	PRC	CLR
N/A	12/10/19	HARASSMENT: HATE CRIME	PRC	CLR
YC-19-000061	12/6/19	LIQUOR VIOLATION	PRC	CLR
YC-19-000066	12/18/19	HARASSMENT	PRC	CLR
YC-20-000002	1/28/2020	RUNAWAY JUV	PRC	CLR
YC-20-000004	2/6/2020	HARASSMENT	PRC	CLR
YC-20-000007	2/18/2020	CRIMINAL DAMAGE	PRC	CLR
YC-20-000008	2/28/2020	DISORDERLY	PRC	CLR
YC-20-000009	3/5/2020	CRIMINAL DAMAGE	PRC	CLR
YC-20-000010	4/2/2020	THEFT	PRC	CLR
YC-20-000011	4/14/2020	CRIMINAL DAMAGE	PV	CLR
YC-20-000012	5/6/2020	ASSAULT DELAYED	UNKNOWN	CLR
YC-20-000013	5/8/2020	SEX CRIME INDECENT EXPOSURE	PRC	CLR

*Red Font indicates Clery Reportable crime

In addition to the above policies, the Human Resources Department conducts background checks on all employees and volunteers to protect the safety of our employees, students, and community members on campus. Individual departments such as the YC Police Department, Nursing, Allied health, and Family Enrichment Center require state licensure or certification of select employees that include extensive background checks, finger-print clearance cards, and/or psychological evaluations.

Background Check Outcomes

Year	Number of Background Checks Run	Number of Hits	Number of Employees Not Hired as a Result
2017-2018*	414	12	5
2018-2019	405	13	5
2019-2020	406	8	1

*First year background checks became part of the hiring process.

E. Policies and Procedures that Outline Employee Grievance Processes

The employee grievance process is outlined for both faculty and staff in two policies:

- 2.37: Grievance (Faculty)
- 10.05: Student and Employee Grievance

Employee Grievance Trends

Year	Number of Grievances Submitted
2016-2017	0
2017-2018	1
2018-2019	1
2019-2020	3

F. Policies and Procedures that Outline Emergency Procedures for Employees

The Emergency Operations Center Policy Group consisting of the three Vice Presidents along with the Coordinator of OSHA Programs, has established an Emergency Operations Plan to outline Command staff, and establish emergency procedures, and processes for different incidences such as active shooter, snow closure, emergency power disruption, business continuity plan, to name a few.

Employees can sign up for text notifications through a downloadable app that also contains quick references to responding to different emergency scenarios around campus.

Download the app from: <https://www.yc.edu/v6/facilities/risk.html>

In addition, each classroom and office on campus has an Emergency Response Guide prominently displayed that provides directions on responding to different emergencies.

View the Emergency Response Guide: <https://www.yc.edu/v6/facilities/docs/risk-management/ERG%20Yavapai%20wallchart%20-2nd%20Edition%20Final.pdf>

In addition to emergency campus procedures, the Risk Management website contains information on general safety topics including flood safety, extreme heat precautions, AED locations, blue-light phone locations, and several awareness videos about responding to campus emergencies. In 2018, Yavapai College won an Emmy Award promoting campus safety called, "[Campus Safety During an Alien Invasion.](#)"

G. Policies and Procedures Regarding Injuries on the Job

To facilitate appropriate treatment of employees who are injured at work, the Human Resources Department has developed a policy that outlines the steps an employee should take if they are injured on the job.

- 2.18: Worker’s Compensation

Worker’s Compensation Trends

Year	Accidents/Incident Reports Filed
2016-2017	16 Accident/Incident reports completed Of those 16 incidents, 12 employees sought treatment
2017-2018	18 Accident/Incident reports completed Of those 18 incidents, 15 employees sought treatment
2018-2019	16 Accident/Incident reports completed Of those 16 incidents, 12 employees sought treatment
2019-2020-	22 Accident/Incident reports completed Of those 22 incidents, 10 employees sought treatment

Individual campus centers and locations have developed emergency procedures that are site specific as well.

2.1.1.1 Harassment Protection

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

Permit staff to be without adequate protection from harassment.

A. Policies and Procedures that Address Harassment

Several policies address equitable treatment of all employees and protect employees against wrongful conditions. These include:

- 2.26: Zero Tolerance for Threats and Disruptive Behavior
- 10.06: Anti-Discrimination
- 10.07: Sexual Misconduct
- 10.08: Prohibited Harassment

During the Pave the Way Employee Satisfaction Survey custom questions were added to measure employee perceptions of harassment and campus environmental conditions:

Harassment and Safety Questions	Score
I am protected from harassment in the institution	3.885
I am able to report incidents of harassment without retribution	3.863
This institution demonstrates a commitment to employee safety	4.046
I feel safe in my work environment	4.215

While results on these questions were above 3.5, scores indicate that some work can be done to educate employees on their rights and reporting procedures related to harassment. Newly enacted federal changes to Title IX regulations will require new processes for reporting and additional training for employees.

President’s Conclusion:

I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.1 – Treatment of Employees

**Compilation
September 2020**

This worksheet is to assist you in assessing the monitoring report and expediting discussion at the Board meeting.

Executive Limitation 2.1	<p>Treatment of Employees The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe.</p> <p>Further, without limiting the scope of the above statements by the following list, the President shall not:</p>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 5
<p>Comments:</p> <p>McCasland: The changes to empower and engage staff, faculty, and administrators are positively received and implemented to produce meaningful goals and work products.</p> <p>McCarver: The interpretation could be more specific, but the general character of expectations and focus is in the report. I would like to see benchmarks that could be compared from year to year on a few key indicators.</p>		
Executive Limitation 2.1.1	<p>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.</p>	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO

Is there sufficient evidence to indicate compliance with the Executive Limitations policy?		YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?		YES	NO 5
Comments: McCasland: Policies are clearly stated, annually reviewed and implemented; not just left on a shelf and forgotten.			
Executive Limitation 2.1.1.1	Harassment Protection Permit staff to be without adequate protection from harassment.		
Is the interpretation reasonable?		YES 5	NO
Does the data show accomplishment of the interpretation?		YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?		YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?		YES	NO 5
Comments: McCasland: Evaluations reflect employee satisfaction with the policies. Padilla: Continue development of educating employees on rights and reporting procedures. Autonomy in reporting should be a strong consideration.			

SHADED ITEMS should be discussed at the meeting.
Coordinator Comments: Worksheet was completed by all Board Members.

2.1 Treatment of Employees Motion Options

2.1 Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe.

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

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.

2.1.1.1 Harassment Protection

Permit staff to be without adequate protection from harassment.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.1 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [at the X board meeting] [within X amount months] that includes a new interpretation.

-If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evident to support the conclusion of compliance

Item # 3.1.2

Yavapai College Budget to Actual Status by Fund July 2020

The President's Monthly report below provides a brief financial status of each of the District's five funds as of July 31, 2020.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of July 31, 2020, the General Fund has a surplus of \$3,018,600. This is primarily the result of tuition and fee revenues being recorded for the fall 2020 semester.

For the fiscal year ended June 30, 2021, General Fund revenues are projected to be under budget by \$128,800 and expenditures are projected to be under budget by \$508,100, resulting in a net surplus of \$379,300 — a .8% positive variance.

Auxiliary Fund



As of July 31, 2020, the Auxiliary Fund has a small surplus and for the fiscal year ended June 30, 2021, the Auxiliary Fund is projected to exceed budget due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, the FEC and community events. Several full-time employees have been moved to other departments which will lessen the impact. The total amount of the shortfalls will depend upon several factors including the college's ability to operate at closer to normal levels in the spring of 2021.

Unexpended Plant Fund



As of July 31, 2020, the Unexpended Plant Fund has a deficit of \$1,538,700 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, 2021, 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 July 31, 2020, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

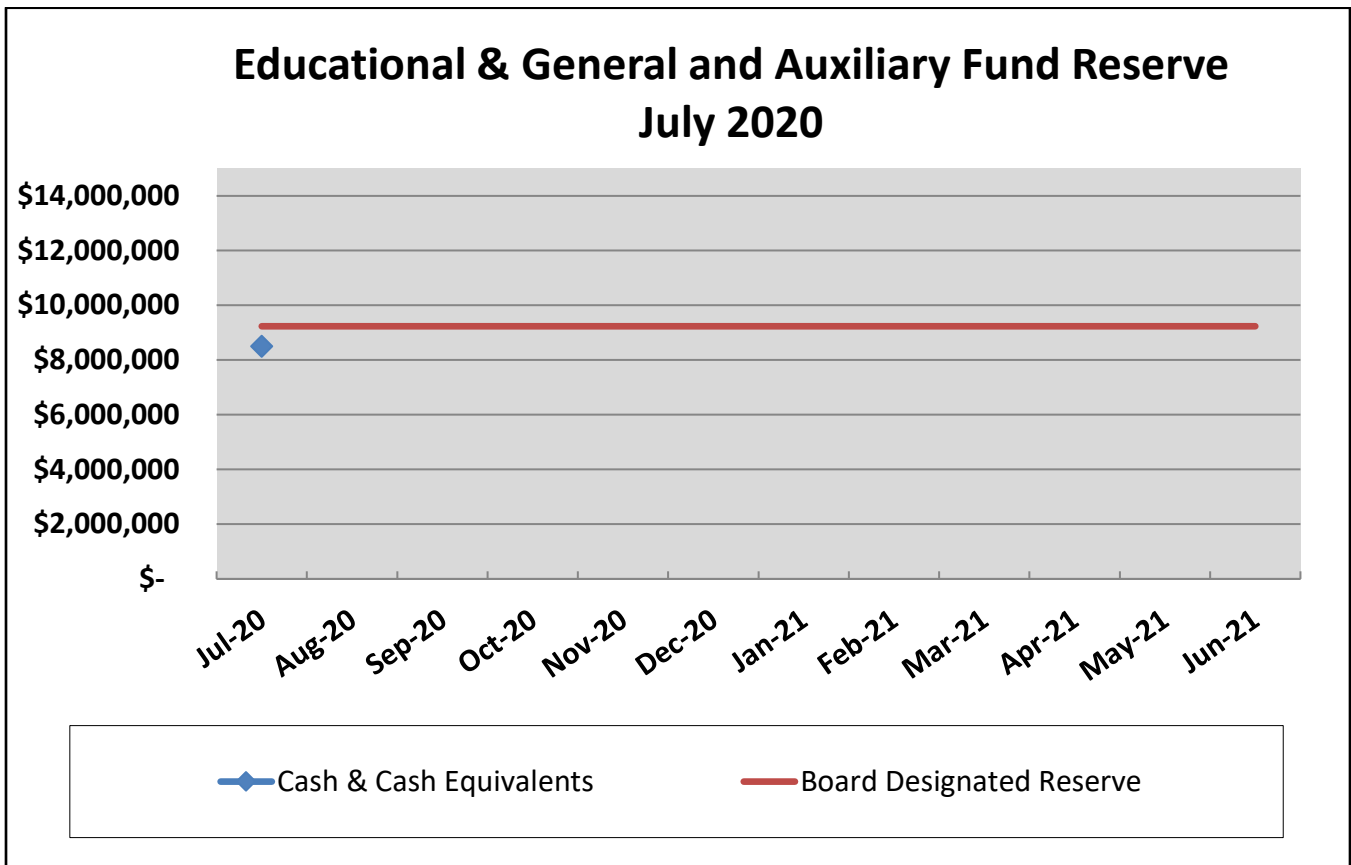


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the one month ended July 31, 2020, there were no variances from budget.

Yavapai College Cash Reserves July 2020

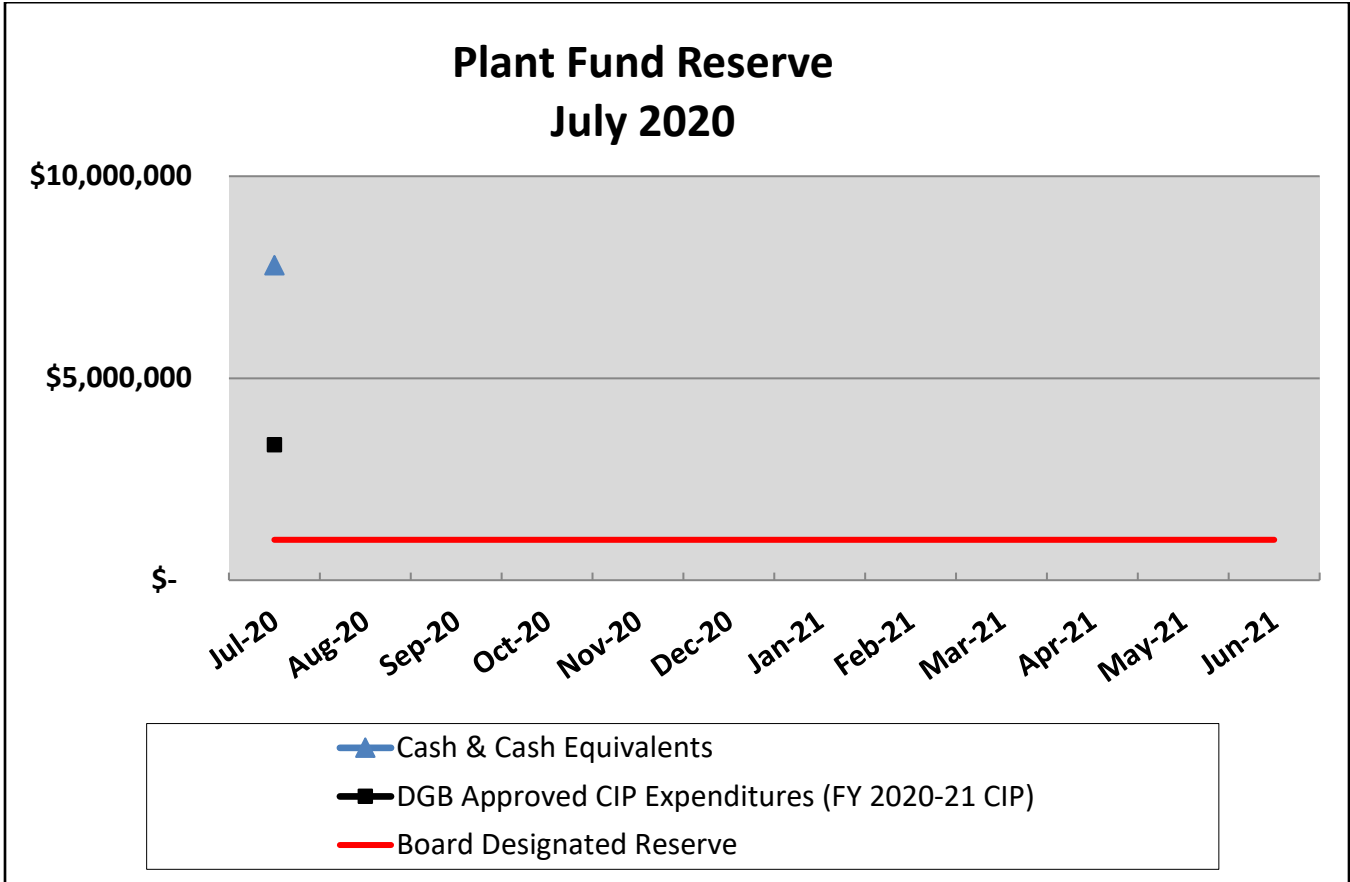
The President's monthly report on cash reserves below displays the District's reserves at July 31, 2020, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

As of July 31, 2020, Current Fund reserves have temporarily dropped below the DGB's reserve requirements. This dip generally occurs two times per year, during the months preceding the collection of property taxes by the county. We expect the Current Fund reserves to exceed the DGB's threshold within a reasonable amount of time.



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

As of July 31, 2020, 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 eleven months of CIP that have been approved by the DGB.

Item # 3.3.1

DATES AND PLACES OF FUTURE MEETINGS – FY 2020-2021	
TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JUNE 2020– NO BOARD MEETINGS	
Regular Board Meeting*	July 28, 2020 Friday, Time 2 p.m. Location: Zoom
Board Special Session	August 5, 2020 Wednesday, Time 1 p.m. Location: Zoom
Regular Board Meeting	September 8, 2020, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Regular Board Meeting*	October 20, 2020 Tuesday, 1:00 p.m. Location: Sedona Center or Zoom
Regular Board Meeting	November 10, 2020, Tuesday, 1:00 p.m. Location: Verde Valley Campus or Zoom
Board Dinner	Week of December 6-11, 2020 Location: TBA
Budget Workshop/Regular Meeting	January 12, 2021, Tuesday 9:00 a.m. Location: Rock House or Zoom
Regular Board Meeting	February 9, 2021, Tuesday, 1:00 p.m. Location: Chino Campus or Zoom
Two-Day Board Retreat	TBA Location: Prescott Valley Campus or Zoom
Regular Board Meeting	March 9, 2021, Tuesday, 1:00 p.m. Location: CTEC Campus or Zoom
Regular Board Meeting	April 13, 2021, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Regular Board Meeting	May 18, 2021, Tuesday, 1:00 p.m. Location: Prescott Campus Community Room (19-147) or Zoom
JUNE 2021 NO REGULAR BOARD MEETING	
JULY 2021 NO REGULAR BOARD MEETING	

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

Item # 3.3.1.1

2020-2021
 District Governing Board
 Calendar

Dates

Month	Meeting Type
June	No Meeting
Tuesday, July 28, 2020 2:00pm Zoom	Regular Meeting
Tuesday, August 4, 2020 4:00pm Zoom	Special Session
Tuesday, September 8, 2020 1:00pm Rock House or Zoom	Regular Meeting
Tuesday, October 20, 2020 1:00pm Sedona Campus or Zoom	Regular Meeting
Tuesday, November 10, 2020 1:00pm Verde Valley Campus or Zoom	Regular Meeting
Week of December 6-11, 2020 TBA	Board Dinner
Tuesday, January 12, 2021 9:00am Rock House or Zoom	Budget Workshop/Regular Meeting
Tuesday, February 9, 2021 1:00pm Chino Campus or Zoom	Regular Meeting
Friday & Saturday, February 12 & 13, 2021 Or Friday & Saturday, February 26 & 27, 2021 TBA Prescott Valley Campus or Zoom	Two-Day Board Retreat
Tuesday, March 9, 2021 1:00pm CTEC Campus or Zoom	Regular Meeting
Tuesday, April 13, 2021 1:00pm Rock House or Zoom	Regular Meeting
Tuesday, May 18, 2021 1:00pm Prescott Campus Community Room (19-147) or Zoom	Regular Meeting

Item # 3.3.2

DATES AND PLACES OF EVENTS – FY 2020-2021	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
ACCT Leadership Congress	August 3, Monday - 6, Thursday, 2020 -Time: 11-1:15PM Eastern Location: Zoom *If interested please registrar with Scottie
Fall Convocation	August 10, 2020, Monday 9:30 a.m. – 4:00 p.m. Location: Virtual
ACCT Virtual Leadership Congress *YC Presentation-COVID-19: Challenges Imposed, Lessons Learned	Monday October 5 – Thursday October 8 Location: Virtual *Tuesday October 6th 12:15-1:15 (Arizona Time) *If Interested in attending let Scottie know by this Thursday 9-10-2020!
Northern Arizona Regional Training Academy (NARTA) Commencement	December 10, 2020, Thursday – Time: 11 am Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2020, Friday – 1:00 pm Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	May 12, 2021, Wednesday – 4:00 pm Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 14, 2021 Friday – Time: TBA Location: Verde Valley Campus
Prescott Commencement	May 15, 2021 Saturday – Time: TBA Location: Performing Arts Center
GED Graduation Ceremony	May 22, 2021, Saturday – Time: 1:00-3:00 pm Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 27, 2021, Thursday – Time: TBA Location: Prescott Campus – Performing Arts Center