



Regular Board Meeting
Agenda Summary
Tuesday, May 14, 2013
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	448711
2	Call to Order - PROCEDURAL	0	1:00 PM	448712
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	448713
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	448714
5	Approval of April 16, 2013 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:02 PM	448715
6	Adoption of Agenda - DECISION	5	1:05 PM	448716
7	Open Call - PROCEDURAL	5	1:10 PM	448717
8	INFORMATION - HEADING	0	1:15 PM	449157
9	Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION	5	1:15 PM	449155
10	SHORT RECESS - PROCEDURAL	10	1:20 PM	449156
11	CONSENT AGENDA - HEADING	0	1:30 PM	448795

Item No.	Item	Time Req.	Start Time	Ref No.
12	Receipt of Report on Revenues and Expenditures - Month of April 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:30 PM	448797
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2013 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:31 PM	448798
14	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:32 PM	448799
15	Approval of Public School Dual Enrollment Intergovernmental Agreements - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:33 PM	448800
16	Approval of Intergovernmental Agreement between Superior Court in Yavapai County and Yavapai College for the Operation of the YouthSTEP Program-RECEIPT, DISCUSSION, AND/OR DECISION	1	1:34 PM	449768
17	Approval of Curriculum Proposals: Deletion of Medical Coding Certificate and Police Certification Certificate - RECEIPT, DISCUSSION AND/OR DECISION	1	1:35 PM	448801
18	INFORMATION - HEADING - CONTINUED	0	1:36 PM	448805
19	Information from the President RE: Commencement Activities; Charles Mabery Recognition; Transfers and Other Expenditures; Campus Master Plan; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:36 PM	448806
20	Update from Instruction and Student Services to Include: 2014-2015 Academic Calendar; International Fire Service Accreditation Review; Dual Enrollment Program; Report from Faculty Senate; Division Update; and Other Related Information - INFORMATION AND/OR DISCUSSION	30	1:51 PM	449152
21	Reports from Board Members - INFORMATION AND/OR DISCUSSION	5	2:21 PM	449158
22	SHORT RECESS - PROCEDURAL	10	2:26 PM	449206
23	MONITORING REPORT - HEADING	0	2:36 PM	448789
24	Receipt of President's Monitoring Report - 2.0 - Executive Limitations - INFORMATION, DISCUSSION, AND/OR DECISION	5	2:36 PM	448790
25	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - INFORMATION, DISCUSSION, AND/OR DECISION	5	2:41 PM	448791
26	Board Self-Evaluation - RE: Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION	5	2:46 PM	448792
27	Board Self-Evaluation - RE: Governing Board Policy 3.4 Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION	5	2:51 PM	448793
28	Board Self-Evaluation - RE: Governing Board Policy 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION	5	2:56 PM	448794
29	President's Evaluation Process - DISCUSSION AND/OR DECISION	10	3:01 PM	449163

Item No.	Item	Time Req.	Start Time	Ref No.
30	POLICY ISSUES - HEADING	0	3:11 PM	449159
31	Approval of the Preliminary Budget for FY 2013-2014 - DISCUSSION AND/OR DECISION	30	3:11 PM	449160
32	OWNERSHIP LINKAGE - HEADING	0	3:41 PM	449161
33	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), Yavapai College Foundation, and Yavapai Combined Trust - INFORMATION AND/OR DISCUSSION	5	3:41 PM	449162
34	OTHER INFORMATION - HEADING	0	3:46 PM	449164
35	Correspondence to the Board - RECEIPT	5	3:46 PM	449165
36	Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION	5	3:51 PM	449166
37	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:56 PM	449167

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/22/2013

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 2

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/22/2013

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/22/2013

Start Time : 1:00 PM
Time Req : 1
Item Type : Procedure Item

Item No : 3

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/22/2013

Start Time : 1:01 PM
Time Req : 1
Item Type : Procedure Item

Item No : 4

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 4/22/2013

Item Type : Decision Item

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	429149

Description : Approval of April 16, 2013 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the April 16, 2013 Regular Board meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting 4-16-13.pdf	Apr 30, 2013	Unapproved Regular Meeting 4-16-13.pdf



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting

Tuesday, April 16, 2013

1:00 PM

Verde Valley Campus
601 Black Hills Drive
Clarkdale, AZ 86324

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair
Dr. Dale Fitzner, Board Member
Dr. Patricia McCarver, Secretary

Mr. Herald Harrington, Board Spokesperson
Mr. Robert Oliphant, Board Member

Staff and Guests Attending Meeting Lists are on file in the District Office.

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Dr. Fitzner.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of March 5, 2013, District Governing Board Special and Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Oliphant moved, seconded by Dr. Fitzner, to approve the March 5, 2013 Special and Regular District Governing Board Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Dr. McCarver moved, seconded by Mr. Harrington, to adopt the agenda. Motion carried unanimously.

7. Open Call - PROCEDURAL

No requests to speak were received.

8. INFORMATION - HEADING

9. Recognition of Faculty Emeritus Awardee for 2013: Dr. Dieter Bartels – INFORMATION AND DISCUSSION

Dr. Gino Romeo, President for Faculty Senate, introduced Dr. Dieter Bartels, Faculty Emeritus, serving the college 33 years. The Board recognized and congratulated Dr. Bartels.

10. CONSENT AGENDA – HEADING

11. Receipt of Transfers and Other Expenditures - Month of March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.15 - 18)

12. Receipt of Report on Revenues and Expenditures – March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 19 - 27)

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.28 - 30)

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.31 - 33)

15. Approval of Public School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION

Item #15 was pulled from the Consent Agenda and discussed under the Regular Agenda.

16. Approval of Charter School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION

Item #16 was pulled from the Consent Agenda and discussed under the Regular Agenda.

17. Approval of Faculty Sabbatical Requests for 2013-2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 68 - 77)

18. Approval of Resolution 2013-#02 – Capital Accumulation Fund Contribution – RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 78 - 79)

Mr. Oliphant moved, seconded by Dr. Fitzner, to approve the Consent Agenda as written with the exception and removal of items #15 and #16. Motion carried unanimously.

15. Approval of Public School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.34 - 51)

Mr. Oliphant discussed several topics regarding the Public School Dual Enrollment Intergovernmental Agreements for 2012-2013.

Dr. Gillespie reported that the Dual Enrollment Program is now being monitored in regards to cost, efficiency, and student success.

Dr. Fitzner moved, seconded by Dr. McCarver, to approve the Public School Dual Enrollment Intergovernmental Agreement as written. Motion carried unanimously.

16. Approval of Charter School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.52 - 67)

Mr. Oliphant discussed several topics concerning Charter School Dual Enrollment Agreements for 2012-2013.

Dr. McCarver moved, seconded by Dr. Fitzner, to approve the Charter School Dual Enrollment Agreements as written. Motion carried unanimously.

- The Board requested that future Dual Enrollment Intergovernmental Agreements be reviewed by Legal Counsel prior to Board review.
- The Board requested that future Dual Enrollment Intergovernmental Agreements be submitted to the Board annually in August or September.
- The Board requested an overview of the Dual Enrollment Program during the June District Governing Board Meeting.

19. INFORMATION - HEADING - CONTINUED

20. Information from the President RE: Higher Learning Commission Update; Yavapai Combine Trust Update; College Highlights; Capital Improvement; Other Related Issues – INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.80 - 87)

- Dr. Wills reported that on April 16, 2013, the Higher Learning Commission accepted Yavapai College's Accreditation Report.
- Yavapai Combine Trust Update - Attached - Information Only
- College Highlights - February 2013 - Attached - Information Only
- Capital Improvement - February 2013 - Attached - Information Only

21. Update from Instruction and Student Services to Include: Student Leadership Council; College Honors Program; Adjunct Faculty; Report from Faculty Senate; Division Update; and Other Related Information – INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.88 - 108)

- Student Leadership Council (SLC) - Natalie Black, first year student studying Human Resources, and Jim McLeod, second year student studying Psychology, reported on the SLC's recommendations to Faculty and the Smoke Free Survey.
- College Honors Program (CHP) - Rysen Barnett, second year student studying Business, Gaurav Borah, second year student studying Science, and Lauren Sherwood, first year student studying Speech Pathology, presented information about the 2012-2013 Yavapai College Honors Program and a recap of the CHP's trip to Kauai (refer to Handout - CHP PowerPoint and <http://www.youtube.com/watch?v=9YoUgDwrcy4&feature=youtu.be>)
- Adjunct Faculty - Christine Heyer, Coordinator, provided information on Adjunct Faculty activities to include Board Highlights, General Education Committee Report, Outcomes Assessment, and The Adjunct Advisor.
- Faculty Senate - Gino Romeo, President, will share pertinent information regarding Faculty Senate, Faculty Association, and committee updates.
- Division Update on the Verde Campus - James Perey, Dean (refer to Handout – Verde Update PowerPoint).
-

22. Reports from Board Members – INFORMATION AND/OR DISCUSSION

Mr. Oliphant reported attendance at various activities and events related to Yavapai College.

Dr. McCarver has volunteered to participate on a committee to re-evaluate the direction of the International Policy Governance Association.

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:35 p.m.; reconvened at 2:45 p.m.

24. MONITORING REPORTS - HEADING

25. Receipt of President's Monitoring Report – Executive Limitation 2.1.1 – Treatment of Employees – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.110 - 116)

Mr. Harrington moved, seconded by Dr. McCarver, that he has read the President's Monitoring Report regarding Policy 2.1.1, he believes that the interpretation of the policy provided is reasonable, and he believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, he moved that the Board accept the Monitoring Report for Policy 2.1.1. Motion carried unanimously.

26. Receipt of President's Monitoring Report – Executive Limitation 2.2 – Compensation and Benefits – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.117 - 122)

Dr. McCarver moved, seconded by Mr. Harrington, that she has read the President's Monitoring Report regarding Policy 2.2, she believes that the interpretation of the policy provided is reasonable, and she believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, she moved that the Board accept the Monitoring Report for Policy 2.2. Motion carried unanimously.

The Board requested that Monitoring Report 2.2 include a compensation timeline graph and a legend to define compensation levels.

27. Board Self-Evaluation – RE: Policy 4.6 – President Emeritus/a Status – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.123 - 125)

The Board reviewed the Self-Evaluation 4.6 and noted comments.

The Board requested that Policy 4.6 be moved to the Consent Agenda if determined to be in compliance per evaluation.

28. POLICY ISSUES - HEADING

29. Recognition of Mr. Charles (Chuck) Mabery, Former Yavapai College District Governing Board Member – DISCUSSION

Mr. Charles (Chuck) Mabery served on the board of governors of Yavapai College and was instrumental in establishing the Verde Campus. He was a member of the District Governing Board for the College from 1972 to 1976, and was the recipient of Yavapai College's first honorary degree. The Board discussed opportunities to show the College's appreciation of Mr. Mabery's dedication.

Mr. Steve Walker notified the Board that he is requesting that the College's Policy Review Committee evaluate and revise Policy 6.2.2 – Naming of College Facilities, Positions, and Programs.

The Board requested the policy include documentation for naming opportunities that are based upon service.

The Board requested that the College prepare a Press Release to name the Verde Campus Pavilion for the late Charles Maybery

Mr. Harrington moved, and Dr. Fitzner seconded, that the Verde Campus Pavilion be named in honor of Charles (Chuck) Mabery, Verde Campus Founding Board Member. 4 Board members voted for and Mr. Oliphant voted against. Motion carried 4 to 1, by consensus.

30. Review of Tuition and Fees Recommendation(s) of Aviation Technology for Fiscal Year 2013-2014 – INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 127 – 129)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, and John Morgan, Dean for Career and Technical Education, provided information to support Aviation Tuition and Fees recommendation.

Dr. McCarver moved, and seconded by Mr. Harrington, to accept the Aviation Technology tuition and fees recommendation(s). Motion carried unanimously.

31. Preliminary Capital Budget Presentation FY 2013-2014 – INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 130 – 133, and Handout PowerPoint – Capital Budget)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Duane Ransom, Director of Budgeting, provided information and requested Board feedback for the 2013-2014 Preliminary Capital Budget.

32. OWNERSHIP LINKAGE – HEADING

33. **44th Annual Association of Community College Trustees (ACCT) Leadership Congress – Call for Board Member(s) Attendance Commitment and Possible Presentation – DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 134 – 144)

The Board discussed and declined an ACCT Presentation at the Leadership Congress. Dr. Fitzner will attend ACCT Leadership Congress along with Dr. Wills.

Dr. McCarver moved, and seconded by Mr. Harrington, to nominate Dr. Fitzner for the ACCT Equity Trustee Award. 4 yes votes and Dr. Fitzner abstained. Motion carried by consensus.

34. **International Policy Governance Association’s 10th Annual Conference on June 20 – 22, 2013 – DISCUSSION** (refer to Board packet, pgs. 145 – 151)

Dr. McCarver informed the Board that Yavapai College will provide a presentation - New Dimensions – Development of Ends at the IGPA Conference.

35. **Board Meeting Evaluation (quarterly) – DISCUSSION** (refer to handout)

Dr. Fitzner implemented and presented the proposed Quarterly Board Meeting Evaluation process for the first quarter. The Board discussed and will address any revisions of the evaluation at the Board Retreat in September.

Mr. Harrington will complete the Quarterly Board Meeting Evaluation for the August 2013 meeting.

36. **Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION**

Arizona Association for District Governing Boards (AADGB) - Dr. Fitzner reported that he will be on the planning team for the Joint Conference meeting.

Association of Community Colleges Trustees (ACCT) - Dr. Fitzner reported future methods to improve communication across the association.

Yavapai College Foundation - Dr. McCarver has attended two Foundation meetings within the last month, which included strategic planning, defining the role of the Foundation, review of the recent Fund Raiser, and portfolio review.

37. OTHER INFORMATION – HEADING

38. **Correspondence to the Board – RECEIPT**

Board Correspondence included: State of Arizona Joint Committee on Capital Favorable Review of Bond Project, Association of Community College Trustee Association Report/Call for Presentation/Equity Award Nominations, Focus Magazine, and Evening of Recognition Invitation.

39. **Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 157 – 160)

The Board reviewed the listing of Yavapai College’s Commencements, High School Graduation presentations, and future meetings.

40. **ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

Dr. McCarver moved, seconded by Mr. Harrington, that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 4:13 p.m.

Respectfully submitted:

_____/S/
Karen Jones, Recording Secretary

Date: May 14, 2013

_____/S/
Mr. Ray Sigafos, Chair

_____/S/
Dr. Patricia McCarver, Secretary

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

Presenter : Patricia McCarver

Start Time : 1:05 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/22/2013

Item Type : Decision Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:10 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/22/2013

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 1:15 PM
Time Req : 0
Item Type : Information Item

Item No : 8

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 1:15 PM
Time Req : 5
Item Type : Information Item

Item No : 9

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945

Description : Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION

Details : Dr. Greg Gillespie, Vice President for Instruction and Student Services, will recognize the following faculty members who have advanced to continuing contract status with Yavapai College:

Beth Beecham - Foundation Studies
Justin Brereton - Career and Tech Ed
Sal Buffo - Visual, Performing and Liberal Arts
Laura Cline - Foundation Studies
Kara Giannetto - Sciences and Health
Larry Grimm - Visual, Performing and Liberal Arts
Lauren McCrea - Visual, Performing and Liberal Arts
Josh Schmidt - Sciences and Health
Maria Thomas - Sciences and Health

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 1:20 PM
Time Req : 10
Item Type : Procedure Item

Item No : 10

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 1:30 PM
Time Req : 0
Item Type : Heading

Item No : 11

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:30 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Receipt of Report on Revenues and Expenditures - Month of April 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report, Expenditures & Vendors - April 2013

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

The report of Revenue and Expenditures for the tenth month of FY 2012-2013 ending on April 30, 2013 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
YCFS April 2013 - Governing Board Budget Report.pdf	May 09, 2013	YCFS April 2013 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_April 2013 in May.pdf	May 09, 2013	Revenues__Expenditures_Cover_Sheet_April 2013 in May.pdf
Financial Update - April 2013 in May.pdf	May 09, 2013	Financial Update - April 2013 in May.pdf
YCFS Apr 2013_Summary.pdf	May 09, 2013	YCFS Apr 2013_Summary.pdf

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

**For the Ten Months Ended April 30, 2013
Fiscal Year 2012-2013**

District Governing Board

Fiscal Year 2012-13 Appropriation:

\$ 183,027

	Purpose	Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 32,270	\$ 4,478	\$ 36,748
AZ Assoc. of District Governing Boards	Membership Dues	\$ 1,000	\$ -	1,000
Assoc. of Community College Trustees	Membership Dues	5,306	-	5,306
Assoc. of Community College Trustees	Conference Fees	3,227	-	3,227
Arizona Town Hall	Membership Dues	-	2,500	2,500
Bob Oliphant	Travel	2,200	-	2,200
Dale Fitzner	Travel	5,129	-	5,129
Herbert J. Paine	Consulting Services	3,800	-	3,800
Karen Jones	Travel	2,506	-	2,506
Marilyn Yetter	Travel	2,118	-	2,118
Osborn Maledon PA	Attorneys	31,995	20,825	52,820
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Patricia McCarver	Travel	969	-	969
Penelope Wills	Travel	2,742	-	2,742
Roswell Bookbinding	Board Minutes	579	421	1,000
Ray Sigafoos	Travel	725	-	725
Sodexo Inc.	Food Supplies	1,294	3,606	4,900
Steve Walker	Travel	2,380	-	2,380
Supplies/Other	Various Vendors	1,278	-	1,278
Thee Place	Food Supplies	1,109	891	2,000
Yavapai Broadcasting	Board Meetings	1,750	1,250	3,000
YC Printing Services	Printing	1,048	-	1,048
				<u>155,896</u>
Remaining Budget - April 30, 2013				<u>\$ 27,131</u>

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

DATE May 14, 2013

SUBJECT

Acceptance of Report of Revenues and Expenditures

REASON FOR CONSIDERATION BY THE BOARD

The District Governing Board reviews the College financial report.

BACKGROUND INFORMATION

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

The report of Revenues and Expenditures for the ten months of FY2012-2013 ending April 30, 2013, is attached. Expenditures are reported on the modified accrual basis of accounting.

The General Fund gross revenues exceed projections at 88.6% of budget. Tuition and fees revenues are 101.5% of budget reflecting summer 2013 semester enrollments. State aid for the fourth quarter of the fiscal year was received in April 2013. General Fund expenditures represent 81.3% of the budget through ten months. Currently, General Fund revenues exceed expenditures/encumbrances by \$2,834,000.

Total General Fund revenues are expected to be above budget by about \$191,000. This is mainly due to higher tuition and fees from growth in the fixed wing aviation program and other revenues being off-set by lower property tax collections. Property taxes collected have historically been about .5% to 1% less than the levy. We expect this trend to continue. General Fund expenditures are projected to be under budget by approximately \$895,000. This is a result of several factors including vacancy savings, a "healthcare premium" holiday in December, unspent contingency funds and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other student-related support activities such as scholarships and athletics. The presentation is separated into two sections consistent with the annual adopted budget. The first area presented is for those enterprise activities which are meant to be self-sufficient. Currently, those activities are in a deficit position as budgeted. The second presentation is for those areas supported by General fund tuition and fees. Currently, those activities are in a surplus position.

Unexpended Plant Fund revenues and expenditures are above projections directly attributed to the encumbering of the remaining expenses related to the Verde chilled water plant, Verde renovation project, and Kachina renovation. Unexpended Plant Fund expenditures represented 90.8% of budget through ten months and exceed the Unexpended Plant Fund revenues by \$915,000. The remaining revenues to cover these commitments will be received over the remaining fiscal year.

YAVAPAI COLLEGE

FINANCIAL UPDATE

April 2013

FY2011-2012 Close and Audit

- The year-end close for FY2011-2012 was completed in October 2012.
- The auditors began their field work on October 22, 2012. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2012 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 FY2011-2012 was presented to the Board at the February 2013 meeting.

FY 2012-2013 Budget

General Fund

- Property taxes collected have historically been about .5% to 1% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to be above budget by approximately 2.5% for the fiscal year. This is mainly due to growth in the fixed wing aviation program.
- Expenditures are expected to be below budget primarily due to unspent contingency budgets, a “healthcare premium” holiday in December, and from vacancy savings.

Auxiliary Fund

- The Performing Arts Center is expected to have a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Custom Training Solutions (CTS) has a larger than expected net loss due to a decrease in revenues.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Capital Improvement Projects (CIP) being paid for and or encumbered through April 2013. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2013 - 83.3% of the Fiscal Year Complete

Fiscal Year 2012-2013

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
General Fund	\$ 34,486,078				\$ 34,486,078	\$ 38,925,600	88.6%
Restricted Fund	12,515,398				12,515,398	13,230,000	94.6%
Auxiliary Fund	4,999,027				4,999,027	5,541,000	90.2%
Unexpended Plant Fund	12,436,925				12,436,925	14,712,400	84.5%
Debt Service Fund	4,329,033				4,329,033	5,200,000	83.3%
TOTALS	<u>68,766,461</u>				<u>68,766,461</u>	<u>77,609,000</u>	<u>88.6%</u>
		<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 Fund		\$ 30,929,908	\$ 3,131,416	\$ 2,409,654	\$ 31,651,670	\$ 38,925,600	81.3%
Restricted Fund		12,430,221	289,869	204,692	12,515,398	13,230,000	94.6%
Auxiliary Fund		4,738,262	333,613	257,081	4,814,794	5,541,000	86.9%
Unexpended Plant Fund		9,511,433	3,840,190	-	13,351,623	14,712,400	90.8%
Debt Service Fund		683,469	3,645,564	-	4,329,033	5,200,000	83.3%
TOTALS		<u>58,293,293</u>	<u>11,240,652</u>	<u>2,871,427</u>	<u>66,662,518</u>	<u>77,609,000</u>	<u>85.9%</u>
SURPLUS/(DEFICIT)					<u>2,103,943</u>	<u>-</u>	

COMMENTS:

Through the tenth month, 85.9% of budget has been committed (excluding labor encumbrances) compared to 88.6% of revenues received.

The Budget currently has a surplus of \$2,103,943

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2013 - 83.3% of the Fiscal Year Complete

Fiscal Year 2012-2013

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

Expenditures (note 1)

	<u>Revenues</u>	<u>Actual Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Year-to-date Profit/(Loss)</u>	<u>Budgeted Profit / (Loss)</u>
AUXILIARY ENTERPRISES							
Residence Halls	\$ 889,569	\$ 832,203	\$ 42,446	\$ 21,113	\$ 853,536	\$ 36,033	\$ (37,000)
Food Service	30,349	53,581	-	-	53,581	(23,232)	(87,000)
Vending	23,506	-	-	-	-	23,506	25,000
Bookstore	194,441	21,540	-	-	21,540	172,901	174,000
Performing Arts Center	439,408	899,430	77,286	42,793	933,923	(494,515)	(649,000)
Edventures	200,180	176,329	6,340	6,340	176,329	23,851	(8,000)
Family Enrichment Center	422,274	584,815	72,092	59,360	597,547	(175,273)	(249,000)
Custom Training Solutions	31,500	100,351	11,635	11,635	100,351	(68,851)	(69,000)
TOTAL ENTERPRISES	2,231,227	2,668,249	209,799	141,241	2,736,807	(505,580)	(900,000)

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Other Revenues	\$ 242,323				\$ 242,323	\$ 155,000	156.3%
Private Gifts	221,310				221,310	323,000	68.5%
General Fund Transfer In	2,304,167				2,304,167	2,765,000	83.3%
TOTAL REVENUES	2,767,800				2,767,800	3,243,000	85.3%

	<u>Actual 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):						
Athletics	\$ 898,371	\$ 76,079	\$ 71,662	\$ 902,788	\$ 1,027,000	87.9%
Scholarships and Grants	702,283	-	-	702,283	740,000	94.9%
Public Service	79,459	12,916	9,359	83,016	95,000	87.4%
Other	389,900	34,819	34,819	389,900	381,000	102.3%
Contingency	-	-	-	-	100,000	0.0%
TOTAL EXPENDITURES	2,070,013	123,814	115,840	2,077,987	2,343,000	88.7%
SURPLUS/(DEFICIT)				689,813	900,000	
ENTERPRISE SURPLUS/(DEFICIT)				(505,580)	(900,000)	
TOTAL AUXILIARY FUND				184,233	-	

Comments:

Residence Halls net profit above budget due to spring 2013 room payments.
Scholarships and Grants at 94.9% of budget due to spring 2013 financial aid awards.

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

Presenter : Patricia McCarver

Start Time : 1:31 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2013 - RECEIPT, DISCUSSION AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviation

The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

At the January 20, 2012 Board Work Session - Discussion of the President's Interpretations and Review of District Governing Board's Annual Calendar - Board members requested a monthly report of Policies 2.3.1 - Budget Deviation and 2.3.2 - Reserves.

At the August 14, 2012 Board Meeting, Board members agreed that Executive Limitations 2.3.1 - Budget Deviations and 2.3.2 - Reserves will be addressed as Consent Agenda Items.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_April 2013 in May.pdf	May 09, 2013	Monitoring Report Executive Limitations Policy 2 3 1_April 2013 in May.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
April 2013**

The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

President’s Interpretation:

The college budget is comprised of various categories (operating, capital, restricted, debt, and auxiliaries.) It is developed based on the information received from enrollment projections, state funding, local property tax projections, and estimated expenses based on Board Ends, Strategic Initiatives, and projected operating costs. The Board approves the budget in June for the upcoming year. As all of these projections are realized, the President will notify the Board of any material deviation of 5% or more variance for the individual funds. The college has established controls through Banner (e.g., approvals on requisitions, non-sufficient funds notifications, and fund security) to ensure early notification of any potential deviations. At all times, any budget transfers made between major funds may only be made within legal statutes and will require Board approval.

Supporting Evidence:

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the ten months ended April 30, 2013, the General Fund has a surplus of \$2,834,000. This is primarily the result of tuition and fee revenues for the summer 2013 semester and expenses being less than budgeted.

For the fiscal year ended June 30, 2013, General Fund revenues are projected to be above budget by \$191,000 and expenditures are projected to be under budget by \$895,000, resulting in a net surplus of \$1,086,000 — a 2.8% positive variance. This is due to higher tuition and fee revenues and expenses being less than budgeted (contingency budgets not being expended, a **“healthcare premium” holiday in December**, vacancy savings and under spending in other areas).

Auxiliary Fund



Highlights:

- The Performing Arts Center is expected to have a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Custom Training Solutions (CTS) has a larger than expected net loss due to a decrease in revenues.

For the fiscal year ended June 30, 2013, the Auxiliary fund is projected to have a small surplus.

Unexpended Plant Fund



- For the ten months ended April 30, 2013, the Unexpended Plant Fund has a deficit of \$914,700 due to a significant amount of Capital Improvement Projects (CIP) being encumbered, including the Kachina renovation. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2013, 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. For the fiscal year ended June 30, 2013, Restricted fund revenues are projected to cover all expenditures.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's** general obligation bonds. College debt is at fixed rates of interest—for the ten months ended April 30, 2013, there were no significant variances from budget.

President's Conclusion:

I report compliance.

Policy 2.3.1 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost.

Presenter : Patricia McCarver

Start Time : 1:32 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - March 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.2 - Reserves

The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds reserves below \$1 million without specific Board authorization and a realistic recovery.

At the January 20, 2012 Board Work Session - Discussion of the President's Interpretations and Review of District Governing Board's Annual Calendar - Board members requested a monthly report of Policies 2.3.1 - Budget Deviation and 2.3.2 - Reserves.

At the August 14, 2012 Board Meeting, Board members agreed that Executive Limitations 2.3.1 - Budget Deviations and 2.3.2 - Reserves will be addressed as Consent Agenda Items.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_April 2013 in May.pdf	May 09, 2013	Monitoring Report Executive Limitations Policy 2 3 2_April 2013 in May.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
April 2013**

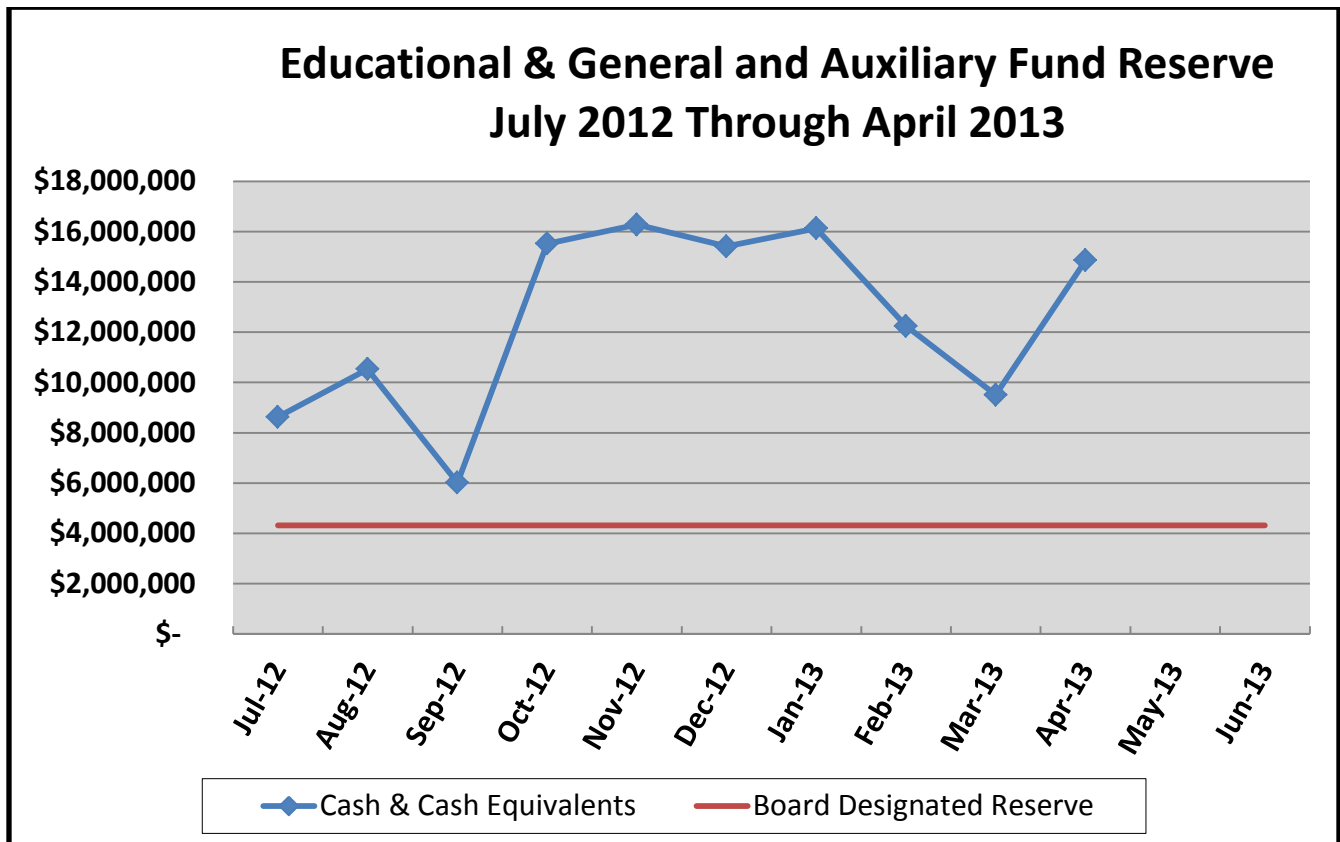
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

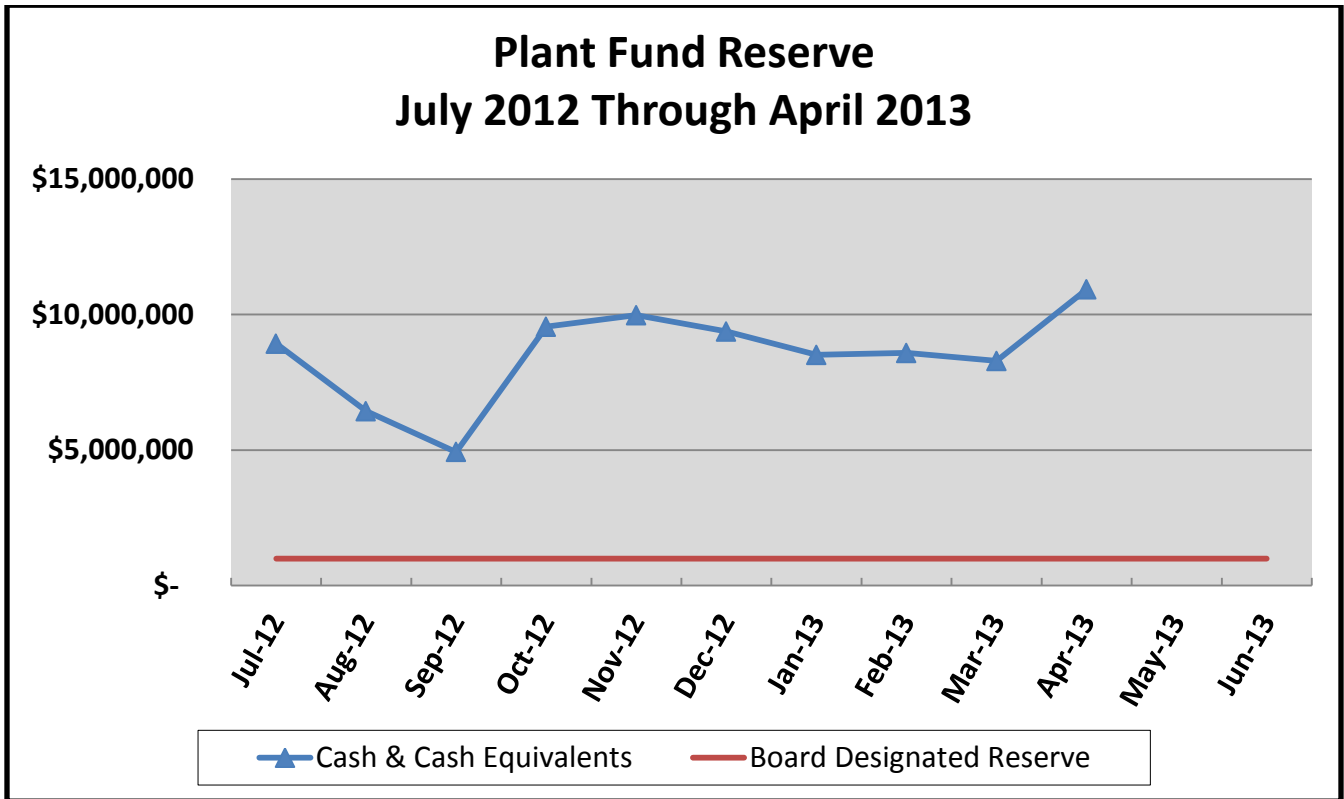
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves for more than a three-month period, below the 10% of the operating budgets and/or the Plant Fund Reserves below \$1 million, the college must seek Board approval. In the request, the administration must include in this budget adjustment request a realistic recovery plan to stabilize the reserves.

Supporting Evidence:

Source: Banner Finance



For the period July 1, 2012, through April 30, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2012, through April 30, 2013, Plant Fund reserves have exceeded the **Governing Board's** designated reserve. As of April 30, 2013, Plant Fund reserves exceed the **Governing Board's** designated reserve amount by \$9,926,000.

Plant Fund reserves have exceeded the amounts that were estimated during the fiscal year 2012-13 budget planning process. Several factors have contributed to higher reserves including the receipt/payment of less construction bills during the first six months of the fiscal year, the majority of capital equipment purchases being pushed out to the second half of the fiscal year, higher property taxes from new construction and more cash and cash equivalents being carried over from the prior year.

President's Conclusion:

I report compliance.

Executive Limitation 2.3.2 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment.

To that end, maintaining adequate operating reserves provides the necessary cash flow for the District to deliver its programs and increases the District's ability to respond to temporary adverse operating conditions such as an unforeseen decrease in operating revenues.

Presenter : Patricia McCarver

Start Time : 1:33 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Approval of Public School Dual Enrollment Intergovernmental Agreements - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Approval of the attached Intergovernmental Agreement (IGA) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2012 through June 30, 2013 to eligible students in the Bagdad Unified School District No. 20.

During the April 16, 2013 District Governing Board Meeting, the Board members reviewed and approved eight (8) Dual Enrollment Intergovernmental Agreements for 2012-2013 academic year. In the course of this review, the Board requested that future Dual Enrollment IGA be review by Legal Counsel and then submitted to the Board for approval in August or September of each year. Approval of the Bagdad IGA will conclude Dual Enrollment approvals for the 2012-2013 academic year. An overview of the Dual Enrollment Program will be presented during Item # 19 - Update from Instruction and Student Services.

Attachments :

Title	Created	Filename
Bagdad IGA.pdf	May 10, 2013	Bagdad IGA.pdf

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
YAVAPAI COMMUNITY COLLEGE DISTRICT
AND
BAGDAD UNIFIED SCHOOL DISTRICT NO. 20**

This Intergovernmental Agreement ("Agreement") is entered into this 13th day of September, 2012 between Yavapai Community College District, ("College"), and Bagdad Unified School District No. 20 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is in the best interests of the citizens of the district to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation.

AGREEMENT

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

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a "Dual Enrollment Course" is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

B. applicable to a community college occupational degree or certificate program.

C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

This Agreement shall be effective:

- A. After the governing boards of School District and College have approved it; and
- B. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

The term of this Agreement shall be from the Effective Date through June 30, 2013 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and freshman and sophomore students subject to Paragraph F in this Section 4.1, who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be granted admission if the student meets the prerequisites for the Dual Enrollment Course and the student achieves any one of the following:
 - 1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;

2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

- D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not more than six (6) credit hours per semester.
- E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*
- F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.
- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

- I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).
- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2. Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3. Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.
- D. College will provide career counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.
- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting and Tracking

- A. College will provide a report to the Joint Legislative Budget Committee on or before October 1 of each year with such documentation as may be required under A.R.S. § 15-1821.01(6), as from time to time amended, regarding the Dual Enrollment Courses offered in conjunction with School District during the previous fiscal year. School District shall provide College with data required for inclusion in the report not later than September 1 of each year as specified in Section 5.6. School District will also assist College by providing data for any additional reports required by State or other governmental entities in relation to Dual Enrollment Courses.
- B. College will conduct tracking studies of subsequent academic or occupational achievement of students enrolled in Dual Enrollment Courses offered pursuant to this Agreement, and shall provide its report to the Joint Legislative Budget Committee by October 1 of each year, or each odd numbered year as may be required pursuant to A.R.S. § 15-1821.01 (6). School District will provide College with data required for inclusion in the tracking study if requested by College.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to A.R.S. § 15-1821.01(7), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student, as defined in A.R.S. § 15-901(A)(2)(b), and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901(A)(2)(c), in a school in School District; except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students according to School District policies. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.

- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

- A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence to review and amend the course outlines as necessary.
- B. School District will provide counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

5.4 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:
 - 1. has completed the necessary registration forms;
 - 2. has completed College assessment examinations, if required by College;
 - 3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
 - 4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
 - 5. is aware of the requirements for determination of resident/nonresident tuition.
- B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
- C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act and

Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

5.6 Reporting and Tracking

By September 1 of each year, School District will provide to College information required by the Legislature for submission of reports as specified in Section 4.6 above.

5.7 Facilities and Funding

- A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.
- B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1. Instructor.

- A. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy. An instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.
- B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2. Student. Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3. Removal from Course. School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4. Schedule and Number of Students. School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5. Availability of Instructors. Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6. Guidelines. School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7. Rigor of Courses. College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1. Fees. Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2. Supplies. School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3. Tuition.

- A. The student or School District shall be responsible for payment of tuition to College. Please refer to Exhibit A, Financial Provisions, Section I.
- B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.
- C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

8. CONTINUATION OF AGREEMENT

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

9. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

10. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) ("FERPA") and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act ("IDEA") and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

11. TERMINATION/DISPOSITION OF PROPERTY

- 11.1. Termination.** Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than ninety (90) days prior to the intended date of termination. Except as provided in this section 11, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.
- 11.2. Risk to Health or Safety.** If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.
- 11.3. No Relief from Obligations.** Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.
- 11.4. Disposition of Property.** The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

12. RESPONSIBILITY

- 12.1. Conduct of Operations.** Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.
- 12.2 Indemnification.** Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

13. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

14. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

15. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213).

16. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

17. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

18. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

19. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

20. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Yavapai College
Attn: Purchasing and Contracting Department
1100 Sheldon Street
Prescott, AZ 86301

If to School District:


Mr. Jeff St. Clair, Superintendent
Bagdad Unified School District No. 20
P.O. Box 427
210 Hilltop
Bagdad, AZ 86321

IN WITNESS WHEREOF, the Parties have executed this Agreement on this _____ day of _____ 20__.


COLLEGE

SCHOOL DISTRICT

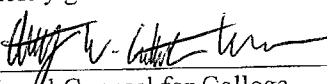
By: _____, CEO

JEFFRY A. ST. CLAIR
By: , Superintendent

Date


Date 4/18/2013

Attorney Approval: This Amendment has been reviewed pursuant to A.R.S. 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By:  4/23/13
Legal Counsel for College

Attorney Approval: This Amendment has been reviewed pursuant to A.R.S. 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

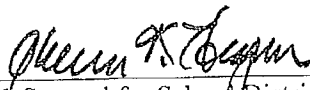
By: 
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

1. APPROVED TUITION AND FEES APPLICABLE TO THIS AGREEMENT

Given that the College and the School District both obtain a public benefit through this Agreement, the College waives tuition for dual enrollment classes taught by a credentialed School District instructor.

2. IDENTITY OF PERSON OR ENTITY RESPONSIBLE FOR PAYING STUDENT TUITION AND FEES

3. ADDITIONAL CHARGES

Except as provided in this section, no additional fees shall be charged for assessment tests, if any, used for placement purposes. Assessment fees, if any, will be charged subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

4. FINANCIAL AID POLICIES

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program. The provision, if any, of any grant, scholarship or financial aid shall be subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

5. FORMAT FOR BILLING

Except as provided below, charges will be assessed each semester and invoices shall be sent no later than ten (10) days after the end of the semester. Payment shall be due within thirty (30) days of receipt of the invoice.

6. FULL TIME STUDENT EQUIVALENT

Amount College received in FTSE in prior academic year	__ 1.3 __
Portion of that FTSE distributed to School District	__ 0 __
Amount School District returned to College	__ 0 __

EXHIBIT B
Addendum September 13, 2012

TYPE OF INSTRUCTION
DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

All courses listed with an asterisk are also offered to freshmen and sophomore students.

The number of students admitted for any Dual Enrollment Course shall not be less than (TBD) students per section and shall not exceed a maximum of (TBD) students per section.

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Business	BSA131	3	2	Groves	
Principles of Management	BSA220	3	2	Groves	
College Mathematics	MAT142	3	1	Diehl	
<u>Elementary Statistics</u>	<u>MAT167</u>	<u>3</u>	<u>2</u>	<u>Diehl</u>	

Notice of Errata
Intergovernmental Agreement
Between
Yavapai Community College District
And
Bagdad Unified School District No. 20

This Notice of Errata is an addendum to the Intergovernmental Agreement between the Yavapai Community College District and Bagdad Unified School District No. 20.

1. In compliance with A.R.S. §15-1821.01(2)(b), the final sentence of Section 4.1(F) is hereby deleted and replaced with the following language, “College shall report all exceptions and the justification for each exception to the Joint Legislative Budget Committee on or before October 1st.”
2. The statutory citation in Section 4.6(A) which reads “A.R.S. §15-1821.01(6)” is hereby deleted and replaced with the following citation, “A.R.S. §15-1821.01(2)(b).”
3. Pursuant to changes in Arizona Revised Statutes Section 15-1821.01, the citation in Section 5.1(B) to A.R.S. §15-1821.01(7) is hereby changed to A.R.S. §15-1821.01(6).
4. Pursuant to changes in Arizona Revised Statutes Section 15-901, the citations in Section 5.1(B) to A.R.S. §15-901(A)(2)(b) and §15-901(A)(2)(c) are both hereby changed to A.R.S. §15-901(A)(1)(b).

END

Presenter : Patricia McCarver

Start Time : 1:34 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/6/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <p>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</p> <p>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</p>	429146

Description : Approval of Intergovernmental Agreement between Superior Court in Yavapai County and Yavapai College for the Operation of the YouthSTEP Program-RECEIPT, DISCUSSION, AND/OR DECISION

Details : The attached Intergovernmental Agreement (IGA) will utilize state funds allocated to the Yavapai County Juvenile Court Center (YCJCC) to fund a summer job training program. The program, Youth Summer Training and Enrichment Program (YouthSTEP) consists of a summer job readiness and remedial education/life skills program for 16 juvenile offenders. The collaboration of the partner agencies includes YCJCC, Community Counts, and Yavapai College.

HISTORY AND ADDITIONAL INFORMATION:

Youth Count was established in 1997 to help communities across Yavapai County create nontraditional solutions to the unique challenges facing our youth.

Mission: Youth Count is an umbrella organization which establishes and manages community programs that serve youth, individuals, and families.

Goals:

- To fight illiteracy by providing at-risk youth with support to be successful in school and in life.
- Reduce unemployment by having participating youth earn minimum wage while attending the summer program.
- Reduce poverty - often the youth involved are from low income families. This program works to lessen the effect of poverty in their family and within the community.

The YouthSTEP program is delivered at the Prescott and Verde Valley Campus of Yavapai College, beginning June 1st and ending July 18th. Yavapai College's contact person is Mr. Joe Cappelli, Police Chief, and can provide additional information.

Attachments :

Title	Created	Filename
YouthSTEP IGA.pdf	May 06, 2013	YouthSTEP IGA.pdf

**INTERGOVERNMENTAL AGREEMENT
BETWEEN SUPERIOR COURT IN YAVAPAI COUNTY
AND YAVAPAI COLLEGE
FOR THE OPERATION OF THE YouthSTEP PROGRAM**

This is an Intergovernmental Agreement (“Agreement”) entered into pursuant to ARS § 11-952 by and between the Superior Court in Yavapai County (Yavapai County Juvenile Court Center (“YCJCC”)) and the Governing Board of Yavapai County Community College District, doing business as Yavapai College, a community college district of the State of Arizona (“College”), each of which is a public agency of the State of Arizona as that term is defined in A.R.S. § 11-952.

WITNESSETH:

WHEREAS, the presiding judge of the juvenile court in Yavapai County is required pursuant to ARS § 8-322 to submit a plan for expenditure of monies to fund programs to reduce the number of repeat juvenile offenders and to provide services for juveniles who are on probation and

WHEREAS, YCJCC has determined to include in its plan summer youth training and education services provided by the College due to the beneficial effect of these services upon juvenile offenders in Yavapai County;

NOW, THEREFORE, pursuant to ARS § 11-952 Yavapai County, YCJCC and the College hereby agree as follows:

ARTICLE I

DURATION OF AGREEMENT: This Agreement shall become effective upon execution and shall terminate on the 30th day of September, 2013.

ARTICLE II

PURPOSE: The purpose of this Agreement is to set forth the understanding of the parties regarding the terms and conditions under which YCJCC and the College will provide a summer youth training and education program:

Yavapai County, through the Yavapai County Juvenile Court Center, obtained approval from the Administrative Office of the Courts to utilize state funds allocated to the Yavapai County Juvenile Court Center to fund a summer job training program. The program, Youth Summer Training and Enrichment Program, YouthSTEP (“Program”), consists of a summer job readiness and remedial education/life skills program for 16 juvenile offenders. The collaboration of partner agencies includes YCJCC, Community Counts, and the College. Funding for the Program is available, in the amount of **\$53,420.00**.

The College and YCJCC are authorized by A.R.S. § 11-952 et. seq. to enter into agreements for the joint exercise of any power common to the contracting parties as to governmental functions necessary to the public health, safety and welfare, and the proprietary functions of such public agencies.

The College and YCJCC desire to work in cooperation with one another to further the goals of the approved Program. The College is familiar with the educational, administrative and operational requirements, goals and objectives of the Program as set forth and acknowledges and agrees that it can meet and achieve those requirements, goals and objectives by providing the services, personnel and resources set forth in Article III.

ARTICLE III

SCOPE OF SERVICES TO BE PERFORMED BY THE COLLEGE:

- A. Provide office space for Program staff and a location to conduct the classroom and work experience portions of the program;
- B. Provide administrative support as appropriate;
- C. Utilize available resources and support personnel to achieve project goals;
- D. Recruit, hire and train faculty, mentors and coordinators for the program;
- E. Provide co-directors for the program.

ARTICLE IV

FINANCE AND BUDGET: The budget for the Program is split between two fiscal years, FY 2012-2013 and FY 2013-2014. As such, budget allocations and expenditures must be made for each corresponding fiscal year's budget and may not overlap, as outlined below:

A. Fiscal Year 2012-2013 Budget

The College, on or before July 15, 2013, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by June 30, 2013. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$12,185.00
ERE	\$1,828.00
Contract Services	\$14,976.00
Operating & Supplies	\$1,850.00
Travel	\$911.00
Total	\$31,750.00

B. Fiscal Year 2013-2014 Budget

The College, on or before October 15, 2013, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by September 30, 2013. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$7,241.00
ERE	\$1,086.00
Contract Services	\$11,980.00
Operating & Supplies	\$600.00
Travel	\$762.00
Total	\$21,670.00

C. Payment Terms: Upon receipt of an expenditure reimbursement request from the College, YCJCC will remit a warrant to the College.

ARTICLE V

FUND ACCOUNTING:

- A. The College is responsible to expend funds in the amount of **\$31,750.00** during Fiscal Year 2012-2013 as enumerated in Article IV, A and in the amount of **\$21,670.00** during Fiscal Year 2013-2014 as enumerated in Article IV, B. Funds distributed to the College shall be handled and accounted for in accordance with the regular operating procedures established by the College. Any interest earned on these monies while in the possession of the College shall accrue to the College and may be used by the College for the Program.
- B. Fiscal Year 2012-2013 funds shall be expended by June 30, 2013 and invoiced to YCJCC by July 15, 2013. Fiscal Year 2013-2014 funds shall be expended by September 30, 2013 and invoiced to YCJCC by October 15, 2013. Funds expended or requested for reimbursement after these time lines will not be reimbursed to the College.
- C. Any operating supplies purchased by the College with funds distributed under this agreement shall be used by the College for the administrative, operational and educational services associated with this IGA. At the end of this agreement term, or any successive agreement term with YCJCC, any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE VI

EMPLOYMENT STATUS OF STAFF: Except as otherwise provided in law, in the performance of this Agreement and the Program, both parties hereto will be acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or

associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party.

ARTICLE VII

FINGERPRINTING: The provisions of A.R.S. 41-1758, et seq. are hereby incorporated as provisions of this Agreement.

- A. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall be fingerprinted as a condition of employment. The College shall submit employee fingerprints to the Department of Public Safety or its designated agency before the performance of any job duties by the employee which require or allow the employee to provide services directly to juveniles without supervision. Personnel under eighteen years of age shall not be prohibited from employment solely because criminal history record information is not available to the department.
- B. Fingerprint checks shall be conducted pursuant to A.R.S. Section 41-1750, 41-1758, et seq.
- C. The College shall assume the costs of fingerprint checks and may charge these costs to its fingerprinted personnel.
- D. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they are awaiting trial on or have ever been convicted of any of the following criminal offenses in this state or similar offenses in another state or jurisdiction:

Sexual abuse of a minor; incest; first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; contributing the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; aggravated assault.

- E. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed an act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.
- F. This Agreement may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction: Sexual abuse of a

minor; incest; first or second degree murder; sexual assault; sexual exploitation of a minor; commercial sexual exploitation of a minor; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted or is awaiting trial on the offenses listed in this subsection or has committed any of the acts listed in subsection "D" of this article is immediately prohibited from employment or service with the provider in any capacity requiring or allowing contact with juveniles.

- G. The Agreement may be canceled or terminated if the fingerprint check or certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles without supervision discloses that the person has been convicted of or is awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: Arson; contributing to the delinquency of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; kidnapping; manslaughter; aggravated assault.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted of or awaiting trial on an offense or similar offense as listed in this subsection is immediately prohibited from employment or service with the provider in any capacity requiring or allowing the person to provide services directly to juveniles without supervision, or, for providers of substance abuse services for minors, unless the person has been granted an exception for good cause pursuant to the requirements and procedures of A.R.S 41-619.55.

- H. The requirements of subsections A through G of this article do not apply to any personnel who are employed by a provider that has a contract for services to juveniles with licenses or is certified by the Department of Health Services, the Supreme Court or the State Department of Juvenile Corrections and who have been fingerprinted and submitted the required certification form in connection with that employment. Federally recognized Indian tribes or military bases may submit and the Department of Public Safety shall accept certifications that state that no personnel who are employed or who will be employed during the Agreement term have been convicted of, have admitted committing or are awaiting trial on any offense under subsection D of this article.
- I. Adult clients of a provider or licensee who receive treatment services are exempt from the requirements of this section, unless they provide services directly to juveniles without supervision. Volunteers who provide services to juveniles under direct visual supervision of the provider's employees are exempt from the fingerprinting requirements of this section.

ARTICLE VIII

AUDIT OF RECORDS: Pursuant to A.R.S. 35-214 and 35-215, the College shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the appropriate State of Arizona agency or department at reasonable times and with a minimal disruption of the College's educational activities. Upon request from YCJCC, the College shall produce the original of any or all such records within a reasonable amount of time.

ARTICLE IX

TERMINATION: This Agreement may be terminated upon written notice by either party if in its judgment such action is necessary due to: funding availability, statutory changes in the Program, either party's failure to implement or operate the approved Program, or either party's non-compliance with this Agreement. Upon termination of this agreement any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE X

CONFLICT OF INTEREST: The parties acknowledge that this Agreement is subject to cancellation provisions pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein and made a part hereof. The YCJCC may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the YCJCC is, at any time while this Agreement or any extension is in effect, an employee or agent of the College with respect to the subject matter of this Agreement.

ARTICLE XI

INDEMNIFICATION: To the extent permitted by law, each party (as "indemnitor") agrees to indemnify, defend, and hold harmless each other party (as "indemnatee") from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

ARTICLE XII

INSURANCE: Prior to commencing services under this Agreement, the College must furnish the YCJCC certification from insurer(s) for coverage in the minimum amounts as stated below. The coverage shall be maintained in full force and effect during the term of this Agreement and

shall not serve to limit any liabilities or any other College obligations. The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or the College from liabilities that might arise out of the performance of the work under this Agreement by the College, its agents, representatives, employees or subcontractors, and College and the governmental entity are free to purchase additional insurance. *(Note: this applies only to Colleges used by a governmental entity, not to the governmental entity itself.)*

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** College shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- General Aggregate: \$2,000,000
- Products – Completed Operations Aggregate: \$1,000,000
- Personal and Advertising Injury: \$1,000,000
- Blanket Contractual Liability – Written and Oral: \$1,000,000
- Fire Legal Liability: \$50,000
- Each Occurrence: \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: *“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the College”.*

(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the College with their own list of persons to be insured.)

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the College.

2. **Excess Liability to follow form of the primary Commercial General Liability in the minimum amount of \$3,000,000.**

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees *and the other governmental entity* shall be additional insureds to the full limits of liability purchased by the College even if those limits of liability are in excess of those required by the Agreement.
2. The College's insurance coverage shall be primary insurance with respect to all other available sources.
3. The College's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the College shall not be limited to the liability assumed under the indemnification provisions of its Agreement with the other governmental entity(ies) party to the IGA.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Agreement shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (State of Arizona Department Representative's Name and Address) and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the College from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: College shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Agreement must be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Agreement shall be sent directly to (State of Arizona Department Representative's Name and Address). The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.**

F. SUBCONTRACTORS: College's certificate(s) shall include all subcontractors as insureds under its policies or the College shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to

the minimum requirements identified above.

- G. APPROVAL: Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.
- H. EXCEPTIONS: In the event the College or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the College or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

ARTICLE XIII

COMPLIANCE WITH LAWS: Both parties shall comply with all applicable laws, ordinances, rules, regulations and statutes which may be applicable to this Agreement. This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agency agreements and mandatory contract provisions of state agencies required by statute or executive order.

ARTICLE XIV

SEVERABILITY: Each provision of this Agreement stands alone and any provision of this Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement

ARTICLE XV

MODIFICATIONS: Any modification or amendments shall be by formal written amendment and executed by the parties hereto.

ARTICLE XVI

ENTIRE AGREEMENT: This Agreement contains the entire Agreement of the parties. This Agreement may not be changed orally. This Agreement may be modified by a subsequent agreement in writing, signed by the party against whom enforcement of any waiver, change, modification, extension, addendum or discharge is sought.

ARTICLE XVII

NON-AVAILABILITY OF FUNDS: Every payment obligation of the YCJCC under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the YCJCC at the end of the period for which funds are available. No liability shall accrue to the YCJCC in the event this provision is exercised, and the YCJCC shall not be obligated or liable for any future payments or for any

damages as a result of termination under this paragraph. The YCJCC shall not be liable for any purchases or subcontracts entered into by the parties to this IGA in anticipation of funding.

ARTICLE XVIII

NON-DISCRIMINATION: The College and YCJCC shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 2009-09 which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities. The College and YCJCC shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, and the Americans With Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

ARTICLE XIX

ARBITRATION: The parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review required by Supreme Court Administrative Policy 4.07, to the extent required by A.R.S.12-1518 and A.R.S. 12-133 except as may be required by other applicable statutes.

ARTICLE XX

INVALIDITY OF PART OF THE AGREEMENT: The parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect and shall be binding upon the parties.

ARTICLE XXI

NOTICES: All notices, requests for payment, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective parties at the following addresses:

Scott Mabery Yavapai County Juvenile Court 1100 Prescott Lakes Parkway Prescott, Arizona 86301	Joe Cappelli Yavapai College 1100 E. Sheldon St. Prescott, Arizona 86301
---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

ARTICLE XXII

COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401 – IMMIGRATION LAWS AND E-VERIFY REQUIREMENTS:

- 1) The Parties warrant compliance with all Federal immigration laws and regulations relating to employees and warrant compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
- 2) A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Parties may be subject to penalties up to and including termination of the Agreement.
- 3) The Parties retain the legal right to inspect the documents of any employee of the other Party who works on the Agreement to ensure that the other party is complying with the warranty under this paragraph.

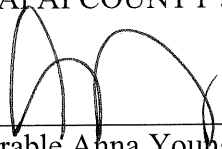
ARTICLE XXIII

SCRUTINIZED BUSINESS OPERATIONS: Pursuant to A.R.S. §35-391.06 and 35-393.06, the Parties certify that they do not have a scrutinized business operation in Sudan or Iran. For the purposes of this paragraph the term “scrutinized business operation” shall have the meanings set forth in A.R.S. §35-391 or and 35-393, as applicable. If either Party determines that the other Party submitted a false certification, the Party may impose remedies as provided by law including cancellation or termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date written below:

YAVAPAI COUNTY JUVENILE COURT

YAVAPAI COLLEGE



Honorable Anna Young
Yavapai County Presiding Juvenile Judge

Dr. Penelope H. Wills
President, Yavapai College

4/23/2013
Date

Date

Mr. Ray Sigafos,
Chair, Board of Governors

Date

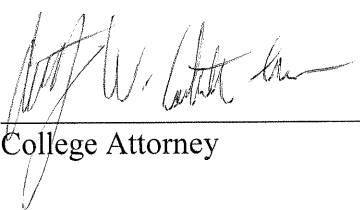
INTERGOVERNMENTAL AGREEMENT:

REVIEWED AND APPROVED AS TO FORM

The foregoing Intergovernmental Agreement between Yavapai County Superior Court on behalf of the Yavapai County Juvenile Court Center, and Yavapai College has been reviewed pursuant to ARS § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona and Yavapai College.

YAVAPAI COLLEGE

OFFICE of the ATTORNEY GENERAL
STATE of ARIZONA



College Attorney

5/2/13

Date

*See attached INTERGOVERNMENTAL
AGREEMENT DETERMINATION form



Thomas C. Horne
Attorney General

Office of the Attorney General
State of Arizona

INTERGOVERNMENTAL AGREEMENT DETERMINATION

KR13 - 0048

Attorney General Contract No. _____ which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Attorney General.

Dated this 19th Day of April, 20 13

THOMAS C. HORNE
The Attorney General

A handwritten signature in black ink, appearing to be "B.P.H.", written over a horizontal line.

Assistant Attorney General

Presenter : Patricia McCarver

Start Time : 1:35 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Approval of Curriculum Proposals: Deletion of Medical Coding Certificate and Police Certification Certificate - RECEIPT, DISCUSSION AND/OR DECISION

Details :

Attachments :

Title	Created	Filename
Curriculum Proposal.pdf	Apr 30, 2013	Curriculum Proposal.pdf
Program Deletion.pdf	May 09, 2013	Program Deletion.pdf

Yavapai College
Office of Instruction

Date: April 22, 2013
To: Dr. Penelope H. Wills, President
From: Dr. Gregory Gillespie, Vice President for Instruction & Student Services
RE: Curriculum Proposal

The following curriculum proposals have been reviewed by the appropriate faculty, Deans, and the Curriculum Committee. I recommend approval of the deletion of the Medical Coding and Police Certification Certificates as stated.

Overview of Program Deletions

Medical Coding Certificate: This program has been replaced by the Health Information Technology AAS degree beginning Fall 2013.

Police Certification Certificate: The Intensive Police Academy (AJS 291), accredited by the AZ Peace Officers Standards and Training Board (AZ POST), has been added to the Law Enforcement and Corrections Certificate beginning Fall 2013. Students will earn this certificate upon completion.

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Complete all fields (not completing all fields will slow the process).
- Questions? Contact your Division Curriculum Representative – [Curriculum Committee](#)

1. **Date:** 2/25/13
2. **Initiator:** Michael Davis
3. **Phone number:** 717-7938
(best contact number)
4. **E-mail address:** michael.davis@yc.edu
5. **Initiating division:** Career Technical Education
6. **Certificate or degree program name:** Police Certification Certificate
7. **Last semester & year:** Spring 2013
(program will be offered)
8. **Reason for deleting the program:** (indicate all that apply)
 - Program content and learning outcomes outdated
 - No longer articulates with other institutions
 - No longer meets needs of employers
 - Has been replaced by another program (indicate replacement program): Students will earn a certificate in Law Enforcement and Corrections (existing program) upon completion.
 - Enrollment no longer adequate
 - Other (specify):
9. **Number of students currently in program who need time to complete:** no effect
10. **Plan to accommodate students currently enrolled in program:** no effect
(include courses that still need to be offered and timeline for completion)
11. **Impact on college resources**

Faculty and Staff

Budget

Facilities

Equipment

21

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: Ethan Osgood Date: 2/25/13

X Reviewed

Reviewed/Change Noted:



Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

Associate Dean/s or Program Director (as appropriate to discipline)

- Business & Computer Science, Career & Technical Education, Foundation Studies, Sciences & Health, Visual, Performing & Liberal Arts

Name: Kim Ewing Date:

Recommended Not Recommended

Recommended/Change Noted:

Instructional Dean/s (as appropriate to supervisory area)

- Business & Computer Science, Career & Technical Education, Foundation Studies, Sciences & Health, Visual, Performing & Liberal Arts, Verde Valley/Sedona

Name: John Morgan Date: 2/28/13

X Recommended Not Recommended

Recommended/Change Noted:

Curriculum Committee

Name: [Signature] Date: 3-5-13

X Approved Not Approved

Approved/Change Noted:

Vice President for Instruction and Student Services

Name: [Signature] Date: 3/8/13

X Approved Not Approved

Approved/Change Noted:

President

Name: [Signature] Date: 3.9.13

X Approved Not Approved

Approved/Change Noted:

Governing Board

Board Meeting Agenda: Date:

Approved Not Approved

Approved/Change Noted:

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Complete all fields (not completing all fields will slow the process).
- Questions? Contact your Division Curriculum Representative – [Curriculum Committee](#)

- Date:** 2/28/13
- Initiator:** Nancy Bowers
- Phone number:** 928-776-2252
(best contact number)
- E-mail address:** Nancy.Bowers@yc.edu
- Initiating division:** Sciences Health
- Certificate or degree program name:** Medical Coding Certificate
- Last semester & year:** Spring 2013
(program will be offered)
- Reason for deleting the program:** (indicate all that apply)
 - Program content and learning outcomes outdated
 - No longer articulates with other institutions
 - No longer meets needs of employers
 - Has been replaced by another program (indicate replacement program): AAS Health Information Technology
 - Enrollment no longer adequate
 - Other (specify):
- Number of students currently in program who need time to complete:** According to DegreeWorks, 178 students have declared the certificate as their program of study. 67.4% of the students (120 students) show less than 30% completion; 15.73% of students (28 students) show completion between 30-58%; 16.85% of students (30 students) have greater than 60% completion.
- Plan to accommodate students currently enrolled in program:** (include courses that still need to be offered and timeline for completion)
The Medical Coding Certificate will be replaced by the Health Information Technology AAS degree in FA13. All Health Information Management (HIM) courses that were part of the certificate are also part of the new degree. Students will be allowed to take HIM courses as they are offered. HIM students have been notified of the upcoming changes via email. Academic advising has been inserviced regarding the changes. A course substitution list has been created to facilitate the transition. A HIM Information meeting will be held for the students SP13.
- Impact on college resources**

Faculty and Staff None

Budget None

33

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____



Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

Associate Dean/s or Program Director (as appropriate to discipline)

Business & Computer Science

Sciences & Health

Career & Technical Education

Visual, Performing & Liberal Arts

Foundation Studies

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s (as appropriate to supervisory area)

Business & Computer Science

Sciences & Health

Career & Technical Education

Visual, Performing & Liberal Arts

Foundation Studies

Verde Valley/Sedona

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: *J. Fine* Date: 4-2-13

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: *[Signature]* Date: 4/4/13

Approved Not Approved

Approved/Change Noted: _____

President

Name: *[Signature]* Date: 5.9.13

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Presenter : Patricia McCarver

Start Time : 1:36 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/30/2013

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : INFORMATION - HEADING - CONTINUED

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:36 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 4/30/2013

Item Type : Information Item

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945

Description : Information from the President RE: Commencement Activities; Charles Mabery Recognition; Transfers and Other Expenditures; Campus Master Plan; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Reports will be made on the following topics with discussion from the Board:

- Commencement Activities - Dr. Penny Wills, President
- Charles Mabery Recognition - Dr. Penny Wills, President
- Transfers and Other Expenditures Update - Dr. Penny Wills, President
- Campus Master Plan - Dr. Clint Ewell, Vice President for Finance and Administrative Services
- College Highlights - Information Only - See Attached
- Other Related Issues

Attachments :

Title	Created	Filename
Mabery Service Document.pdf	May 09, 2013	Mabery Service Document.pdf
Campus Master Plan Timeline-1.pdf	May 09, 2013	Campus Master Plan Timeline-1.pdf
May 2013 Board Highlights.pdf	May 09, 2013	May 2013 Board Highlights.pdf

CHARLES "CHUCK" MABERY

Mr. Charles (Chuck) Mabery served on the Board of Governors of Yavapai College and was instrumental in establishing the Verde Campus. He was a member of the District Governing Board 1972 to 1977, and was the recipient of the first honorary degree in May 2000.

Mr. Mabery was an Arizona native, born in Yuma on December 4, 1926, and graduated from Yuma High School. He enlisted in the Navy and after his service was completed, attended Arizona State College in Tempe. Mr. Mabery graduated with a writing degree and began reporting for the Yuma Daily Sun. In 1960 he moved his family to Cottonwood.

During the next 40 years, Chuck was involved in the growth and improvement of Cottonwood and was among its visionaries. He served as a board member on the Cottonwood Progressive Association, the Verde Valley Chamber of Commerce, and the Cottonwood Chamber of Commerce. He was co-chair of the Cottonwood Parade for eight years and was named VVCC "Man of the Year" in 1965. Mr. Mabery was also a founder of the Verde Valley Fair Association and the Yavapai College District Governing Board.

Service History

- November 1972 – Yavapai College Board Member Elect, replacing Mr. Duane Miller.
- Summer 1974 – Mr. Mabery served as one of Yavapai College's representatives to research potential land for the Verde Valley Campus.
- September 1974 – Yavapai College entered into a lease agreement for the Verde Valley Campus, of 69 acres with the option to buy an additional 51 acres.
- October 1974 – Yavapai College employed an architect for the Verde Valley project and approved the Development Schedule for the Verde Facilities.
- February 1975 - Yavapai College began taking bids for the new Verde Valley campus. Charles Mabery told the Prescott Courier, "Although economic conditions may delay construction of the new campus near Cottonwood, I think the people in the Verde Valley have been led to believe they will have a new campus in the Verde Valley. They want it and expect it."
- March 1975 – *Verde Independent's* article titled Our Own College, reported "Cottonwood's Chuck Mabery breaks ground on the new Verde Campus of Yavapai College March 20, 1975; classes at the new campus began Aug 26, 1975 and the formal dedication was October 19."
- March 1975 – The Board commissioned Mr. Mabery to explore the possibility of annexation of the acreage designated for the Verde Valley Campus by the City of Clarkdale.
- April 1975 – City of Clarkdale annexed the Verde Valley Campus.
- September 1975 – The Board thanks Mr. Mabery for his help in getting the Verde Valley Project completed.
- January 1976 – Mr. Mabery served as Board Secretary for one term.
- January 1977 – Mr. Mabery served as Board Chair for one term.
- August 1977 – *Prescott Courier's* article titled Verde Campus Status reported "Board president Charles Mabery said he wanted to see the college stay as accessible as possible to the low and middle income students as that is part of the community college philosophy."
- January 1978 – *Prescott Courier's* article titled Traditional Gift reported "Charles Mabery, who this month completed his term as the Verde Valley member of the Yavapai College Board of Governors, presents a Rough Rider statue to James Forshey who will replace him. The statue was sculpted by Robert Mikulewicz in 1970 and a reproduction of it has been the traditional gift from the college to board members since that time."
- May 2000 – Yavapai College District Governing Board Minutes - "Mr. Chuck Mabery, has always been an advocate for education. It was in part through Mr. Mabery's determination that in 1975 Yavapai College opened

CHARLES “CHUCK” MABERY

the Verde Valley Campus, which today serves about one-third of the district’s students. Mr. Mabery served on the District Governing Board and continues to support community activities and Yavapai College in the Verde Valley. Mr. Main moved that the Board confer Honorary Associate Degrees to Ms. Opal Allen and Mr. Chuck Mabery for their past and continued exemplary service to Yavapai College and the citizens of Yavapai County; Dr. Kay Dean seconded the motion; the motion carried unanimously.”

- May 2000 – *Verde Independent* reported “Mr. Mabery received a call from the College President Doreen Dailey about a week before the graduation ceremonies on the Verde Campus. This year was the first time Yavapai College has presented honorary degrees. Mabery was instrumental in establishing the college in Yavapai County and in getting a Verde Campus.”
- April 2009 – *Verde Independent* reported “Chuck Mabery was honored by the Yavapai County Board of Supervisors on Monday for his service on the Industrial Development Authority of Yavapai County. Mabery served on the board for 31 years.”

Additional Information available at the following websites:

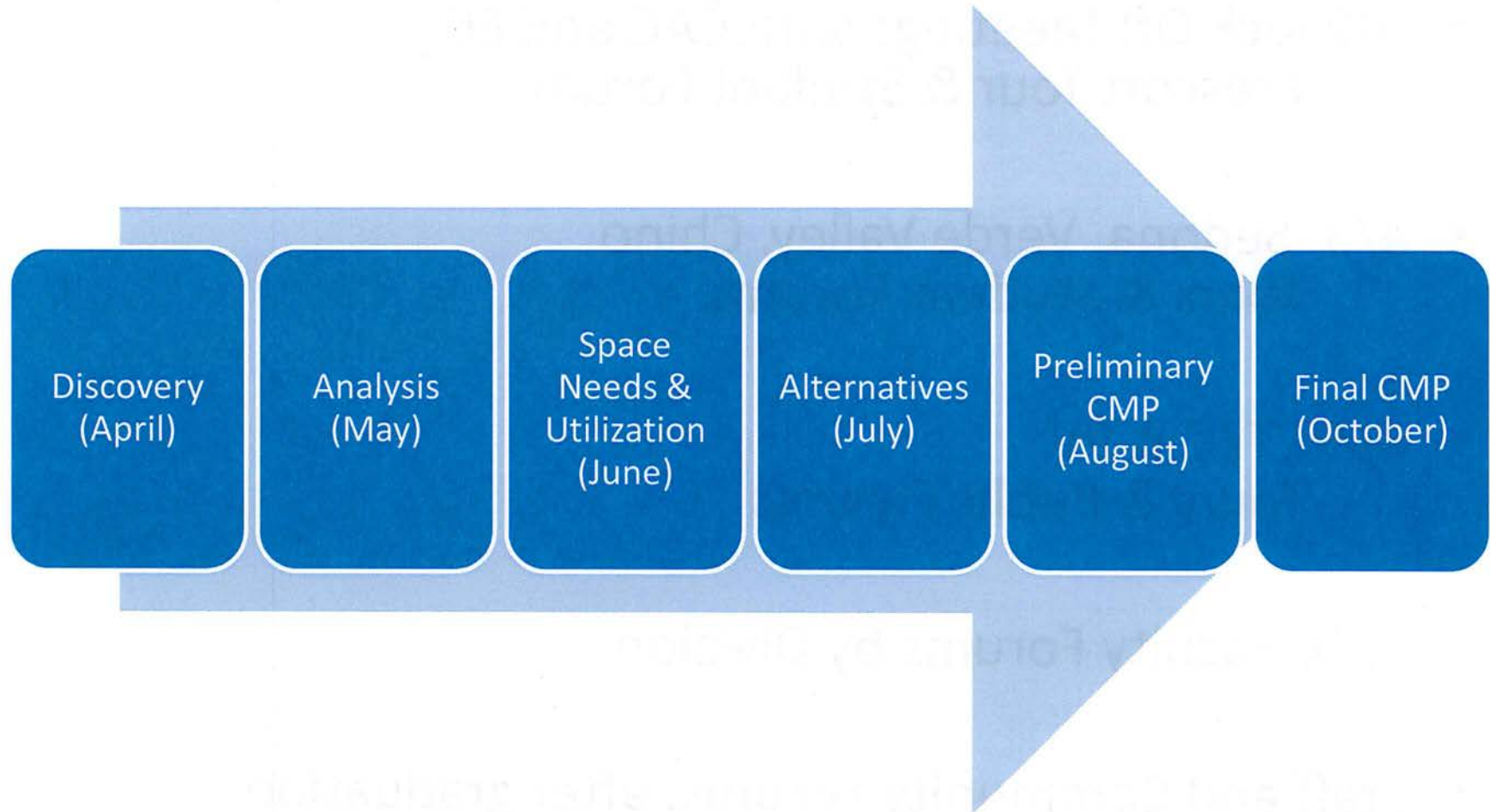
<http://www.bbpnet.com/pdf/2003/BeacherMay08.pdf> - Page 22

<http://blazinm.com/>

<http://campverdebugleonline.com/main.asp?SectionID=167&subsectionID=468&articleID=37349>

<http://campverdebugleonline.com/main.asp?SectionID=36&subsectionID=996&articleID=37370>

Campus Master Plan Timeline



College Highlights

May 2013

Career and Technical Education

- The electrical program is beginning preparations to construct a lineman training yard on the Chino Valley Campus. The yard will allow students real-world training in trenching, pole-setting, and cable-laying as well as provide a location for Custom Training Solutions to hold workshops for journeymen in the industry.

Foundation Studies

- Lori Isbell, English Professor, participated in the "One Day Play" challenge sponsored by Prescott College. A group of about 30 theatre supporters met on Friday night (April 12th), divided up into teams, and spent 24 hours writing, rehearsing, and performing 5 new original plays. It was a sleepless but exciting event. Lori hopes to continue collaboration between our two schools and with other theatre enthusiasts in Prescott.

Instructional Support and Improvement

- In cooperation with the Sci-Fi Mini Fest, the YC Prescott Library sponsored a Community Read for Alan Dean Foster's *Splinter of the Mind's Eye* on Sunday, April 21st. Several copies of the book are available for check-out at the Library, and Prescott Campus Bookstore has copies of the book for purchase.
- The Library's YC Archive Emeritus Faculty webpage has been updated to include the following Emeritus Faculty: Roy Bronander, Donn Rawlings, Kathryn Reisdorfer and Don Sieh.

Sciences and Health

- Mary Brown, MSN MEd RN CNE is YC's new Nursing Program Director as of April 22, 2013. Mary comes to YC from Ivy Tech Community College, Indianapolis IN, where she was the Department Chair of their Nursing program.

Sedona Film School of Yavapai College

- The Film School's 13th annual Student Film Festival (SFS) will take place on Memorial Day Weekend. Films will screen all day May 25 & 26 beginning at 10 am. The festival will include graduate thesis films, past award winners, alumni films and the winners of the High School Film competition hosted by SFS each year.
- International digital camera manufacturer, JVC, will be our anchor vendor at the second annual SFS Career and Gear Fair on May 24. Students and attendees will have an opportunity to check out the latest film equipment and talk with production companies and television stations about job possibilities.
- The SFS Advisory Board is working with several local organizations to develop funding and partnerships to support scholarships and internship opportunities at the Film School.
- AZ*TV will feature the SFS Film School on its AM Scramble program to help raise awareness about the SFS Shorts Film Festival, May 24 - 26. AZ*TV reaches 1.9 million homes!
- Northern Arizona University is sending six students to the Sedona Film School as part of the partnership in providing a Minor in Independent Filmmaking. NAU Students may declare the minor and then complete the curriculum at SFS.

Visual, Performing and Liberal Arts

- The Literary Southwest is on its way to another season with a just-announced grant from The Prescott Area Arts and Humanities Council. Literary Southwest series director Jim Nataf recently published his fourth poetry collection, *52 Views*, and will be one of the featured poets at the *Los Angeles Times* Festival of Books on April 20th.
- Le Anne Lawhead, Professor of Early Childhood Education, reports that Yavapai College's student chapter of the National Association for the Education of Young Children (NAEYC) will host the quarterly meeting of the state board of NAEYC - **AZ AYEYC** on May 16th at the YC Prescott campus. Statewide board members will hear from students about the activities of the student chapter, share perspectives and be a model for other institutions of higher education in supporting early childhood students in their professional pursuits. Board members will also be touring the Del E. Webb Family Enrichment Center as part of their agenda. The Yavapai College NAEYC student chapter will host a summer school supply drive, as well as a Scholastic Books Warehouse sale on May 4th.
- Dr. Jennie Jacobson, Professor of Sociology, recently participated in the April 17th Faculty Showcase. She described the reasons she uses instructor videos in her online classes. Also, Jennie and one of her SOC 101 classes have been volunteering in the community. This thermometer shows how they're doing:



The class has volunteered almost 200 hours, and they still have two more weeks to go!

- Rabbi Nina Perlmutter, Faculty Emeritus of Philosophy and Religion, reports that she is now a finalist for a summer educators' program at the new Museum of the History of Polish Jews in Warsaw, Poland. The institution opened this month, with a focus on the life and contributions of Jews in Poland for hundreds of years BEFORE the Holocaust. For more information on the project visit their website at: <<http://www.jewishmuseum.org.pl>>
- Eric Boos, Art Adjunct Faculty, reports that in March he participated as an exhibitor in the Architectural Digest Home Show in New York. The show features several hundred exhibitors showing a range of home-related products and has a featured section devoted to artist-made home decor items, ranging from furnishings to paintings and sculpture. He made numerous contacts with design showrooms in the New York area as well as selling the work he brought with him and writing orders for more.
- Laraine Herring, Professor of Creative Writing, attended Arizona State's Desert Nights, Rising Stars conference and The Tucson Book Festival. She completed the 90-day novel workshop with Al Watt and a 6-week webinar: The Yin and Yang of Writing with Jan Phillips (both funded with professional development monies). She wrote the introduction to *Threshold* magazine, hosted a panel of YC CRW faculty, which included Kristen Kauffman, Michaela Carter, and Susan Lang, at Peregrine Book Company on "Managing a Writing Life in Distracted Times," and hosted the YC CRW student reading event.

- Susan Mucci, Psychology Adjunct Faculty, completed a 1 day workshop with JJ Adams, MD in Sedona, AZ on April 16, 2013. It was entitled "Peer to Peer Teaching - Autonomic Nervous System: Stabilization Techniques" to be used in Psychology classes, especially PSY 101 and PSY 232.
- Steve Mason, Professor of Art traveled to a gallery opening in NYC where he had several works on display.
- Curtis Kleinman, Professor of Spanish reports that his Spanish 202 class has been teaching a free beginning computer class at the Prescott Valley Public Library for about a month. Students team up and prepare lessons conducted completely in Spanish. Then, they give the lesson to native speakers of Spanish who have low computer literacy. The native Spanish speakers have the opportunity to practice their computer skills in a safe environment where they can ask questions and be supported in their native tongue. YC students can practice speaking Spanish. The Prescott Valley Public Library has been struggling to find ways to reach out to the Hispanic community. It's been a win, win, win. The class has been quite popular, with 25 participants showing up the first night!

In addition, the very first Tri-cities Association for Language Classes (TALC) conference was held at YC on Saturday, April 27th. The conference is designed to gather second and foreign language teachers in the area to share ideas and stories and to honor the work they do. Presentations about best classroom practices were given by teachers at PHS, YC, and BMHS. We hope to make this an annual event.

- Dr. Amy Stein, Professor of Art History, History, and Humanities, reports that this year she completed training which qualifies her to work as a peer reviewer for the Higher Learning Commission. She participated on the first peer review committee within the Pathways Quality Initiative Accreditation Process. Additionally, she provided two presentations and two software trainings at the HLC National Conference.
- Kristen Kauffman, Creative Writing Adjunct Faculty and Faculty Advisor for the English Club, reports recent club activities have included: an Unbirthday Party, a poetry reading open to the public on Friday, April 19th; a book drive where 70 books were collected; and intraclub game days during which they played Scrabble, Bananagrams, and Liebrary.
- Jim Ward, Art Adjunct Faculty, reports that one of his freshman Life Drawing students, Mercie Hawthorne, won best of show at this Spring's YC student show with one of her drawings. Mercie was also recognized as the Outstanding Art Student at the Evening of Recognition on April 9th. On a personal note, Jim recently displayed a drawing at the local Prescott Center for the Arts gallery. He is also finishing a 12-year stint as the curator for the local high school art show at The Prescott Center for the Arts.
- Creative Writing Adjunct Faculty Michaela Carter's poems "The Call" and "In the Army of the Kingdom of Who We Were" appear in the 2013 issue of the literary journal Alligator Juniper. They are included in "The Gallery," a section which features work solicited by editor Skye Anicca, and are accompanied by an interview.

Presenter : Patricia McCarver

Start Time : 1:51 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 30

Proposed : 4/30/2013

Item Type : Information Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Update from Instruction and Student Services to Include: 2014-2015 Academic Calendar; International Fire Service Accreditation Review; Dual Enrollment Program; Report from Faculty Senate; Division Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

Details : Instruction and Student Services Division will present an update on the following:

- 2014-2015 Academic Calendar (see attached)
- International Fire Service Accreditation Review - Kim Ewing, Associate Dean of Public Safety and Training and Ken Krebbs, Director of Fire Science
- Overview of Dual Enrollment Program - Dr. Greg Gillespie, Vice President for Instruction and Student Services; Tom Hughes, Director of Institutional Effectiveness and Research and Dean Holbrook, Foundation Studies Division Dean
- Faculty Senate - Gino Romeo, Faculty Senate President
- Instruction Support Division Update - Stacey Hilton, Dean

Attachments :

Title	Created	Filename
Academic Calendar 2014-15 Final Draft.pdf	May 08, 2013	Academic Calendar 2014-15 Final Draft.pdf
International Fire Service Accreditation.pdf	May 09, 2013	International Fire Service Accreditation.pdf
Dual Enrollment at Yavapai College FINAL.pdf	May 09, 2013	Dual Enrollment at Yavapai College FINAL.pdf
Faculty Senate.pdf	May 09, 2013	Faculty Senate.pdf
Instruction Support Division.pdf	May 09, 2013	Instruction Support Division.pdf

**YAVAPAI COLLEGE
2014-2015 ACADEMIC CALENDARS**

Fall Semester 2014: August 18 – December 6

Faculty/Staff Development Day	August 11
Faculty Activities Week	August 11-15
Fall Regular Semester Begins	August 18
Labor Day Holiday (no classes, offices closed)	September 1
Veterans Day (no classes, offices closed)	November 11
Thanksgiving Holiday	November 26-28
Northern Arizona Regional Training Academy Completion Ceremony	December 4
Fall Regular Semester Ends	December 6
Nursing Pinning Ceremony	December 13
Final Grades Due	December 12

**Holidays – Offices Closed
December 22 – January 2**

Spring Semester 2015: January 12 – May 4

Faculty/Staff Development Day	January 7
Faculty Activities Week	January 7-9
Spring Regular Semester Begins	January 12
Martin Luther King Day Holiday (no classes, offices closed)	January 19
Spring Break (offices closed)	March 9-13
Spring Regular Semester Ends	May 4
Northern Arizona Regional Training Academy Completion Ceremony	May 7
Verde Valley Graduation	May 8
Nursing Pinning Ceremony	May 9
Prescott Graduation	May 9
Final Grades Due	May 11

Memorial Day Holiday: May 25

Summer Session 2015: June 1 – July 23

Summer Session begins	June 1
Independence Day Observed (no classes, offices closed)	July 3
Summer Session Ends	July 23

CERTIFICATE OF ACCREDITATION

Let all who view this document know that the

Dabapai College

Public Services Education and Training

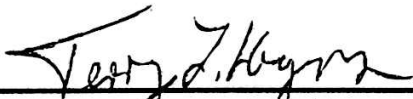
is an active accredited institution of the

International Fire Service Accreditation Congress

accredited to award the following Degrees

Associate of Applied Science, Fire Science

This fact is so certified
on the 20th day of April 2013



Degree Assembly
Board of Governors Chair



International Fire Service
Accreditation Congress Manager



National Fire & Emergency Services Higher Education Program



FEMA

Certificate of National Recognition

For its commitment to standardizing education for the fire and emergency services by adopting the National Fire Academy's model fire science curriculum, the U.S. Fire Administration proudly recognizes

Yavapai College

as an official Fire and Emergency Services Higher Education institution.



Bob Barger
State Fire Training Director

Institution President

James J. Owens
Superintendent
National Fire Academy
U.S. Fire Administration



Secondary Student Enrollment at Yavapai College

**Dr. Greg Gillespie
Dean Holbrook
Tom Hughes**

*Marci Walkingstick
Institutional Effectiveness & Research*

Secondary Student Enrollment

at Yavapai College

History

About Dual Enrollment

Essentials

Requirements
State Reports

Opportunities

Dual Enrollment, Concurrent, & JTED
Locations & Courses

Operations

Staffing & Operations

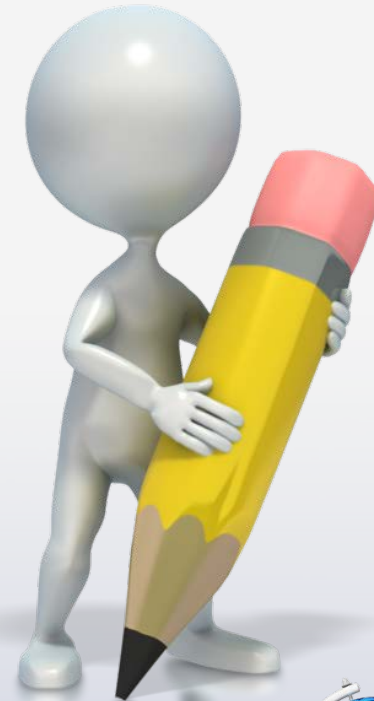
Budget

Costs & Revenues



History

- For more than 50 years, High school students have been able to earn college credits through
 - Advanced Placement
 - International Baccalaureate
 - Dual Enrollment
- Dual Enrollment programs across the nation have grown significantly since the 1980's
- Yavapai College has been offering Dual Enrollment courses since Fall 2002



History

- High school curriculum, more than academic standing and admissions test scores is the greatest predictor of postsecondary success (Adelman, 1999)
- Exposure to college-type or college-level courses is one way to increase the rigor for secondary students and prepare them for postsecondary work (Bailey & Karp, 2003; Hoffman, Vargas, & Santos, 2009)
- Community colleges have historically led this effort, and today 98% of public two-year schools have secondary students enrolled in college courses (Hoffman et al., 2009)



• Essentials

Requirements

- **Instructors**
 - must meet the same credentialing requirements as all other adjunct instructors
 - *A.R.S. 15-1821.01 (5) **
- **Students**
 - must meet all pre-requisites for the course in which they are enrolling
 - *A.R.S. 15-1821.01 (2.a) **
- **Classes**
 - must meet all Learning Outcomes listed in the YC catalog for that course
 - *A.R.S. 15-1821.01 (4) **

* <http://www.azleg.gov/ArizonaRevisedStatutes.asp>

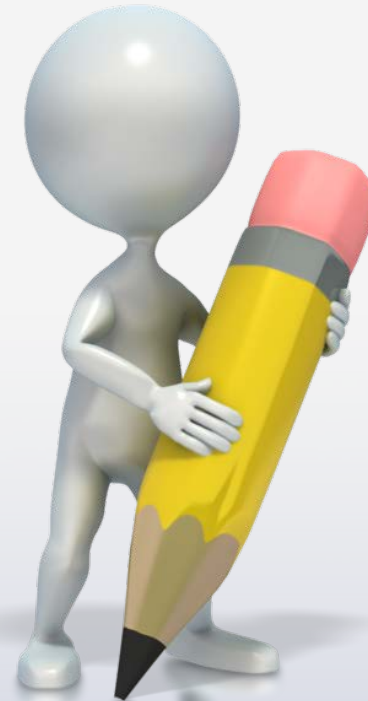


• Essentials

State Reporting

- Arizona Community College President's Council (ACCPC)
 - Dual Enrollment Report
 - *A.R.S. 15-1821.01 (1, 6) **
 - Annual Report to the Governor
 - *A.R.S. 15-1427 **
 - *A.R.S. 15-1821.01 (3,4,5) **

* <http://www.azleg.gov/ArizonaRevisedStatutes.asp>



Secondary School Students at Yavapai College

Flexible Options

**Dual
Enrolled**

High School students taking college classes
At the local High School
No tuition
HS faculty teach courses (*credentialed by YC*)

Concurrent

High School students taking college classes
At a YC campus
Pay tuition
YC faculty teach courses

JTED

Concurrent High School students taking college classes
At CTE campus
Tuition paid by JTED
YC faculty teach courses



• Locations

2012-2013 - Ten High Schools

- Bagdad High School
- Bradshaw Mountain High School – West
- Camp Verde High School
- Chino Valley High School
- Mayer Senior High School
- Mingus Union High School
- Northpoint Expeditionary Learning Academy
- Prescott High School
- Tri-city College Preparatory High School
- Yavapai County High School

NEW for 2013-2014

Sedona Red Rock High School
The Mountain Institute JTED



• Course Offerings

2012 - 2013

ACADEMIC COURSES

- BIO160
- BSA110, BSA131,
BSA220, BSA221,
BSA225
- CSA126
- ENG101, ENG102
- MAT142, MAT152,
MAT167, MAT187,
MAT220, MAT230
- PHY141, PHY142

CAREER & TECHNICAL COURSES

- AGE100
- AGS102, AGS120,
AGS115, AGS261
- AHS100
- AUT100, AUT109,
AUT123, AUT126,
AUT128, AUT151
- CNT100, CNT110,
CNT115, CNT120
- FSC103, FSC104,
FSC105, FSC155
- NSG114



Secondary Students at Yavapai College

Dual Enrollment 2009 - 2013

Fall & Spring	Unduplicated Headcount	Duplicated Headcount	Change	Student Credit Hours	Change
2009 – 2010	730	1,147		4,054	
2010 – 2011	966	1,714	49%	6,109	51%
2011 – 2012	1,065	2,089	22%	7,439	22%
2012 – 2013	<u>1,248</u>	<u>2,587</u>	24%	<u>8,990</u>	21%
<i>TOTAL</i>		<i>7,537</i>		<i>26,592</i>	

Includes Students in Dual Enrollment courses only



Secondary Students at Yavapai College

Students enrolled in Dual Enrollment & JTED courses

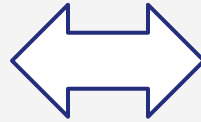
Fall & Spring	Unduplicated Headcount	Headcount	Change	Student Credit Hours	Change
2009 – 2010	753	1,195		4,291	
2010 – 2011	1,020	1,860	56%	6,637	55%
2011 – 2012	1,165	2,393	29%	8,334	26%
2012 – 2013	<u>1,357</u>	<u>3,208</u>	34%	<u>10,534</u>	26%
Total		8,656		29,796	

Includes Part of Term 2 courses only



• Staffing and Operations – Dual Enrollment

Foundation Studies



Student Services

- **Dean Holbrook**
 - Works with the School Districts and YC faculty & Deans to determine courses and instructors
 - Works with Instructional Assistant to build Dual Enrollment classes in Banner
- **Heather Mulcaire**
 - Works with Student Services staff to assist students with applications and registration
 - Works with the School Districts to coordinate applications, testing, and registration
 - Collects Conditional Admission forms
- **Testing**
 - Determine if students meet the course pre-requisites
 - COMPASS test required for some students
 - Some testing is done at the high schools
- **Registrar**
 - Creates Dual Enrollment term in Banner
 - Helps with course building
 - Assists with student issues
- **Enrollment Services and Advising**
 - Advise students on class selection
 - Assist students with registration



• Staffing and Operations – Dual Enrollment

Faculty & Advisory Committees - Dean Holbrook

- Faculty Mentors
 - Full-time YC faculty members work with high school faculty
 - Provide information and feedback on syllabus, curriculum and instruction questions
 - Observe the high school instructors and provide feedback
- Committees
 - Faculty Advisory Committee - required by state statute
 - Comprised of YC faculty members from disciplines that have multiple courses being offered in Dual Enrollment
 - Oversees the selection, orientation, ongoing professional development and evaluation of HS faculty teaching college courses in conjunction with the high schools
 - Dual Enrollment / Underage Student Workgroup
 - YC committee created this year to look at our processes for Dual Enrollment and Concurrent Enrollment involving underage students who have not yet graduated from high school
 - Work on recommended improvements or changes



•Dual Enrollment Budget

EXPENSES

- High school Dual Enrollment teachers are paid a stipend, this year total stipend - \$57,750
- Dean Holbrook devotes a portion of his time to Dual Enrollment oversight
- Heather Mulcaire devotes a portion of her time to working with the Dual Enrollment students and schools
- Dual Enrollment courses are a portion of YC instructional load for 2 full-time CNT faculty

REVENUES

- Dual Enrollment courses generated approximately 280 FTSE this year
- FTSE reimbursement for Dual Enrollment resulted in approximately \$63,777
- Prescott and Bradshaw Mountain High Schools paid \$48,790 in tuition for classes taught by 2 full-time YC faculty
 - Fall - \$24,905
 - Spring \$23,885



•Questions & Comments?



Faculty Senate

Instruction Support Division

Presenter : Patricia McCarver

Start Time : 2:21 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/30/2013

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	Shall be the link between the organization and its "ownership" - the taxpayers of Yavapai County and of the State of Arizona.	396931

Description : Reports from Board Members - INFORMATION AND/OR DISCUSSION

Details : Board members will provide information regarding current events.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:26 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 5/1/2013

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:36 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/29/2013

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : MONITORING REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:36 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/29/2013

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2	The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.	344940

Description : Receipt of President's Monitoring Report - 2.0 - Executive Limitations - INFORMATION, DISCUSSION, AND/OR DECISION

Details : 2.0 Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.0, 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 2.0.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.3.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [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 2.3.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report 2.0.pdf	May 06, 2013	Monitoring Report 2.0.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf	May 09, 2013	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf

**President's Monitoring Report
Executive Limitations 2.0 – Executive Limitations
May 2013**

Executive Limitations 2.0 – Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.

President's Interpretation:

All College employees must strive to achieve the highest quality in fulfilling their job responsibilities. All must be cognizant of and abide by current legal aspects related to their specific roles; be versed in and practice ethical behavior; be knowledgeable and support all College policies; and maintain and incorporate their understanding of best practices in their fields. It is expected that all employees will remain cognizant and support the mission of Yavapai College and the Ends Statements established annually by the Board.

Supporting Evidence:

The supporting evidence for Executive Limitation 2.0 is dependent on two primary sources. First, the President will report the highest quality in fulfilling job responsibilities which is demonstrated within the Executive Limitations 2.1 through 2.5.1 Monitoring Reports. Attached is a compilation of all the Monitoring Reports to date identifying the **President's** Outcomes and **the Board's** Conclusions and Comments.

Second, the President must report any known practice by employees which is inappropriate as described above. As such, this data must be included in Monitoring Reports 2.1.1 and 2.1.2. As there are no known actions in violation of laws, ethics, prudence, or consistency, it is the absence of such data which indicates compliance.

President's Conclusion:

I report compliance

Summary of Executive Limitations Results for July 2012 – May 2013

January 20, 2012 Work Session, the Board agreed that the President’s evaluation will include monitoring reports beginning with July 2012, as scheduled on the Board’s Annual calendar.

Executive Limitation/Date of Report	President’s Conclusions	Board Conclusions and Comments
<p>Policy 2.0 – Executive Limitations – The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>	<p>Report in May 2013</p>	
<p>2.1. Service to the Public – The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual’s privacy or limits accessibility, nor fail to provide a grievance process.</p>	<p>-October 2012- President reported In Compliance</p>	<p>Board Approved Monitoring Report 2.1</p>
<p>2.1.1 Treatment of Employees – The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>	<p>-April 2013 – President reported In Compliance</p>	<p>Board Approved Monitoring Report 2.1.1</p>
<p>2.1.2 Treatment of Students – The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on Student Success.</p>	<p>Report in May, 2013</p>	
<p>2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>	<p>-April 2013 - President reported In Compliance</p>	<p>Board Approved Monitoring Report 2.2 The Board requested that Monitoring Report 2.2 include a compensation timeline graph and a legend to define compensation levels.</p>
<p>2.3 Financial Management – The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>	<p>Report in June 2013</p>	
<p>2.3.1 Budget Deviations - The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i></p>	<p>-Monthly Update– President reported In Compliance Annual Report in June 2013</p>	<p>Board Approved Monthly Monitoring Report Update 2.3.1 – July 2012 through April 2013</p>

Summary of Executive Limitations Results for July 2012 – May 2013

Executive Limitation/Date of Report	President's Conclusions	Board Conclusions and Comments
<p>2.3.2 Reserves – The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>	<p>-Monthly Update– President reported In Compliance Annual Report in June 2013</p>	<p>Board Approved Monthly Monitoring Report Update 2.3.1 – July 2012 through April 2013</p>
<p>2.3.3 Certification Financial Records – The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process. Reported - February 2012.</p>	<p>-February 2013 - President reported In Compliance-</p>	<p>Board Approved Monitoring Report 2.3.3.</p>
<p>2.3.4 Real Property - The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization. Reported – March 2012.</p>	<p>- March 2013 - President reported In Compliance</p>	<p>Board Approved Monitoring Report 2.3.4. The Board discussed the Presidential Monitoring Worksheet Compilation that indicates that 5 Board members reported compliance in all areas except one Board member reported out of compliance regarding sufficient evidence.</p> <p><i>Dr. McCarver requested that future President's Monitoring Reports provide a link or reference to the report and/or place where the evidence of compliance is housed.</i></p>
<p>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property – Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board. The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization. Reported – March 2012.</p>	<p>- March 2013 - President reported In Compliance-</p>	<p>Board Approved Monitoring Report 2.3.4.1 The Board discussed the Presidential Monitoring Worksheet Compilation that indicates that 5 Board members reported compliance in all areas except one Board member reported out of compliance regarding sufficient evidence.</p> <p><i>Dr. McCarver requested that future President's Monitoring Reports provide a link or reference to the report and/or place where the evidence of compliance is housed.</i></p>

Summary of Executive Limitations Results for July 2012 – May 2013

Executive Limitation/Date of Report	President's Conclusions	Board Conclusions and Comments
<p>2.3.4.2 Improvements to Leased Property – The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing Board’s approval. Reported March 2012.</p>	<p align="center">- March 2013 - President reported In Compliance-</p>	<p>Board Approved Monitoring Report 2.3.4.2 The Board discussed the Presidential Monitoring Worksheet Compilation that indicates that 5 Board members reported compliance in all areas except one Board member reported out of compliance regarding sufficient evidence.</p> <p><i>Dr. McCarver requested that future President’s Monitoring Reports provide a link or reference to the report and/or place where the evidence of compliance is housed.</i></p>
<p>2.4 Asset Protection - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured. Update – March 2012.</p>	<p align="center">-November 2012- President reported In Compliance-</p>	<p>Board Approved Monitoring Report 2.4 Mr. Sigafoos stated that he was the Board member who voted twice on the question, “Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?” He reported his hesitancy was related to No. 4 – Public Image, which lists the internal policies that the College has adopted, but does not provide evidence regarding compliance with those policies. Dr. Wills reported that there have been no reported violations of the policies. Ms. Hurley, Director of Human Resources, reported that there are two other monitoring reports throughout the year that report on compliance with these polices, and on both reports, the College reported zero violations. Human Resources tracks 16 different metrics which is the source of the information for this Monitoring Report 2.4 – Asset Protection.</p> <p><i>Suggestion - Dr. McCarver suggested that the Monitoring Reports related to compliance with the listed policies be referenced in this Monitoring Report.</i></p>

Summary of Executive Limitations Results for July 2012 – May 2013

Executive Limitation/Date of Report	President's Conclusions	Board Conclusions and Comments
<p>2.5 Communication and Support to the District Governing Board – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>	<p align="center">- January 2013 – President reported In Compliance-</p>	<p align="center">Board Approved Monitoring Report 2.5</p>
<p>2.5.1 Compliance – The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>	<p align="center">- January 2013 – President reported In Compliance-</p>	<p align="center">Board Approved Monitoring Report 2.5.1</p>

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.0 – Executive Limitations
Compilation - May 2013

This worksheet is intended to assist you in assessing the monitoring report, and expediting RELEVANT discussion at the Board meeting. For EACH ITEM and sub-item in the attached monitoring report, please note your responses to the following questions:

Executive Limitation 2.0	Executive Limitations The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES 3	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3
Comments: (Please complete if any highlighted boxes are checked)		

The following questions will apply to the WHOLE policy:		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 3	NO
Is there reason to doubt the integrity of the information presented?	YES	NO 3
Comments: (Please complete if any highlighted boxes are checked)		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:41 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/29/2013

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.	371198

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [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 2.1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report 2 1 2 Treatment of Students - April 2013.pdf	May 06, 2013	Monitoring Report 2 1 2 Treatment of Students - April 2013.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.1.2.pdf	May 07, 2013	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.1.2.pdf

President's Monitoring Report
Executive Limitations 2.1.2 - Treatment of Students
May 2013

Executive Limitations 2.1.2 - Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.

President's Interpretation:

In order to ensure that students (both credit and non-credit) receive a high-quality education, the college must create an environment which fosters learning and excellent student support. The focus of our efforts must remain on the students' success. It is understood that in order to be successful, each student must accept his/her responsibility to be engaged in the learning process. Likewise, the college must accept its responsibility to develop, implement, and evaluate its policies and procedures that affect students.

Supporting Evidence:

POLICIES AND PROCEDURES

Yavapai College develops, implements, evaluates, and revises policies and procedures that affect students. The policies and procedures comply with District Governing Board policies, as well as state and federal laws and regulations. All academic policies are reviewed by the appropriate faculty committee(s) before advancing to institutional review by the deans, Policy Review Council, and final approval by the President's Leadership Team. A major audit and review of academic policies is now in progress.

Academic Policies and Procedures

Through the shared governance process, the college develops and maintains academic policies. Faculty have an important role in developing, maintaining and implementing academic policies to ensure high instructional standards and support student success.

[Academic Systems Policies](#)

[Policy 3.3 Instructional Effectiveness](#)

[Policy 3.4 Curriculum and Syllabus Development](#)

[Policy 3.4.1 Online Standards](#)

[Policy 3.6 Evaluation of Student Learning](#)

[Policy 3.7 Change of Grade by Instructor](#)

[Policy 3.15 Academic Renewal](#)

[Policy 3.28 Determining Credit Hours Awarded for Courses and Programs](#)

Faculty Committees

The Faculty Association has standing committees that participate in the review of academic policies and systems including:

- Curriculum Committee
- Faculty Affairs Committee
- College Standards Committee
- Professional Growth Committee
- Student Learning Outcomes Assessment Committee

- Faculty Compensation Committee
- Faculty Peer Review Oversight Committee
- General Education Committee
- Developmental Education Committee
- Faculty Senate

Curriculum

Fundamental to the success of all students are the development of a vibrant curriculum, regular review of certificate and degree programs, and the articulation of meaningful student learning outcomes.

[Yavapai College Curriculum Website](#)
[Arizona Revised Statute 15-1410 - Curriculum](#)
[Arizona Transfer - Higher Education](#)
[Student Learning Outcomes Assessment](#)
[2013-2014 Annual Course Schedule](#)

Annual Course Scheduling – Degree/Certificate Sequence Planning

The goal for creating an annual course schedule and sequencing is to provide students effective tools for planning their annual class schedule. These tools are designed to assist students in completion of their programs and to assist our institution in retention and completion efforts. https://taylor.yc.edu/BANPROD/pkgyc_csweb.P_Term

Yavapai College's first annual class schedule (Fall 2013, Spring 2014 and Summer 2014) was released on April 1, 2013. In order to ensure a successful launch, the requirements of all the current degree and certificate programs were verified. Verification included creating student "roadmaps" to lead students through the progression of their degree (two years) and/or their certificate (one year or less) in compliance with HLC Assumed Practices:

B. Teaching and Learning: Quality, Resources, and Support

1. Programs, Courses, and Credits

a. The institution conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees... Any variation from these minima must be explained and justified.

HLC Reviewing protocol for credit hours: show the number of students earning more than 18 undergraduate...credit hours in each semester...to determine whether these numbers reflect a pattern of excessive credit for academic terms.

The Instructional Deans reviewed program requirements and course sequencing for all current programs of study. Completed course sequencing become part of each Division's permanent class scheduling worksheet for each academic year. Additionally, if a course will only be offered Spring or Fall, this is indicated on the student roadmaps and within the course description. This will provide students with clear communication when planning their semester courses. Roadmap tools are available to students through their DegreeWorks icon in their portal.



Accreditation and Federal Compliance

Yavapai College is in compliance with Higher Learning Commission accreditation and federal compliance requirements. In March 2013, the College had a successful onsite reaccreditation visit. Additionally, the Higher Learning Commission approved the College's contractual arrangements with Guidance Academy, LLC and North-Aire, Inc. for the Associate of Applied Science in Aviation Technology, emphasis professional pilot.

The College's nursing program was reaccredited in 2013 by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

The following Yavapai College programs have third-party program-level accreditation and are in good standing with their accreditors: Nursing, Radiology, Fire Science, and Emergency Medical Services. Evidence of third-party accreditation is included in the HLC 2013 Final Team Report.

[Higher Learning Commission Statement of Affiliation](#)
[Yavapai College Accreditation Website](#)
[Student-Right-to-Know and Higher Education Act \(HEA\) Consumer Information and Disclosures](#)



HLC 2013 Final Team Report



HLC Contractual Approval

Instructional Support:

Instructional Support provides academic systems that directly support students, faculty and staff and are indispensable and critical for student success. Instructional Support is directly tied to Board End 1.1 Instructional Support areas include:

- Instructional Support & Improvement [Instructional Support & Improvement website](#)
- Library [Library website](#)
- Teaching and eLearning Support [Teaching and eLearning website](#)

Student Rights and Responsibilities

Yavapai College provides students avenues to appeal academic or non-academic decisions made by faculty or staff. These processes are reviewed annually, evaluated, revised, and when necessary, reviewed by College attorneys to insure students' due process.

[Student Policies, Procedures and Guidelines](#)
[Student Code of Conduct and Incident Reporting](#)
[Academic Complaint Process](#)
[Non Academic Complaint Process](#)
[Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty](#)
[Student Appeal of Academic or Instructional Decision by Faculty](#) YC Catalog, page 39
[Standards of Residence Conduct](#) Standards of Residence, Conduct Process, page 6

Student Services:

Yavapai College provides comprehensive student services focused on student development and completion. These services are addressed by the following areas:

- Student Services [Student Services website](#)
- Academic Advising [Academic Advising website](#)
- Financial Aid and Veterans' Services [Financial Aid website](#)
- Enrollment Services and Recruitment [Enrollment Services website](#)
- Admissions [Explore Yavapai & Admissions website](#)
- Registrar's Office [Registrar's Office website](#)
- Residence Life and Judicial Affairs [Residence Life website](#)
- TRIO Programs [Student Support Services TRIO website](#)
- Testing Center [Testing Center website](#)
- Learning Centers [Learning Centers website](#)
- Disability Resources [Disability Resources website](#)

2012-2013 Student Services Initiatives

- First Year Experience: A workgroup consisting of faculty and Student Services professionals has met throughout the year to develop a plan to increase retention of students from semester to semester and year to year and increase the number of students who complete, graduate, and transfer. The focus and foundation of the workgroup is **student success**.
- An Academic Advising Workgroup consisting of ten faculty and deans, four Student Services professionals, and one student has met over the past year to review how academic advising can assist in meeting institutional goals related to retention, completion, and success of YC students as well as research best practices that lead to student success.
- LEAN Processes Applied in Financial Aid: The Financial Aid staff applied the processes learned in the 2011-2012 Student Services/Business Office LEAN project to completely revamp the **Student Academic Progress (SAP) appeal process**. The improvements made have resulted in more timely assistance to students, more efficient use of Financial Aid staff, and more classes available for students who will actually attend.
- Communications to current and prospective students: Although the process for communicating with prospective and current student is currently manual, the Admissions Counselor has developed "relational" messages that are sent to prospective students after they have indicated interest in Yavapai College.



2012-13 Student
Services Initiatives



Non-Academic
Complaint Tracking



First Year Experience
APR 2013.pptx

STUDENT SUCCESS

Retention:

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project¹ and the federal Integrated Postsecondary Educational Data Survey². Retention measures link directly to Board End 1.1
- Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 55% in fall 2011 (source IPEDS).
- YC's fall10 to fall11 retention rate of all credit students was 49% which is above the national median average of 48%.



Retention Trends



NCCBP Fall-to-Fall
Retention.xlsx

Source:

¹National Community College Benchmark Project, 2011-2012 Final Report

²Integrated Postsecondary Educational Data Survey, 2007 – 2012

Career and Technical Success:

Career and Technical success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 7% for Associate of Applied Science Degree Programs and 4% for Certificates.

	2007-08	2008-09	2009-10	2010-11	2011-12
Associate of Applied Science ³	188	193	210	237	267
Certificates ³	307	399	354	395	371

2010 Pass Rates

First-time pass rates for Nursing license⁴

First-time pass rate for Radiological Tech license⁵

YC

89.2%

US

87.9%

AZ

91.3%

NA



Career & Technical
Awards 2007-2012.xls



Nursing Pass Rates



RAD TECH Pass Rates
ARRT NationalCompar



Carl Perkins
Measurement.docx

Sources:

³Office of Institutional Research

⁴National Council of State Boards, National Council Licensure Examination (NCLEX)

⁵American Registry of Radiologic Licensure Examination (ARRT)

Transfer Success:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate for Associate Degrees and Arizona General Education Certificates is 7% and 53% respectively. Students transferring to public Arizona universities consistently perform above the national median first-year grade point average of 2.91¹. Further comparison to the National Community College Benchmark cohort, positions Yavapai College transfer students' first year GPA at transfer school in the 90th percentile.

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Associate Degrees ³	191	197	249	223	264
Arizona General Education Certificates ³	32	57	244	242	264
Average first-year grade point average (GPA) at transfer institutions ⁶	3.00	3.16	2.95	3.14	3.15



Associates & Transfer Trends 2007-2012.xls



Transfer Hour Trends 2006-2012.pdf



First Year Transfer GPA Trends



NCCBP First Year GPA.xlsx

Sources:

¹National Community College Benchmark Project, 2010-2011 Final Report

³Office of Institutional Research

⁶Arizona State System for Information on Student Transfer (ASSIST)

Student Satisfaction and Engagement:

In an effort to provide an environment which fosters learning, excellent student support, and student engagement, the College surveys students to measure satisfaction and engagement. In recent years, two different forms of measurement have been used to survey students' satisfaction and engagement. In spring 2011, the Noel-Levitz Satisfaction survey was administered to Yavapai College students and focused on student satisfaction with curriculum and services. The second survey, Community College Survey of Student Engagement (CCSSE) was administered in spring 2012 and focused more on student engagement in their Yavapai College experience. The findings from these surveys support Board End 1.1

Noel-Levitz Student Satisfaction Survey

- When asked about overall satisfaction with their experience at Yavapai College, 84% of students reported satisfaction, which was statistically higher than the national average response of 77%.
- 86% of students reported yes when asked "All in all, if you had to do it over, would you enroll at Yavapai College again?" This finding was statistically higher than the national average of 80%.

[Noel-Levitz Student Satisfaction Survey](#)

Source:

2011 Noel-Levitz Student Satisfaction survey

Community College Survey of Student Engagement (CCSSE)

The CCSSE survey focused primarily on student engagement. Research shows that the more actively engaged students are with college faculty and staff, with students, and the course subject matter; the more likely they are to persist in their college studies.

- Students felt they had friendly and supportive relationships with instructors and other students.
- More than one-half felt their experience at Yavapai College contributed to the following:
 - Acquiring a broad general education
 - Thinking critically and analytically
 - Solving numerical problems
 - Using computing and information technology
 - Learning effectively on your own
 - Developing clearer career goals
- Academic and service areas of most importance to students include:
 - Academic advising
 - Financial aid advising
 - Computer lab
 - Transfer credit assistance



CCSSE 2012 Key Findings



CCSSE Use-Satis-Importance, Relationships & Skills



CCSSE -

President's Conclusion:
I report compliance.



Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1.2 – Treatment of Students
Compilation - May 2013

This worksheet is intended to assist you in assessing the monitoring report, and expediting RELEVANT discussion at the Board meeting. For EACH ITEM and sub-item in the attached monitoring report, please note your responses to the following questions:

Executive Limitation 2.1.2	Treatment of Students The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success		
Is the interpretation reasonable?		YES 3	NO
Does the data demonstrate compliance with the interpretation?		YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?		YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?		YES	NO 3
Comments: (Please complete if any highlighted boxes are checked)			

The following questions will apply to the WHOLE policy:			
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?		YES 3	NO
Is there reason to doubt the integrity of the information presented?		YES	NO 3
Comments: (Please complete if any highlighted boxes are checked)			

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:46 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/29/2013

Item Type : Monitoring Item

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

Description : Board Self-Evaluation - RE: Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION

Details : 3.0 Governance Process

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

Attachments :

Title	Created	Filename
Compilation - Board Evaluation 3.0.pdf	May 07, 2013	Compilation - Board Evaluation 3.0.pdf

Policy Number	District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2013 Policies: 3.0 Governance Process <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
3.0 Governance Process	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **3** No

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks:

Presenter : Patricia McCarver

Start Time : 2:51 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/29/2013

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Board Self-Evaluation - RE: Governing Board Policy 3.4 Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION

Details :

Attachments :

Title	Created	Filename
Compilation - Board Evaluation 3.4.pdf	May 07, 2013	Compilation - Board Evaluation 3.4.pdf

Policy Number	<p align="center">District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2013</p> <p>Policies: 3.4 Agenda Planning</p> <p><u>Call if you need any help finding data in OurBoardroom™</u> (Karen, 928.776.2023)</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
Policy 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.2 Start of Annual Cycle	The cycle shall start with the Board's development of its agenda for the next year.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.2.2 Calendar for Education 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, to be held during the balance of the cycle.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.2.2.1 Board Member Orientation Process	<p>3.4.2.2.1 Board Member Orientation Process</p> <p>New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents and processes.</p> <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) 5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments. 	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.3 All Meeting Agendas	<p>The Board shall plan its agenda around the specific job products of the Board, set out in the Board's Job Description Policy 3.2. All meeting agendas shall, therefore, 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 3) For Board Education <p>For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Boards Consent Agenda (see Policy 3.4.3.4).</p>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Policy 3.4.3.1 Referencing Existing Board Policy	All items on the agenda will reference the relevant existing Board policies.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.3.2 Distinguishing Between Matters for the Board or President	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. 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.3.3 Process for Placing items on the Agenda	The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair a) If it is the Board's issue it will be placed on the next Board agenda. b) If it is the President's issue, the Chair will refer it to the President to be dealt with in accordance with Board policy and inform any Board member concerned. 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.3.4 Consent Agenda	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: a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.4 President Monitoring	President Monitoring Reports are produced in accordance with Appendix A attached to Board-President Linkage policy 4.4.4. 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.5 Elections/ Appointments	As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy 3.4.6 Items for Action	Board members and the President shall present items for action or discussion at a Board meeting only when on the agenda.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **3** No

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks:

Presenter : Patricia McCarver

Start Time : 2:56 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/29/2013

Item Type : Monitoring Item

Policy No.	Description	Ref No
4.5	<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.</p> <p>President 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.</p>	429157

Description : Board Self-Evaluation - RE: Governing Board Policy 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION

Details : The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.

President 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.

Attachments :

Title	Created	Filename
Compilation - Board Evaluation 4.5.pdf	May 07, 2013	Compilation - Board Evaluation 4.5.pdf

Policy Number	District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2013 Policies: 4.5 President Compensation and Benefits <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
4.5 President Compensation and Benefits	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. President 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.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **3** No

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks:

Presenter : Patricia McCarver

Start Time : 3:01 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 4/30/2013

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.2	<p>The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.</p> <p>Accordingly:</p>	413391
4.4	<p>Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.</p> <p>Accordingly:</p>	429156

Description : President's Evaluation Process - DISCUSSION AND/OR DECISION

Details : At the June 11, 2013 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2012-2013. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board polices, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports and other relevant information, and evaluation forms by May 17, 2013.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than June 1, 2013.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the June 11, 2013 District Governing Board meeting in executive session.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 3:11 PM
Time Req : 0
Item Type : Heading

Item No : 30

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 3:11 PM
Time Req : 30
Item Type : Policy & Decision

Item No : 31

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	344942

Description : Approval of the Preliminary Budget for FY 2013-2014 - DISCUSSION AND/OR DECISION

Details : Mr. Clint Ewell, Vice President for Finance and Administration, will present the 2013 - 2014 Preliminary Budget for Board's action.

Attachments :

Title	Created	Filename
FY 2013-14 Preliminary Board Budget Book - 5-14-2013.pdf	May 09, 2013	FY 2013-14 Preliminary Board Budget Book - 5-14-2013.pdf

Yavapai College Preliminary Budget



FY2013–2014

Presented to the District Governing Board May 14, 2013

life explored

Career & Technical Education Center
Chino Valley Center
Prescott Campus
Prescott Valley Center
Sedona Center
Verde Valley Campus

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May 14, 2013

TO: The District Governing Board and Citizens
Yavapai County Community College District

FR: Penelope H Wills, Ph.D
President, Yavapai County Community College District

It is my pleasure to present to you the proposed Fiscal Year 2013-2014 operating and capital budget. I have submitted a balanced operating budget using current revenue projections. The capital budget will be funded using a combination of current revenues, fund reserves, and proceeds from the issuance of capital debt.

As we look to the future, we anticipate that operating budgets will be totally supported by existing revenue streams. This, of course, assumes growth in Yavapai County new construction, and continued periodic increases in tuition & fees as well as property taxes. Future capital budgets will concentrate on integrating the five-year capital improvement plan (CIP) with the upcoming FY2014 District Facilities Master Plan and the FY2012 Facility Condition Index report.

The budget document is submitted in accordance with the appropriate laws of the State of Arizona. The preparation of the annual budget is one of the most important tasks of the year, helping us ensure we remain a good value for students and tax payers alike. Similarly, I believe the review and adoption of the annual budget is the most important policy decision that you, as elected officials, are required to make each year.

Budget Strategy

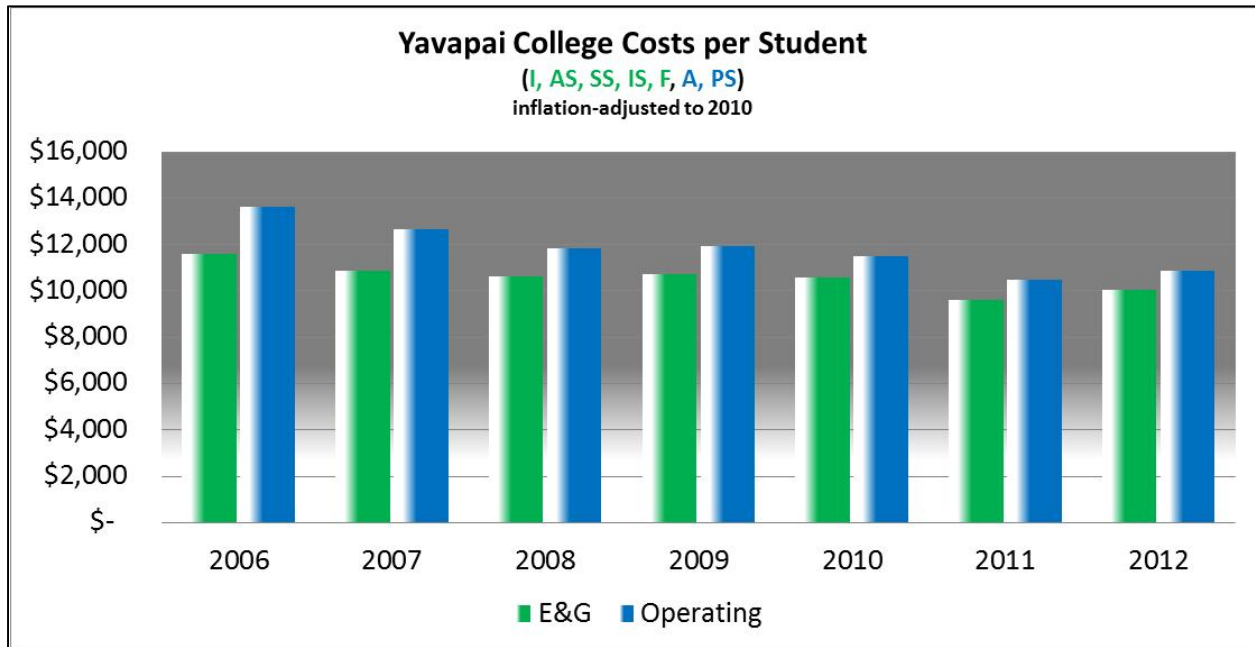
The budget is the financial means by which we pursue the District Governing Board's three End Statements: Help Students achieve their educational goals; Help communities have the leadership and educational resources to develop and sustain economic base jobs; and Provide access to a vibrant social and cultural life. Our strategy is to provide programs and services which allow us to pursue these Ends, at a "justifiable cost" which provides good value to students and taxpayers alike.

Cost-per-FTSE

Cost per FTSE is a standard measure of higher education efficiency. The cost-per-FTSE can be calculated in multiple ways. Two of the most common are 1) dividing the Education and General fund expenditures by the FTSE generated for the same fiscal year or similarly 2) dividing the Operating Expenses (E&G and Auxiliary and Public Service) expenditures by the FTSE generated for the same year. The table below illustrates a comparison of the actual inflation adjusted cost-per-FTSE for the past six years. Through focused efforts to lower costs while maintaining quality, Yavapai College has improved our E&G cost per FTSE by 13% and our Operating Cost per FTSE by 26%. These cost improvements have brought YC's costs to the national average community college cost per student.

Though we are proud of this accomplishment, we realize that our operating costs are still above our Arizona peers. As such, we will continue to look for opportunities to control or reduce costs while

providing the quality programs, services, and facilities our constituents have come to expect.



Budget Highlights

The FY2013-2014 total budget of \$85 million, including all funds, is \$7.4 million more than FY2012-2013. The current funds (general and auxiliary funds) increased just 1.4% over the previous year. Increases in capital improvement (plant fund) spending attributed the majority of the overall increase, primarily due to addressing deferred maintenance issues. The Restricted Fund remained relatively flat over the previous year. The Retirement of Indebtedness Fund increased moderately compared with the current fiscal year.

Total budgeted expenditures by Fund:

- General Fund is \$41.3M
- Auxiliary Fund is \$3.8M
- Restricted Fund is \$14.6M
- Plant Fund is \$18.4M
- Retirement of Indebtedness Fund is \$6.9M

General Fund Highlights:

Revenues

The District’s largest funding sources are derived from local property taxes, tuition and fees, and state appropriation.

Property Taxes: The District is limited, by statute, to increasing primary property taxes by no more than two percent over the maximum amount allowed in the previous tax year, for existing property. In addition, the adopted rate is applied to the assessed value of new construction.

Staff is recommending that the District not pursue an increase in taxes for Fiscal Year 2013-2014. Staff is proposing to levy at the current year's levy \$40,231,600, plus new construction of \$494,300, or \$40,725,900 total. The primary tax rate is projected to increase from 1.6725 per \$100 of net assessed property value to 1.8241 per \$100 of net assessed property value due to decreases in net assessed property value.

Tuition and Fees: The Board approved increases of \$0 - Tier 1, \$2 - Tier 2, and \$2 - Tier 3, per student credit hour, along with various increases in differentiated tuition for destination or high-cost programs. These changes keep Yavapai College's base annual Tuition and Fees at \$2,100 (for 30 credits for Tier 1 tuition), near to the Arizona community college average, and roughly one-fourth of the Arizona four-year university average. Most students will experience a maximum increase of \$2 per student credit hour, while students in destination and/ or high-cost programs will pay more.

State Aid: For FY2013-2014, Yavapai College expects to receive \$63,700 less than FY2012-2013, due to decreased enrollments in FY12 for reasons which were discussed extensively in the FY12 budgeting process. The state appropriation represents approximately \$893,900 for the coming fiscal year, approximately 2% of the Operating budget.

Expenses

- Staff is recommending 3.0% raises for all employees to ensure YC provides market competitive compensation.
- Athletics and YC Scholarships were moved from the Auxiliary to the General Fund (see below).
- Police budget moved from Institutional Support program to Facilities program to better align with National Association of College and University Business Officers (NACUBO) standards and benchmark peers.
- ASRS Board of Trustees has determined that there will be an increase of 0.4 percent for both the employee and employer contribution for the upcoming fiscal year or \$113,000.
- All other revenues were adjusted based on the best known information at this time.

Auxiliary Fund Highlights

Programs and services in the Auxiliary Fund are those which, generally speaking, are expected to generate enough revenues to cover their costs. Those programs and services which do not break even are critically evaluated on an annual basis to ensure they remain mission-critical to Yavapai College and of high value to Yavapai County residents. Although we have always allocated overhead costs to the Auxiliary Fund, as of last year overhead has been allocated down to the individual self-supporting program level. This allows us to see a clearer picture of the net gain/subsidy of the program area.

For FY2013-2014, we have decided to move Athletics and Scholarships from the Auxiliary Fund to the General Fund. We believe this will better comply with the standards established by the NACUBO and of the Integrated Post-Secondary Educational Data System. Moreover, this will allow us to perform better cost benchmarking analyses with our national and state peers.

In 1990, the voters of Yavapai County approved a General Obligation Bond to build the YC Performing Arts Center. The college has operated the Performing Arts Center as a Public Service

ever since; however, the facility is subsidized. Due to improved financial performance, we were able to lower the subsidy to the Performing Arts Center by \$200,000 and have reflected that improvement in the FY2013-2014 budget.

Plant Fund Highlights

Five-year Capital Improvement Plan

To complement the completion of the District's Master Plan of 2000, staff has developed a district-wide, five-year Capital Improvement Plan (CIP). The purpose of establishing a CIP is to identify major capital needed to align facilities with the Educational Master Plan and to allow the District to address the changing needs of the community. The CIP also allows us to begin the process of identifying capital funding. The CIP primarily captures projects included in the Campus Master Plan. Since this amount can be imposing and cannot realistically be funded from general revenues (pay-as-you-go financing), it will be necessary for many of the proposed CIP improvements to be funded with other sources, such as the issuance of bonds, lease-purchases, donations, pledged revenue obligations, local resources and grants. The CIP is presented in detail within this document.

Planned Maintenance

The District's strategic initiatives prescribe the implementation of a district-wide, five-year comprehensive program for the maintenance of all district facilities, grounds and infrastructure. The purpose of the plan is to schedule regular ongoing preventative maintenance to maximize the useful life of all buildings (including infrastructure) and grounds owned by the District. The five-year preventative maintenance plan is based upon the Facilities Condition Index report, and is detailed within this document and the maintenance projects for the current fiscal year are budgeted within the District's Unexpended Plant Fund.

Five-year Equipment Replacement Plan

Critical equipment is defined as equipment with a cost of \$1,000 or more per unit and a useful life of greater than one-year, essential to the day-to-day operations of existing programs or service areas within the District. The program is a multi-year (five-year) plan that projects spending for anticipated replacement of existing or new equipment within the same level of service currently provided. The five-year equipment replacement plan is detailed within this document and the equipment expenditures planned for the current fiscal year are budgeted within the District's Unexpended Plant Fund.

Long Range Financial Planning

Long-range financial forecasting plays an integral part in the budget development. Revenue and expenditure projection assumptions were prepared for a five-year period. Revenue projections were based on Primary Property Taxes trends, projections in enrollment growth (FTSE), and current economic trends. Expenditure estimates included projections by fund to allow for increases in commodities and contracted services (maintenance agreements), salaries and fringe benefits, bonded and lease-purchase debt payments and allowing for new initiatives to meet the District's strategic initiatives.

The results of the five-year estimate of revenues and expenditures demonstrate the ability of the District to continue offering services at our current level plus allow for the limited funding of new

initiatives into the future. The projected future surplus in revenues will enable the District to fund a comprehensive five-year capital improvement plan (CIP), a Deferred Maintenance Plan, and an Equipment Replacement Plan – all of which safeguard the capital investments made by our community.

These projections are based on the best known information at this time and may change through legislative actions. Revisions to long-range projections are to be made annually with the preparation of each fiscal year's budget. The Long Range Financial Planning results are presented in detail within this document.

Expenditure Limitation

Critical to the District's financial stability is the ability to remain in compliance with the State's imposed expenditure limitation (spending cap). On June 3, 1980, Arizona voters approved a State constitutional change prescribing an expenditure limitation for each county, city, town, and community college district throughout the State. The purpose of the constitutional change was to control expenditures by limiting future increases in spending to be adjusted for inflation/deflation and increases in population (FTSE). Fiscal year 1979-1980 was established as the base year for calculation purposes. Penalties were established assessing a dollar-per-dollar reduction in state-aid, up to a maximum of 33% of state-aid, for exceeding the imposed spending limitation. Special provisions were included to allow community colleges to accumulate "credits" for under-spending and allow districts to establish a voter-approved modified expenditure limitation.

The expenditures presented in the above five-year long range financial assumptions are compared to the estimated exclusions allowed by State law. The estimated spending limit for each year is based on an increase of 2% in enrollment (FTSE) and a 3% annual increase in the Gross Domestic Product (GDP) implicit price deflator. The analysis illustrates a positive expenditure limitation position for FY2013-2014 through FY2017-2018. During positive years, the District has the opportunity to replenish its "credits" to be utilized in subsequent fiscal years as necessary. The Long Range Expenditure Limitation projections are presented in detail within this document.

The College's cost control efforts, along with a sustainable FTSE growth rate, have provided relief from the pressures of the State's imposed expenditure limitation. The District has accumulated \$10.9 million in discretionary "credits" from the State during the past ten years. The base operating budget for FY2013-2014 is within the College's estimated spending limit. The preparation of this budget document is attributed to the countless hours of the Business Office, Budget Managers, Deans, Vice Presidents and the President's Leadership Team. Thanks to their efforts, Yavapai College continues to be in a fiscally sound position.

I would like to express my appreciation to all those who assisted and contributed to the preparation of this budget. We all strive to be good fiscal stewards on behalf of the citizens of Yavapai County.

Respectfully submitted,

Penelope H Wills, Ph.D
President

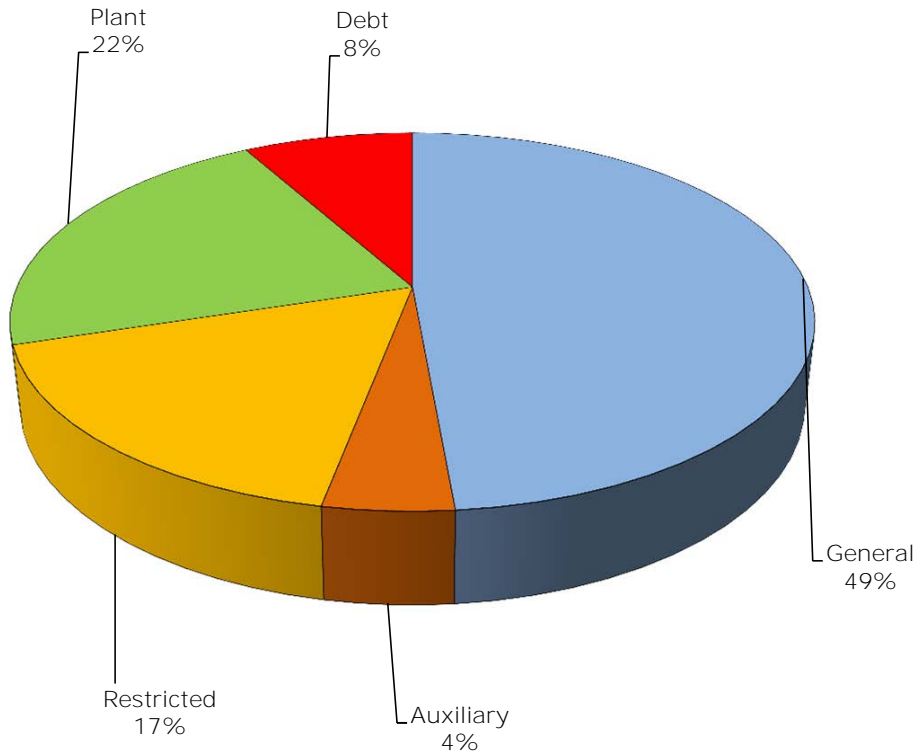
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Mr. Raymond Sigafoos	Chair, District 1
Dr. Patricia McCarver	Board Secretary, District 4
Mr. Herald Harrington	Board Spokesperson, District 2
Dr. Dale Fitzner	Member, District 5
Mr. Robert Oliphant	Member, District 3

YAVAPAI COLLEGE ADMINISTRATION

Dr. Penelope H. Wills	President
Dr. Gregory Gillespie	VP of Instruction and Student Services
Dr. Clint Ewell	VP of Finance & Administrative Services
Mr. Steve Walker	VP of College Advancement and the Executive Director of the Foundation

**Yavapai College
EXPENDITURES - ALL FUNDS
FY2013-2014**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
SUMMARY OF BUDGET DATA**

	Current Year <u>2012-2013</u>	Proposed Budget <u>2013-2014</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 38,925,600	\$ 41,332,000	\$ 2,406,400	6.2%
Auxiliary Enterprises	5,541,000	3,768,200	(1,772,800)	-32.0%
Sub-Total Current Funds - Unrestricted	\$ 44,466,600	\$ 45,100,200	\$ 633,600	1.4%
Current Funds - Restricted	13,230,000	14,586,000	1,356,000	10.2%
TOTAL CURRENT FUNDS	\$ 57,696,600	\$ 59,686,200	\$ 1,989,600	3.4%
Plant Funds				
Unexpended Plant Fund	\$ 14,712,400	\$ 18,442,600	\$ 3,730,200	25.4%
Retirement of Indebtedness	5,200,000	6,928,000	1,728,000	33.2%
TOTAL PLANT FUNDS	\$ 19,912,400	\$ 25,370,600	\$ 5,458,200	27.4%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 77,609,000	\$ 85,056,800	\$ 7,447,800	9.6%

B. EXPENDITURE PER FTSE:

FTSE	3,944	4,175	231	5.9%
Current General Fund	9,870	9,900	30	0.3%
Unexpended Plant Fund	3,730	4,417	687	18.4%

II. EXPENDITURE LIMITATION PURSUANT TO A.R.S. 41-563	FISCAL YEAR 2012-2013	\$ 43,278,034
	FISCAL YEAR 2013-2014	\$ 43,747,725

III. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2012-2013 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. 42-301. -

IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301. 42,402,101

V. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:

	Current Year <u>2012-2013</u>	Proposed Budget <u>2013-2014</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
A. Amount Levied				
Primary Tax Levy	\$ 40,231,600	\$ 40,725,900	\$ 494,300	1.2%
Secondary Tax Levy	5,192,500	5,077,500	(115,000)	-2.2%
TOTAL PROPERTY TAX LEVY	\$ 45,424,100	\$ 45,803,400	\$ 379,300	0.8%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	\$ 1.6725	\$ 1.8241	\$ 0.1516	9.1%
Secondary Tax Rate	0.2150	0.2227	0.0077	3.6%
TOTAL PROPERTY TAX RATE	\$ 1.8875	\$ 2.0468	\$ 0.1593	8.4%

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

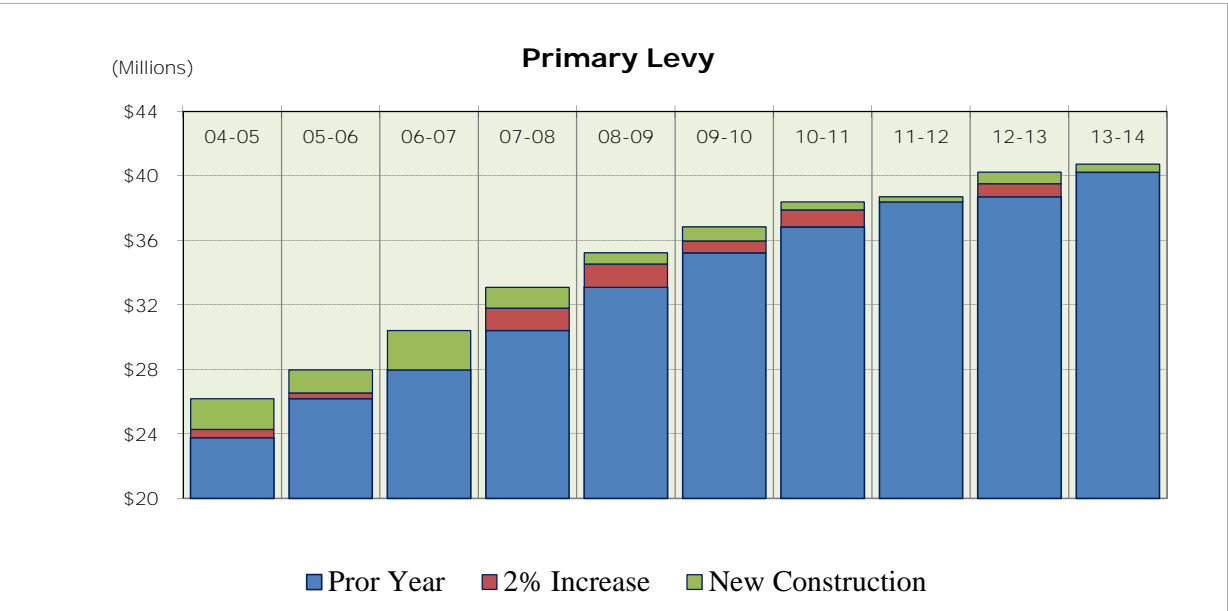
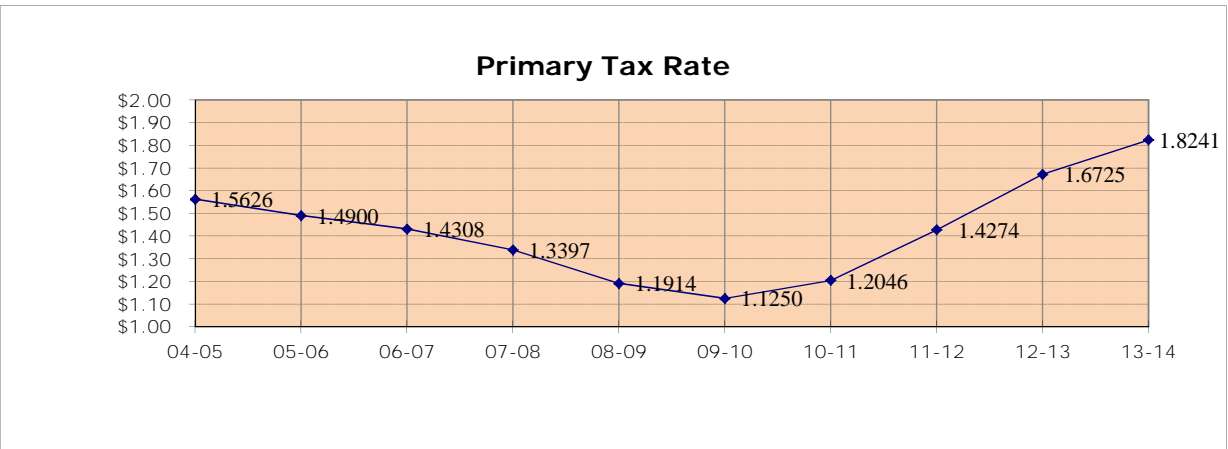
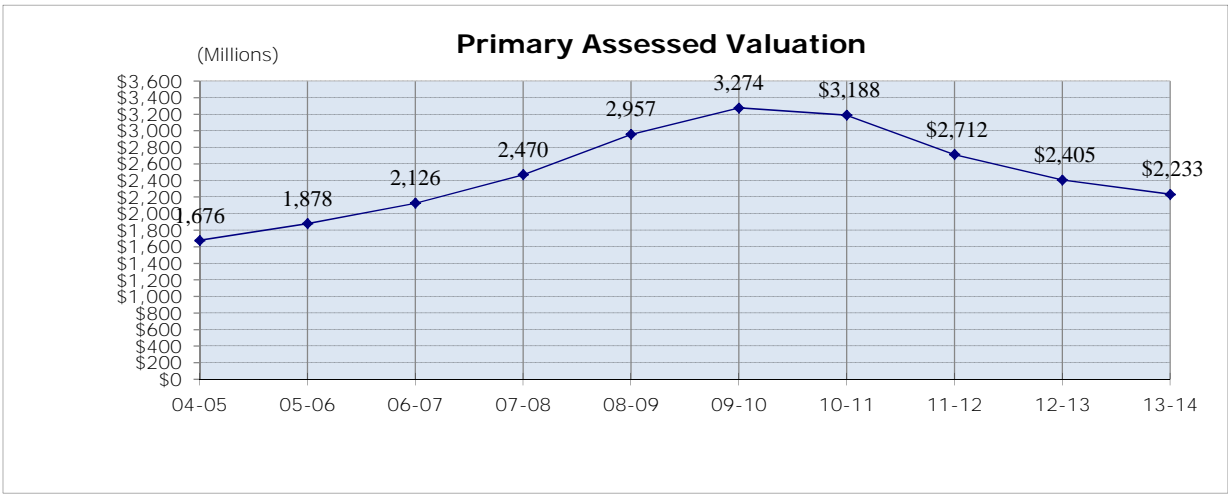
**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

DISTRICT LEVY ASSUMPTION

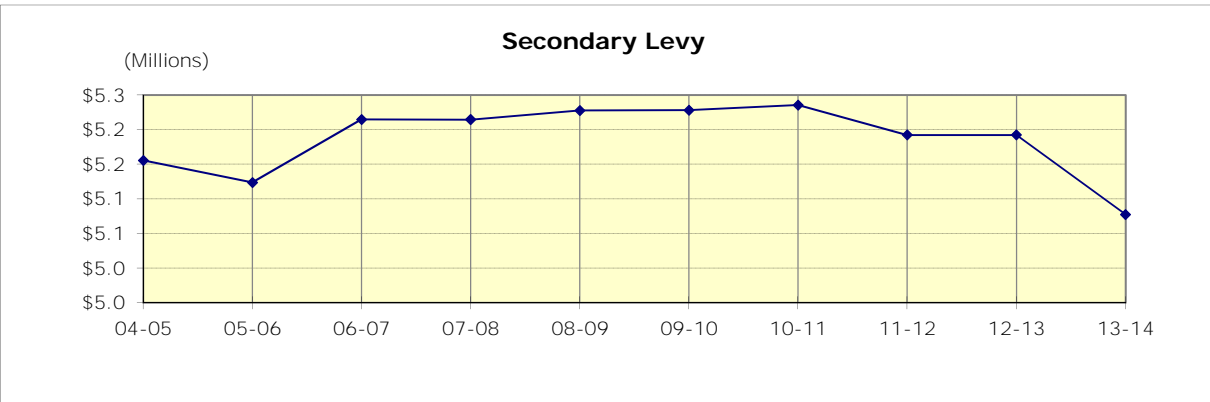
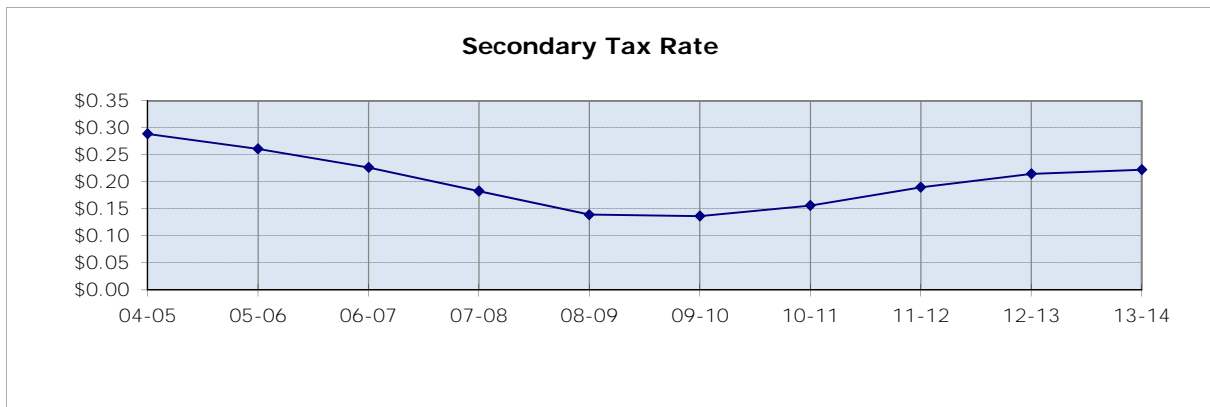
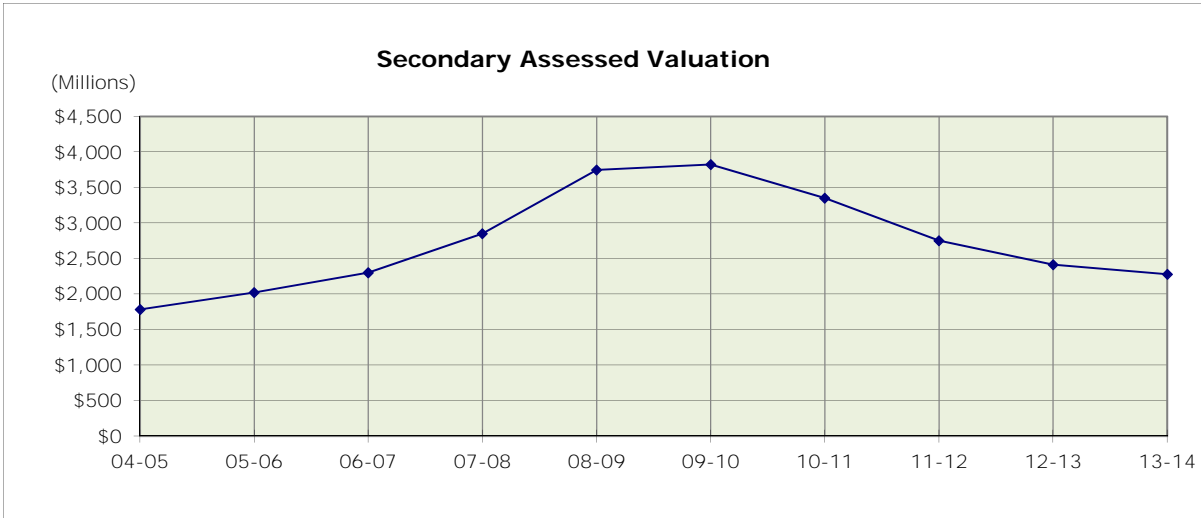
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|-------------------------------------------------------------------------------------|------------------|
| 1. 2013-2014 MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301: | \$ 42,402,101 |
| 2. 2013-2014 PRIMARY PROPERTY TAX LEVY REQUIRED FOR BUDGET IS: | \$ 40,725,900 |
| 3. 2013-2014 PRIMARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ 2,232,629,599 |
| 4. 2013-2014 SECONDARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ 2,279,676,521 |
| 5. PROPOSED BUDGET LEVY QUALIFICATION: | |

YAVAPAI COLLEGE IS IN COMPLIANCE WITH PRIMARY TAX LEVY LIMITATIONS FOR FY2013-2014 BASED UPON 2013 ASSESSED VALUE ESTIMATES AND ALL APPLICABLE PROVISIONS OF ARS 42-301.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
PRIMARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
SECONDARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**

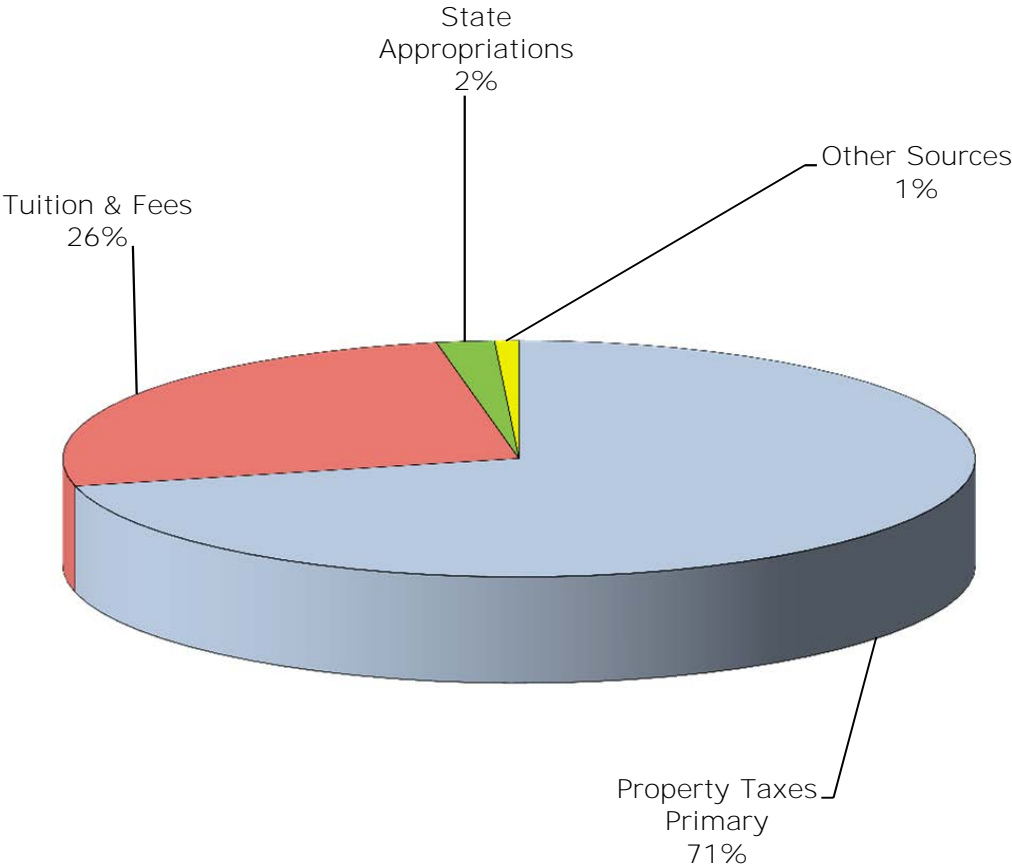


**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
PAST TEN FISCAL YEARS**

ASSESSED VALUATION, TAX RATE AND LEVY HISTORY

<u>Year</u>	<u>Primary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Secondary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
04-05	\$ 1,676,029,540	1.5626	\$ 26,189,637	\$ 1,785,174,684	0.2888	\$ 5,155,584
05-06	1,877,847,425	1.4900	27,980,856	2,020,575,209	0.2612	5,282,090
06-07	2,125,710,207	1.4308	30,414,662	2,302,712,940	0.2265	5,214,983
07-08	2,470,265,871	1.3397	33,094,152	2,853,059,731	0.1828	5,214,651
08-09	2,956,557,356	1.1915	35,225,387	3,748,593,832	0.1394	5,227,884
09-10	3,274,078,347	1.1250	36,833,381	3,824,935,514	0.1367	5,228,333
10-11	3,187,577,677	1.2046	38,397,561	3,350,111,921	0.1563	5,235,677
11-12	2,712,177,881	1.4274	38,714,700	2,753,690,772	0.1901	5,192,500
12-13	2,405,473,723	1.6725	40,231,600	2,414,825,073	0.2150	5,192,500
13-14	2,232,629,599	1.8241	40,725,900	2,279,676,521	0.2227	5,077,500

**Yavapai College
GENERAL FUND REVENUE
FY2013-2014**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

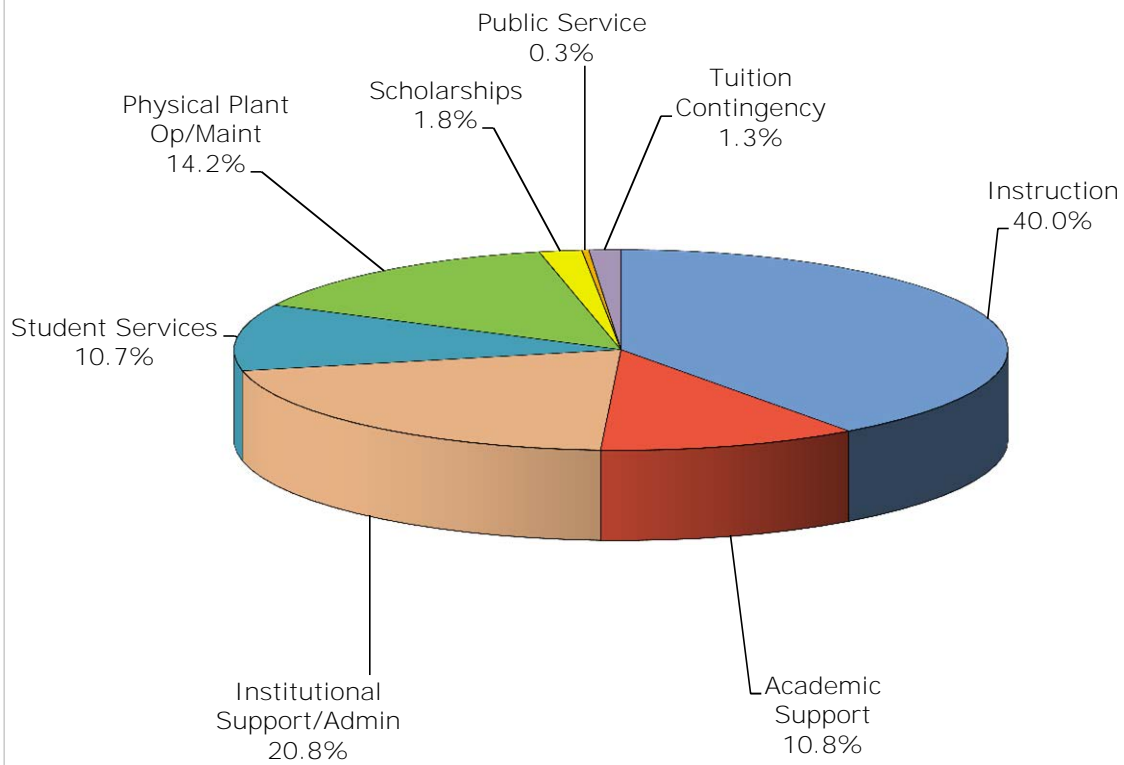
CURRENT FUNDS - UNRESTRICTED FUND BALANCE

	<u>Amount</u>
Unrestricted Current Funds Fund Balance as of July 1, 2012	\$ 8,410,000
Add: Estimated Revenues - FY2012-2013	\$ 44,730,000
Less: Estimated Expenses - FY2012-2013	(43,145,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Fund - FY2012-2013	(2,200,000)
Estimated Increase (Decrease) in Fund Balance FY2012-2013	<u>(615,000)</u>
Estimated Current Funds - Fund Balance June 30, 2013	7,795,000
Less: Governing Board Designated Amount for Financial Stability Policy	<u>(4,473,000)</u>
Estimated Fund Balance in Excess of Required Reserves as of June 30, 2013	3,322,000
Less: Amounts Not in Spendable Form (e.g. Receivables, Prepaids)	(950,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Fund - FY2013- 2014	(2,000,000)
Less: Auxiliary Fund - Amount Applied to Budget	(100,000)
Estimated Increase (Decrease) in Current Funds Unrestricted Fund Balance	<u>(3,050,000)</u>
Estimated Current Funds - Unrestricted Fund Balance Available for Expenditures/Reserves/ Special Projects June 30, 2013	<u>\$ 272,000</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2013-2014 BUDGET
CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS**

REVENUES	2012-2013 BUDGET	2013-2014 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
PROPERTY TAXES - PRIMARY	\$ 29,717,000	\$ 31,136,100	\$ 1,419,100	4.8%
STATE APPROPRIATIONS				
Maintenance Support	\$ 957,600	\$ 893,900	\$ (63,700)	-6.7%
Sub-total State Appropriations	\$ 957,600	\$ 893,900	\$ (63,700)	-6.7%
TUITION & STUDENT FEES				
General Tuition	\$ 9,481,000	\$ 10,255,000	\$ 774,000	8.2%
Out-of-District Tuition	65,000	40,000	(25,000)	-38.5%
Tuition - Noncredit	140,000	160,000	20,000	14.3%
Out-of-State Tuition	650,000	600,000	(50,000)	-7.7%
Student Fees	50,000	5,000	(45,000)	-90.0%
Tuition and Fee Remissions/Waivers	250,000	250,000	-	0.0%
Sub-Total Tuition & Student Fees	\$ 10,636,000	\$ 11,310,000	\$ 674,000	6.3%
OTHER SOURCES				
Investment Income	\$ 10,000	\$ 25,000	\$ 15,000	150.0%
Other	370,000	350,000	(20,000)	-5.4%
Sub-Total Other Sources	\$ 380,000	\$ 375,000	\$ (5,000)	-1.3%
Gross Revenues	\$ 41,690,600	\$ 43,715,000	\$ 2,024,400	4.9%
Unrestricted Fund Balance Applied to Budget	\$ 2,200,000	\$ 2,000,000	\$ (200,000)	-9.1%
TRANSFERS IN/OUT				
Transfers to Auxiliary Fund	(2,765,000)	(700,000)	2,065,000	-74.7%
Transfers to Retirement of Indebtedness Plant Fund	-	(1,683,000)	(1,683,000)	100.0%
Transfer from GF Fund Balance to Plant Fund - Capital Projects Accumulation Account	(2,200,000)	(2,000,000)	200,000	-9.1%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 38,925,600	\$ 41,332,000	\$ 2,406,400	6.2%

Yavapai College GENERAL FUND EXPENDITURES FY2013-2014



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2013-2014
CURRENT GENERAL FUND
EXPENDITURES AND OTHER DEDUCTIONS**

EXPENDITURES	2012-2013 BUDGET	2013-2014 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
Current General Fund				
Instruction	\$ 17,101,800	\$ 16,535,000	\$ (566,800)	-3.3%
Academic Support	4,447,700	4,478,000	30,300	0.7%
Institutional Support/Administration	8,825,300	8,589,000	(236,300)	-2.7%
Student Services	3,585,300	4,441,000	855,700	23.9%
Physical Plant Operations/Maintenance	4,875,500	5,885,000	1,009,500	20.7%
Scholarships	-	735,000	735,000	100.0%
Public Service	90,000	119,000	29,000	32.2%
Tuition Contingency	-	550,000	550,000	100.0%
TOTAL CURRENT GENERAL FUND BUDGET	\$ 38,925,600	\$ 41,332,000	\$ 2,406,400	6.2%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
CURRENT AUXILIARY ENTERPRISES FUND
REVENUES AND OTHER ADDITIONS**

Revenues & Other Additions By Source	Budget 2012-2013	Budget 2013-2014	Increase/(Decrease) Current vs. Proposed	
			Amount	%
<u>SALES/SERVICES/AUXILIARY ENTERPRISES</u>				
Residence Halls	\$ 970,000	\$ 979,000	\$ 9,000	0.9%
Bookstore Rental and Commissions	200,000	210,000	10,000	5.0%
Food Services Sales	35,000	40,000	5,000	14.3%
Edventures	185,000	180,000	(5,000)	-2.7%
Vending	25,000	30,000	5,000	20.0%
Performing Arts Center	275,000	678,000	403,000	146.5%
Family Enrichment Center	527,000	508,000	(19,000)	-3.6%
Subtotal	<u>\$ 2,217,000</u>	<u>\$ 2,625,000</u>	<u>\$ 408,000</u>	<u>18.4%</u>
<u>OTHER REVENUES</u>				
Yavapai College Foundation	\$ 323,000	\$ 308,000	\$ (15,000)	-4.6%
Other	155,000	195,200	40,200	25.9%
Subtotal	<u>\$ 478,000</u>	<u>\$ 503,200</u>	<u>\$ 25,200</u>	<u>5.3%</u>
Total Revenues & Other Additions	\$ 2,695,000	\$ 3,128,200	\$ 433,200	16.1%
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	-	100,000	-	0.0%
TRANSFERS IN/OUT				
Transfer from General Fund	\$ 2,765,000	\$ 700,000	\$ (2,065,000)	-74.7%
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	-	(160,000)	(160,000)	100.0%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 5,460,000</u>	<u>\$ 3,768,200</u>	<u>\$ (1,691,800)</u>	<u>-31.0%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

CURRENT AUXILIARY FUND - REVENUES AND EXPENDITURES

	REVENUE	OPERATING EXPENSE	FACILITIES & ADMINISTRATIVE ALLOCATION EXPENSE	TOTAL EXPENSE	NET
<u>Areas meant to be Self-Sufficient</u>					
Residence Halls (including Revenue Bond debt service)	\$ 979,000	\$ 544,000	\$ 435,000	\$ 979,000	\$ -
Food Service	40,000	60,000	59,400	119,400	(79,400)
Vending	30,000	-	-	-	30,000
Bookstore	210,000	-	24,300	24,300	185,700
Performing Arts Center	678,000	759,000	368,700	1,127,700	(449,700)
Edventures	180,000	190,000	11,000	201,000	(21,000)
Family Enrichment Center	508,000	629,500	115,300	744,800	(236,800)
Total "Self-Supporting"	<u>\$ 2,625,000</u>	<u>\$ 2,182,500</u>	<u>\$ 1,013,700</u>	<u>\$ 3,196,200</u>	<u>\$ (571,200)</u>
<u>Areas Supported by General Tuition & Fees</u>					
SBDC	\$ -	\$ 84,000	\$ -	\$ 84,000	\$ (84,000)
Contingency	-	100,000	-	100,000	(100,000)
Total Supported Areas	<u>-</u>	<u>\$ 184,000</u>	<u>\$ -</u>	<u>\$ 184,000</u>	<u>\$ (184,000)</u>
<u>Other and Miscellaneous</u>					
Yavapai College Foundation	\$ 308,000	\$ 308,000	\$ -	\$ 308,000	\$ -
Miscellaneous	195,200	80,000	-	80,000	115,200
Total Other and Miscellaneous	<u>\$ 503,200</u>	<u>\$ 388,000</u>	<u>\$ -</u>	<u>\$ 388,000</u>	<u>\$ 115,200</u>
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	100,000	\$ -	\$ -	\$ -	\$ 100,000
<u>Transfer In/Out</u>					
Transfer in from General Fund to balance	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	(160,000)	-	-	-	(160,000)
TOTAL	<u>\$ 3,768,200</u>	<u>\$ 2,754,500</u>	<u>\$ 1,013,700</u>	<u>\$ 3,768,200</u>	<u>\$ -</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

CURRENT RESTRICTED FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2012-2013</u>	<u>Budget 2013-2014</u>	<u>Increase/(Decrease) Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
<u>Revenues and Other Additions by Source</u>				
GIFTS, GRANTS, AND CONTRACTS				
Federal Grants and Contracts	\$ 12,170,000	\$ 13,456,000	\$ 1,286,000	10.6%
State Grants and Contracts	180,000	180,000	-	0.0%
Private Gifts, Grants and Contracts	350,000	350,000	-	0.0%
Subtotal	<u>\$ 12,700,000</u>	<u>\$ 13,986,000</u>	<u>\$ 1,286,000</u>	<u>10.1%</u>
OTHER REVENUES AND ADDITIONS				
Prop. 301 Sales Tax Revenues	530,000	550,000	20,000	3.8%
Subtotal	<u>530,000</u>	<u>550,000</u>	<u>20,000</u>	<u>3.8%</u>
Total Revenues & Other Additions	\$ 13,230,000	\$ 14,536,000	\$ 1,306,000	9.9%
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 13,230,000</u>	<u>\$ 14,586,000</u>	<u>\$ 1,356,000</u>	<u>10.2%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

CURRENT RESTRICTED FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2012-2013</u>	<u>Budget</u> <u>2013-2014</u>	<u>Increase/(Decrease)</u> <u>Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
CURRENT RESTRICTED FUND (note 1)				
Instruction	\$ 1,754,000	\$ 2,612,000	\$ 858,000	48.9%
Student Services	1,245,000	1,100,000	(145,000)	-11.6%
Scholarships	10,110,000	10,753,000	643,000	6.4%
Public Service	121,000	121,000	-	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUND	<u>\$ 13,230,000</u>	<u>\$ 14,586,000</u>	<u>\$ 1,356,000</u>	10.2%

Note 1: Restricted Fund expended only to the extent that Grants and Gifts are received.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

UNEXPENDED PLANT FUND - FUND BALANCE

		<u>Amount</u>
Fund Balance as of July 1, 2012	\$	9,156,000
Add: Estimated Revenues - FY2012-2013	\$	15,662,000
Less: Estimated Expenses - FY2012-2013		(14,100,000)
Add: Transfer from General Fund - Capital Projects Accumulation Account - FY2012-2013		2,200,000
Estimated Increase (Decrease) in Fund Balance FY2012-2013		<u>3,762,000</u>
Estimated Fund Balance as of June 30, 2013	\$	12,918,000
Estimated Amount in Revenue Bond Account		4,300,000
Estimated Amount in Capital Accumulation Account		2,750,000
Fund Balance Reserved for Capital Projects		<u>7,050,000</u>
Estimated Fund Balance Available/Reserves as of June 30, 2013	\$	<u><u>5,868,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

UNEXPENDED PLANT FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2012-2013</u>	<u>Budget 2013-2014</u>	<u>Increase/(Decrease) Current vs. Proposed Amount</u>	<u>%</u>
<u>Revenues and Other Additions By Source</u>				
<u>Recurring</u>				
Primary Levy - Capital	\$ 10,514,600	\$ 9,589,800	\$ (924,800)	-8.8%
Investment Income	15,000	10,000	(5,000)	-33.3%
<u>Non-Recurring</u>				
Master Plan Proceeds	200,000	-	(200,000)	-100.0%
Revenue Bond Proceeds	-	4,300,000	4,300,000	100.0%
Yavapai College Foundation Donation	175,000	600,000	425,000	100.0%
<hr/>				
Total Revenues	\$ 10,904,600	\$ 14,499,800	\$ 3,595,200	33.0%
Fund Balance Applied to Budget	\$ 1,607,800	\$ 1,942,800	\$ 335,000	20.8%
 TRANSFERS IN/OUT				
Transfer in from General Fund - Capital Projects Accumulation Account	2,200,000	2,000,000	(200,000)	-9.1%
<hr/>				
EXPENDITURES - UNEXPENDED PLANT FUND	\$ 14,712,400	\$ 18,442,600	\$ 3,730,200	25.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u>		<u>Increase/(Decrease)</u>	
	<u>2012-2013</u>	<u>2013-2014</u>	<u>Current vs. Proposed</u>	<u>%</u>
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Preventative Maintenance	\$ -	\$ 4,246,000	\$ 4,246,000	100.0%
Unplanned Maintenance	250,000	500,000	250,000	100.0%
Capital Improvement Projects (CIP)	10,273,000	10,045,000	(228,000)	-2.2%
Master Plan Projects	200,000	-	(200,000)	-100.0%
Equipment				
Equipment	1,229,000	2,473,000	1,244,000	101.2%
Furniture and Fixtures	105,000	250,000	145,000	138.1%
Capital Leases				
Principal on Capital Leases	165,000	78,000	(87,000)	-52.7%
Interest on Capital Leases	10,000	4,600	(5,400)	-54.0%
Pledged Revenue Obligations (PROs)				
Principal on PROs	880,000	-	(880,000)	-100.0%
Interest on PROs	560,400	-	(560,400)	-100.0%
Library Books	124,000	98,700	(25,300)	-20.4%
Contingency				
Operating Contingency	100,000	500,000	400,000	400.0%
Property Tax Contingency	-	247,300	247,300	0.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	\$ 13,896,400	\$ 18,442,600	\$ 4,546,200	32.7%
Contributions to Capital Projects Accumulation Account - Future Projects	816,000	-	(816,000)	-100.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - UNEXPENDED PLANT FUNDS	\$ 14,712,400	\$ 18,442,600	\$ 3,730,200	25.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
REVENUES AND OTHER ADDITIONS**

	<u>Budget 2012-2013</u>	<u>Budget 2013-2014</u>	<u>Increase/(Decrease) Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
<u>RETIREMENT OF INDEBTEDNESS</u>				
Secondary Tax Levy	\$ 5,192,500	\$ 5,077,500	\$ (115,000)	-2.2%
Interest Income	7,500	7,500	-	0.0%
TOTAL RETIREMENT OF INDEBTEDNESS REVENUES	\$ 5,200,000	\$ 5,085,000	\$ (115,000)	-2.2%
 FUND BALANCE AT JULY 1 APPLIED TO BUDGET	 -	 -	 -	 0.0%
 TRANSFERS IN/OUT				
Transfer in from General Fund - Pledged Revenue Obligations P & I	\$ -	\$ 1,443,000	\$ 1,443,000	100.0%
Transfer in from General Fund - Revenue Bond P & I	-	240,000	240,000	100.0%
Transfer in from Auxiliary Fund - Revenue Bond P & I	-	160,000	160,000	100.0%
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE & PLEDGED REVENUE BONDS	\$ -	\$ 1,843,000	\$ 1,843,000	100.0%
 TOTAL AVAILABLE FOR EXPENDITURES - RETIREMENT OF INDEBTEDNESS	 \$ 5,200,000	 \$ 6,928,000	 \$ 1,728,000	 33.2%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
EXPENDITURES AND OTHER DEDUCTIONS**

	<u>Budget 2012-2013</u>	<u>Budget 2013-2014</u>	<u>Increase/(Decrease) Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
RETIREMENT OF INDEBTEDNESS				
Retirement of Indebtedness (Principal)				
General Obligation Bonds - 2012 Refunding	\$ -	\$ 1,760,000	\$ 1,760,000	100.0%
General Obligation Bonds - 2011 Refunding	1,200,000	1,110,000	(90,000)	-7.5%
General Obligation Bonds - 2005 Series C	1,200,000	1,070,000	(130,000)	-10.8%
General Obligation Bonds - 2003 Series B	1,200,000	-	(1,200,000)	-100.0%
Total General Obligation Bonds	3,600,000	3,940,000	340,000	9.4%
Pledged Revenue Obligations	-	915,000	915,000	100.0%
Revenue Bonds	-	280,000	280,000	100.0%
Sub-total Retirement of Indebtedness	\$ 3,600,000	\$ 5,135,000	\$ 1,535,000	42.6%
Interest on Indebtedness				
General Obligation Bonds - 2012 Refunding	\$ -	\$ 776,000	\$ 776,000	100.0%
General Obligation Bonds - 2011 Refunding	341,000	281,000	(60,000)	-17.6%
General Obligation Bonds - 2005 Series C	616,000	54,000	(562,000)	-91.2%
General Obligation Bonds - 2003 Series B	637,000	-	(637,000)	-100.0%
Total General Obligation Bonds	1,594,000	1,111,000	(483,000)	-30.3%
Pledged Revenue Obligations	-	528,000	528,000	100.0%
Revenue Bonds	-	120,000	120,000	100.0%
Sub-total Interest on Indebtedness	\$ 1,594,000	\$ 1,759,000	\$ 165,000	10.4%
Bank Fees	6,000	4,000	(2,000)	-33.3%
Property Tax Contingency	-	30,000	30,000	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS	\$ 5,200,000	\$ 6,928,000	\$ 1,728,000	33.2%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
EXPENDITURE LIMITATION COMPLIANCE**

	Current Funds			Plant Funds		TOTAL
	Unrestricted		Restricted	Plant	Debt	
	General	Auxiliary				
PROJECTED BUDGET EXPENDITURES (see below)	\$ 40,032,000	\$ 3,518,200	\$ 14,586,000	\$ 17,445,300	\$ 6,928,000	\$ 82,509,500
LESS EXCLUSIONS						
BOND PROCEEDS	-	-	-	-	-	-
REVENUE BOND PROCEEDS	-	-	-	4,300,000	-	4,300,000
DEBT SERVICE/BONDED INDEBTEDNESS	-	-	-	-	6,928,000	6,928,000
PROCEEDS - LONG-TERM OBLIGATIONS	-	-	-	-	-	-
DEBT SERVICE - OTHER LONG-TERM OBLIGATIONS	-	-	-	82,600	-	82,600
DIVIDENDS, INTEREST AND GAIN ON SALE	25,000	-	-	10,000	-	35,000
GRANTS & AID FROM FEDERAL GOVERNMENT	-	-	13,456,000	-	-	13,456,000
GRANTS, ETC. FROM PRIVATE AGENCY	-	308,000	350,000	600,000	-	1,258,000
PROP. 301 FUNDS	-	-	550,000	-	-	550,000
AMOUNTS RECEIVED - LAND, BLDGS OR IMPROVEMENTS	-	-	-	-	-	-
AMOUNTS ACCUMULATED TO PURCHASE LAND AND CAPITAL	-	-	-	1,942,800	-	1,942,800
TUITION AND FEES	11,310,000	688,000	-	-	-	11,998,000
PRIOR YEARS CARRY FORWARD USED	-	-	-	-	-	-
TOTAL EXCLUSIONS	\$ 11,335,000	\$ 996,000	\$ 14,356,000	\$ 6,935,400	\$ 6,928,000	\$ 40,550,400
BUDGET EXPENDITURES SUBJECT TO LIMIT	<u>\$ 28,697,000</u>	<u>\$ 2,522,200</u>	<u>\$ 230,000</u>	<u>\$ 10,509,900</u>	<u>\$ -</u>	<u>\$ 41,959,100</u>
BUDGETED EXPENDITURE LIMITATION AS CALCULATED BY THE ECONOMIC ESTIMATES COMMISSION						<u>\$ 43,747,725</u>
AMOUNT (OVER) UNDER LIMITATION						\$ 1,788,625
PRIOR YEARS CARRY FORWARD AVAILABLE FOR USE:						
Balance after Use for FY2011-2012 Actual	\$ 8,410,000	\$ -	\$ 84,400	\$ 2,106,000	\$ 281,000	\$ 10,881,400
BUDGETED EXPENDITURES	\$ 41,332,000	\$ 3,768,200	\$ 14,586,000	\$ 18,442,600	\$ 6,928,000	\$ 85,056,800
Less: Budgeted Items Not Expected to be Spent:						
Contingencies	550,000	100,000	-	747,300	-	1,397,300
Reserve for Capital Projects	-	-	-	-	-	-
Allowance for Unexpended Appropriations	750,000	150,000	-	250,000	-	1,150,000
Total adjustments	<u>\$ 1,300,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 997,300</u>	<u>\$ -</u>	<u>\$ 2,547,300</u>
BUDGETED EXPENDITURES FOR EXPENDITURE LIMITATION	<u>\$ 40,032,000</u>	<u>\$ 3,518,200</u>	<u>\$ 14,586,000</u>	<u>\$ 17,445,300</u>	<u>\$ 6,928,000</u>	<u>\$ 82,509,500</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
FIVE-YEAR PROJECTIONS OF REVENUES AND EXPENDITURES**

	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
Revenues					
Property Taxes - Primary	\$ 40,725,900	\$ 41,744,048	\$ 42,787,649	\$ 43,857,340	\$ 44,953,774
Property Taxes - Secondary	5,077,500	5,087,655	5,097,830	5,108,026	5,118,242
General Fund - Tuition and Fees	11,998,000	12,477,920	12,977,037	13,496,118	14,035,963
State Appropriations	893,900	893,900	893,900	893,900	893,900
Federal Grants and Contracts	13,456,000	13,456,000	13,456,000	13,456,000	13,456,000
State Grants and Contracts	180,000	180,000	180,000	180,000	180,000
State Workforce Development Funds	550,000	563,750	577,844	592,290	607,097
Investment Income	42,500	43,350	44,217	45,101	46,003
Sales and Services	2,482,200	2,544,255	2,607,861	2,673,058	2,739,884
Private Foundations	1,258,000	1,808,000	1,208,000	958,000	958,000
Unrestricted Fund Balance at July 1 Applied to Budget - Auxiliary Fund	100,000	-	-	-	-
Revenue Bond Proceeds	4,300,000	-	-	-	-
Capital Projects Accumulation Account	1,942,800	2,038,493	2,759,262	3,706,740	4,383,616
Other	2,050,000	-	-	-	-
Total Revenues	\$ 85,056,800	\$ 80,837,371	\$ 82,589,600	\$ 84,966,573	\$ 87,372,479
Expenditures					
General Fund	\$ 41,332,000	\$ 42,985,280	\$ 44,704,691	\$ 46,492,880	\$ 48,352,594
Auxiliary Fund	3,768,200	3,824,723	3,882,094	3,940,325	3,999,430
Restricted Fund	14,586,000	14,877,720	15,175,274	15,478,779	15,788,355
Plant Fund - Operations	1,096,000	1,117,920	1,140,278	1,163,084	1,186,346
Plant Fund - Capital Leases - P & I	82,600	41,000	-	-	-
Plant Fund - Building Maintenance Program	4,746,000	3,415,000	5,865,000	3,995,000	3,995,000
Plant Fund - Equipment Replacement Program	2,473,000	2,000,000	2,000,000	1,800,000	1,800,000
Plant Fund - Capital Improvement Plan	10,045,000	5,640,800	2,880,400	5,147,700	5,295,000
Plant Fund - Campus Master Plan Projects (Savings)	-	-	-	-	-
Debt Service Fund	6,928,000	6,934,928	6,941,863	6,948,805	6,955,754
Total Expenditures	\$ 85,056,800	\$ 80,837,371	\$ 82,589,600	\$ 84,966,573	\$ 87,372,479
Favorable/(Unfavorable)	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions: Primary property tax levy - 1.0% levy increases on average plus an additional 1.5% increases from new construction.
Tuition and fees - 2.0% enrollment growth and 2.0% price increases.
General Fund expenditures - 3.0% to 4.0% for increases in health insurance, retirement, commodities, contracted services, utilities and salaries plus an additional 1.0% for strategic initiatives.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
FIVE-YEAR PROJECTIONS OF EXPENDITURE LIMITATION COMPLIANCE**

	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
<u>Expenditures</u>					
General Fund	\$ 41,332,000	\$ 42,985,280	\$ 44,704,691	\$ 46,492,880	\$ 48,352,594
Auxiliary Fund	3,768,200	3,824,723	3,882,094	3,940,325	3,999,430
Restricted Fund	14,586,000	14,877,720	15,175,274	15,478,779	15,788,355
Plant Fund - Operations	1,096,000	1,117,920	1,140,278	1,163,084	1,186,346
Plant Fund - Capital Leases	82,600	41,000	-	-	-
Plant Fund - Building Maintenance Program	4,746,000	3,415,000	5,865,000	3,995,000	3,995,000
Plant Fund - Equipment Replacement Program	2,473,000	2,000,000	2,000,000	1,800,000	1,800,000
Plant Fund - Capital Improvement Plan	10,045,000	5,640,800	2,880,400	5,147,700	5,295,000
CIP - Future Projects	-	-	-	-	-
Debt Service Fund	6,928,000	6,934,928	6,941,863	6,948,805	6,955,754
Contingencies	(1,397,300)	(1,397,300)	(1,397,300)	(1,397,300)	(1,397,300)
Not Expected to be Expended	(1,150,000)	(1,092,500)	(1,037,875)	(985,981)	(936,682)
Total Adjusted Expenditures	\$ 82,509,500	\$ 78,347,571	\$ 80,154,425	\$ 82,583,292	\$ 85,038,497
<u>Exclusions</u>					
Bond Debt Service Payments	\$ 6,928,000	\$ 6,934,928	\$ 6,941,863	\$ 6,948,805	\$ 6,955,754
Revenue Bond Proceeds	4,300,000	-	-	-	-
Lease Purchase payments	82,600	41,000	-	-	-
Interest Income	35,000	43,350	44,217	45,101	46,003
Federal Grants	13,456,000	13,456,000	13,456,000	13,456,000	13,456,000
Gifts from Private Agencies	1,258,000	1,808,000	1,208,000	958,000	958,000
Amounts Accumulated - Capital	1,942,800	2,038,493	2,759,262	3,706,740	4,383,616
Tuition & Fees	11,998,000	12,477,920	12,977,037	13,496,118	14,035,963
Prop 301 Funds	550,000	563,750	577,844	592,290	607,097
Total Revenues	\$ 40,550,400	\$ 37,363,441	\$ 37,964,223	\$ 39,203,054	\$ 40,442,433
Expenditures Subject to Limitation	\$ 41,959,100	\$ 40,984,130	\$ 42,190,202	\$ 43,380,238	\$ 44,596,064
Estimated Expenditure Limitation	43,747,725	45,060,157	46,411,962	47,804,321	49,238,451
Favorable/(Unfavorable)	\$ 1,788,625	\$ 4,076,027	\$ 4,221,760	\$ 4,424,083	\$ 4,642,387
FTSE @ 2% Growth-per-Year	4,175	4,259	4,344	4,431	4,519

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013-2014
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Clarkdale - Winery & Vineyard	\$ 2,495,000	\$ -	\$ -	\$ -	\$ -
District - Master Plan Design	125,000	-	-	-	-
District - Master Plan Projects - TBD	-	2,440,800	2,830,400	5,147,700	5,295,000
CTEC - Site Improvements (Lighting)	50,000	-	-	-	-
CTEC - Bldg Renovation for Linesman Program	200,000	-	-	-	-
CTEC - Bldg Renovation for Classrooms/Labs	-	575,000	-	-	-
Prescott - Site Utility Improvements	435,000	-	-	-	-
Prescott - PAC Food Service Expansion	615,000	-	-	-	-
Prescott - PAC Audio, Acoustical & Cinema Upgrades	125,000	125,000	50,000	-	-
Prescott - PAC Elevator - Design/Construction	50,000	750,000	-	-	-
Prescott - Kachina Remodel & Fan Coil	2,075,000	-	-	-	-
Prescott - Marapai Remodel	3,400,000	350,000	-	-	-
Prescott - Residence Halls Grounds and Shade Structures	200,000	200,000	-	-	-
Prescott - Supai Demolition	175,000	-	-	-	-
Prescott - Multipurpose Field	100,000	1,200,000	-	-	-
Total Capital	\$ 10,045,000	\$ 5,640,800	\$ 2,880,400	\$ 5,147,700	\$ 5,295,000
Revenue Sources					
Investment Income	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Property Taxes - New Construction	494,000	944,000	1,394,000	1,844,000	2,294,000
XFR into Cap Accum Fund - Plant fund prior year reserves	1,942,800	-	-	-	-
XFR From GF into Cap Accum Fund	2,000,000	1,000,000	800,000	800,000	800,000
Capital Project Accum. Fund - Deposits from Property Taxes	698,200	2,536,800	126,400	2,193,700	2,191,000
Revenue Bond	4,300,000	-	-	-	-
YC Foundation - Winery	350,000	300,000	300,000	300,000	-
YC Foundation - Athletics	-	600,000	-	-	-
YC Foundation - Performing Arts Center	250,000	250,000	250,000	-	-
Total Revenues	\$10,045,000	\$ 5,640,800	\$ 2,880,400	\$ 5,147,700	\$ 5,295,000
Excess/(Needed Capital)	\$ -	\$ -	\$ -	\$ -	\$ -

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FIVE-YEAR BUILDINGS AND GROUNDS PREVENTATIVE MAINTENANCE PLAN**

	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>FY2017-18</u>
Unplanned Maintenance	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Preventative Maintenance by Category					
Site	2,276,685	783,348	1,441,736	939,211	939,211
Architecture	1,172,690	1,198,254	2,205,363	1,436,671	1,436,671
Mechanical	715,375	305,401	562,084	366,166	366,166
Plumbing	27,500	55,395	101,953	66,417	66,417
Electrical	-	382,685	704,324	458,828	458,828
Technology	3,750	189,917	349,540	227,707	227,707
Life Safety	50,000	-	-	-	-
Preventative Maintenance Total	<u>4,246,000</u>	<u>2,915,000</u>	<u>5,365,000</u>	<u>3,495,000</u>	<u>3,495,000</u>
TOTAL MAINTENANCE	<u>\$ 4,746,000</u>	<u>\$ 3,415,000</u>	<u>\$ 5,865,000</u>	<u>\$ 3,995,000</u>	<u>\$ 3,995,000</u>

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2013 - 2014
FIVE YEAR EQUIPMENT REPLACEMENT PLAN**

<u>Department</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>
INSTRUCTION					
Career & Technical Education					
Agribusiness	\$ 53,470	\$ 14,000	\$ 7,000	\$ 4,500	\$ 4,500
Gunsmithing	-	21,500	8,000	-	-
Automotive	28,534	7,034	7,034	20,534	11,034
Mining	-	-	-	-	-
CNC	4,500	57,000	7,000	-	-
Welding	75,800	106,500	90,000	87,500	48,500
Public Safety-					
EMS Program:	6,490	7,500	-	-	14,000
Fire Science Program:	16,000	27,200	27,200	-	-
NARTA:	-	-	25,000	-	-
Performing & Liberal Arts					
Prescott Campus:					
Instrumental:	6,000	2,000	4,000	1,500	-
Vocal	-	-	-	-	-
Ceramics	2,765	5,425	6,485	-	-
3D Fine Art	13,071	14,190	14,788	1,430	-
2D Fine Art	13,347	-	-	-	-
Verde Campus:	3,000	7,415	7,696	-	-
Foundation Studies					
	-	-	-	-	-
Sciences, Nursing, Allied Health, HPER & Athletics					
Sciences-Prescott	15,127	10,689	13,063	11,500	-
Sciences-Verde	14,513	10,742	10,813	11,342	-
Athletics	25,000	25,700	8,800	5,500	-
HPER Programs-Prescott	8,500	33,025	13,699	25,600	1,800
HPER Programs-Verde	4,680	3,445	8,000	2,000	1,346
Nursing-Prescott	32,000	52,717	38,850	20,307	17,360
Nursing-Verde	8,000	-	-	7,900	-
Allied Health	6,935	16,487	9,215	5,987	-
Radiology	-	25,500	-	4,000	-
Sedona Film School	39,050	35,450	39,050	35,450	39,050
Instruction, Support & Improvement					
Library Services	31,900	1,050	2,100	44,311	9,661
ADMINISTRATIVE SERVICES					
Information Technology Services					
Applications Development	60,000	-	-	-	-
TSS Desktop Services-	590,600	281,800	358,300	324,900	343,100
Technology Support Services (PTSS)	256,830	239,580	287,900	416,370	255,385
Systems Administration	220,000	300,000	270,000	320,000	410,000
Network Services	90,000	83,000	65,000	65,000	65,000
Telephony	135,000	45,000	45,000	25,000	25,000
Web Services	5,000	5,000	5,000	5,000	5,000
Business Services					
Printing Services - District-Wide:	37,500	38,300	105,000	35,000	35,000
Mail Services - District-Wide:	-	20,000	-	-	-
Business Office	3,000	-	-	-	-
Facilities Management	17,000	17,000	56,700	20,000	70,264
Facilities - Vehicles:	204,388	120,951	155,307	162,369	138,600
Campus Safety	297,000	250,000	-	-	-
Auxiliary Enterprises					
Family Enrichment Center	22,000	29,800	-	-	-
YC Performing Arts Center	126,000	85,000	50,000	55,000	60,000
Other	-	-	254,000	82,000	245,400
Total Equipment	\$ 2,473,000	\$ 2,000,000	\$ 2,000,000	\$ 1,800,000	\$ 1,800,000

Presenter : Patricia McCarver

Start Time : 3:41 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 4/30/2013

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:41 PM

Item No : 33

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/30/2013

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	436609

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), Yavapai College Foundation, and Yavapai Combined Trust -
INFORMATION AND/OR DISCUSSION

Details : Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner

Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 3:46 PM
Time Req : 0
Item Type : Heading

Item No : 34

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 4/30/2013

Start Time : 3:46 PM
Time Req : 5
Item Type : Information Item

Item No : 35

Policy No.	Description	Ref No
3.2.1	Shall be the link between the organization and its "ownership" - the taxpayers of Yavapai County and of the State of Arizona.	396931

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:51 PM

Item No : 36

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 4/30/2013

Item Type : Decision Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION

Details : Proposed Dates and Places of Future Meetings for 2013.

Board will discuss relocation of September 10, 2013 District Governing Board meeting from Chino Valley Agribusiness Center to Verde Valley Campus.

The Board will discuss and confirm date, time, and topics for the September 2013 District Governing Board Annual Retreat.

Attachments :

Title	Created	Filename
2013- Proposed Dates and Places of Future Meetings.pdf	May 07, 2013	2013- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2013

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 11, 2013, Friday, 1:00 p.m. Location: Prescott Valley Auditorium/Council Chambers
Open House- Social Event No business of the public body will be discussed and no action will be taken.	January 25, 2013, Friday, 2:00 p.m. Executive Assistant's Retirement Event Location: Prescott Campus – Building 32
Work Session Regular Board Meeting	February 5, 2013, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus Building 32, Rm 119 Board Meeting – 1:00 p.m. Location: Prescott Campus–Rock House
Special Board Meeting – Higher Learning Commission Accreditation	March 5, 2013, Tuesday, 11:00 a.m. Briefing Session – 11:00 a.m. – 11:30 a.m. Location: Prescott Campus – Building 32, Rm 119 Meeting Higher Learning Commission Site Team 11:30 a.m. – 12:15 a.m. Location: Prescott Campus – Building 32, Rm 119
Regular Board Meeting	March 5, 2013, Tuesday, 1:00 p.m. * Location: Prescott Campus – Rock House
Regular Board Meeting	April 16, 2013, Tuesday, 1:00 p.m. * Location: Verde Valley Campus, Building M, Rm 137
Regular Board Meeting	May 14, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 9, 2013 Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 10, 2013 Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2013 Location: Prescott Campus - Performance Hall
Prescott Commencement	May 11, 2013 Location: Prescott Campus - Performance Hall
Regular Board Meeting	June 11, 2013 , Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
JULY, 2013 No Board Meeting	
Regular Board Meeting	August 13, 2013 , Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC), Rm 144
Board Retreat - Strategic Planning	September 2013 Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2013 , Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center, Rm. 120
Regular Board Meeting	October 8, 2013 , Tuesday, 1:00 p.m. Location: TBD
Regular Board Meeting	November 12, 2013 , Tuesday, 1:00 p.m. Location: TBD
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2013 - TBD Location: Prescott Campus - Performance Hall
Nursing Pinning Ceremony	December 2013 - TBD Location: Prescott Campus - Performance Hall
Annual Board Retreat	December 2013 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 10, 2013 , Tuesday, 1:00 p.m. Location: Prescott Valley Campus, Room 110 & 111

* **March 5, 2013 (First Tuesday of the Month) changed due to Spring Break scheduled for March 11th – 15th**

* **April 16, 2013 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.**

Presenter : Patricia McCarver

Start Time : 3:56 PM

Item No : 37

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/30/2013

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments