



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, January 12, 2016
1:00 PM

Prescott Valley Center, Room 110 and 111
 6955 Panther Path
 Prescott Valley, Arizona

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	584264
2	Call to Order - PROCEDURAL	1	1:00 PM	584265
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	584266
4	Welcome Guests and Staff - PROCEDURAL	2	1:02 PM	584267
5	Approval of December 8, 2015 Regular District Governing Board Minutes - DISCUSSION AND DECISION	3	1:04 PM	584269
6	Adoption of Agenda - DECISION	1	1:07 PM	584270
7	OWNERSHIP LINKAGE - HEADING	0	1:08 PM	584271
8	Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2016 - DISCUSSION AND/OR DECISION	10	1:08 PM	584272
9	Open Call - PROCEDURAL	20	1:18 PM	584273
10	CONSENT AGENDA - HEADING	0	1:38 PM	584274

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of Report on Revenues and Expenditures - December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:38 PM	584275
12	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:39 PM	584276
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:40 PM	584277
14	For Consideration for Approval of New Curriculum Certificate and Degree Programs: Administrative Professional; Animation; Electronics; Industrial Machine Mechanics; and Medical Assistant AAS - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:41 PM	604269
15	Approval of Faculty Sabbatical Requests for 2016-2017 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:43 PM	615516
16	INFORMATION - HEADING	0	1:44 PM	584280
17	Information from the President to include: Spring 2016 Convocation; Strategic Plan Update; Yavapai College Staff Association Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:44 PM	584281
18	Information from the Interim Vice President for Instruction and Student Development to Include: Faculty Senate; NARTA Report; Dual Enrollment; Adjunct Advisor, and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:59 PM	584282
19	Yavapai College Advancement and Foundation Report to Include: Grants Office Summary; Foundation Strategic Planning Process; Marketing and Communications; and Regional Economic Development Center (REDC) - INFORMATION AND/OR DISCUSSION	15	2:19 PM	602645
20	POLICY ISSUES - HEADING	0	2:34 PM	584283
21	Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION	45	2:34 PM	584284
22	Review of the District Governing Board - President Linkage Policy 4.2 - Accountability of the President and Related Employment Policies - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:19 PM	615683
23	SHORT RECESS - PROCEDURAL	10	3:29 PM	584285
24	MONITORING REPORTS - HEADING	0	3:39 PM	584286
25	Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION	5	3:39 PM	584287
26	Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION	10	3:44 PM	584288
27	Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION	5	3:54 PM	584289

Item No.	Item	Time Req.	Start Time	Ref No.
28	Board Self-Evaluation - Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION	1	3:59 PM	584290
29	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	4:00 PM	584291
30	Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION	45	4:00 PM	584292
31	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	4:45 PM	584293
32	Planning of February 2016 District Governing Board Budget Workshop - DISCUSSION AND/OR DECISION	5	4:45 PM	601044
33	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Arizona Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	4:50 PM	584294
34	OTHER INFORMATION - HEADING	0	4:55 PM	584295
35	Correspondence to the Board - RECEIPT AND/OR DISCUSSION	5	4:55 PM	584296
36	Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	5	5:00 PM	584297
37	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	0	5:05 PM	584298

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 8/27/2015 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Patricia McCarver **Time Req :** 1
Proposed : 8/27/2015 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:01 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.	558881

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:02 PM
Time Req : 2
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.	558881

Description : Welcome Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:04 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 8/27/2015

Item Type : Decision Item

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

Description : Approval of December 8, 2015 Regular District Governing Board Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions, motions made and approved by the District Governing Board at the December 8, 2015 Regular District Governing 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 meeting documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Dec 8.pdf	Jan 05, 2016	Unapproved Regular Meeting Minutes - Dec 8.pdf



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, December 8, 2015 1:00 PM

Multipurpose Room, Room 119 - Building 3
1100 E. Sheldon Street
Prescott, Arizona

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member McCasland

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board November 9, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 5-9)

Member Sigafoos moved, seconded by Member McCasland to approve the District Governing Board November 9, 2015 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Sigafoos moved, seconded by Member Irwin to adopt the agenda as written. Motion carried unanimously.

7. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda items #8, #9, and #12 as written with removal of item #10 and # 11 for further discussion. Motion carried unanimously.

8. Receipt of Report on Revenues and Expenditures – Month of November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 11-20)

9. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 21-23)

The President reported compliance.

10. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24- 26)

The President reported compliance.

Member McCasland moved, seconded by Member Irwin, to approve the President's Monthly Monitoring Report: Executive Limitation 2.3.2 – Reserves – November 2015. Motion carried unanimously.

11. For Consideration for Approval of the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College For Use of the Soccer Fields - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 27-31)

For consideration for approval of the intergovernmental agreement between the Town of Prescott Valley and Yavapai College to allow the College to use the soccer fields at Mountain Valley Park in Prescott Valley.

Member Sigafoos moved, seconded by Member Filardo, to approve the Intergovernmental Agreement between the Town of Prescott Valley and Yavapai College for the Soccer Fields. Motion carried unanimously.

12. For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 32- 38)

For Consideration for Approval of the Intergovernmental Agreement between the City of Prescott and Yavapai College, to have the City's Chief of Police assign a Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. The term of the agreement is 18 months ending June 30, 2017.

13. INFORMATION - HEADING

14. Sabbatical Reports From Dr. Jeb Bevers, Professor of Biology, Science, Health and Public Safety Division - INFORMATION AND/OR DISCUSSION (refer to handout on file)

Dr. Jeb Bevers, Biology Professor in the Sciences, Health and Public Safety Division, was awarded a sabbatical

during Spring Semester 2015 to enhance his knowledge on Milk Creek Fossil Faunas of Arizona and the Early History of Evolutionary Biology. His sabbatical presentation included:

- Science Educational Outreach
- Paleontological Field and Comparative Museum Research
- Detailed Description and Assessment of Fossil Materials Discovered in Arizona

15. Information from the President to Include: Buckey O'Neill Society; Winter Institute; American Association of Community College (AACC); College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 40-53)

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

- Buckey O'Neill Society – Introduced the following members in attendance Dove Gundermann, Remington Stoddard, Mishael Umlor, and Zara Glidden.
- Winter Institute - December 15-16, 2015.
- American Association of Community College (AACC) – Commission on Leadership and Professional Development.
- College Highlights - December 2015 - Attached, Information Only.
- Facilities Management News - Attached, Information Only.
- Other Related Issues – Dr. Wills reported on the Higher Learning Commission (HLC) Multi-location visit which resulted in commendations regarding site planning with no recommendations.

16. Information from Instruction and Student Development to Include: Faculty Senate Update; Verde Valley Campus Associate Dean; Bill Jeffrey Award; National Junior College Athletic Association (NJCAA) Review Article; 2015 Soccer Season; 2015 NJCAA Volleyball Tournament; NJCAA District C Coach of the Year; Online Course Open House; Adjunct Advisor; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 54-61)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented the following:

- Faculty Senate Update, Dave Gorman reported the Great Ideas for Teaching (GIFT) Center has been assisting with the quality matters initiative for online courses and evaluating their teaching initiatives to include excellence in teaching, learning, and student success. Amy Stein, Faculty Coordinator for the Higher Learning Commission, presented to Faculty Senate on the new credentialing criteria. Curriculum committee will be reviewing certificate programs processes. Budget and Compensation Committee will be expanding participation in the budget process.
- Introduction of Verde Valley Campus Associate Dean, Dr. Kelly Trainor.
- Recognition of Mike Pantalione, Soccer Coach - Bill Jeffrey Award for Long-Term Service to Collegiate Soccer and NJCAA Review Article, "Behind the Whistle."
- Recognition of Zach Shaver, Volleyball Coach - NJCAA District C Coach of the Year, and the 2015 Season.
- Online Course Open House at www.telswebletter.com/openhouse - Thatcher Bohrman, TeLS, demonstrated the online course open house.
- Adjunct Advisor December 2015 - Attached - Information Only.
- Other Related Issues:
 - Yavapai College is now a member of the State Authorization Reciprocity Agreement (SARA) which authorizes YC to provide online courses to other member states.
 - Dual enrollment currently is a \$300,000 expense per budget year and YC will begin requesting a small fee for dual enrollment courses. The College is working with all Superintendents/Principals and is requesting this minimal fee not only for economic reasons but also to establish student/parent commitment to the dual enrollment program as a whole and the permanent academic record.

The Board requested to discuss the dual enrollment program at the January District Governing Board Meeting.

17. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:06 p.m.; reconvened at 2:24 p.m.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 63-77)

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.

President reports compliance.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1.2, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2. Motion carried unanimously.

20. Board Self-Evaluation - Board - President Linkage Policy 3.2 - Board Job Description - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 78-82)

Governance Policy 3.2 - Board Job Description - As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

The Board requested a revised evaluation format to view the entire policy as a whole prior to assessing the policy

and sub-policies.

21. OWNERSHIP LINKAGE - HEADING

22. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION, DISCUSSION, AND/OR DECISION

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported that AADGB met on November 12, 2015, and highlighted Kristen Boilini, AC4 Executive Director, presentation regarding the State budget for 2017.
- Association Community College Trustees (ACCT) - During October Conference, the Arizona Caucus received a presentation regarding Higher Education for Higher Standards project. Both Dr. Fitzner and Mr. Sigafoos volunteered to work on the project which should begin in Spring 2016. Other announcements include new President at Coconino Community College; Dr. Glasper, Maricopa Community College President, has announced his retirement.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo thanked the Chair for the recognition and direction for the committee members. The December 2, 2015 VVBAC included a presentation from the Verde Valley Superintendents with a request to distribute a letter to the Board regarding proposed changes for the dual enrollment program.
- Yavapai College Foundation - Chair McCarver reported the next Foundation meeting will be December 9, 2015.

23. OTHER INFORMATION - HEADING

24. Correspondence to the Board – RECEIPT

Correspondence received included: ACCT New Year Greeting; Holiday Greeting from the Athletic Division; Letter from Verde Valley Superintendents RE: Dual Enrollment

25. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 96-98)

Board Members are invited to the Nursing Pinning Ceremony on Friday, December 11, 2015 at 3:00 p.m. in the Performing Arts Center.

26. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Filardo to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 2:40 p.m.

Respectfully submitted:

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

Date: January 12, 2016

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, 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 : 1:07 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/27/2015

Item Type : Decision Item

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:08 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/27/2015

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:08 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/27/2015

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.2	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	429130

Description : Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2016 - DISCUSSION AND/OR DECISION

Details : 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 Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Dr. Patricia McCarver, Chair, and Steve Irwin, Secretary are concluding the first year of their one-year term in these executive roles. The Board may choose to elect a new Chair and/or Secretary or may choose to have Dr. McCarver and Steve Irwin continue in these positions. The following positions will be elected:

- Board Chair
- Board Secretary

The elected Board Chair will discuss and appoint Board Liaisons for one-year terms for the following committees:

- Board Spokesperson
- Association of Community Colleges Trustees (ACCT)
- Arizona Association for District Governing Boards Representative (AADGB)
- Verde Valley Board Advisory Committee (VVBAC)
- Yavapai College Foundation

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:18 PM
Time Req : 20
Item Type : Procedure Item

Item No : 9

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

Description : Open Call - PROCEDURAL

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

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

Attachments :
No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:38 PM
Time Req : 0
Item Type : Heading

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.	558881

Description : CONSENT AGENDA - HEADING

Details :

Attachments :
No Attachments

Presenter : Patricia McCarver

Start Time : 1:38 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/27/2015

Item Type : Consent Item

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

Description : Receipt of Report on Revenues and Expenditures - December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Included is the financial update report highlighting the status of several key indicators.

The report of Revenues and Expenditures for the sixth month of FY 2015-2016 ending December 31, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Dec in Jan.pdf	Jan 08, 2016	Financial Update - Dec in Jan.pdf
YCFS Dec 2015 - Governing Board Budget Report.pdf	Jan 08, 2016	YCFS Dec 2015 - Governing Board Budget Report.pdf
YCFS Dec 2015_Summary.pdf	Jan 08, 2016	YCFS Dec 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

December 2015

FY2014-2015 Close and Audit

- The year-end close for FY2014-2015 was completed in November 2015.
- The auditors began their field work on October 26, 2015. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2015 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 FY2014-2015 will be presented to the Board in early 2016.

FY 2015-2016 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in significantly below budget for the fiscal year based upon lower fall and spring semester enrollments and the gradual suspension of the aviation program.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices. Auxiliary Enterprises are projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a moderate surplus due to expenses being at 45.9% of budget half way through the fiscal year.

Other

- In August 2015 the **District's** pledged revenue obligation bonds were **upgraded from A2 to A1 by Moody's Investors Service partly attributed to the District's multi-year trend of strong operating performance and conservative expense management.** Standard & Poors recently affirmed its A rating on the pledged revenue obligation bonds.
- The District's **general obligation bond debt issues are rated Aa2 by Moody's Investors Service and AA-** by Standard & Poors. These high quality ratings were affirmed recently and are the result of the **District's diverse tax base, solid financial policies, history of operating surpluses and a low debt burden.**

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

**For the Six Months Ended December 31, 2015
Fiscal Year 2015-2016**

District Governing Board

Fiscal Year 2015-16 Budget:

\$ 169,084

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 18,619	\$ 15,335	\$ 33,954
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585
Assoc. of Community College Trustees	Conference Fees	4,810	-	4,810
Deborah McCasland	Travel	1,788	-	1,788
HF Group LLC	Printing	303	-	303
Karen Jones	Travel	126	-	126
Osborn Maledon PA	Legal Counsel	11,227	11,273	22,500
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500
Patricia McCarver	Travel	1,190	-	1,190
Penelope Wills	Travel	1,329	-	1,329
Ray Sigafoos	Travel	1,855	-	1,855
Sodexo Inc.	Food Supplies	1,074	3,926	5,000
Steve Irwin	Travel	1,783	-	1,783
Supplies/Other	Various Vendors	440	-	440
The Governance Coach	Consulting	4,930	-	4,930
Yavapai Broadcasting	Board Meeting Broadcasts	1,000	2,000	3,000
YC Printing Services	Printing	1,140	-	1,140
				<u>102,233</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Legal Counsel	402	4,598	<u>5,000</u>
				<u>5,000</u>
Remaining Budget - December 31, 2015				<u><u>\$ 61,851</u></u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2015 - 50.0% of the Fiscal Year Complete

Fiscal Year 2015-2016

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 16,314,618		\$ 16,314,618	\$ 32,875,800	49.6%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	9,124,296		9,124,296	12,273,000	74.3%	10,922,970	(1,350,030)
Tuition and Fees - Contingency	(275,000)		(275,000)	(550,000)	50.0%	-	550,000
State Appropriations	445,150		445,150	890,300	50.0%	890,300	-
Other Revenues	143,286		143,286	470,000	30.5%	450,000	(20,000)
Interest Income	20,446		20,446	50,000	40.9%	50,000	-
Fund Balance Applied to Budget	1,435,500		1,435,500	2,871,000	50.0%	2,871,000	-
General Fund Transfer Out	(2,660,050)		(2,660,050)	(5,320,100)	50.0%	(5,320,100)	-
TOTAL REVENUES	24,548,246		24,548,246	43,560,000	56.4%	42,608,467	(951,533)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 15/16 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 7,820,279	\$ 4,576,976	\$ 4,383,178	\$ 8,014,077	\$ 17,829,000	44.9%	\$ 17,561,565	\$ (267,395)
Academic Support	2,218,183	1,212,366	1,186,519	2,244,030	4,874,000	46.0%	4,825,260	(48,740)
Institutional Support	4,510,376	2,875,014	2,363,427	5,021,963	8,672,000	57.9%	8,541,920	(130,080)
Student Services	2,107,396	1,404,730	1,327,042	2,185,084	4,751,000	46.0%	4,703,490	(47,510)
Operation/Maintenance of Plant	2,742,020	1,796,420	1,297,548	3,240,892	6,125,000	52.9%	6,063,750	(61,250)
Scholarships	451,386	26,703	-	478,089	826,000	57.9%	819,392	(6,608)
Public Service	82,923	49,324	49,324	82,923	83,000	99.9%	130,000	47,000
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	19,932,563	11,941,533	10,607,038	21,267,058	43,560,000	48.8%	42,645,377	(914,583)
SURPLUS/(DEFICIT)				\$ 3,281,188	\$ -			

COMMENTS:

Second quarter State Aid was received in October 2015.

Tuition and Fees revenues above budget due to spring 2016 tuition payments.

Institutional Support expenditures above budget due to the encumbering of maintenance for software and equipment, advertising, other professional fees, and supplies.

Scholarships at 57.9% of budget due to fall 2015 financial aid awards.

Public Service expenditures above budget due to a Career Coach position being moved from Instruction to Economic Development.

The Budget currently has a surplus of \$3,281,188.

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

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2015 - 50.0% of the Fiscal Year Complete

Fiscal Year 2015-2016

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 5,157,900		\$ 5,157,900	\$ 13,073,000	39.5%
State Grants and Contracts	29,609		29,609	201,000	14.7%
Private Gifts, Grants and Contracts	312,668		312,668	635,000	49.2%
Proposition 301 Funds	404,553		404,553	650,000	62.2%
State Appropriation - STEM Workforce	402,850		402,850	805,700	50.0%
Fund Balance Applied to Budget	25,000		25,000	50,000	50.0%
Reimbursement Due	61,973		61,973	N/A	N/A
TOTAL REVENUES	6,394,553		6,394,553	15,414,700	41.5%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 816,708	\$ 307,504	\$ 252,793	\$ 871,419	\$ 2,756,400	31.6%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	558,892	327,543	320,281	566,154	1,107,800	51.1%
Scholarships	4,538,129	-	-	4,538,129	11,434,500	39.7%
Public Service	68,776	32,340	32,340	68,776	112,000	61.4%
TOTAL EXPENDITURES	5,982,505	667,387	605,414	6,044,478	15,414,700	39.2%
SURPLUS/(DEFICIT)				\$ 350,075		

COMMENTS:

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

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2015 - 50.0% of the Fiscal Year Complete

Fiscal Year 2015-2016

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Residence Halls and Summer Conferences	\$ 1,043,227		\$ 1,043,227	\$ 1,190,000	87.7%	\$ 1,125,000	\$ (65,000)
Bookstore Rental and Commissions	101,078		101,078	210,000	48.1%	205,000	(5,000)
Food Services Sales	14,098		14,098	40,000	35.2%	40,000	-
Vending	26,415		26,415	33,000	80.0%	33,000	-
Edventures	279,335		279,335	290,000	96.3%	300,000	10,000
Community Events	217,923		217,923	503,000	43.3%	503,000	-
Regional Economic Development Center - Training	7,960		7,960	125,000	6.4%	125,000	-
Family Enrichment Center	269,734		269,734	555,200	48.6%	555,200	-
Winery - Tasting Room	10,412		10,412	50,000	20.8%	50,000	-
Yavapai College Foundation	145,815		145,815	410,000	35.6%	410,000	-
Other	249,482		249,482	242,800	102.8%	270,000	27,200
General Fund Transfer In	505,050		505,050	1,010,100	50.0%	1,010,100	-
Auxiliary Fund Transfer Out	(201,900)		(201,900)	(403,800)	50.0%	(403,800)	-
TOTAL REVENUES	2,668,629		2,668,629	4,255,300	62.7%	4,222,500	(32,800)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 15/16 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 92,080	\$ 2,277	\$ -	\$ 94,357	\$ 55,100	171.2%	\$ 100,000	\$ 44,900
Student Services	287,188	181,217	158,127	310,278	626,400	49.5%	626,400	-
Auxiliary Enterprises	760,172	306,276	247,792	818,656	1,518,700	53.9%	1,518,700	-
Public Service	330,067	203,881	163,618	370,330	889,800	41.6%	859,800	(30,000)
Facilities & Administrative Allocation Expense	532,644	-	-	532,644	1,065,300	50.0%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,002,151	693,651	569,537	2,126,265	4,255,300	50.0%	4,170,200	(85,100)
SURPLUS/(DEFICIT)				\$ 542,364	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to spring semester 2016 room revenue.

Edventures sales and related expenditures are ahead of budget due to the August 2015 Scotland trip. Note, Edventures expenditures are part of Auxiliary Enterprises.

Instruction expenses are above budget due to more involved and multiple musical productions. Related revenues, which are included in Other revenues, exceed budget but to a lesser extent.

The Budget currently has a surplus of \$542,364.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Six Months Ended December 31, 2015 - 50.0% of the Fiscal Year Complete

Fiscal Year 2015-2016

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 2,466,316		\$ 2,466,316	\$ 4,967,900	49.6%
Investment Income	4,827		4,827	12,000	40.2%
General Fund Transfer In	719,500		719,500	1,439,000	50.0%
Auxiliary Fund Transfer In	201,900		201,900	403,800	50.0%
Fund Balance Applied to Budget	52,500		52,500	100,000	52.5%
TOTAL REVENUES	3,445,043		3,445,043	6,922,700	49.8%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,097,500	\$ -	\$ 2,097,500	\$ 4,195,000	50.0%
Interest Payments	-	425,450	-	425,450	850,900	50.0%
Pledged Revenue Obligations						
Principal Payments	-	492,500	-	492,500	985,000	50.0%
Interest Payments	226,978	-	-	226,978	454,000	50.0%
Revenue Bonds						
Principal Payments	-	147,500	-	147,500	295,000	50.0%
Interest Payments	54,390	-	-	54,390	108,800	50.0%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	281,668	3,162,950	-	3,444,618	6,922,700	49.8%
SURPLUS/(DEFICIT)				425	-	

COMMENTS:

Through the sixth month, 49.8% of budget has been committed (excluding labor encumbrances) compared to 49.8% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:39 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/27/2015

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitations 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Policy 2.3.1 in Dec.pdf	Jan 08, 2016	Policy 2.3.1 in Dec.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
December 2015**

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 May/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 six months ended December 31, 2015, the General Fund has a surplus of \$3,281,200. This is primarily the result of tuition and fee revenues for the spring 2016 semester.

For the fiscal year ended June 30, 2016, General Fund revenues are projected to be below budget by \$951,500 and expenditures are projected to be under budget by \$914,600, resulting in a net surplus of \$36,900.

Auxiliary Fund



For the fiscal year ended June 30, 2016, the Auxiliary fund is projected to be within budget.

Unexpended Plant Fund



For the six months ended December 31, 2015, the Unexpended Plant Fund has a surplus of \$426,300. For the fiscal year ended June 30, 2016, the Unexpended Plant Fund is projected to be under 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 number of students and their financial need. As of December 31, 2015, no significant variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the six months ended December 31, 2015, there were no 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 have access to and are equipped with the knowledge and skills to create a sustainable economic environment.

Presenter : Patricia McCarver

Start Time : 1:40 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/27/2015

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - December 2015 - 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 to drop below \$1 million without specific Board authorization and a realistic recovery.

Attachments :

Title	Created	Filename
Policy 2.3.2_Nov in Dec.pdf	Jan 08, 2016	Policy 2.3.2_Nov in Dec.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
December 2015**

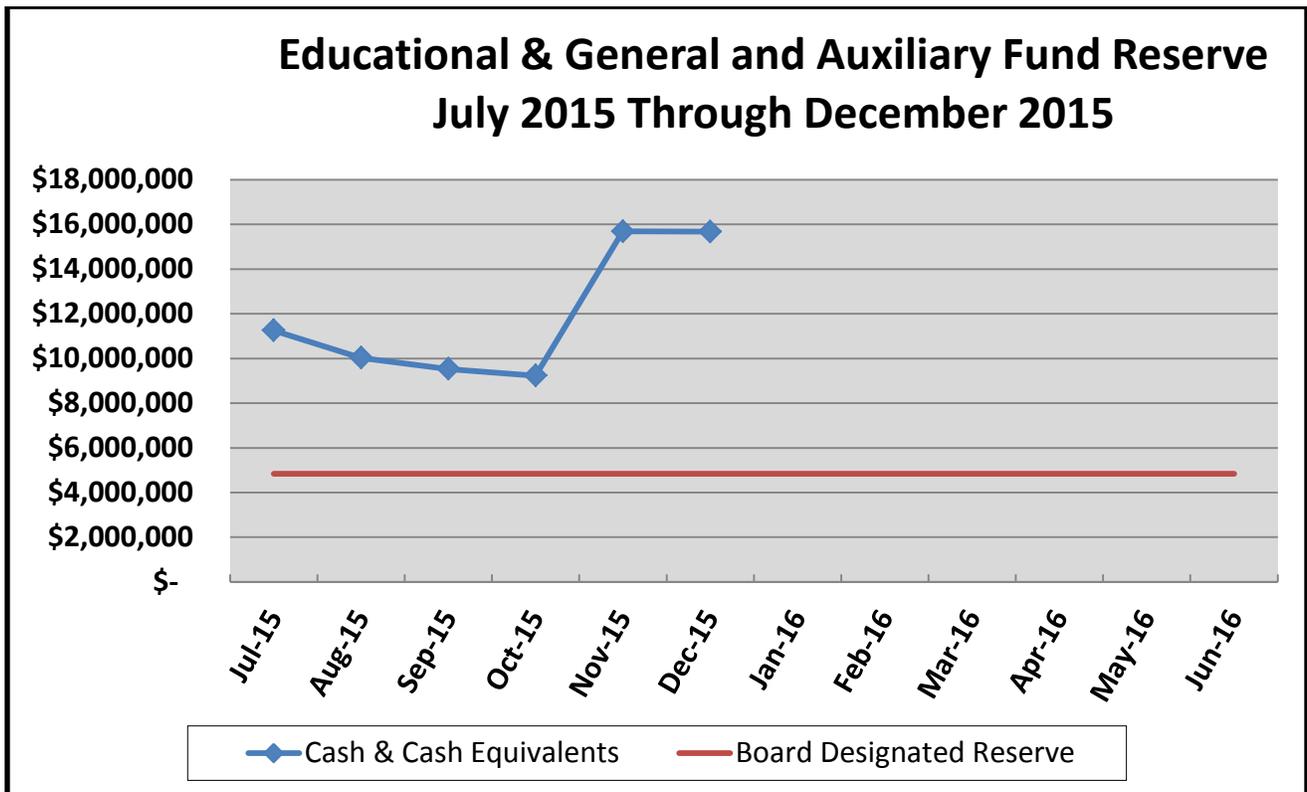
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

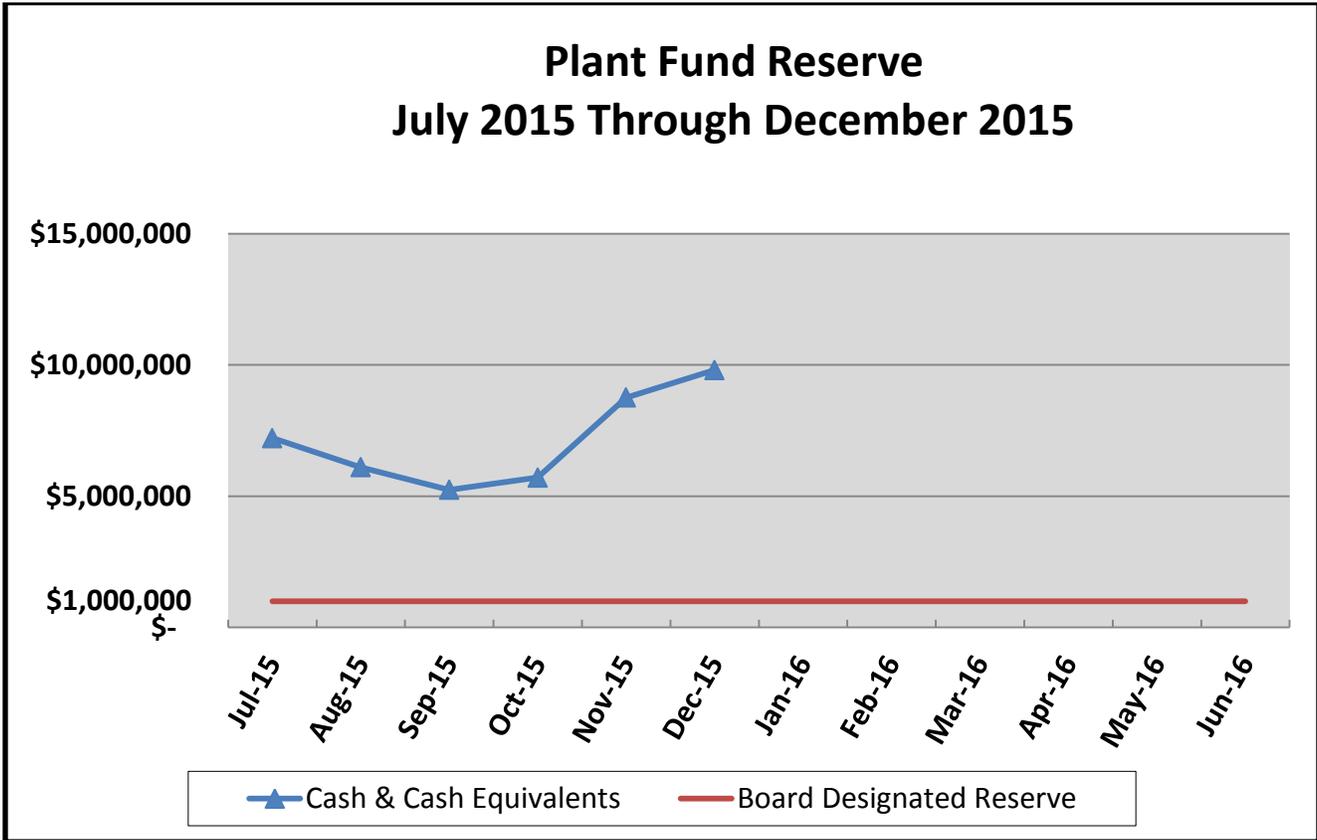
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2015, through December 31, 2015, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2015, through December 31, 2015, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of December 31, 2015, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$8,809,000.

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 have access to and are equipped with the knowledge 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 : 1:41 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 11/17/2015

Item Type : Consent Item

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

Description : For Consideration for Approval of New Curriculum Certificate and Degree Programs: Administrative Professional; Animation; Electronics; Industrial Machine Mechanics; and Medical Assistant AAS - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For Consideration for Approval of New Curriculum for the following programs:

- Administrative Professional - Basic Certificate
- Animation Certificate
- Electronics
 - Advanced Electronics Certificate
 - Analog Electronics Certificate
 - Digital Electronics Certificate
 - Industrial Electronics Certificate
- Industrial Machine Mechanics
 - Hydro Utility Tech Certificate
 - Machine Bearing and Gear Tech Certificate
 - Machine Fabrication Tech Certificate
 - Machine Set and Alignment Tech Certificate
 - Mechanic Assistant Certificate
- Medical Assistant AAS

Attachments :

Title	Created	Filename
Curriculum Memo.pdf	Jan 05, 2016	Curriculum Memo.pdf
Animation.pdf	Jan 06, 2016	Animation.pdf
Advanced Elec.pdf	Jan 06, 2016	Advanced Elec.pdf
Analog.pdf	Jan 06, 2016	Analog.pdf
Digital.pdf	Jan 06, 2016	Digital.pdf
Industrial Elec.pdf	Jan 06, 2016	Industrial Elec.pdf
Hydro.pdf	Jan 06, 2016	Hydro.pdf
Machine Bearing.pdf	Jan 06, 2016	Machine Bearing.pdf
Machine Fabrication.pdf	Jan 06, 2016	Machine Fabrication.pdf
Machine Set.pdf	Jan 06, 2016	Machine Set.pdf
Mech Assist.pdf	Jan 06, 2016	Mech Assist.pdf
Med Assist.pdf	Jan 06, 2016	Med Assist.pdf

Yavapai College

Office of Academic Affairs

Date: December 17, 2015
To: Dr. Penelope H. Wills, President
From: Scott Farnsworth, Interim Vice President for Instruction & Student Development
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, Deans and the Curriculum Committee. I recommend approval of the creation of certificates in Administrative Professional- Basic; Animation; Electronics: Advanced, Analog, Digital, Industrial; Industrial Machine Mechanics: Hydro Utility Tech, Machine Bearing/Gear Tech, Machine Fabrication Tech, Machine Set & Alignment Tech, and Mechanic Assistant. I further recommend approval of the creation of an AAS in Medical Assistant. Following is an overview of the proposed programs.

Overview of New Programs

Administrative Professional- Basic Certificate

The Administrative Professional - Basic Certificate is designed to give completers the basic skills they will need for entry-level clerical, receptionist, and information-sharing positions in a variety of business and office settings.

Animation Certificate

The Film and Media Arts Animation Certificate combines storytelling, art, performance, sound design and technology in order to create unique works. Students will be engaged in the production of challenging and relevant animation for film, television, interactive content and new media. This rapidly changing craft requires an attitude of constant learning and problem solving while striving for artistic excellence. Based in the Verde Valley, the Animation Certificate has been designed so some classes will be available via ITV to Prescott, and at least three will be taught on-line.

Electronics Our current certificate in Electronics Technology takes two years to complete. We are proposing to split this certificate into four “stackable” certificates (described below) – each of which can be completed in two semesters. All instruction emphasizes a hands-on approach utilizing sophisticated test equipment.

Advanced Electronics Certificate

The Advanced Electronics Certificate trains students for careers in the operation, maintenance and repair of complex electronic equipment. This certificate provides training in communications circuits and hands-on troubleshooting. The Advanced Electronics Certificate is aimed primarily at employees of local electronics companies (Cobham Avionics, Tesoro Electronics, RDL Electronics).

Analog Electronics Certificate*

The Analog Electronics Certificate trains students for careers in the operation, maintenance and repair of analog electronic equipment. This certificate provides training in DC systems, AC systems and solid state devices.

Digital Electronics Certificate*

The Digital Electronics Certificate trains students for careers in the operation, maintenance and repair of complex electronic equipment. This certificate provides training in digital systems, microprocessors and programmable controllers.

*Local employees of Cobham Avionics can move from Assembler to Technician by completing just the Analog and Digital Electronics Certificates.

Industrial Electronics Certificate

The Industrial Electronics Certificate trains students for careers in the operation, maintenance and repair of industrial electronic equipment. This certificate provides training in process control instrumentation and motors and motor control. The Industrial Electronics Certificate is perfect for employees of companies who employ Industrial Technicians (such as Drake Cement, Phoenix Cement, FMI and Asarco).

Industrial Machine Mechanics The following five certificates have been created out of existing courses and address the employable skills in demand in the industrial, public, and private sectors. Students can obtain gainful employment at the completion of any of the certificates, allowing them to work in better paying jobs while they continue seeking their education. The certificates also allow for promotion within companies for existing employees. Drake cement is wanting this kind of model and has spoken favorably of this in advisory board meetings. The REDC also weighed in from meetings with NAMA (Northern Arizona Manufacturer's Association).

Hydro Utility Tech Certificate

The Hydro Utility Tech Certificate is designed to provide the skills and principles required to function as an effective technician in both private and public areas such as water processing and control, fluid waste management, water treatment maintenance, and irrigation maintenance systems.

Machine Bearing and Gear Tech Certificate

The Machine Bearing and Gear Tech Certificate coursework emphasizes all aspects of inspection, application, lubrication, maintenance, design, and installation of seals, gears, and bearings as they apply to machinery.

Machine Fabrication Tech Certificate

The courses within the Machine Fabrication Tech Certificate provide the skills to perform fabrication work including gas welding and cutting, SMAW welding (Arc), GMAW welding (wire), welding fabrication, and machining work in the fabrication and repair of industrial machinery.

Machine Set and Alignment Tech Certificate

The Machine Set and Alignment Tech Certificate provides the skills to perform in machine setup and alignment with existing processes, in new processes, and in their continued maintenance. These skills include dial indicator alignment, precision scale measurement, and schematics.

Mechanic Assistant Certificate

The Mechanic Assistant Certificate prepares students with the basic mechanical skills for employment as effective mechanic assistants within mechanical trades. These skills include the use and application of hand tools, power tools, shop equipment, basic mechanical principles, basic arc and gas welding, computer basics, rigging, and basic hydraulics and pneumatics.

Medical Assistant AAS

The Medical Assistant AAS degree prepares students for careers that require clinical knowledge and skills, academic knowledge, higher-order reasoning and problem-solving skills, desirable work attitudes and employability skills. The degree prepares students to sit for an industry-recognized credentialing exam administered by a third-party which became a requirement for Medical Assistants in 2013 as a result of the implementation of the Meaningful Use Act. This degree builds upon our Medical Assistant Certificate which is comprised of 34 credits. With the addition of the required General Education courses, students will be able to earn their AAS (60 credits) in a little over four semesters. The Medical Assistant AAS is transferable to Northern Arizona University (Bachelor of Science in Health Sciences-Medical Assisting) and other four year universities. This degree addresses the needs of the healthcare community and students pursuing careers in healthcare.

New Program Proposal

REVISED 11/13/15

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	9/20/15
2.	Initiator:	Helen Stephenson
3.	E-mail address:	helen.stephenson@yc.edu
4.	Phone:	928.649.4284
5.	Initiating division:	CTEC
6.	Program type:	Certificate
7.	Degree/certificate program name:	Animation
8.	Program description: (brief/this will appear in the College Catalog)	<p>The Film and Media Arts Animation Certificate brings together storytelling, art, performance, sound design and technology to create unique works. Our students become engaged in the production of challenging and relevant animation for film, television, interactive content and new media. This rapidly changing craft requires an attitude of constant learning and problem solving while striving for artistic excellence. We will help you:</p> <ul style="list-style-type: none"> • Discover your creative voice • Master the use of visual language • Focus your skill set • Learn the history of film and animation
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Please see attached</p>
10.	Projected start semester:	Fall, 2016
11.	Online delivery only:	No
12.	Special admission required:	None
13.	Financial Aid: Does the program meet requirements for Title IV funding?	<p>Yes</p> <p>**Minimum of 16 credit hours and a minimum of 15 weeks of instruction**</p>
	Program Sequence	Attached

*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15	CIPC Code:	
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15-1134

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SOC Codes:
(Standard Occupational Classification(s) that this certificate helps prepare for:

16.

17	Minimum completion time in months: (assumes Fall semester start)	9 months
18	Program Costs:	\$96 x 24 credits = \$2,304
	In-State Tuition	
	Books & Supplies	
	Lab Fees	
	Other Special Fees/Expenses	

19	<p>Narrative description of the need for the program: (For example, describe what need this program will address and how the institution became aware of that need)</p>	<p>As the use and consumption of on-line content continues to grow, The focus for the FMA Animation Certificate will be on storytelling across all the career choices in this field, including storyboard artist, 3D modelers, texturing artists, lighting artists, rigging artist, 3D animator, Rendering Artist, Layout Designer, Editor and Composer. The curriculum will include uses for animation in education, augmented reality, computer gaming, industrial video, webisodes, television, and YouTube, along with business skills for artists. With the surge of content consumption, comes the need for more content creators. Animation is one art form that merges with the FMA program, and utilizes YC Art and Computer Gaming classes already being taught.</p>
20	<p>Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs: (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)</p>	<p>The Animation Certificate has been designed so some classes will be available via ITV to Prescott, and at least three will be taught on-line. This will give us a larger base of students for those classes.</p> <p>No matter what the format; the animators will be telling a story, and they need to know how to tell a story well. This certificate creates a separate but associated pathway for students who are taking the FMA or computer gaming certificates.</p> <p>The classes will also be open for students as electives or simply for enrichment. Students will not need to apply to get into the program, and may take individual classes without being part of the certificate program.</p>

21.	<p>Narrative description of any wage analysis the institution may have performed: (Include any consideration of Bureau of Labor Statistics wage data related to the program)</p>	<p>Please see SBDC report</p>
22.	<p>Narrative description of how the program was reviewed or approved:</p>	<p>Comments from the FMA Exploratory Committee include: "I think this is a great idea." "It adds what I'm sure will be a popular certificate and it will require few added resources." Executive Dean James Perey requested that Helen Stephenson, the Director of FMA, include animation programs as she researched the re-launch of the film program. Additionally, Helen has been in discussions with the Director of Animation for Woodbury University. The potential instructor for the classes, (and a current YC adjunct) Lindsay Bane who has a background in animation, has been assisting with the program lay-out.</p>
23.	<p>Advisory Committee:</p>	<p>We had an exploratory committee. The people who weighed in on the Animation program are Lee Sullivan and Jeff Wood, comments above. Lee is a filmmaker</p>

		and graduate of the YC film program. Jeff is also a graduate of the program, teaches our dual enrollment classes and also teaches as an adjunct in the FMA program.
	Names of members and expertise:	Please see above
	Number of times met to plan the program:	Email and text with Lee, as he has been out of the country. Several one-on-one conversations with Jeff.
	Future meeting plans:	I am currently working on putting together a more formal Advisory Committee.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____Justin Brereton_____ Date: ____11/15/15____

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____

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

General Education Committee Chair

Name: _____ Date: _____
Recommended Not Recommended
Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Karla Phillips _____ Date: __11/13/15__

Division:

Recommended Not Recommended
Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ James Perey & John Morgan _____ Date: __12/2/15__

Division:

Recommended Not Recommended
Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *Mark Blah* _____ Date: *12/10/15*
Approved Not Approved
 Approved/Change Noted: _____ *w/ changes*

Vice President for Instruction and Student Services

Name: _____ *John Jansz* _____ Date: *12/18/15*
 Approved Not Approved
Approved/Change Noted: _____

President

Name: _____ *Joseph H Wells* _____ Date: *1/4/16*
Approved Not Approved
Approved/Change Noted: _____

Governing Board

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

Financial Aid (If required)

Department of Education Submission Date: _____
Approved Not Approved

CATALOG format:

ART 110	Drawing I	3
ART 112	Two-Dimensional Design	3
FMA 100	Animation Principles	3
FMA 103	Writing for the Screen	3
FMA 113	Stop Motion Animation	3
FMA 114	Animation Production	3
VGD 151	3D Modeling & Animation I	3
<u>VGD 152</u>	<u>3D Modeling & Animation II</u>	<u>3</u>
	TOTAL	24

Program Name ANIMATION

Program Progression Plan

First Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
FMA	100	ANIMATION PRINCIPLES	3		ART	110	PERSPECTIVE AND VISUAL PERCEPTION	3		
FMA	103	WRITING FOR THE SCREEN	3		VGD	152	3D MODELING AND ANIMATION II	3	VGD 151	
ART	112	TWO-DIMENSIONAL DESIGN	3		FMA	113	STOP MOTION ANIMATION	3		
VGD	151	3D MODELING AND ANIMATION I	3		FMA	114	ANIMATION PRODUCTION	4	FMA 100	
Total Credits			12		Total Credits			13		

Second Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
Total Credits					Total Credits					

Certificate

Certificate Name:

ANIMATION

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2016-17

Required Course Matrix:

Course Name: Please include * if Capstone Course Course Prefix: (ie, ACC 232)	2013-18		2016-17														
	ANIMATION PRINCIPLES	WRITING FOR THE SCREEN	TWO-D DESIGN	3D MOD & ANIMATION I	ART 112	VGD 151	ART 110	3D MODELING & ANIM II	STOP MOTION ANIMATION	FMA 114	ANIMATION PROD	Course	Course	Course	Course	Course	Course
Outcome 1: Watch & Analyze animation media, storytelling techniques & characters.	3	3	3	3	3	3	3	3	3	3							
Outcome 2: Develop skills in Claymation, puppet animation & other in-camera animation formats	I		I														
Outcome 3: Practice skills in character building, set construction, in-camera special effects and pixilation.																	
Outcome 4: Create a short film in the stop-motion format, with sound and express emotion																	
Outcome 5: Create a short film using animation technique chosen by student	I	R															
Outcome 6: Develop creative solutions to visual problems																	
Outcome 7: Identify, Analyze, Synthesize & Communicate Design Principles																	
Outcome 8: Articulate traditional & non-traditional art examples & how those examples alter popular visual literacy																	
Outcome 9: Use professional quality software tools to create static & animated 3D objects suitable for use in video games and animation	1		R														
Outcome 10: Total Credits																	
Outcome 11: Total Credits																	24

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course-one (one per course, and the highest level).

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

P = Proficient (for Program)

R = Reinforced (in Program)

I = Introduced (in Program)

Note: A Program Outcome should not contain the word, "basic." This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	August 11, 2015	Last saved: 11/12/2015
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Advanced Electronics	
8.	Program description: (brief/this will appear in the College Catalog)	The Advanced Electronics Certificate trains students for a career in the operation, maintenance and repair of complex electronic equipment. This certificate provides training in communications circuits and hands-on troubleshooting. All instruction emphasizes a hands-on approach utilizing sophisticated test equipment.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Upon successful completion of this certificate, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Analyze complex communications signals in both frequency and time domains (ELT 221). 2. Build, test, analyze and troubleshoot AM and FM transmitter and receiver circuitry (ELT 221) 3. Define wave propagation and describe how transmission lines and antennas function including Smith chart analysis (ELT 221). 4. Describe materials and techniques used in a fiber optics system (ELT 221). 5. Describe and demonstrate the six-step troubleshooting method to troubleshoot faulted equipment and clearly and concisely complete troubleshooting reports (ELT 258). 6. Troubleshoot diode power supply circuits, specialty diode circuits, bipolar and field effect transistor circuits including amplifiers (ELT 258). 7. Troubleshoot thyristor circuits, digital logic circuits and control circuits (ELT 258). 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid:	No	

38

Does the program
meet requirements
for Title IV funding?

****Minimum of 16 credit hours and a
minimum of 15 weeks of instruction****

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program
prerequisites****

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** **47.0101: Electrical/Electronics Equipment Installation and Repair, General**
47.0105: Industrial Electronics Technology/Technician
-
- 16. SOC Codes:** 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment
(Standard Occupational Classification(s) that this certificate helps prepare for:
-
- 17. Minimum completion time in months:** 9
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition 9 credits and \$96 a credit = \$864 total cost for certificate less any fees.
Books & Supplies n/a
Lab Fees n/a
Other Special Fees/Expenses n/a
-
- 19. Narrative description of the need for the program:** This is one of four new repackaged certificates for Yavapai College electronics students that will allow them to "stack" their credentials. The four certificates are: analog electronics, digital electronics, advanced electronics, and industrial electronics. These will replace our existing certificate in Electronics Technology which takes two years to complete. Each of these certificates can be completed in two semesters. Dividing up the certificates into manageable chunks will allow students to build their credentials instead of waiting two years to complete. Cobham Avionics employees who complete analog, digital, and advanced electronics certificates will be eligible for advancement/promotion.
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** As stated above, breaking the certificates into smaller more manageable units will allow working students to complete certificates in one year instead of two. This will be particularly useful for Cobham Avionics (Prescott) employees who want to transition from assembler to technician in a timely manner. Awarding certificates every year will also boost their confidence and help to motivate them to complete more certificates.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. Narrative description of any wage analysis the institution may have performed: Assemblers at Cobham Avionics earn around \$10 an hour. Technicians earn anywhere from \$15 to \$30 an hour depending on experience. The move from assembler to technician can literally double their salary.
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: These certificates were presented at the Electrical & Instrumentation Technology Advisory board held in May 2015 and approved by the committee.

23. Advisory Committee:
Names of members and expertise: **Bob Baker, Electrical Supervisor: Mine Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)**
Dave Shiflett, Electrical Supervisor: Mill Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)
Dave Boyd, Electrical Manager: Drake Cement (Paulden, AZ)
Dave Sagor, Electronics Supervisor, Cobham Avionics (Prescott, AZ)
Cassie Dill, Electronics Supervisor, AMEC (Phoenix, AZ)
Darla Deville, Community Affairs Manager; APS (Prescott, AZ)
John Morgan, Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Karla Phillips, Associate Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Drew Lindsey, Professor, Electric Utility Technology, Yavapai College (Prescott, AZ)
Rick Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)
Liz Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)

Number of times met to plan the program: Once

Future meeting plans: Every year, typically in the spring.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____ Justin Brereton _____ Date: _____ 11/11/15 _____

X Reviewed

41

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division: Click box to select ---->

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: 9/11/15

Division: Career Technical Education

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: Ann R. Blunt _____ Date: 12/10/15

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: John Jansvick _____ Date: 12/17/15

Approved Not Approved

Approved/Change Noted: _____

President

Name: James H. Wells _____ Date: 1/6/16

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

42

CATALOG format:

Advanced Electronic Certificate

ELT 221	Communication Systems & Circuits	3
ELT 258	Electronic Troubleshooting	82
TOTAL		85

43

Certificate

Certificate Name: Advanced Electronics

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2016-2016

Required Course Matrix:

Course Name: <i>Please Include * if a Capstone Course</i>	Course Prefix: (ie, ACC 232)	Credits:		X = Assessed this Period	
		ELT 221	ELT 258	ELT 221	ELT 258
Outcome 1: 1. Analyze complex communications signals in both frequency and time domains (ELT 221).				X	I,R,P
Outcome 2: 2. Build, test, analyze and troubleshoot AM and FM transmitter and receiver circuitry (ELT 221)				X	I,R,P
Outcome 3: 3. Define wave propagation and describe how transmission lines and antennas function including Smith chart analysis (ELT 221).				X	I,R,P
Outcome 4: 4. Describe materials and techniques used in a fiber optics system (ELT 221).				X	I,R,P
Outcome 5: 5. Describe and demonstrate the six-step troubleshooting method to troubleshoot faulted equipment and clearly and concisely complete troubleshooting reports (ELT 258).				X	I, R,P
Outcome 6: 6. Troubleshoot diode power supply circuits, specialty diode circuits, bipolar and field effect transistor circuits including amplifiers (ELT 258).				X	I, R,P
Outcome 7: 7. Troubleshoot thyristor circuits, digital logic circuits and control circuits (ELT 258).				X	I,R,P
Total Credits				6	

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level. I = Introduced (in Program)

Program Outcomes
(Competencies):
Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section II). What specifically what

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

R = Reinforced (in Program) P = Proficient (for Program)

45

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	August 11, 2015	Last saved: 11/12/2015
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Analog Electronics	
8.	Program description: (brief/this will appear in the College Catalog)	The Analog Electronics Certificate trains students for a career in the operation, maintenance and repair of analog electronic equipment. This certificate provides training in DC systems, AC systems and solid state devices. All instruction emphasizes a hands-on approach utilizing sophisticated test equipment.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Upon successful completion of this certificate, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Identify the principles of direct and alternating current including Ohm's and Watt's Laws (ELT 111, ELT 112). 2. Build circuits from schematics and utilize test equipment and electrical safe practices to analyze and troubleshoot them (ELT 111, ELT 112, ELT 126). 3. Demonstrate soldering skills to install and remove electrical components including safe practices for ESD (electro-static discharge) sensitive parts (ELT 111). 4. Describe capacitance, inductance and transformer principles as they apply to AC and DC circuits (ELT 111, ELT 112). 5. Describe, build, analyze, and troubleshoot diode circuits including power supplies and specialty diode circuits (ELT 126). 6. Describe, build, analyze, and troubleshoot BJT (bipolar junction transistor) and FET (field effect transistor) circuits including amplifiers and active filters (ELT 126). 7. Describe, build, analyze, and troubleshoot operational amp circuits (ELT 126). 8. Describe, build, analyze, and troubleshoot thyristor circuits (ELT 126). <p>The certificate is comprised of three existing electronics courses for a total of nine (9) credits: ELT 111: DC Electrical Systems, ELT 112: AC Electrical Systems and ELT 126: Solid State Devices (each course is three credits).</p>	

46

10. Projected start semester: **Fall 2016**

11. Online delivery only: **No**

12. Special admission required: **No**

13. Financial Aid: **No**
Does the program meet requirements for Title IV funding?

****Minimum of 16 credit hours and a minimum of 15 weeks of instruction****

14. Program sequence **Program Progression Plan**

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

47

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** 47.0101: Electrical/Electronics Equipment Installation and Repair, General
47.0105: Industrial Electronics Technology/Technician
-
- 16. SOC Codes:** 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment
(Standard Occupational Classification(s) that this certificate helps prepare for:
-
- 17. Minimum completion time in months:** 9
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition 9 credits and \$96 a credit = \$864 total cost for certificate less any fees.
Books & Supplies n/a
Lab Fees n/a
Other Special Fees/Expenses n/a
-
- 19. Narrative description of the need for the program:** This is one of four new repackaged certificates for Yavapai College electronics students that will allow them to "stack" their credentials. The four certificates are: analog electronics, digital electronics, advanced electronics, and industrial electronics. These will replace our existing certificate in Electronics Technology which takes two years to complete. Each of these certificates can be completed in two semesters. Dividing up the certificates into manageable chunks will allow students to build their credentials instead of waiting two years to complete. Cobham Avionics employees who complete analog, digital, and advanced electronics certificates will be eligible for advancement/promotion.
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** As stated above, breaking the certificates into smaller more manageable units will allow working students to complete certificates in one year instead of two. This will be particularly useful for Cobham Avionics (Prescott) employees who want to transition from assembler to technician in a timely manner. Awarding certificates every year will also boost their confidence and help to motivate them to complete more certificates.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. Narrative description of any wage analysis the institution may have performed: Assemblers at Cobham Avionics earn around \$10 an hour. Technicians earn anywhere from \$15 to \$30 an hour depending on experience. The move from assembler to technician can literally double their salary.
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: These certificates were presented at the Electrical & Instrumentation Technology Advisory board held in May 2015 and approved by the committee.

23. Advisory Committee:
Names of members and expertise: **Bob Baker, Electrical Supervisor: Mine Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)**
Dave Shiflett, Electrical Supervisor: Mill Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)
Dave Boyd, Electrical Manager: Drake Cement (Paulden, AZ)
Dave Sagor, Electronics Supervisor, Cobham Avionics (Prescott, AZ)
Cassie Dill, Electronics Supervisor, AMEC (Phoenix, AZ)
Darla Deville, Community Affairs Manager; APS (Prescott, AZ)
John Morgan, Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Karla Phillips, Associate Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Drew Lindsey, Professor, Electric Utility Technology, Yavapai College (Prescott, AZ)
Rick Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)
Liz Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)
Number of times met to plan the program: Once
Future meeting plans: Every year, typically in the spring.

Review Recommendations and Signatures

49

Division Curriculum Representative - Curriculum Committee

Name: _____ Justin Brereton _____ Date: 11/11/15

Reviewed

Reviewed/Change Noted: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division: Click box to select ---->

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: 9/11/15

Division: Career Technical Education

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: Frank Barber Date: 12/10/15

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: Sam Jansz Date: 12/17/15

Approved Not Approved

Approved/Change Noted: _____

President

Name: James Wills Date: 1/6/16

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

50

CATALOG format:

Analog Electronics Certificate

ELT 111	DC Electrical Systems	3
ELT 112	AC Electrical Systems	3
ELT 126	Solid State Devices	3
TOTAL		9

51

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	August 11, 2015	Last saved: 11/12/2015
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Digital Electronics	
8.	Program description: (brief/this will appear in the College Catalog)	The Digital Electronics Certificate trains students for a career in the operation, maintenance and repair of complex electronic equipment. This certificate provides training in digital systems, microprocessors and programmable controllers. All instruction emphasizes a hands-on approach utilizing sophisticated test equipment.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Upon successful completion of this certificate, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Describe digital number systems and convert numbers between the systems (ELT 183). 2. Identify, build, analyze, and troubleshoot logic gates and combinatorial circuits (ELT 183). 3. Identify, build, analyze, and troubleshoot sequential circuits including flip-flops, counters, registers, encoders and decoders (ELT 183). 4. Identify, build, analyze, and troubleshoot digital memory and digital-to-analog and analog-to-digital converters (ELT 183). 5. Identify and describe the architecture of microprocessors and microcontrollers and explain their basic operation including bus control and addressing modes (ELT 161). 6. Identify, build, analyze, and troubleshoot microprocessor interface circuits (ELT 161) 7. Identify, build, analyze, and troubleshoot PLC circuitry including timers, counters, and data manipulators (ELT 161). 8. Write, download, test, and debug programs in a PLC including ladder logic and ladder logic diagrams (ELT 161). 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	54

12. Special admission required: No

13. Financial Aid: No
Does the program meet requirements for Title IV funding?

****Minimum of 16 credit hours and a minimum of 15 weeks of instruction****

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

55

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15.	CIPC Code:	47.0101: Electrical/Electronics Equipment Installation and Repair, General 47.0105: Industrial Electronics Technology/Technician
16.	SOC Codes:	49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment (Standard Occupational Classification(s) that this certificate helps prepare for:
17.	Minimum completion time in months:	9 (assumes Fall semester start)
18.	Program Costs:	In-State Tuition 9 credits and \$96 a credit = \$864 total cost for certificate less any fees. Books & Supplies n/a Lab Fees n/a Other Special Fees/Expenses n/a
19.	Narrative description of the need for the program:	This is one of four new repackaged certificates for Yavapai College electronics students that will allow them to "stack" their credentials. The four certificates are: analog electronics, digital electronics, advanced electronics, and industrial electronics. These will replace our existing certificate in Electronics Technology which takes two years to complete. Each of these certificates can be completed in two semesters. Dividing up the certificates into manageable chunks will allow students to build their credentials instead of waiting two years to complete. Cobham Avionics employees who complete analog, digital, and advanced electronics certificates will be eligible for advancement/promotion. (For example, describe what need this program will address and how the institution became aware of that need)
20.	Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:	As stated above, breaking the certificates into smaller more manageable units will allow working students to complete certificates in one year instead of two. This will be particularly useful for Cobham Avionics (Prescott) employees who want to transition from assembler to technician in a timely manner. Awarding certificates every year will also boost their confidence and help to motivate them to complete more certificates. (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

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-
- 21. Narrative description of any wage analysis the institution may have performed:**
(Include any consideration of Bureau of Labor Statistics wage data related to the program)
- Assemblers at Cobham Avionics earn around \$10 an hour. Technicians earn anywhere from \$15 to \$30 an hour depending on experience. The move from assembler to technician can literally double their salary.
-
- 22. Narrative description of how the program was reviewed or approved:**
- These certificates were presented at the Electrical & Instrumentation Technology Advisory board held in May 2015 and approved by the committee.
-
- 23. Advisory Committee:**
- Names of members and expertise: **Bob Baker, Electrical Supervisor: Mine Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)**
- Dave Shiflett, Electrical Supervisor: Mill Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)**
- Dave Boyd, Electrical Manager: Drake Cement (Paulden, AZ)**
- Dave Sagor, Electronics Supervisor, Cobham Avionics (Prescott, AZ)**
- Cassie Dill, Electronics Supervisor, AMEC (Phoenix, AZ)**
- Darla Deville, Community Affairs Manager; APS (Prescott, AZ)**
- John Morgan, Dean: Career & Technical Education, Yavapai College (Prescott, AZ)**
- Karla Phillips, Associate Dean: Career & Technical Education, Yavapai College (Prescott, AZ)**
- Drew Lindsey, Professor, Electric Utility Technology, Yavapai College (Prescott, AZ)**
- Rick Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)**
- Liz Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)**
- Number of times met to plan the program: Once
- Future meeting plans: Every year, typically in the spring.
-

Review Recommendations and Signatures

57

Division Curriculum Representative - Curriculum Committee

Name: _____ Justin Brereton _____ Date: ___11/11/15___

Reviewed

Reviewed/Change Noted: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division: Click box to select ---->

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: ___9/11/15___

Division: Career Technical Education

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *Paul Blutin* _____ Date: ___12/10/15___

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *John Turney* _____ Date: ___12/17/15___

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *Lucy D. Williams* _____ Date: ___1/6/16___

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

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CATALOG format:

Digital Electronics Certificate

ELT 161	Mircroprocessors & Programmable Controllers	3
ELT 183	Digital Circuits	3
TOTAL		6

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Certificate

Certificate Name: Digital Electronics

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2016-2016

Required Course Matrix:

Course Name: <i>Please Include * if a Capstone Course</i> Course Prefix: (ie, ACC 232)	2013-18		2016-2016	
	ELT 183	ELT 161		
Credits:				
Outcome 1: 1. Describe digital number systems and convert numbers between the systems (ELT 183).	X	I, R, P		
Outcome 2: 2. Identify, build, analyze, and troubleshoot logic gates and combinatorial circuits (ELT 183).	X	I, R, P		
Outcome 3: 3. Identify, build, analyze, and troubleshoot sequential circuits including flip-flops, counters, registers, encoders and decoders (ELT 183).	X	I, R		P
Outcome 4: 4. Identify, build, analyze, and troubleshoot digital memory and digital-to-analog and analog-to-digital converters (ELT 183).	X	I, R		P
Outcome 5: 5. Identify and describe the architecture of microprocessors and microcontrollers and explain their basic operation including bus control and addressing modes (ELT 161).	X	I		R, P
Outcome 6: 6. Identify, build, analyze, and troubleshoot microprocessor interface circuits (ELT 161)	X	I		R, P
Outcome 7: 7. Identify, build, analyze, and troubleshoot PLC circuitry including timers, counters, and data manipulators (ELT 161).	X			I, R, P
Outcome 8: 8. Write, download, test, and debug programs in a PLC including ladder logic and ladder logic diagrams (ELT 161).	X			I, R, P
Total Credits		6		

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level. I = Introduced (in Program)

Program Outcomes
(Competencies):
Statements of
observable,
measurable results
of the educational
experience, linked
to Program
Outcomes (Section
II). That specify what
is

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Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments.

Program Outcomes are the highest degree of competency attained.

R = Reinforced (in Program)

P = Proficient (for Program)

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	August 11, 2015	Last saved: 11/10/2015
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Industrial Electronics	
8.	Program description: (brief/this will appear in the College Catalog)	The Industrial Electronics Certificate trains students for a career in the operation, maintenance and repair of industrial electronic equipment. This certificate provides training in process control instrumentation and motors and motor control. All instruction emphasizes a hands-on approach utilizing sophisticated test equipment.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Upon successful completion of this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Describe and utilize sensors commonly used in process control including: RTDs, thermistors, strain gauges, load cells, flow and level sensors, I/P and P/I transducers and differential pressure transducers (ELT 171). 2. Calibrate and test sensors and transducers commonly used in process control using process meters and documenting process calibrators (ELT 171). 3. Connect sensors, transducers and controllers to form functioning process control loops (ELT 171). 4. Analyze, troubleshoot and repair process control loops using process and instrumentation drawings (P&ID) (ELT 171). 5. Describe, analyze and troubleshoot motor control devices to include switches, sensors and actuators (ELT 272). 6. Describe, interpret and analyze motor diagrams and schematics including: symbols, single line and block diagrams, and motor terminal connections and nameplate terminology (ELT 272). 7. Describe, analyze, install, and troubleshoot AC/DC motors and adjustable speed drives (ELT 272). 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	

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12. Special admission required: No

13. Financial Aid: No
Does the program meet requirements for Title IV funding?

****Minimum of 16 credit hours and a minimum of 15 weeks of instruction****

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

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*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** **47.0101: Electrical/Electronics Equipment Installation and Repair, General**
47.0105: Industrial Electronics Technology/Technician
-
- 16. SOC Codes:** 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment
(Standard Occupational Classification(s) that this certificate helps prepare for:
-
- 17. Minimum completion time in months:** 9
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition 9 credits and \$96 a credit = \$864 total cost for certificate less any fees.
Books & Supplies n/a
Lab Fees n/a
Other Special Fees/Expenses n/a
-
- 19. Narrative description of the need for the program:** This is one of four new repackaged certificates for Yavapai College electronics students that will allow them to "stack" their credentials. The four certificates are: analog electronics, digital electronics, advanced electronics, and industrial electronics. These will replace our existing certificate in Electronics Technology which takes two years to complete. Each of these certificates can be completed in two semesters. Dividing up the certificates into manageable chunks will allow students to build their credentials instead of waiting two years to complete. Cobham Avionics employees who complete analog, digital, and advanced electronics certificates will be eligible for advancement/promotion.
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** As stated above, breaking the certificates into smaller more manageable units will allow working students to complete certificates in one year instead of two. This will be particularly useful for Cobham Avionics (Prescott) employees who want to transition from assembler to technician in a timely manner. Awarding certificates every year will also boost their confidence and help to motivate them to complete more certificates.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

64

21. Narrative description of any wage analysis the institution may have performed: Assemblers at Cobham Avionics earn around \$10 an hour. Technicians earn anywhere from \$15 to \$30 an hour depending on experience. The move from assembler to technician can literally double their salary.
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: These certificates were presented at the Electrical & Instrumentation Technology Advisory board held in May 2015 and approved by the committee.

23. Advisory Committee:
Names of members and expertise: **Bob Baker, Electrical Supervisor: Mine Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)**
Dave Shiflett, Electrical Supervisor: Mill Electric; Freeport McMoRan Copper & Gold (Bagdad, AZ)
Dave Boyd, Electrical Manager: Drake Cement (Paulden, AZ)
Dave Sagor, Electronics Supervisor, Cobham Avionics (Prescott, AZ)
Cassie Dill, Electronics Supervisor, AMEC (Phoenix, AZ)
Darla Deville, Community Affairs Manager; APS (Prescott, AZ)
John Morgan, Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Karla Phillips, Associate Dean: Career & Technical Education, Yavapai College (Prescott, AZ)
Drew Lindsey, Professor, Electric Utility Technology, Yavapai College (Prescott, AZ)
Rick Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)
Liz Peters, Professor: Electrical & Instrumentation Technology, Yavapai College (Prescott, AZ)

Number of times met to plan the program: Once

Future meeting plans: Every year, typically in the spring.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____Justin Brereton_____ Date: _____

Reviewed

65

Reviewed/Change Noted: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division: Click box to select ---->

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: _____ 9/11/15 _____

Division: Career Technical Education

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *Lore R. Blutin* _____ Date: _____ 12/10/15 _____

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *Sarah Johnson* _____ Date: _____ 12/15/15 _____

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *Joseph D. Wells* _____ Date: _____ 1/6/16 _____

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

66

CATALOG format:

Industrial Electronics Certificate

ELT 171	Process Control Instrumentation	3
ELT 272	Motors and Motor Controls	3
TOTAL		6

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Certificate

Certificate Name: Industrial Electronics

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2016-2016

Required Course Matrix:

Course Name: Please Include * if a Capstone Course Course Prefix: (ie, ACC 232)	2013-18		2016-2016	
	ELT 171	ELT 272		
Credits:				
Outcome 1: 1. Describe and utilize sensors commonly used in process control including: RTDs, thermistors, strain gauges, load cells, flow and level sensors, I/P and P/I transducers and differential pressure transducers (ELT 171).	X		I, R, P	
Outcome 2: 2. Calibrate and test sensors and transducers commonly used in process control using process meters and documenting process calibrators (ELT 171).	X		I, R, P	
Outcome 3: 3. Connect sensors, transducers and controllers to form functioning process control loops (ELT 171).	X		I, R, P	
Outcome 4: 4. Analyze, troubleshoot and repair process control loops using process and instrumentation drawings (P&ID) (ELT 171).	X		I, R, P	
Outcome 5: 5. Describe, analyze and troubleshoot motor control devices to include switches, sensors and actuators (ELT 272).	X		I	R, P
Outcome 6: 6. Describe, interpret and analyze motor diagrams and schematics including: symbols, single line and block diagrams, and motor terminal connections and nameplate terminology (ELT 272).	X			I, R, P
Outcome 7: 7. Describe, analyze, install, and troubleshoot AC/DC motors and adjustable speed drives (ELT 272).	X			I, R, P
Total Credits			6	

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

Program Outcomes

(Competencies):

Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section 22.272)

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Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

R = Reinforced (in Program)

P = Proficient (for Program)

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/04/2015	Last saved: 12/2/2015
2.	Initiator:	Charles Allmon	
3.	E-mail address:	charles.allmon@yc.edu	
4.	Phone:	928 771-6113	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Hydro Utility Tech	
8.	Program description: (brief/this will appear in the College Catalog)	The Hydro Utility Tech coursework teaches the skills and principles required to function as a effective technician in both private and public areas such as water processing and control, fluid waste management, water treatment maintenance, and irrigation maintenance systems.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) 1. Troubleshoot, replace, and repair hydraulic and pneumatic system components. (IPT 110, IPT 120, IPT 160, MET 160, WLD 113 or WLD 140) 2. Repair and replace valves. (IPT 120, IPT 130, IPT 160, WLD113 or WLD 140)	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

75

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

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*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15.	CIPC Code:	47. 0303
16.	SOC Codes:	47-5011.00 - Derrick Operators, Oil and Gas 47-2132.00 - Insulation Workers, Mechanical 47-2152.01 - Pipe Fitters and Steamfitters 47-2152.02 - Plumbers 49-3042.00 - Mobile Heavy Equipment Mechanics, Except Engines 47-3015.00 - Helper Pipe layer, Pipefitter, and Steamfitters 51-9061.00 - Inspectors, Testers, Sorters, Samplers and Weighers 51-8099.03 - Biomass Plant Technicians 49-9041.00 - Industrial Machinery Mechanics and Maintenance Machinists 49-9043.00 - Maintenance Workers, Machinery
17.	Minimum completion time in months:	9 months
	(assumes Fall semester start)	
18.	Program Costs:	No new monies. Adding stackables to existing degree.
	In-State Tuition	\$96 per credit hour
	Books & Supplies	\$250
	Lab Fees	None
	Other Special Fees/Expenses	None
19.	Narrative description of the need for the program:	The Hydro Utility Tech Certificate places existing courses into a certificate that address the employable skills that are in demand in the industrial, public, and private areas. This certificate has been requested by students and employers to better identify the required skill set of this area of employment. This is one of 5 new ways to package the IMM program which leads to stackable certs along the way. Students can get gainfully employed at completion of any of the certificates, allowing them to work in better paying jobs while they continue seeking their education. These are manageable solutions leading to jobs faster than waiting for the 2-3 years to complete the degree. This also allows for promotion within companies for existing employees as they complete various certificates. Drake cement is wanting this kind of model and has spoken favorably of this in advisory board meetings. The REDC also weighed in from meetings with the NAMA (Northern Arizona Manufacturer's Association) group.
	(For example, describe what need this program will address and how the institution became aware of that need)	
20.	Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:	We worked with Alex Wrights office and she indicated that the need was there for shorter and more timely certs versus the degree as the stand alone vehicle to get someone to work. Freeport McMoran, Drake Cement, and other large local companies have needs for these skillsets that are ongoing as people move around or retire. The turnover is constant enough for them to be concerned that waiting for someone to complete the program for two - three years doesn't accommodate routine turnover. Stackables will help. Stats are attached.
	(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)	

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21. **Narrative description of any wage analysis the institution may have performed:** Occupation Summary for Hydro Utility Tech
 635 5.1% \$20.95/hr
 Jobs (2015) % Change (2001-2015) Median Hourly Earnings
 14% below National average Nation: 0.1% Nation: \$20.78/hr
 (Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:** Through the Advisory Committee, Regional Economic Development Center, and local employers within the NAMA group.

23. **Advisory Committee:**
 Names of members and expertise: **Telford Byers, Freeport McMoran**
Cyndi Newland, Drake Cement
John Morgan, CTE Dean
Charles Allmon, IMM Professor
 Number of times met to plan the program: 2
 Future meeting plans: Ongoing Annually

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____ Justin Brereton _____ Date: ___10/30/15___

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

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General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ John Morgan _____ Date: __10/29/15__

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *James R. Blundin* _____ Date: 12/10/15

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *Sam Tawson* _____ Date: 12/17/15

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *James Wills* _____ Date: 1/6/16

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

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CATALOG format:

IPT 110	Industrial Shop Practices	3
IPT 120	Industrial Pump Maint/Repair	3
IPT 130	Industrial Valve Maint/Repair	3
IPT 160	Machinery Maint & Troubleshooting	3
MET 160	Basic Machine Hydraulics	2
WLD 113	Basic Welding II	2
<u>or WLD 140</u>	<u>Arc I (4)</u>	
Min. TOTAL		16

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New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/06/2015	Last saved: 12/4/2015
2.	Initiator:	Charles Allmon	
3.	E-mail address:	charles.allmon@yc.edu	
4.	Phone:	928 771-6113	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Machine Bearing and Gear Tech	
8.	Program description: (brief/this will appear in the College Catalog)	The coursework of the Machine Bearing and Gear Tech is designed for understanding all aspects of inspection, application, lubrication, maintenance, design, and installation of seals, gears, and bearings as they apply to machinery.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <ol style="list-style-type: none"> 1. Troubleshoot, replace, and repair hydraulic and pneumatic system components. (IPT 110, IPT 160, MET 160) 2. Fabricate and repair industrial machinery components. (WLD 112 or WLD 130) 3. Troubleshoot and repair bulk material handlers. (IPT 140, MET 116) 4. Safely utilize machine shop equipment. (AGS 101 or CSA 126, IPT 110, IPT 140, MET 116, MET 160) 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

83

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

84

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** 47.0303
-
- 16. SOC Codes:** 49-9096.00 - Riggers
(Standard 49-3043.00 - Rail Car Repairers
Occupational 51-9061.00 - Inspectors, Testers, Sorters, Samplers and Weighers
Classification(s) that 51-8099.03 - Biomass Plant Technicians
this certificate helps 49-9041.00 - Industrial Machinery Mechanics and Maintenance Machinists
prepare for: 49-9043.00 - Maintenance Workers, Machinery
51-4121.07 - Soderers and Brazers
-
- 17. Minimum completion time in months:** 9 months
(assumes Fall semester start)
-
- 18. Program Costs:** No additional monies. Stackables with existing courses.
In-State Tuition \$96 per credit hour.
Books & Supplies **\$250**
Lab Fees No
Other Special No
Fees/Expenses
-
- 19. Narrative description of the need for the program:** **There has been a long standing need in both industrial and commercial areas for skilled persons to perform the task of setup, installation, and maintenance of gears and bearings in machines and equipment related to process. This is one of 5 new ways to package the IMM program which leads to stackable certs along the way. Students can get gainfully employed at completion of any of the certificates, allowing them to work in better paying jobs while they continue seeking their education. These are manageable solutions leading to jobs faster than waiting for the 2-3 years to complete the degree. This also allows for promotion within companies for existing employees as they complete verious certificates. Drake cement is wanting this kind of model and has spoken favorably of this in advisory board meetings. The REDC also weighed in from meetings with the NAMA (Northern Arizona Manufacturer's Association) group.**
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** **We worked with Alex Wrights office and she indicated that the need was there for shorter and more timely certs versus the degree as the stand alone vehicle to get someone to work. Freeport McMoRan, Drake Cement, and other large local companies have needs for these skillsets that are ongoing as people move around or retire. The turnover is constant enough for them to be concerned that waiting for someone to complete the program for two - three years doesn't accommodate routine turnover. Stackables will help. Stats are attached.**
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

85

21. Narrative description of any wage analysis the institution may have performed: (Include any consideration of Bureau of Labor Statistics wage data related to the program)

Set-Up Gears & Bearings Occupations
 Occupation Summary for Set-Up Gears & Bearings
 468 6.8% \$19.37/hr
 Jobs (2015) % Change (2001-2015) Median Hourly Earnings
 26% below National average Nation: -5.8% Nation: \$19.29/hr

22. Narrative description of how the program was reviewed or approved:

Through the Advisory Committee, Regional Economic Development Center, and local employers within the NAMA group.

23. Advisory Committee:

Names of members and expertise: **Telford Byers, Freeport McMoran**
Cyndi Newland, Drake Cement
John Morgan, CTE Dean
Charles Allmon, IMM Professor

Number of times met to plan the program: 2

Future meeting plans: Ongoing Annually

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee
 Name: _____ Justin Brereton _____ Date: ___ 10/30/15 ___
 Reviewed
 Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)
 Name: _____ Date: _____
 Gainful Employment Information Verified
 Resources: _____

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

86

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

- Recommended Not Recommended
- Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ John Morgan _____ Date: 10/29/15

- Recommended Not Recommended
- Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

- Recommended Not Recommended
- Recommended/Change Noted: _____

Curriculum Committee

Name: Paul Blasi Date: 12/10/15

- Approved Not Approved
- Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: Donna Janssen Date: 12/17/15

- Approved Not Approved
- Approved/Change Noted: _____

President

Name: Joseph H. Wells Date: 1/6/16

- Approved Not Approved
- Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

- Approved Not Approved
- Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

- Approved Not Approved

CATALOG format:

CSA 126	Microsoft Office	3
or AGS 101	Microcomputers in Agriculture (3)	
IPT 110	Industrial Shop Practices	3
IPT 140	Bulk Material Handling	3
IPT 160	Machinery Maint & Troubleshooting	3
MET 116	Rigging	1
MET 160	Basic Hydraulics	2
WLD 112	Basic Welding I	2
or WLD 130	Oxyacetylene (4)	
Min. TOTAL		17

88

Program Name Machine Bearing and Gear Tech

Program Progression Plan

First Year									
Fall Semester			Spring Semester						
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course
	IPT110	Industrial Shop Practices	3			CSA126	Microsoft Office	3	
	IPT160	Troubleshooting	3			MET160	Basic Hydraulics	2	
	IPT140	Bulk Material Handling	3			WLD112	Basic Welding I	2	
						MET116	Rigging	1	
			Total Credits 9				Total Credits 8		

Second Year									
Fall Semester			Spring Semester						
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course
			Total Credits				Total Credits		

89

Certificate

Certificate Name: Machine Bearing and Gear Tech

Certificate Mission / Objectives:

The mechanics assistant coursework provides the basic mechanical skills for employment as a effective mechanics assistant within mechanical trades. These skills are understanding hand tools, power tools, shop equipment, basic mechanical principles, basic arc and gas welding, computer basics, rigging, and basic hydraulics.

Assessment Period:	2013-18	Academic Year:	2016-17
---------------------------	---------	-----------------------	---------

Required Course Matrix:

Course Name: Please Include * if a Capstone Course Course Prefix: (ie, ACC 232)	X = Assessed this Period											
	Industrial Shop Practices	Bulk Materials Handling	Machinery Maintenance/Troubleshooting	Rigging	Basic Machine Hydraulics and Pneumatics	Basic Welding 1	WLD 112	AGS 101	Course	Course	Course	Course
Outcome 1: Troubleshoot, replace and repair hydraulic and pneumatic system components.	I	P	I	R	P							
Outcome 2: Fabricate and repair industrial machinery components.	I	P	I	R								
Outcome 3: Troubleshoot and repair bulk material handlers	P	P		R	I,R							
Outcome 4: Safely utilize machine shop equipment.	P	P		R	R							
Outcome 5:												
Outcome 6:												
Outcome 7:												
Outcome 8:												
Outcome 9:												
Outcome 10:												
Outcome 11:												
Total Credits												

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

I = Introduced (in Program) R = Reinforced (in Program) P = Proficient (for Program)

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

90

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/06/2015	Last saved: 12/2/2015
2.	Initiator:	Charles Allmon	
3.	E-mail address:	charles.allmon@yc.edu	
4.	Phone:	928 771-6113	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Machine Fabrication Tech	
8.	Program description: (brief/this will appear in the College Catalog)	The Machine Fabrication Tech Certificate coursework provides the skills to perform fabrication work including gas welding and cutting, SMAW welding (Arc), GMAW welding (wire), Welding fabrication, and Machining work in the fabrication and repair of industrial machinery.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) <ol style="list-style-type: none"> 1. Fabricate and repair industrial machinery components. (IPT 160, WLD 112 or WLD 130, WLD 113 or WLD 140, WLD 250) 2. Safely utilize machine shop equipment. (IPT 110, IPT 160, IPT 261, MET 116) 3. Troubleshoot and repair conveyance systems. (IPT 260) 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

91

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

92

*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

- | | |
|------------|---|
| 15. | CIPC Code: 47.0303 |
| 16. | <p>SOC Codes: 51-4041.00 – Machinists
 (Standard 47-2011.00 – Boilermakers
 Occupational 47-2151.00 – Pipelayers
 Classification(s) that 47-2211.00 – Sheet Metal Workers
 this certificate helps 51-9061.00 – Inspectors, Testers, Sorters, Samplers and Weighers
 prepare for: 17-3029.07 – Mechanical Engineering Technologists
 49-9041.00 – Industrial Machinery Mechanics and Maintenance Machinists
 49-9044.00 – Millwrights
 51-4111.00 – Tool and Die Makers
 49-3043.00 – Rail Car Repairers
 49-9043.00 – Maintenance Workers, Machinery
 51-4121.07 – Soderers and Brazers</p> |
| 17. | <p>Minimum completion time in months: 9 months
 (assumes Fall semester start)</p> |
| 18. | <p>Program Costs: No new monies. Stackable for existing degree.
 In-State Tuition \$96 per credit hour.
 Books & Supplies \$250
 Lab Fees None
 Other Special Fees/Expenses None</p> |
| 19. | <p>Narrative description of the need for the program: The Machine Fabrication tech Certificate addresses the need of industry to fabricate new and repair existing guarding and equipment in the fast paced production and processing fields. The course work allows students the skills required to compete in this high demand, gainful employment area This is one of 5 new ways to package the IMM program which leads to stackable certs along the way. Students can get gainfully employed at completion of any of the certificates, allowing them to work in better paying jobs while they continue seeking their education. These are manageable solutions leading to jobs faster than waiting for the 2-3 years to complete the degree. This also allows for promotion within companies for existing employees as they complete verious certificates. Drake cement is wanting this kind of model and has spoken favorably of this in advisory board meetings. The REDC also weighed in from meetings with the NAMA (Northern Arizona Manufacturer's Association) group.
 (For example, describe what need this program will address and how the institution became aware of that need)</p> |
| 20. | <p>Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs: We worked with Alex Wrights office and she indicated that the need was there for shorter and more timely certs versus the degree as the stand alone vehicle to get someone to work. Freeport McMoRan, Drake Cement, and other large local companies have needs for these skillsets that are ongoing as people move around or retire. The turnover is constant enough for them to be concerned that waiting for someone to complete the program for two - three years doesn't accommodate routine turnover. Stackables will help. Stats are attached.
 (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)</p> |

93

21. Narrative description of any wage analysis the institution may have performed: Occupation Summary for Fabrication Certificate
 730 3.2% \$18.99/hr
 Jobs (2015) % Change (2001-2015) Median Hourly Earnings
 26% below National average Nation: -5.8% Nation: \$19.94/hr
 (Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: Through the Advisory Committee, Regional Economic Development Center, and local employers within the NAMA group.

23. Advisory Committee:
 Names of members and expertise: **Telford Byers, Freeport McMoran**
Cyndi Newland, Drake Cement
John Morgan, CTE Dean
Charles Allmon, IMM Professor
 Number of times met to plan the program: 2
 Future meeting plans: Ongoing annually.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____ Justin Brereton _____ Date: ____10/30/15____

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

94

General Education Committee Chair

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

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

Name: _____ John Morgan _____ Date: 10/29/15
 Recommended Not Recommended
 Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Curriculum Committee

Name: Mark Blutin Date: 12/10/15
 Approved Not Approved
 Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: Jim Jauris Date: 12/18/15
 Approved Not Approved
 Approved/Change Noted: _____

President

Name: George D. Wells Date: 1/6/16
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board

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

Financial Aid (If required)

Department of Education Submission Date: _____
 Approved Not Approved

95

CATALOG format:

IPT 110	Industrial Shop Practices	3
IPT 160	Machinery Maint & Troubleshooting	3
IPT 261	Machine Shop	3
MET 116	Rigging	1
WLD 112	Basic Welding I	2
Or WLD 130	Oxyacetylene (4)	
WLD 113	Basic Welding II	2
Or WLD 140	Arc I (4)	
<u>WLD 250</u>	<u>Welded Metal Fabrication</u>	<u>4</u>
	Min. TOTAL	18

96

Certificate

Certificate Name: Machine Fabrication Technician

Certificate Mission / Objectives:

The Machine Fabrication Tech Certificate coursework provides the skills to perform fabrication work including gas welding and cutting, SMAW welding (Arc), GMAW welding (wire), Welding fabrication, and Machining work.

Assessment Period:

2013-18

2016-17

Required Course Matrix:

Course Name: Please Include * if a Capstone Course Course Prefix: (ie, ACC 232)	Academic Year:											
	Industrial Shop Practices	Machinery Maintenance and Troubleshooting	Machining	Machine Shop	Basic Welding I	Basic Welding II	Welding Fabrication	Course	Course	Course	Course	Course
Outcome 1: Fabricate and repair industrial machinery components.	IPT 110	IPT 160	MET 116	IPT 261	WLD 112	WLD 113	WLD 250					
Outcome 2: Safely utilize machine shop equipment.	3	3	1	3	2	2	4					
Outcome 3: Troubleshoot and repair bulk material handlers.	P	R	I	P	R	P	P					
Outcome 4:		R	I	R	I	P	P					
Outcome 5:												
Outcome 6:												
Outcome 7:												
Outcome 8:												
Outcome 9:												
Outcome 10:												
Outcome 11:												
Total Credits												18

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" / "IP" in the appropriate course - only one per course, and the highest level.

I = Introduced (in Program) R = Reinforced (in Program) P = Proficient (for Program)

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/06/2015	Last saved: 12/4/2015
2.	Initiator:	Charles Allmon	
3.	E-mail address:	charles.allmon@yc.edu	
4.	Phone:	928 771-6113	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Machine Set and Alignment Tech	
8.	Program description: (brief/this will appear in the College Catalog)	The coursework of the Machine Set and Alignment Tech provides the skills to perform in a machine setup and alignment process within existing processes and new processes and the continued maintenance. These skills include dial indicator alignment, precision scale measurement, and understanding schematics.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <ol style="list-style-type: none"> 1. Troubleshoot, replace, and repair hydraulic and pneumatic system components. (IPT 110, IPT 160) 2. Fabricate and repair industrial machinery components. (IPT 260, WLD 112 or WLD130) 3. Safely utilize machine shop equipment. (AGS 101 or CSA 126, IPT 110, IPT 160, IPT 260, IPT 261) 4. Troubleshoot and repair bulk material handlers. (IPT 260, IPT 261) 	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

99

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

100

*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

- | | |
|------------|--|
| 15. | CIPC Code: 47.0303 |
| 16. | <p>SOC Codes: 51-4041.00 – Machinists
 (Standard 49-3042.00 – Mobile Heavy Equipment Mechanics, Except Engines
 Occupational 49-9071.00 – Maintenance and Repair Workers, General
 Classification(s) that 49-1011.00 – First-Line Supervisors of Mechanics, Installers, and Repairers
 this certificate helps 49-9096.00 – Riggers
 prepare for: 51.2031.00 – Engine and Other Machine Assemblers
 47-5011.00 – Derrick Operators, Oil and Gas
 47-5012.00 – Rotary Drill Operators, Oil and Gas
 47-5013.00 – Service Unit Operators, Oil, Gas, and Mining
 49-3043.00 – Rail Car Repairers
 51-9061.00 – Inspectors, Testers, Sorters, Samplers and Weighers
 51-8099.03 – Biomass Plant Technicians
 17-3029.07 – Mechanical Engineering Technologists
 49-9041.00 – Industrial Machinery Mechanics and Maintenance Machinists
 49-9044.00 – Millwrights
 53-7011.00 – Conveyor Operators and Tenders
 49-3043.00 – Rail Car Repairers
 49-9043.00 – Maintenance Workers, Machinery
 51-4121.07 – Soderers and Brazers</p> |
| 17. | <p>Minimum completion time in months: 9 months
 (assumes Fall semester start)</p> |
| 18. | <p>Program Costs:
 In-State Tuition
 Books & Supplies
 Lab Fees
 Other Special Fees/Expenses</p> |
| 19. | <p>Narrative description of the need for the program: There is a long standing need in industry for the skill set to install, align and maintain new and existing equipment in industrial commercial, and private business. The Machine Set and Alignment Tech Certificate takes existing courses and packages them in a applicable form to address this area.
 (For example, describe what need this program will address and how the institution became aware of that need)</p> |
| 20. | <p>Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs: Through the advisory committee, Regional economic department study, and local employers NAMA
 (For example, indicate if Bureau of Labor Statistics data or</p> |

101

21. Narrative description of any wage analysis the institution may have performed: Occupation Summary for Machine Set and Alignment Techs
1,769 15.6% \$18.25/hr
Jobs (2015) % Change (2001-2015) Median Hourly Earnings
5% below National average Nation: 0.4% Nation: \$20.14/hr
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: Through the advisory committee, Regional economic department study, and local employers NAMA

23. Advisory Committee:
Names of members and expertise: Telford Byers, Cyndi Newland
Number of times met to plan the program: 2
Future meeting plans:

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____Justin Brereton_____ Date: ___10/30/15___

- Reviewed
- Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

- Gainful Employment Information Verified
- Resources: _____



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

102

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ John Morgan _____ Date: _____ 10/29/15 _____

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *Lucretia Burtin* _____ Date: _____ 12/10/15 _____

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *Scott Janssens* _____ Date: _____ 12/17/15 _____

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *Lucretia Burtin* _____ Date: _____ 1/6/16 _____

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

103

CATALOG format:

CSA 126	Microsoft Office	3
	or AGS 101 Microcomputers in Agribusiness (3)	
IPT 110	Industrial Shop Practices	3
IPT 160	Machinery Maint & Troubleshooting	3
IPT 260	Advanced Machinery Maintenance	3
IPT 261	Machine Shop	3
WLD 112	Basic Welding I	2
	<u>Or WLD 130 Oxyacetylene (4)</u>	
	Min. TOTAL	17

104

Certificate

Certificate Name: Machine Set and Alignment Technician

The coursework of the Machine Set and Alignment Tech provides the skills to perform in a machine setup and alignment process within existing processes and new processes and the continued maintenance. These skills include dial indicator alignment, precision scale measurement, and understanding schematics.

Assessment Period:	2013-18	Academic Year:	2016-17
---------------------------	---------	-----------------------	---------

Required Course Matrix:

Course Name: Please Include * if a Capstone Course	Course Prefix: (ie, ACC 232)	X = Assessed this Period											
		Industrial Shop Practices	Machinery Maintenance and Troubleshooting	Advanced Machinery Maintenance	Machine Shop	Basic Welding I	AGS 101/CSA 126	Course	Course				
Outcome 1: Troubleshoot, replace and repair hydraulic and pneumatic system components.		I	I	P	I	R	R						
Outcome 2: Fabricate and repair industrial machinery components.		I	I	R	R	R	R						
Outcome 3: Safely utilize machine shop equipment.		P	I	P	P	P	I						
Outcome 4: Troubleshoot and repair bulk material handlers.			I	P	R	I							
Outcome 5:													
Outcome 6:													
Outcome 7:													
Outcome 8:													
Outcome 9:													
Outcome 10:													
Outcome 11:													
Total Credits													

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

P= Proficient (for Program)

R = Reinforced (in Program)

I = Introduced (in Program)

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/03/2015	Last saved: 12/4/2015
2.	Initiator:	Charles Allmon	
3.	E-mail address:	charles.allmon@yc.edu	
4.	Phone:	928 771-6113	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Mechanic Assistant	
8.	Program description: (brief/this will appear in the College Catalog)	The Mechanic Assistant coursework provides the basic mechanical skills for employment as a effective mechanics assistant within mechanical trades. These skills are understanding hand tools, power tools, shop equipment, basic mechanical principles, basic arc and gas welding, computer basics, rigging, and basic hydraulics and pneumatics.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Outcomes</p> <p>1.Troubleshoot, replace, and repair hydraulic and pneumatic system components. (IPT 110, IPT 160, MET 160)</p> <p>2.Fabricate and repair industrial machinery components. (IPT 160, WLD 112 or WLD130, WLD 113 or WLD140)</p> <p>3.Safely utilize machine shop equipment. (AGS 101 OR CSA 126, IPT 110, MET 116, MET 160)</p>	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

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14. Program sequence Program Progression Plan

Attach form prior to submission

2-year plan for course offerings/ Include course and program prerequisites

*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** 47.0303
-
- 16. SOC Codes:** 49-9098.00 - Helpers--Installation, Maintenance, & Repair Workers
(Standard 49-9071.00 Maintenance and Repair Worker, General
Occupational 47-5071.00 - Roustabouts, Oil and Gas
Classification(s) that 47-5081.00 - Helpers Extraction Workers
this certificate helps 51-9061.00 - Inspectors, Testers, Sorters, Samplers and Weighers
prepare for: 49-9041.00 - Industrial Machinery Mechanics and Maintenance Machinists
49-9043.00 - Maintenance Workers, Machinery
51-4121.07 - Soderers and Brazers
-
- 17. Minimum completion time in months:** 9 months
(assumes Fall semester start)
-
- 18. Program Costs:** No new monies. Stackables from existing degree.
In-State Tuition \$96 per credit hour
Books & Supplies \$250
Lab Fees None
Other Special None
Fees/Expenses None
-
- 19. Narrative description of the need for the program:** **The need in industry for a qualified mechanic assistants has been an ongoing demand. This certificate addresses this demand by packaging existing courses into a "stackable" certificate that applies within industry. This certificate addresses the demand from industry and requests from students to fill these gainful employment areas of industrial mechanical need This is one of 5 new ways to package the IMM program which leads to stackable certs along the way. Students can get gainfully employed at completion of any of the certificates, allowing them to work in better paying jobs while they continue seeking their education. These are manageable solutions leading to jobs faster than waiting for the 2-3 years to complete the degree. This also allows for promotion within companies for existing employees as they complete verious certificates. Drake cement is wanting this kind of model and has spoken favorably of this in advisory board meetings. The REDC also weighed in from meetings with the NAMA (Northern Arizona Manufacturer's Association) group.**
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** **The Mechanic Assistant Certificate encompasses existing programs which address an already existing demand local, regional, and nationally. The coursework takes the student from the very beginning to the point of ready for employment as a Mechanical Assistant with working knowledge of hand tools, power tools, basic machine mechanics, shop equipment, workplace safety, hydraulics and pneumatics rigging, and basic welding skills. We worked with Alex Wrights office and she indicated that the need was there for shorter and more timely certs versus the degree as the stand alone vehicle to get someone to work. Freeport McMoRan, Drake Cement, and other large local companies have needs for these skillsets that are ongoing as people move around or retire. The turnover is constant enough for them**
(For example, indicate

if Bureau of Labor Statistics data or State labor data systems information was used) to be concerned that waiting for someone to complete the program for two - three years doesn't accommodate routine turnover. Stackables will help. Stats are attached.

21. Narrative description of any wage analysis the institution may have performed: (Include any consideration of Bureau of Labor Statistics wage data related to the program)
Mechanic Assistant Occupations
Occupation Summary for Mechanic Assistant
1,281 12.7% \$16.52/hr
Jobs (2015) % Change (2001-2015) Median Hourly Earnings
6% below National average Nation: 1.1% Nation: \$17.91/hr

22. Narrative description of how the program was reviewed or approved: Through the Advisory Committee, Regional Economic Development Center, and local employers within the NAMA group.

23. Advisory Committee:
Names of members and expertise: **Telford Byers, Freeport McMoran**
Cyndi Newland, Drake Cement
John Morgan, CTE Dean
Charles Allmon, IMM Professor
Number of times met to plan the program: 2
Future meeting plans: Ongoing annually.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____Justin Brereton_____ Date: ___10/30/15___

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ John Morgan _____ Date: 10/29/15

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: James R. Blunt Date: 12/10/15

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: Scott Jansons Date: 12/17/15

Approved Not Approved

Approved/Change Noted: _____

President

Name: George D. Wills Date: 1/6/16

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

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CATALOG format:

CSA 126	Microsoft Office	3
	Or AGS 101 Microcomputers in Agriculture (3)	
IPT 110	Industrial Shop Practices	3
IPT 160	Machinery Maint & Troubleshooting	3
MET 116	Rigging	1
MET 160	Basic Machine Hydraulics	2
WLD 112	Basic Welding I	2
	Or WLD 130 Oxyacetylene (4)	
WLD 113	Basic Welding II	2
	Or WLD 140 Arc I (4)	
<hr/>		
	Min. TOTAL	16

///

Certificate

Certificate Name: Mechanics Assistant

The mechanics assistant coursework provides the basic mechanical skills for employment as a effective mechanics assistant within mechanical trades. These skills are understanding hand tools, power tools, shop equipment, basic mechanical principles, basic arc and gas welding, computer basics, rigging, and basic hydraulics.

Certificate Mission / Objectives:

Assessment Period:	2013-18	Academic Year:	2016-17
---------------------------	---------	-----------------------	---------

Required Course Matrix:

Course Name: Please Include * if a Capstone Course	Course Prefix: (ie, ACC 232)	X = Assessed this Period																
		Industrial Shop Practices	Machinery Maintenance/Tool Dressing	Rigging	Microcomputers in Agriculture	Basic Welding I	Basic Welding II	Basic Machine Hydraulics and Pneumatics	Course	Course	Course	Course						
Outcome 1: Troubleshoot, replace and repair hydraulic and pneumatic system components.		3	3	1	3	2	2	2										
Outcome 2: Fabricate and repair industrial machinery components.		I	I		I							P						
Outcome 3: Safely utilize machine shop equipment.		P											R,P	R,P				
Outcome 4:																		
Outcome 5:																		
Outcome 6:																		
Outcome 7:																		
Outcome 8:																		
Outcome 9:																		
Outcome 10:																		
Outcome 11:																		
Total Credits																		

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level. I = Introduced (in Program) R = Reinforced (in Program) P = Proficient (for Program)

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience; linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- If the program modification affects program outcomes, attach a revised Curriculum Map.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/21/15	Last saved: 12/3/2015
2.	Initiator:	Nancy Bowers Marie Hardman	
3.	E-mail address:	nancy.bowers@yc.edu	
4.	Phone:	928-776-2252	
5.	Initiating division:	Science, Health Public Safety	
6.	Program type:	Degree	
7.	Degree/certificate program name:	Medical Assistant AAS Degree	
8.	Program description: (brief/this will appear in the College Catalog)	The Medical Assistant AAS degree will prepare individuals for entry-level positions requiring the cognitive, psychomotor, and affective skills necessary for performing general administrative (front office) and clinical (back office) skills in ambulatory healthcare settings including physician's offices, clinics, and urgent care centers.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) See attached	
10.	Projected start semester:	Fall 2016	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes **Minimum of 16 credit hours and a minimum of 15 weeks of instruction**	
14.	Program sequence	<u>Program Progression Plan</u> Attach form prior to submission **2-year plan for course offerings/ Include course and program prerequisites**	

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*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15.	CIPC Code:	
16.	SOC Codes: (Standard Occupational Classification(s) that this certificate helps prepare for:	
17.	Minimum completion time in months: (assumes Fall semester start)	Full-time students may complete this degree in a little over four semesters. Courses in the fourth semester will be taught over 10 weeks. Students will do their practicum in the last 5 weeks of the final semester. We are hopeful that this will enable students to complete the entire degree including the practicum, which is an eligibility requirement for the credentialing exam. In order to offer the courses in the fourth semester in 10 weeks instead of 15, students will need access to a classroom and skills lab four days a week instead of two. It should be noted that currently Medical Assisting I and II are held on the MIJTED campus on Centerpointe Drive off of Hwy 89A during evening hours as there aren't acceptable classroom and lab spaces available on the Prescott Campus. Should the Facilities Use Agreement with MIJTED be terminated, the Medical Assistant Certificate, Medical Assistant AAS (and the Phlebotomy Technician Certificate) programs will need to be relocated.
18.	Program Costs: In-State Tuition Books & Supplies Lab Fees Other Special Fees/Expenses	\$9055.00 \$5466.00 \$2483.00 0 Immunizations, background checks, fingerprint clearance, urine drug screens, uniforms, stethoscope: \$1106.00
19.	Narrative description of the need for the program: (For example, describe what need this program will address and how the institution became aware of that need)	The Medical Assistant AAS degree prepares students for careers that require clinical knowledge and skills, academic knowledge, higher-order reasoning and problem solving skills, desirable work attitudes and employability skills. The degree prepares students to sit for an industry-recognized credentialing exam administered by a third-party which became a requirement for Medical Assistants in 2013 as a result of the implementation of the Meaningful Use Act. The Meaningful Use Act states that only licensed health care professionals, including credentialed medical assistants, would be allowed to enter orders under the Medicare and Medicaid Electronic Health Record (EHR) Incentive Programs for meaningful use calculation purposes. Credentialed Medical Assistants are permitted-as specifically directed by the overseeing health care provider-to enter medication, radiology, and laboratory orders into the Computerized Provider Order Entry (CPOE) system and have such entry count toward meeting the meaningful use thresholds under the Incentives Program. Non-credentialed medical assistants are not permitted to do so. The Medical Assistant AAS degree builds upon our current Medical Assistant Certificate program which is comprised of 34 credits. With the addition of the required General Education courses, students will be able to earn their AAS degree (60 credits) in a little over four semesters. The Medical Assistant AAS is transferable to Northern Arizona University (Bachelor of Science in Health Sciences-Medical Assisting) and other four year universities. This degree addresses the needs of the healthcare community and students pursuing careers in healthcare. While the writers of this proposal agree that they should avoid being prescriptive about which courses a student will take as an "elective", they also see the value of directing students towards courses that will enhance

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their performance and increase their chances of success in healthcare. The General Education courses that were selected for this degree satisfy the requirements set forth by third-party credentialing agencies as well as support the requirements of the healthcare industry. COM134 Interpersonal Communication was selected as the communications course because it best addresses the content specified by the American Association of Medical Assistants (AAMA) and the American Medical Technologist (AMT), both nationally and internationally recognized credentialing agencies. AHS230 Complementary & Alternative Health Therapies and PHI204 Ethics in Healthcare were specifically chosen as options for the critical thinking requirement because of their relevancy in healthcare. The writers of the degree feel strongly that it is not in the best interest of the student to accept course substitutions. It is felt that there can be some flexibility with PSY245 Human Growth and Development. This course was specifically chosen for its relevance to healthcare and because it is also an option in the Nursing and Radiologic Technology AAS degree programs. Students that are unable to gain admittance into or complete one of those programs may find the Medical Assistant AAS degree a viable alternative and be able to use PSY245 to fulfill their credits.

20. **Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:**

(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

According to the U.S. Bureau of Labor Statistics, Medical Assistants who earn certification (a credential) may have better job prospects. Careers in Medical Assisting are expected to see a 29% increase in growth between 2012-2022. The number of Medical Assistants employed in 2012 is estimated at 560,800 and the projected employment in 2022 is 723,700. Over the past few years Yavapai Regional Medical Center and Verde Valley Medical Center have increased their utilization of Medical Assistants. Medical Assistants are trained to take and record patient history and personal information, schedule appointments, fill out insurance forms, and code patient's medical information. Medical assistants also measure vital signs, assist the physician with patient examination, give injections, perform phlebotomy, perform simple laboratory tests, remove stitches, and change dressings. Medical assistants dispose of contaminated supplies and sterilize medical instruments. In addition, they instruct patients about medications and special diets. The scope of practice of the medical assistant is broad and a great deal of responsibility is placed on them. It is crucial that they are adequately trained so that they can competently perform their duties. It has proven difficult for Yavapai College to obtain statistics pertaining to job placement post-graduation. However, informal reporting suggests a 90% job placement for those individuals that have completed the Medical Assistant certificate program at YC.

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- 21. Narrative description of any wage analysis the institution may have performed:** (Include any consideration of Bureau of Labor Statistics wage data related to the program)
The median annual wage for medical assistants was \$29,370 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$21,080, and the top 10 percent earned more than \$41,570. Source: U.S. Bureau of Labor Statistics. It is reported that YRMC raised the starting wage to \$12.30 per hour in June 2015.
- 22. Narrative description of how the program was reviewed or approved:**
Academic Program Planning and Authorization form was submitted to the Executive Leadership Team. Tom Hughes subsequently contacted the Director of Allied Health seeking additional information and clarification regarding the need and demand for the program. The Director supplied information from the "Healthcare Workforce Demand Analysis" written by Alexandria Wright in fall 2015, as well as information on Meaningful Use and EHR incentives.
- 23. Advisory Committee:**
 Names of members and expertise: **Marie Hardman, MS, BSN, RN; Nancy Bowers, MEd, BSN, RN; Jodi Showler, Academic Advisor**
 Number of times met to plan the program: **4**
 Future meeting plans: **Quarterly**

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____ Jennifer Ritter _____ Date: 10/26/15

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Nancy Bowers _____ Date: 10/24/15

Division: Science, Health Public Safety

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ Mary Brown _____ Date: 12/3/15

Division: Science, Health Public Safety

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *Jack Blunt* _____ Date: 12/10/15

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *SEM Jansons* _____ Date: 12/18/15

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *George D. Wills* _____ Date: 1/16/16

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

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General and Program-Specific Requirements

Course	Course Title	Hours
I. General Education		
A. Foundation Studies (12 credits)		
1. College Composition or Applied Communication – Select Option a or b:		
a. Writing (6 credits)		
Choose two courses from approved list		
Show / hide all applied communication/writing courses		
b. Writing AND Communication (6 credits)		
Choose one course from each list		
Show / hide all applied communication/writing courses		
AND	Show / hide all applied communication/comm. Courses	
	(Except COM 134 Interpersonal Communication)	
2. Numeracy (3 credits)		
Show / hide all quantitative literacy courses		
3. Critical Thinking (3 credits)		
Show / hide all critical thinking (agec) courses		
Recommended:		
AHS 230 Complementary & Integrative Health Therapies OR		
PHI 204 Ethics in Healthcare		
B. Area Studies (7 credits)		
1. Physical and Biological Science (4 credits)		
	BIO156	<u>Human Biology Allied Health</u> 4
OR	BIO181	<u>General Biology I</u> 4
2. Behavioral OR Social Science (3 credits)		
Choose one course from either list		
Show / hide all behavioral science (agec) courses OR		
Show / hide all social science (agec) courses :		
Recommended:		
PSY 245 Human Growth and Development		
II. Medical Assistant Requirements		
AHS100	<u>Fundamentals of Health Care</u>	3
AHS105	<u>Phlebotomy</u>	2
AHS120	<u>Foundations of Med Assisting I</u>	3
AHS121	<u>Foundations of Med Assisting II</u>	4
AHS130	<u>Medical Term for Patient Care</u>	3
AHS140	<u>Pharmacology for Allied Hlth</u>	2
AHS295	<u>Practicum: Medical Assistant</u>	3
HIM173	<u>Legal & Ethical Aspects of HIM</u>	2
HIM240	<u>Disease Process</u>	4
III. Related Requirements		
BIO201	<u>Human Anatomy & Physiology I</u>	4
BIO202	<u>Human Anatomy & Physiology II</u>	4
BSA102	<u>Career Search and Success</u>	1
COM134	Interpersonal Communication	3
CSA126	<u>Microsoft Office</u>	3

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Medical Assistant AAS Degree

Program Outcomes

Upon successful completion of the Medical Assistant AAS degree, the learner will be able to:

1. Manage medical records upholding security and privacy standards as outlined in HIPAA regulations. (AHS 100, AHS 105, AHS 120, AHS121, AHS 295, HIM173)
2. Use computer programs commonly found in health care settings. (AHS105, AHS120, AHS121, AHS 295, CSA 126)
3. Assist the health care provider in delivering care to clients with multiple health care needs. (AHS 100, AHS 105, AHS 120, AHS 121, AHS 130, AHS 140, AHS 295, BIO 201, 202, HIM 240)
4. Document how diversity and culture affect delivery of health care. (AHS 100, AHS105, AHS 120, AHS121, AHS 295,)
5. Obtain specimens for diagnostic evaluation and testing. (AHS 105, AHS 121, AHS 295)
6. Describe the structural organization of the body. (AHS100, AHS105, AHS 121, BIO 201, BIO202, HIM 240)
7. Calculate medication dosages. (AHS 121, AHS 295, MAT 100)
8. List the indications for use, dosage forms, usual dosage, side effects, interactions with other drugs, storage requirements, generic and trade names and mechanism of action for commonly used medications. (AHS 121, AHS 140, AHS 295)
9. For all major body systems, describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy and restoration strategies. (AHS121, AHS105, AHS 130, AHS 295, HIM 240)
10. Distinguish if it is appropriate to release patient records in accordance with policies and procedure for access and disclosure of personal health information. (AHS100, AHS105, AHS120, AHS121, AHS 295, HIM 173)
11. Use effective communication skills with health care professionals and patients. (AHS100, AHS105, AHS120, AHS121, AHS295)

Yavapai College		
Medical Assistant AAS Degree Program Sequence		
2016-17		
Course	Credit Hours	Pre-requisite
Pre-entry		
BIO 156 or BIO 181	4	Reading proficiency
1st Semester-Fall		
AHS 100 Fundamentals of Healthcare	3	Reading proficiency
AHS 130 Medical Terminology for Patient Care Staff	3	Reading proficiency
BIO 201 Human Anatomy & Physiology I	4	BIO 156 or BIO 181
ENG 101 College Composition I	3	ENG 100 or skills assessment
CSA 126 Microsoft Office	3	None
Semester Credits	16	
2nd Semester-Spring		
AHS 105 Phlebotomy	2	Reading proficiency
BIO 202 Human Anatomy & Physiology II	4	BIO 201
COM 134 Interpersonal Communication	3	Reading proficiency
ENG 102 College Composition II	3	ENG 101
MAT 100 Technical Mathematics or higher level math	3	MAT 082 or satisfactory score on mathematics skills assessment.
Semester Credits	15	
3rd Semester-Fall		
AHS 120 Foundations of Medical Assisting I	3	AHS 100, AHS 103, AHS 130, BIO 160 or BIO 201, BIO 202
AHS 230 Complementary & Integrative Health Therapies OR	3	None for AHS 230. ENG 101 or ENG 103 prerequisite for PHI 204.
PHI 204 Ethics in Healthcare		
HIM 240 Disease Process	4	BIO160 or BIO201 and BIO202
PSY 245 Human Growth and Development	3	Reading Proficiency
Semester Credits	13	
4th Semester-Spring		
AHS 121 Foundations of Medical Assisting II (10 weeks)	4	AHS 120, CSA 126, HIM 240, MAT100
HIM 173 Legal & Ethical Aspects of Health Information Management (10 weeks)	2	Reading Proficiency
AHS 140 Pharmacology for Allied Health (10 weeks)	2	AHS130, BIO160 or BIO201 & BIO202

BSA 102 Career Search and Success	1	None
AHS 295 Practicum Medical Assistant (Last 5 weeks of the semester.)	3	Completion of all other coursework in degree. Admission by application. Minimum of 168 hours of clinical practice required during last 5 weeks of the semester.
Semester Credits	12	
Total Credits for Degree	60	

Program Name Medical Assistant AAS Degree 2016-17

Program Progression Plan

First Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
AHS	100	Fundamentals of Healthcare	3	Reading proficiency	AHS	105	Phlebotomy	2	Reading proficiency	
AHS	130	Medical Terminology for Patient Care Staff	3	Reading proficiency	BIO	202	Human Anatomy & Physiology II	4	BIO201	
BIO	201	Human Anatomy & Physiology	4	BIO156 or BIO181	COM	134	Interpersonal Communication	3	Reading proficiency	
ENG	101	College Composition I	3	ENG100 or skills assess.	ENG	102	College Composition II	3	ENG101	
CSA	126	Microsoft Office	3	None	MAT	100	Technical Mathematics or higher level math	3	MAT082 or skills assess.	
			Total Credits	16				Total Credits	15	
Second Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
AHS	120	Foundations of Medical Assisting II	3	AHS100, AHS105, AHS130 +	AHS	121	Foundations of Medical Assisting II	4	AHS120, CSA126, HIM240 +	
AHS	230	Complementary and Integrative Health Therapies		None	HIM	173	Legal and Ethical Aspects of Health Information +	2	Reading proficiency	
or PHI	204	Ethics in Healthcare	3	ENG101 or ENG103	AHS	140	Pharmacology for Allied Health	2	AHS130, BIO160 or BIO201 +	
HIM	240	Disease Process	4	BIO160 or BIO201 +		102	Career Search and Success	1	None	
PSY	245	Human Growth and Development	3	Reading Proficiency	AHS	295	Practicum Medical Assistant	3	Completion of all degree +	
			Total Credits	13				Total Credits	12	

Program Mission /Objectives: This will be inserted from the website
Assessment Period: 2012-17 **Academic Year:** 2016-17

Required Course Matrix:	2012-17																2016-17															
	Phlebotomy	Foundations of Healthcare	Foundations of Medical Assisting I	Foundations of Medical Assisting II	Medical Terminology for Allied Health	Pharmacology for Allied Health	Complementary and Integrative Health Therapies	Practical Medical Assistant	Career Search and Success	BIO201	BIO202	Human Anatomy & Physiology II	Interpersonal Communication	Microsoft Office	College Composition I	College Composition II	Legal & Ethical Aspects of HIM	HIM173	HIM240	Technical Math	Ethics in Healthcare	Human Growth & Development	Course									
Course Name: Course Prefix: (ie, ACC 232) Gen Ed Assessment Courses (GECCO)	AHS100	AHS105	AHS120	AHS121	AHS130	AHS140	AHS295	BSA102	BIO201	BIO202	COM134	COM134	COM134	COM134	ENG101	ENG102	HIM173	HIM240	MAT100	PHI204	PSY245											
Credits:	3	2	3	4	3	2	3	1	4	4	3	3	3	3	3	3	2	4	3	3	3	3										
Manage medical records upholding security and privacy standards as outlined in HIPAA regulations.																																
Use computer programs commonly found in health care settings.																																
Assist the health care provider in delivering care to clients with multiple health care needs.																																
Document how diversity and culture affect delivery of health care.																																
Obtain specimens for diagnostic evaluation and testing.																																
Describe the structural organization of the body.																																
Calculate medication dosages, drug interactions, drug side effects, interactions with other drugs, storage requirements, generic and trade names and mechanism of action for commonly used medications.																																
For all major body systems, describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy and restoration strategies.																																
Distinguish if it is appropriate to release patient records in accordance with policies and procedure for access and disclosure of personal health information.																																
Use effective communication skills with health care professionals and patients.																																
Total Credits	60																															

Directions: For each Outcome enter a descriptor, "I" / "R" / "P"
 I = Introduced (in Program) R = Reinforced (in Program) P = Proficient (for Program)

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

Presenter : Patricia McCarver

Start Time : 1:43 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 12/11/2015

Item Type : Consent Item

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

Description : Approval of Faculty Sabbatical Requests for 2016-2017 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Two faculty members applied for a Sabbatical leave during FY 2016-2017 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Interim Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College will recommend that the District Governing Board approve the support of all two (2) requests.

Lauren McCrea, Arts and Humanities Division, requests a sabbatical leave for Spring Semester 2017, to study Fabric Design and Pattern to enhance her ability to create fresh work using experimental materials and techniques, while developing new skills related to fabric designs and pattern. This sabbatical will allow her to share information with students on how to create 2D to 3D product development and new trends in design and technologies, printing processes, historical time periods of pattern design.

Dr. Ellen Savoini, Sciences, Health and Public Safety Division, requests a sabbatical leave for Fall Semester 2016 and Spring Semester 2017 to acquire the technical expertise to create plastinated tissue specimens for use as teaching models. The sabbatical will bring a world renowned technique to Yavapai College and allow students to develop the plastination technique to translate into career opportunities.

Attachments :

Title	Created	Filename
Lauren McCrea Sabbatical App.pdf	Dec 14, 2015	Lauren McCrea Sabbatical App.pdf
Ellen Savoini Sabbatical App.pdf	Dec 14, 2015	Ellen Savoini Sabbatical App.pdf



Lauren McCrea
Arts & Humanities
Prescott Campus, Yavapai College
Spring Semester 2017

Sabbatical Request: *Fabric Design and Pattern*

Project Description: Statement of problem or area to be researched.

For the last two years as an artistic endeavor, I have been saturating myself in the study of fabric design and pattern. I have been reading books on textiles, learning new software, attending museums, and discovering various methods of fabric printing. I have also been taking classes from Toronto-based surface pattern designer Elizabeth Olwen, studying the commercial end of licensing and product development, plus communicating with and researching international illustrators and design bloggers. I could look at and make patterns all day, but when four or five of them are brought together to tell a completed story, the magic really happens. That is called designing a collection, and it takes time to put this type of project together.

I seek to study, research, and enhance my ability to create fresh work using experimental materials and techniques, while developing new skills related to fabric designs and pattern. I started sewing at age six, had a curtain business when I was a stay-at-home mom, and I have won awards for weaving, spinning and knitting. It's time to come full circle and close the loop with what I started to do long time ago: work with fabric and pattern; therefore, I am requesting sabbatical leave for Spring 2017.

The textile industry is stronger than ever and is full of creative and technological opportunities for artists and designers everywhere. In the Fall/Winter 2016/2017 issue, *Textile Network* reported that currently in fabrics and trimmings, the trend continues for a passion of technology and art.

When companies such as Nike put out a call for innovation with a \$10,000 prize, significant contributors get involved. Nike has pledged to achieve 100% renewable energy by 2025 in collaboration with Massachusetts Institute of Technology (MIT). Textiles manufacturers are major contributors to carbon dioxide and are a part of the climate-change debate. Technical solutions, new business models, educational tools, can be at any stage of development within the industry, making for very diverse occupations and opportunities. Personally, I have been following the development and new direction that home grown fabric has taken since 2011.

Consequently, when Designer Susanne Lee gave a TED talk about her process of growing her own clothes from kombucha- a plant based material that she ferments, to say the least - my interests piqued. Lee has gone from fashion designer to biological conjurer. She also uses the organic fabric to easily cover 3D objects. The material has some drawbacks, but I am interested in researching biofabrication and attempting to grow fabric from living materials. I plan to include being socially responsible as a part of my research related to fabric design.

I have been in contact with an advisor from FIDM (Fashion Institute and Design Merchandising)

in Los Angeles and their students' design fabric for everything from couture clothing to designer furniture and wallpaper in their hands-on program. FIDM has a 90% placement of eligible graduates into the work force and was recognized in 2015 by *U. S. News & World Report* among the top 5 schools with the highest 4-year graduation rate in the United States. They teach everything from Digital Media to Graphic Design, but their Textile two-year design program is in high demand. Of course, it doesn't hurt to have a few of their alumni students on or winning the popular *Project Runway* television program - that always makes for good press.

I have been invited to attend the FIDM Museum Fashion Council, by Mima Ransom, founding FIDM Chair at the Orange County Campus, which I plan to attend. At these once a month meetings they review goals and explore textile exhibitions. I will also be touring their campus with Kathi Gilbert, Admissions Advisor.

Artists throughout history have created art in response to social injustice and war (e.g. Kara Walker, Francisco de Goya, Pablo Picasso, Robert Rausenberg) as well as poverty (e.g. Dorthea Lange and Deigo Rivera). Legendary designer Armi Ratia from Finland was no different. My first encounter with Armi Ratia's fabric design was in Norway; her work had a profound impact on me. The fabric was hanging from the ceiling like a large sail, and I was immediately drawn to its modern design, strong colors and bold pattern. Actually, it took my breath away. Ratia's brand is best known around the world as Marimekko and she established it 60 years ago after the war destroyed her homeland. Her designs reflect her philosophy: happiness for life could be found from every day moments and every day beauty, and her visual variations in design reflect that. She used an uncompromising color palette that ruled out pastels, but more importantly she surrounded herself with talented designers that helped make Marimekko's brand timeless. During my sabbatical time, I want to study their style and communicate through email with the designers who currently work for Marimekko.

For my artwork entry in the 2015 YC faculty show - *Tangerine Orange in Sunshine*, I experimented with gold leaf medium and oil paint. Within my patterns I usually start with a very loose grid and incorporate a crafted look of imperfection. I am influenced by Richard Diebenkorn's paintings of the 1970's. For my color palette I usually draw inspiration from the seasonal colors within nature and particularly in my own garden. After my initial composition was finished, I then photographed and constructed a digital repeat pattern on the computer. I had the fabric printed by Spoonflower (major manufacturer of fabric, wallpaper, giftwrap etc.), sewed a skirt from it, and designed and made a pair of D'Orsay shoes - with bling. I felt it was a great way to not only show art students how they might imagine the use of their own designs, but to get them to think about possible career paths they might not of thought of otherwise.

Within my collections for the sabbatical, I will create a hero or a main pattern that has a

consistent color palette, artistic style and trend focus. The secondary pattern motif would include five to seven visual variations that link to the hero pattern. When I finalize my fabric designs I will be putting my collections into a “look book” that I will design and publish. A look book is a collection of photographs compiled to show off a photographer, a style, or stylist, or a clothing line. My look book will document and act almost as a journal that will consist of photographed original artworks, coordinated fabric collections, and related product development such as clothing to house hold fabrics. For any student who is serious about product development of any kind they need to have a look book as well as a portfolio. They also do very well in an online format also. I believe that the work I am proposing will encourage students to “stretch” because they know they have a professor with ambitions and skills, who does the same thing.

The fashion business has always looked at cultural trends and tried to forecast or predict the future, and as I see the continued demand for organic materials not slowing down, as well as the resurgence of crafting and the DIY movement my approach can encourage students and does. For example, last Spring I nominated a graphic design student that won Student of the Year in Art. She originally came to us wanting a textile degree, but since we didn’t have one, I helped her with her blog, look book and design skills. She is now in contact with over 80 major brands, won a People’s Choice award, was featured in Marie Claire, and is a successful student at ASU. I use what I’ve learned in my personal studies and incorporate it into my Two-Dimensional, Computer Illustration and Graphic Design classes.

Within the graphic design field I am used to having and working for clients, so I am easily drawn to the commercial end of design and its functionality. The ultimate goal for any textile designer is to approach possible brand licensing partners such as Island of Nod, Madison Park Greetings and other such venues. Part of my research will include investigating Print Source out of NY and understanding licensor. My students are always interested in how to make money and I will share what I learn with them.

What I would really like to do is go to Finland to Marimekko, but the most logical place for me to go is FIDM in Los Angeles. I am working on applications for Artist in Residence Programs. Most residences for 2017 have not even been posted yet, but I am still looking. I will document and post any acceptance or rejections with my paperwork. I will also be in the process of applying for small grants to cover the costs affiliated with fabric printing. And lastly, I currently have a web site that I will update to reflect my work over this time.

Textile design brings my artwork full circle by putting the spotlight on pattern, design, color, layout, painting, art history, technology, research and education. All these things I am passionate about. Being able to have the time to delve into my passions for an extended period of time will not only fill me up, but will undoubtedly spill over to my students.

Relevance of the Research Project

Reference to the Strategic Plan 2015/2020

- Forward looking and supports student success
- Technology innovation
- Encourages entrepreneurship
- Professional development and focused studio work
- Community involvement with presentation to governing board/ and or art gallery with Yavapai College Art Gallery proposed exhibition
- Supports the Yavapai College Mission Statement by continuing to provide quality higher learning, affordable, and cultural resources for the diverse populations of Yavapai County.

Identify need in the country or region

- Yavapai County has a mixed demographic that responds well to textile and fabric design
- Prescott is an “art community” of quilters that responds well to designing your own fabric
- Growing your own fabric from living materials workshop for high school students as an introduction to YC.

Describe in detail how your sabbatical will benefit students at YC

- *Sharing information with students on how to create 2D to 3D product development:* (Relates to Graphic Design degree learning outcome #2)
- *Sharing of information and demos on how to create repeat patterns using Adobe software* (Relates to Graphic Design degree learning outcome #4)
- *Sharing to inform and create layout by incorporating design principles, plus hands-on-assignments* (Relates to Graphic Design degree learning outcome #5)
- *Sharing of information on the creation of an online look book as an assignment, Sharing of information on business and time management* (Relates to Graphic Design degree learning outcome #6)

- *Sharing of information on new trends in design and technologies, printing processes, historical time periods of pattern design in art through lecture and museums.* (Relates to Graphic Design degree learning outcome #7)

Identify international and/or potential national markets or profit center opportunities

- Potential out growth and interest from pattern design sabbatical leads to a Textile Design degree at YC.
- Possible partnership or career pathway with FIDM for our textile design minded students
- Workshops on designing textiles and printmaking
- Workshops on how to market product and licensure
- Involve local yarn and weavers in a community lecture
- Possible alumni would come back for other classes or textile degree

Specify products that will likely result from the support research time such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe, e.g. how many lessons, text only, or graphics, etc.) Address intellectual property, if applicable.

- A collection of fabric designs, that contains a hero or a main pattern that has a consistent color palette, artistic style and trend focus. The secondary pattern motif would include five to seven visual variations that link to the hero pattern. I would like to create at least 6 main patterns with secondary motifs, for possibly 30 pieces. These fabrics will all vary from linen-cotton to weaves and be printed both digitally and screen-printed. The collections will also include product not yet determined.
- Lectures, videos and powerpoints created for class instruction and or the community
- Teaching materials developed for growing your own fabric workshop and possibly included high school students along with the biology department.
- Look book
- Website/blog
-

Benefits to the Employee

I anticipate that the benefits from having the studio time and resources that this sabbatical allows, will make a difference within my own art and life. Actually, it is very exciting. I expect to challenge myself as I experiment and push boundaries. I look forward to the research and collaborating with people from various backgrounds. I imagine also that the quality of my study, research, and artwork would reflect upon Yavapai College and reinforce what a great institution

of higher learning it is. Leaders often lead others to new places; I hope to do that. I would also hope to inspire students and faculty to a new level of understanding within their own art careers.

Service History

- Hired as full-time Design Services staff at Yavapai College in 2000.
- Hired year-to-year contract as Graphic Design faculty coordinator at Yavapai College in 2006/07.

- Probationary: 2010/11 – Probationary
2011/12 – Probationary
2012/13 – Probationary

- Continuing: 2013/14 – Continuing
2014/15 – Continuing
2015/16 - Continuing

Will receive continuing contract status end of 2016; these dates were verified by Kirsten Fanning, in H.R.

- I have taught summers, helped develop online classes, developed web design curriculum, updated the Graphic design degree and certificate, taught Fall and Spring semesters to the present, since 2006/07.
- I have served in SLOA, Faculty Senate, Art Gallery Committee member, Art Acquisition Committee member and attend Arizona Transfer committee member meetings.
- No previous sabbaticals.

Additional Resources Required

- Funding for trips from ProGro funds.
- I would like to be able to use my office laptop during my sabbatical.

See attached calendar: January 2017- May 2017

January 2017

December 2016
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January 2017
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February 2017
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Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 9:00 AM Nov 2017 grants 9:00 AM research	10	11	12	13	14
15	16 9:00 AM Martin Luther King Day	17 9:00 AM Sabbatical begins! 9:00 AM list supplies 9:00 AM Contact FIDM 9:00 AM http://www.instructables.com/id/Kombucha-Fabric/step2/The-tea-recipe/	18 9:00 AM boltthreads.com 9:00 AM http://matsaludrey.co.uk/ 9:00 AM http://www.biobabycare.co/	19 9:00 AM follow up on grants 9:00 AM determine travel itinerary	20 9:00 AM Pattern sketches 9:00 AM hero pattern	21
22	23 9:00 AM Pattern sketches 9:00 AM studio time 9:00 AM http://www.bloomberg.com/news/articles/2015-06-03/a-bay-area-startup-spins-lab-grown-silk	24 9:00 AM color studies 9:00 AM photograph/scan 9:00 AM fabric choices 9:00 AM Pattern sketches	25 9:00 AM adobe software Illustrator 9:00 AM studio time	26 9:00 AM studio time	27 9:00 AM http://sf.indiebio.co/blog/ 9:00 AM research	28
29	30 9:00 AM http://www.biocouture.co.uk/ 9:00 AM FIDM trip to LA	31 9:00 AM FIDM trip to LA				

February 2017

January 2017
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February 2017
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March 2017
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Home

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March 2017

February 2017

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March 2017

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April 2017

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Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 9:00 AM - 10:00 AM: Meeting with USP and HHS regarding USP and HHS regarding USP and HHS regarding USP and HHS regarding	26 9:00 AM - 10:00 AM: Meeting with USP and HHS regarding USP and HHS regarding USP and HHS regarding USP and HHS regarding	27 9:00 AM - 10:00 AM: Meeting with USP and HHS regarding USP and HHS regarding USP and HHS regarding USP and HHS regarding	1 9:00 AM FIDM meeting	2 9:00 AM continue working in studio	3 9:00 AM continue working in studio	4
5 9:00 AM Contact Skinny Lamix 9:00 AM WEB site revision	6 9:00 AM Contact Skinny Lamix 9:00 AM WEB site revision	7 9:00 AM continue working in studio	8 9:00 AM finalize fabric II 9:00 AM continue working in studio	9 9:00 AM finalize fabric II 9:00 AM continue working in studio	10 9:00 AM FABRIC II COMPLETE 9:00 AM to spoonflower	11
12 9:00 AM Spring break	13 9:00 AM Spring break	14 9:00 AM website revision	15 9:00 AM website revision	16 9:00 AM website revision	17 9:00 AM studio	18
19 9:00 AM website revision 9:00 AM Fabric II back	20 9:00 AM website revision 9:00 AM Fabric II back	21 9:00 AM product dev from fabric 2	22 9:00 AM product dev from fabric 2	23 9:00 AM product dev from fabric 2	24 9:00 AM product dev from fabric 2	25
26 9:00 AM lookbook fabric two 9:00 AM contacts 9:00 AM art supplies inventory	27 9:00 AM lookbook fabric two 9:00 AM contacts 9:00 AM art supplies inventory	28 9:00 AM FIDM meeting 9:00 AM Fabric III	29 9:00 AM studio 9:00 AM Screen printing research	30 9:00 AM studio	31 9:00 AM studio	

April 2017

March 2017

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April 2017

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May 2017

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Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 9:00 AM website 9:00 AM finalize fabric three	4 9:00 AM finalize III 9:00 AM studio	5 9:00 AM studio 9:00 AM finalize III	6 9:00 AM finalize III 9:00 AM studio	7 9:00 AM To spoonflower 9:00 AM FABRIC THREE COMPLETE	8
9	10 9:00 AM STUDIO 9:00 AM understanding licesnsure	11 9:00 AM STUDIO 9:00 AM understanding licesnsure	12 9:00 AM understanding licesnsure 9:00 AM STUDIO	13 9:00 AM 9:00 AM STUDIO	14 9:00 AM STUDIO 9:00 AM Fabric IV	15
16 9:00 AM Easter	17 9:00 AM Fabric IV	18 9:00 AM STUDIO 9:00 AM Fabric IV	19 9:00 AM Fabric IV 9:00 AM STUDIO	20 9:00 AM STUDIO 9:00 AM Fabric IV	21 9:00 AM Fabric IV 9:00 AM STUDIO	22
23	24 9:00 AM finalize IV 9:00 AM STUDIO	25 9:00 AM finalize IV 9:00 AM STUDIO	26 9:00 AM finalize IV 9:00 AM STUDIO	27 9:00 AM finalize IV	28 9:00 AM FABRIC FOUR COMPLETE 9:00 AM TO SPOONFLOWER	29
30	1 9:00 AM finalize IV 9:00 AM STUDIO	2 9:00 AM finalize IV 9:00 AM STUDIO	3 9:00 AM finalize IV 9:00 AM STUDIO	4 9:00 AM finalize IV 9:00 AM STUDIO	5 9:00 AM finalize IV 9:00 AM STUDIO	6

May 2017

April 2017

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May 2017

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June 2017

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Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 9:00 AM photos 9:00 AM fabric IV arrives 9:00 AM planning look book	2 9:00 AM photos 9:00 AM lookbook design	3 9:00 AM lookbook design 9:00 AM photos	4 9:00 AM lookbook design	5 9:00 AM lookbook design	6
7 9:00 AM website revision 9:00 AM Finalize lookbook	8	9 9:00 AM Recap	10 9:00 AM Recap	11 9:00 AM Recap	12 9:00 AM lookbook to press	13 9:00 AM Prescott Graduation?
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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Full-time Faculty Sabbatical Application

I. Reviews/Recommendations/Action

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided.

Due Date		<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	Date	Signature
Oct. 15	Division Dean	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	10/14/15	Wig Dalton
Nov. 1	Pro Gro	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	11/13/15	S. Ma
Dec. 1	Campus Dean	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	11/13/15	S. Ma
Dec 15	VP / Provost	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	12/2/15	S. J. A
Jan. 15	President	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board.				
March 15	Board Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Within 48 hrs	Board Secretary Notifies Recipients 48 hrs. after Board Decision				
April 1	President Notifies Recipients in Writing				
Within 2 weeks of notification from President	Recipient accepts/rejects in writing to President				
Nov. 1, following year	Recipient submits written report to Provost (copy to ProGro). May be asked to present to Board				

II. Submission of Application

- The faculty applicant has verified with Human Resources the completion of 6 full years of probationary/continuing contract status.
- The faculty applicant has read and understands the college requirements in accordance with the Sabbatical Leave of Absence for Full-Time Faculty Policy 2.7.3 and the Intellectual Property Policy 2.3.1.

III. Faculty Acceptance Agreement:

- I agree to return to Yavapai College and resume my duties for a period of two years immediately following my sabbatical leave.
- If the sabbatical is for one-half year, I will return to the College for the remainder of the contract year along with the two-year requirement.
- If I do not return to my college employment, I understand I will be required to reimburse the College for all salary and benefits received during the sabbatical leave.
- I also agree to submit a written report and make a presentation by November 1 of the year following the sabbatical, to the President and Governing Board of the activities completed while on my sabbatical.
- I understand that if I fail to carry out the purposes and activities for which the leave was granted, disciplinary action may be initiated.
- I agree that Yavapai College will have appropriate access to all sabbatical related research materials pursuant to the Yavapai College Intellectual Property Policy.
- I agree to comply with any additional conditions specified below:

Signature of Applicant Laney C. Cline Date: 10-14-2015

Ellen H. H. Savoini, Ph.D.

Department of Biology
Sciences, Health and Public Safety Division
Prescott Campus

Proposed leave: Fall 2016 & Spring 2017
Date: October 15, 2015

Sabbatical leave request for:
Organ/tissue plastination technique learning and laboratory set-up.

PROJECT DESCRIPTION

I am requesting a full-year sabbatical to acquire the technical expertise required to create plastinated tissue specimens for use as teaching models. The nature of the products will be similar to what many have seen at the 'Body Worlds exhibitions', however utilizing only animal tissue. The process is lengthy and requires specific techniques and equipment. I plan to create a facility that will be able to plastinate organs or tissues for use in the classroom by both instructors and students. The goal of the project would be to provide teaching models that are from real tissue that have been preserved in a manner that is odorless, dry, clean, easy to handle as well as being anatomically precise. The product would be durable and superior to plastic models.

There are several steps to accomplishing the goals of the sabbatical leave time. First, work with scientists in the field to understand the technique and equipment variations for our project goals. Second, I would establish the laboratory set-up with the necessary equipment and supplies. Following that, the procedure would need to be worked out for the specific equipment that we have at Yavapai College. This would require a considerable amount of time of 'trial-and-error' as we get our equipment working correctly through each stage of the lengthy procedure. Finally, I would achieve an efficient system of production in terms of time and expense to be able to produce instruction-quality specimens. These steps are outlined in more detail below.

STEP 1: EDUCATION

To achieve the expertise required to accomplish this technique, I will need to visit with experts and technicians at operational plastinating laboratories in order to go through the steps of the process and observe the many pieces of equipment utilized. I have been in communication with several scientists in this field and per, their recommendations, plan to begin the hands-on technique learning process with the attendance at an annual workshop in Toledo, Ohio at the University of Toledo, with the President of the International Society for Plastination, Carlos Baptisa, M.D., PhD. This would be followed by visiting an operational lab to work out details of equipment needs and procedures that would apply to our own facility.

- Research time reviewing publications on plastination
- Plastination workshop at The University of Toledo Plastination Laboratory (Toledo, OH)
- Travel to operational laboratory for consultation on technique, laboratory facility requirements, equipment set-up, and chemical/polymer/crosslinker handling and mixture formulation.

STEP 2: LABORATORY SET-UP

After the hands-on experience provided by the workshop and working with an operational laboratory I would purchase the necessary equipment. While waiting for shipment of the equipment, I plan to set-up the laboratory space where the different procedures would take place as well as the location of equipment and storage of materials. Please note the following list of materials is the best estimate, at this time, based on preliminary research of the operation. Modifications of the list are expected after completion of ‘Step 1: Education’, indicated above.

- Specimen preparation
 - Location: Human anatomy laboratory (room 4-206)
 - Equipment/Materials (currently available)
 - Dissection tools, specimen containers, and storage facilities
 - Equipment/Materials (need to be purchased)
 - Tissues and organs from supplier
- Dehydration and defatting (Fig. 1)¹
 - Location: Human anatomy laboratory
 - Equipment/Materials (currently available)
 - Specimen containers and upright freezer
 - Equipment/Materials (need to be purchased)
 - Acetone and acetone pump
- Forced impregnation of polymer (Fig. 2)¹
 - Location: Biology prep area
 - Equipment/Materials (currently available)
 - Fume hood
 - Equipment/Materials (need to be purchased)
 - Chest freezer, 5 gallon vacuum chamber, vacuum pump with oil, tubing, needle valve, pressure gauge, acetone cold trap, polymer containers, wire baskets, silicone polymer, and silicone crosslinker

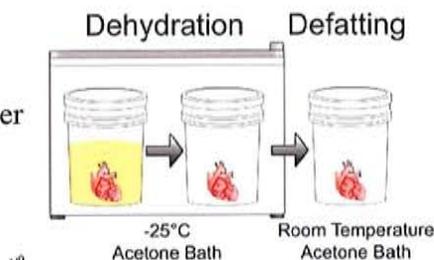


Fig. 1

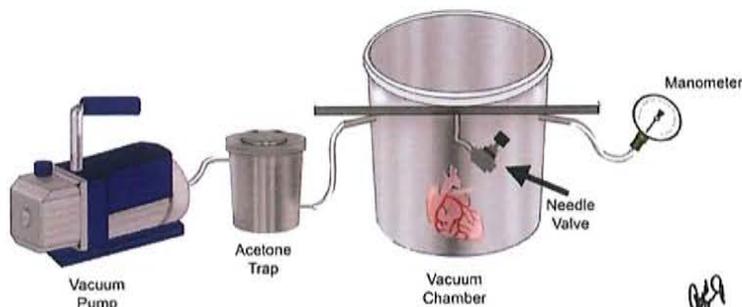


Fig. 2

- Curing
 - Location: Biology prep area
 - Equipment/Materials (currently available)
 - Fume hood, miscellaneous lab equipment to hold specimens while drying
 - Equipment/Materials (need to be purchased)
 - Spray bottles and curing agent

STEP 3: ESTABLISH PROTOCOLS

Once the laboratory facility is set-up, I would then be able to begin the first trials with organ/tissue specimens.

- Specimen preparation
 - I plan to use the current anatomy lab to prepare the specimens for plastination. We have the equipment already at that location to handle organs and tissues as well as their dissection and containment. This would likely take several hours.
- Dehydration and defatting
 - This process would take place in the anatomy lab where the tissue/organs are combined with acetone, removing water and fat. The estimated duration of dehydration of a specimen would be several weeks with regular changing of the saturating bath.
- Forced impregnation of polymer
 - The impregnation process requires a vacuum container with ventilation for the pump, thus will be done in the biology prep area utilizing one of the fume hoods. Based on the current peer-reviewed publications, the duration of this process can take anywhere from a few days to several weeks. This process is the step where there is likely the greatest opportunity for failure or damage to the tissue, which may require the whole process to start over again. I expect this to be the most difficult procedure to master and will occupy the greatest time during the supported leave time.
- Curing
 - This will also be done within the fume hood in the biology prep area to aerate the specimen and remove any airborne curing agent. The duration of this is expected to be 3-7 days.

STEP 4: PRODUCE INSTRUCTION QUALITY PLASTINATES

The specimens will need final modifications before entering the classroom for instructor/student use. I have been told by experts in the field, that it is not unusual for the tissue or organ to need touch-up in terms of color or positioning after the curing is complete. The time on this is expected to be minimal but can be up to several hours, per specimen, if vessel painting (coloring for arteries and veins) is desired.

Throughout the process, on-going communication with experts will be needed to perfect the technique at our facility. The initial travel to visit laboratories, working with experts in the field, and attending the workshop on this technique will considerably reduce the set-up time and unnecessary equipment expenses to maximize the time spent accomplishing the goals of this project (mastering the technique and producing specimens for instruction).

CONCURRENT TEACHING CONSIDERATION

The process to produce a single specimen is very time consuming. A single heart could require one month of work. It is likely that as the technique is being learned and the protocols for the operation of the equipment is being worked out, that there would be a number of 'mistakes' made resulting in time spent but no viable specimens. I anticipate a few months of 'working through the bugs' of the process before being able to create usable specimens for instructional use. Because of the duration of time required to create the laboratory set-up, protocols worked out, tissue preparation, dehydration, forced impregnation, and curing time, I am requesting a full-year sabbatical leave. This duration of time will allow for the first half (Fall semester) to be used to establish proper equipment set-up and correct protocols with the second half (Spring semester) to produce usable products for use at Yavapai College.

As a part of the full-year leave, I request to maintain instruction of two online courses each semester, to satisfy 40% of my load, plus compensation for any resulting overload based on the following reasons:

- 1) The length of time while waiting for specimen dehydration or polymer impregnation can be used for teaching the online course and student communication. I plan to accomplish a lot during the duration of the sabbatical leave; however utilizing the inherent downtime for coursework will not negatively impact the productivity of the project.
- 2) It has traditionally been difficult to find qualified adjunct faculty to teach the human anatomy and physiology courses. By maintaining the instruction of two courses per semester (compared to my normal instruction load of 4 courses; including 3 for my load and 1 overload course), the department can more easily address the scheduling of human anatomy and physiology courses during the requested leave time with our current faculty members, thus maintaining continuity in our normal laboratory operation and eliminating the need to train a new instructor.
- 3) There are no other faculty members, on the Prescott campus that would be able to satisfy the online course needs for BIO 201 and BIO 202, during the projected leave time.

RELEVANCE OF THE PROJECT

REFERENCE TO STRATEGIC PLAN

Achievement of the project goals will contribute to student success by increasing the quality of instructional materials for students to *better understand the structure and function* of specific

body regions. Greater quality in instruction and increased opportunities to hold and touch real body parts, preserved in the most natural manner available at this time will play a role in *student retention* as they are able to interact with body parts and tissues in a more lifelike manner with features exposed that may have been difficult to see and understand in a preserved cadaver, thus keeping the students interest and excitement for the subject. In addition, students will have the opportunity to participate in the creation of the plastinated specimens in directed research projects. This greatly *increases the learning opportunities* for students interested in medicine, surgical techniques, or laboratory work. Experiences with this level of instruction will aid student skills as they move on toward higher academic degrees.

The increased economic opportunities for students allowed to participate in directed research project that utilizes the plastination technique is their *development of skill sets* with equipment and plastic polymers that can translate into *career opportunities* in the medical or manufacturing field as well as lab-based science.

Community engagement is achieved by bringing a *world renowned technique to our College*. The art exhibit 'BODYWORLDS' is well known to many in the community, as it has been regionally shown in Phoenix, Las Vegas, and many other cities across the world over the years. The process of plastination, proposed in this project results in specimens that are made in the same manner as those displayed at the exhibitions. Public awareness of a faculty member creating such specimens and students being given the opportunity to learn from these specimens will *increase the value of the College to the members of our community*. Increasing awareness of the quality of instructors, instruction, and student opportunities to the community not only increases the quality of life in our area but the *interest of the citizens in our College* for both educational and cultural enhancement.

The techniques that I propose to master in this project can be shared with other faculty members to create specimens in their specialty. Plastination can be used in courses and programs such as radiology, nursing, forensics, sociology, and biology. The shared knowledge can increase *faculty engagement and collaboration* as part of the strategic plan for organizational development.

The impetus for this program was the high cost of durable, life-like, plastinated specimens. Fiscal stewardship took a central role in the decision to undertake the task of learning the process to create our own specimens. Costs of equipment, supplies, chemicals, polymers, and laboratory space were heavily considered. The cost for the process is minimal when limited to organs and tissues, thus requiring only smaller vacuum chambers when compared to the costs associated with larger specimens such as human limbs. By keeping the specimen size small, we can *maximize the products created with the expense of the equipment* and chemicals needed. If at a time in the future, larger specimens are desired, the equipment used in the current proposed project could be used with adaptations to larger containers and more chemicals. Thus, in the end, the expenses proposed at this level of production *maximizes the use of the equipment cost*, justifying the expense of the equipment even with the production of a few specimens compared

to purchasing them, while also *maintaining the option of increasing production* (quantity and size) in the future. Ultimately, this will save the College thousands of dollars by making many of our needed plastinates in our own laboratory.

IDENTIFY NEED IN COUNTY OR REGION

There is a need for this project because plastinated specimens are *not available locally*. There are a few suppliers across the world that supplies the specimens. However, specific dissection requests are prohibitively expensive. The creation of our own plastinated specimens, dissected to *specifically highlight what we are teaching at Yavapai College*, will improve our instructional abilities and student understanding.

BENEFIT TO YAVAPAI COLLEGE STUDENTS

There are almost 500 students each year that go through our human anatomy and physiology courses. It has been shown that the integration of plastinated specimens in a teaching environment has had a positive impact on student learning². The quality of instructional material, improves student understanding, comprehension, and interest in the subject matter, thus showing a direct benefit to Yavapai College students. When we increase our instructional abilities we increase our net value as a College and students that go on to universities will be better prepared and ready to pursue higher degrees or advanced knowledge in laboratory or commercial settings.

BENEFIT TO THE COLLEGE COMMUNITY

The greater College community within Yavapai County will benefit from the products of the supported leave time through presentations and public displays. As specimens are produced, public displays can be created to highlight the work done by Yavapai College faculty. These displays may be placed throughout the county at various facilities, campus buildings, or hospitals to increase the exposure of Yavapai College and generate interest in the programs we offer. The techniques I plan to master can also be used to plastinate small animals³ (Fig. 3) for instruction in many other courses (e.g. BIO 100, 182, 105) outside of human focused courses (BIO 156, 160, 201, 202). As other faculty members learn to perform the technique with this leave-supported facility, specimens such as those in Figure 3 can be created increasing collaboration and maximizing the cost to benefit ratio of this project.

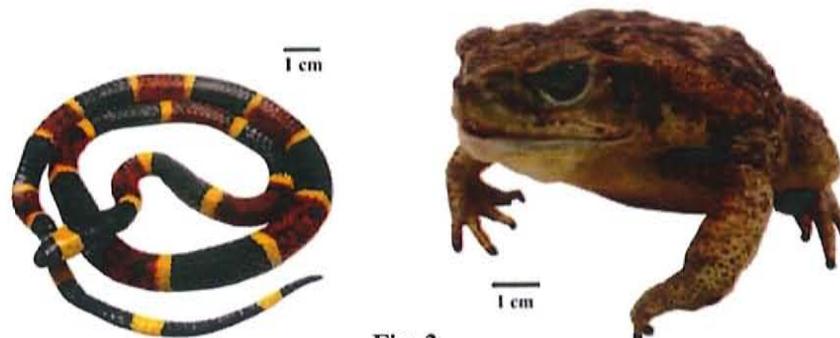


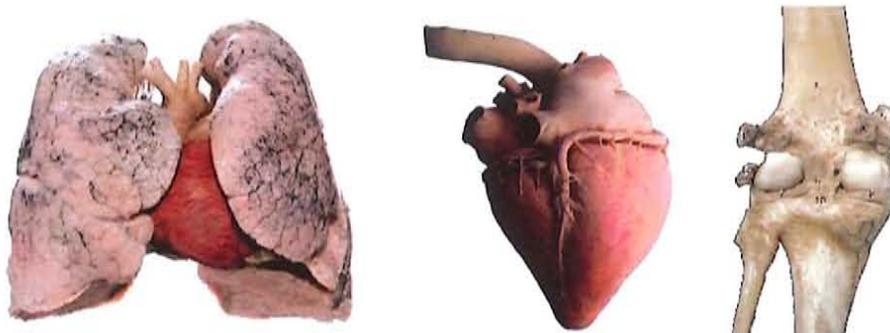
Fig. 3

IDENTIFICATION OF MARKETS OR PROFIT CENTER OPPORTUNITIES

Limitations on sources of organs and tissues and the lengthy procedure time makes the production on a larger, commercial (for profit) scale impossible.

PRODUCTS RESULTING FROM SUPPORTED RESEARCH TIME

The goal of the sabbatical time is to produce plastinated specimens that will be used in the human anatomy and physiology courses. In addition, technique protocols, and an operational facility will be generated to allow additional specimens to be produced in the future. These resources will be available for use to other faculty members across Yavapai College.



BENEFITS TO THE EMPLOYEE

The proposed project would enhance my abilities to provide teaching material to staff members across Yavapai College. As the primary faculty member responsible for the acquisition, care, and dissection of the human cadavers in the anatomy lab, this sabbatical project will enhance my expertise and further improve the quality of instruction of anatomical parts to students. Our lab currently uses preserved specimens for students to observe (human) and dissect (animal organs). The sabbatical project will allow 'fresh' specimens (tissues or organs) to be preserved in a manner that allows them to be dissected and kept for many years without odor or use of protective equipment while being presented in a more natural state. Our lab has purchased plasticized specimens in the past, however acquiring what we need for our specific instructional needs has been limited in terms of their availability, the specialized dissection needs of our instructors, and the high cost. This project will allow me to utilize my 20 years of experience working with cadavers, organs, and tissues to create specimens that can be used by many of our instructors, across several departments/programs (biology, nursing, radiology, and emergency medical services). Ultimately, I serve to help Yavapai College students and the sabbatical leave will enhance my abilities for their betterment. The learning and experience I hope to achieve with this sabbatical project will further develop my specialization in tissue dissection and provide a tangible benefit for my colleagues to provide a better learning experience for the students of Yavapai College

SERVICE HISTORY

Probationary Faculty

I began working for Yavapai College on August 19, 2002 teaching human anatomy and physiology as a probationary faculty member. During that time, I became the curator of the cadaver program overseeing 2-4 bodies at any given time. I was also involved in the moving of the anatomy laboratory, cataloging equipment and the design of the current laboratory facility in 2002-2003. In addition, I implemented new laboratory procedures and activities that are still in use today.

Continuing-Contract Faculty

In 2005, I was awarded continuing contract status and continued to oversee the expanding anatomy program, which at that time, required its first adjunct. As our program continued to grow, necessitating the need for a second full-time instructor. In January 2010, I was able to take the opportunity to go on a one-semester sabbatical leave. That opportunity allowed me to digitize my lectures to make available to students online, increasing student access outside of class and forming the basis of the online coursework currently offered. I also created a student workbook which has helped to reduce textbook costs for the second-semester anatomy students.

In 2011, Dr. Gillespie (Vice President of Instruction and Student Development) approached myself and Dr. Paul Smolenyak to work together to develop an undergraduate research program at Yavapai College. The first course of that program was offered in the Spring of 2012 with many science faculty participating and generated a number of excellent students, including Megan Daubert.

I have a history of providing seminars to the public (medical topics), assistance to colleagues (course development and technical instruction through TELS and Winter/Summer Institutes) , and provide tours or instruction to student groups ranging from pre-school through adult education and college. As a lecturer at the 2014 World War I symposium (title: How the Great War Modernized Medicine), I spoke to students and community members about the medical advancements we utilize today that came from the ingenuity and great sacrifice of those that fought in that war.

At this time, the anatomy program has bloomed to two-campus (Prescott and Verde) with four full-time faculty members and one adjunct that serve almost 500 students each year. The quality of our staff is exceptional and the comradery between the instructors is wonderful. I am very proud of the developments that I have been involved in to bring the program to its current state.

In total, I have served 13 year for Yavapai College as a full-time faculty member (teaching overload courses almost every semester and many summer sessions) while overseeing the cadaver program and various student research projects. This academic year (2015-2016) marks the sixth year of continuous service since I was awarded the last sabbatical.

ADDITIONAL RESOURCES REQUIRED

The cost of additional funding for the project is expected to be approximately \$7940, not including taxes and freight, which can add up to 10% each. The costs are entirely estimated and detailed below. I expect some of the items listed below may be less expensive, while others may be more expensive depending on the recommendations. In addition, the travel to Dr. Henry's laboratory in Tennessee may not be necessary if the proper information is obtained through the workshop. Dr. Henry is the developer of the plastinating polymer and crosslinking reagent that will be the central component of the process so I wanted to include that travel expense if that may prove to be necessary.

EDUCATION/TECHNIQUE PROCUREMENT

Travel to Plastination workshop (Toledo, OH)

Registration fee	\$700
Hotel (4 nights) & airline flight	\$1000

Travel to Dr. R. Henry laboratory at the University of Tennessee (Knoxville, TN)

Hotel & Airline flight (1 night)	\$1100
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Total Education/Travel estimated costs \$2800

LABORATORY EQUIPMENT AND SUPPLIES

Tissues/organs	\$0
Acetone (55 gal. drum & delivery)	\$1000
Acetone drum pump	\$200
Chest freezer	\$200
Vacuum chamber	\$250
Vacuum pump (2)	\$400
<i>Vacuum pump (lab quality)*</i>	<i>\$2500</i>
Pump oil (2 gal.)	\$80
Acetone cold trap	\$300
Tubing (2 boxes)	\$400
Needle valve	\$200
Wire baskets	\$50
Silicone polymer** (2)	\$900
Silicone crosslink reagent** (2)	\$900
Curing agent** (1)	\$250
Acetone spray bottle	\$10

Total estimated laboratory cost \$5140* * (not including lab quality pump)

* Use of two less expensive pumps may be a suitable alternative to a high end laboratory pump

** The price of the polymer and crosslink reagent are estimates, and we may only need 1 instead of 2

REFERENCES

1. Project Methodologies. What is Plastination? University of Minnesota
<http://www.vhlab.umn.edu/atlas/methodologies/preservation/plastination.shtml>
2. Latorre RM, Garcia-Sanz MP, Moreno M, Hernandez F, Gil F, Lopez O, Ayala MD, Ramirez G, Vazquez JM, Arencibia A, Henry RW. 2011: How useful is plastination in learning anatomy? *J Vet Med Ed* 34: 172-176.
3. Kumro SL, Crocker AV, Powell RL. 2013: Injection plastination: A low-tech, inexpensive method for silicone preservation of small vertebrates. *J Plastin* 25: 12-17.

Application

I. Reviews/Recommendations/Action

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided.

Due Date				Date	Signature
Oct. 15	Division Dean	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	10-26-15	Mary Brown
Nov. 1	Pro Gro	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	11/13/15	[Signature]
Dec. 1	Campus Dean	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	11/13/15	[Signature]
Dec 15	VP / Provost	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	12/2/15	[Signature]
Jan. 15	President	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support		
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board.				
March 15	Board Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Within 48 hrs	Board Secretary Notifies Recipients 48 hrs. after Board Decision				
April 1	President Notifies Recipients in Writing				
Within 2 weeks of notification from President	Recipient accepts/rejects in writing to President				
Nov. 1, following year	Recipient submits written report to Provost (copy to ProGro). May be asked to present to Board				

II. Submission of Application

- The faculty applicant has verified with Human Resources the completion of 6 full years of probationary/continuing contract status.
- The faculty applicant has read and understands the college requirements in accordance with the Sabbatical Leave of Absence for Full-Time Faculty Policy 2.7.3 and the Intellectual Property Policy 2.3.1.

Signature of Applicant Allen H. H. Savan Date: 10-15-15

III. Faculty Acceptance Agreement:

- I agree to return to Yavapai College and resume my duties for a period of two years immediately following my sabbatical leave.
- If the sabbatical is for one-half year, I will return to the College for the remainder of the contract year along with the two-year requirement.
- If I do not return to my college employment, I understand I will be required to reimburse the College for all salary and benefits received during the sabbatical leave.
- I also agree to submit a written report and make a presentation by November 1 of the year following the sabbatical, to the President and Governing Board of the activities completed while on my sabbatical.
- I understand that if I fail to carry out the purposes and activities for which the leave was granted, disciplinary action may be initiated.
- I agree that Yavapai College will have appropriate access to all sabbatical related research materials pursuant to the Yavapai College Intellectual Property Policy.
- I agree to comply with any additional conditions specified below:

**College Commitment to Sabbatical
(to be completed by supervisor)**

COLLEGE COMMITMENT	COST AND SOURCE OF SUPPORT
Salary to employee for the period of the sabbatical:	\$ 40,870.80 Assuming 60% of a year's salary using this year's salary. Ellen will be working on her sabbatical project as 60% of her load and teaching online for the remaining 40%.
Replacement plan and cost:	\$ 7,537.80 Assuming 2 sections of instruction by adjunct faculty (10.2 X \$739.00 = \$7,537.80)
Hardware, software or other support required: (list)	\$ Ranges from \$7,940 to \$10,040 depending on the vacuum pump purchased. Includes travel for training, lab equipment, and supplies.
Staff support required:	\$ 0 No staff support anticipated

Mary Brown 10-26-2015
Supervisor Date

Campus Dean Date

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:44 PM
Time Req : 0
Item Type : Heading

Item No : 16

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 1:44 PM
Time Req : 15
Item Type : Information Item

Item No : 17

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 to include: Spring 2016 Convocation; Strategic Plan Update; Yavapai College Staff Association Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Dr. Penny Wills will provide information on the following topics with possible discussion from the Board:

- Spring 2016 Convocation
- Strategic Plan Update - Tom Hughes, Director for Institutional Effectiveness and Research
- Yavapai College Staff Association Update - December 2015 - Attached, Information Only
- College Highlights - January 2016 - Attached, Information Only
- Facilities Management News - January 2016 - Attached, Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Strategic Planning - DBG Mtg - 1-12-16.pdf	Jan 08, 2016	Strategic Planning - DBG Mtg - 1-12-16.pdf
YCSA Update-December 2015.pdf	Jan 08, 2016	YCSA Update-December 2015.pdf
January 2016 College Highlights.pdf	Jan 08, 2016	January 2016 College Highlights.pdf
January 2016 Facilities Management News.pdf	Jan 08, 2016	January 2016 Facilities Management News.pdf

Yavapai College 2015-2020 Strategic Plan Update



**PREPARED FOR THE YAVAPAI COLLEGE
DISTRICT GOVERNING BOARD**

JANUARY 12, 2016

**BY TOM HUGHES
STRATEGIC PLANNING COMMITTEE CHAIR
DIRECTOR, INSTITUTIONAL EFFECTIVENESS AND
RESEARCH**

2015-2020

Strategic Initiatives & Goals



<i>Student Success</i>	<i>Economic Responsiveness</i>	<i>Engaged Community</i>	<i>Organizational Development</i>	<i>Fiscal Stewardship</i>
Goal: 1. Increase student completion rates without sacrificing academic quality (1.1.1, 1.1.2, 1.1.3).	Goal: 1. Create job placement process for YC graduates (1.1.1, 1.1.2, 1.2)	Goal: 1. Increase credit enrollment (1.1.1, 1.1.2). 2. Increase non-credit enrollment (1.1.3).	Goal: 1. Improve employee engagement and satisfaction (1.1).	Goal: 1. Model fiscal stewardship throughout the district (1.2).
	Goal: 2. Improve district-wide awareness of Yavapai College Education and Training opportunities (1.1.1, 1.1.2, 1.2).	Goal: 2. Improve East County satisfaction with cultural programming (1.3).		Goal: 1. Evaluate and revise the Capital Improvement Plan (1.1, 1.2).
	Goal: 3. Document and share Yavapai College's economic impact and value (1.2).	Goal: 2. Improve community engagement (1.3).		

Updates



- Strategic Plan Communications Update
 - Internal
 - External

- Annual Plans FY15 & 16 Update
 - SMART
 - Budget

Annual Plan Example



Strategic Initiative: Student Success

Goal: Increase student completion rates without sacrificing academic quality

Strategy: 1.A.12 Implement HLC retention, persistence, and completion project recommendations

Actions	Responsible	Required Support	Target Date	SMART Goal	Budget
Identify Target Population	Student Development/Enrollment		FA15	Actual Roster	NA
Assign Faculty Mentors	Pearcy/Stein ACCRD DIRs.		FA15	Actual Roster	NA
Analyze Persistence Data/Assess Procedure	Pearcy/Stein ACCRD DIRs.	IER	SP16	Semester Persistence and Success Report	NA
Identify Second Cohort Target Population	Student Development/Enrollment		SP16	Actual Roster	NA
Assign Faculty Mentors	Pearcy/Stein ACCRD DIRs.		SP16	Actual Roster	NA
Analyze Persistence Data/Assess Procedure	Pearcy/Stein ACCRD DIRs.	IER	SP16	Semester Persistence and Success Report	NA
Identify and Integrate Dev Ed Cohort into Mentor Project	Student Development/Enrollment		SP16	Actual Roster	NA
Identify and Integrate FYE cohort into mentor	Student/Enrollment/Enrollment		SP16	Actual Roster	NA
Analyze Efficacy of Mentor Project	Pearcy/Stein ACCRD DIRs		FA16	Final Report	NA

Annual Plan Example



Strategic Initiative: Student Success

Goal: Increase student completion rates without sacrificing academic quality					
Strategy: 1.A.5 Evaluate and implement YCELI scheduling recommendations					
Actions	Responsible	Required Support	Target Date	SMART Goal	Budget
1. Task an individual to serve as conduit for centralized scheduling. That individual would perform the following tasks: create standardized procedures, monitor the schedule process, and liaison with divisions to develop optimized schedule based on student needs.	Patrick Burns	Reassignment of exiting employee or addition of 1 FTE	Fall 2016	Assignment of exiting person or new position	If new hire
2. Hire Ad Astra to perform a Strategic Scheduling Check-Up. The engagement will help YC identify current gaps in our scheduling environment and opportunities for improvement.	Patrick Burns	Monies for Strategic Scheduling Check-Up	Fall 2016	Ad Astra Strategic Scheduling Report	\$40,000

Questions?



► CALENDAR REMINDERS

► YAVAPAI COLLEGE: NATURE'S BEAUTY

► WELLNESS PROGRAM
STAY FIT THIS WINTER

► MEET THE YCSA BOARD

► YCSA COMMITTEE UPDATES
ADMINISTRATIVE GOVERNANCE COMMITTEE
SERVICE EXCELLENCE COMMITTEE
BENEFITS COMMITTEE



YCSA *update*

SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Another year and another semester finished with so many memories and changes to carry us into the new year. I would like to thank everyone for giving me the amazing opportunity to be the president of YCSA, and it will be my honor and privilege to serve you all. As a bonus, you can all serve now too! YCSA has formed eight committees to better serve the staff of Yavapai College and all of our needs. If you are interested in serving on a committee please contact a YCSA Board member and we will connect you.

All of the YCSA Board and committees are working hard, and we have great things coming up, so be sure to get involved!

See you all in the new year!

James Elphick, Trio Veterans Upward Bound

Calendar Reminders



- 12/14 Prescott Campus Holiday Potluck
11:30 a.m. – 1:30 p.m.; located in 19-147
- 12/18 Last day to complete required Workplace Answers Title IX and Security Basics training
- 12/21/15 – 1/1/16 Winter Break! — *All offices closed*
- 1/13 Convocation Day
YCSA Board Meeting
- 1/18 Martin Luther King, Jr. Day — *All offices closed*
- 1/19 First day of Spring Semester
- 1/21 Last day for students to add a class
- 1/24 Last day for students to drop a class and receive a 100% refund

Yavapai College — Nature's Beauty

by Gina Hutchison

I have worked at Yavapai College for a year and feel honored to work with the people in my department, as well as those in other departments. One of the highlights of working at YC is walking around this magnificent campus. When I go on my daily errands or occasionally walk the trail, I am captivated by the beautiful landscape that surrounds us.

In the spring, the trees and vast vegetation on campus are in bloom with their own unique aromatic and vibrant flowers and in the fall, most of the trees change into their "Autumn Color Palettes." This is something that one could never tire of.

During my walks in the spring and summer, I noticed some trees had produced fruit. I often wondered, how many fruit trees do we have on this campus? I was able to talk with the expert, Mike Kervin, to get some answers. Mike is the Facilities District Grounds Supervisor and has worked for Yavapai College for many years.

Mike informed me that we have:

- On the Prescott campus, a total of 31 fruit trees and berry bushes (ornamental crab apple, peach, apple, raspberries, blackberries, blueberries, currants, and 30 grape vines—variety of four), some are located by YCPAC, HVAC, Library and Human Resources. On the Chino Valley campus there is one apple tree. By the way, these are all edible and I heard very delicious.
- Over 800 trees and over 3,000 plants that are on a timed irrigation system.
- 20 Akebia Chocolate Vines. Its origin is from China, and arrived in the United States in 1845.

(Continued on page 2)

Yavapai College — Nature's Beauty

(Continued from page 1)

- 2 Giant Sequoias. This type of tree is considered to be the biggest in the world.
- 1 Ginkgo Biloba. It is one of the oldest living tree species, dating back 300 million years.

I had the opportunity to visit and walk around the Verde Valley campus in August and was amazed how stunning this campus is as well. Mike informed me that he and his crew of four staff on the Prescott campus and one on the Verde Valley campus replanted almost the entire campus. They did such an amazing job!

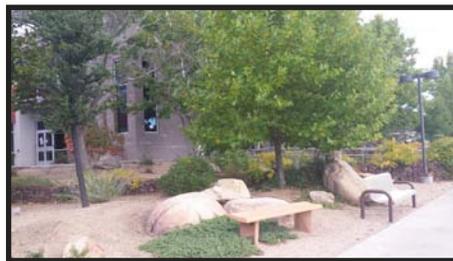
An upcoming project they will be working on is beautifying the landscape around the residence halls. I'm looking

forward to seeing the completion of that project.

Kudos go out to:

- Mike Kervin** — Prescott Campus
- Jason Major** — Prescott Campus
- Sam Johnson** — Prescott Campus
- Mark Misemer** — Prescott Campus
- Nathan Rowe** — Prescott Campus
- Tim Hudnall** — Verde Valley Campus

You can tell these men love what they are doing by the "art" that is displayed on our campuses for all to enjoy.



Wellness Program

One of the best ways to stay in shape during the cold months is to get out there and face it. Whether you enjoy downhill skiing, cross country skiing, or just bundling up and going for a hike or run, getting outside is invigorating and provides a great change of pace from being cooped up inside. Running in the snow is an activity that is so intense that it will wear you down quickly, give you a great workout **and** get you back inside before your sweat has the chance to freeze! Exercise can increase your levels of those feel-good hormones, endorphins, but because your body has to work harder in the cold, your endorphin production is boosted *even more*, leading to a happier state of mind. Plus, exposure to natural light is a known depression fighter, especially for seasonal affective disorder, a condition brought on by shorter, darker days. Another bonus: You can burn more calories in the winter!

Visit our website for upcoming classes and events:

yctwellness.com.....& like us on Facebook!

Contact Paula Tomitz, YCT Wellness Program Coordinator

Phone: 928-776-2238 Email: paula.tomitz@yc.edu

Cool Ways to Torch Calories *

Building a fire: 80 calories

Having a snowball fight: 96

Ice-skating: 176

Shoveling snow: 192

Skiing (cross-country): 256

Skiing (downhill): 192

Sledding: 224

Snowboarding: 192

*Calories burned are based on a 140-pound woman.

5 Steps to Staying Healthy in Winter

1. Boost your diet
2. Exercise regularly
3. Wash your hands often
4. Sleep well
5. Make time for friends



Meet the Yavapai College Staff Association (YCSA) Board

President — James Elphick (ext. 7687 or james.elfhick@yc.edu)



James has worked at Yavapai College since January 2015 as the Program Manager for TRIO Veterans Upward Bound (a part of Student Development). He is a veteran of the Global War on Terror having served with the 82nd Airborne Division in Afghanistan and Iraq. He has a Masters in International Studies from Texas State University, and in his free time enjoys reading, writing, and playing music.

Vice-President — Daintry Donovan (ext. 2114 or daintry.donovan@yc.edu)



Daintry has just entered her 13th year of service at Yavapai College. In October 2003, she started at YC as the only full-time phone registration person district-wide. In 2005, she moved to the Nursing Program where she served for ten years as the Student Records and Resource Coordinator. Similar duties were added for the Radiology Program for the past few years. Recently, she moved to the Testing Center as a Specialist and is loving it! The best part of her work at Yavapai College has always been student contact and serving students. She grew up in the San Francisco Bay Area and has called the Prescott area her home for the past 25 years. Her and her husband are new empty-nesters; however, they are still trying to get their adult children “off the payroll,” as their youngest is still at the University of Arizona.

Secretary — Angela Fabela (ext. 2086 or angela.fabela@yc.edu)



Angela is currently the Learning Center Specialist for the Prescott Learning Center and has been with Yavapai College since 2011. She has a BA from Northern Arizona University and in her free time likes to play tennis, hike, and travel with her husband and two beautiful kids.

Web-Design — Alice Burroughs (ext. 6589 or alice.burroughs@yc.edu)



Alice has been at YC for over 21 years. She has held various positions around the college: Facilities, Instructional Assistant at the Sedona Center and Verde Valley Campus, and currently is a Technician for Computer Technologies and Instructional Support. She manages the academic webpages and 25Live scheduling software. For FUN, she loves to listen to live music, dance, and of course ride her Harley Trike!

New Hire & Professional Development Liaison — Connie Del Castillo (ext. 2217 or connie.delcastillo@yc.edu)



Connie has worked at YC for over eight years. She is currently an Administrative Assistant for Human Resources. She started out opening the Del E. Webb Family Enrichment Center and transferred to Human Resources a little over one year ago. She has two amazing daughters and a beautiful grandchild. When she is not working she likes to hike with her dog, go to the movies, and enjoy Prescott happenings. She is working towards a degree in Office Administration here at YC, is also a member of local, state and national Human Resources Management Associations.

Alternative Representative — Karen Leja (ext. 2270 or karen.leja@yc.edu)



Originally from California, Karen moved to Prescott in 2008. She served as Office Manager for Mountain Institute JTED for four years prior to taking her current YC position of Administrative Assistant in Student Development in November 2012. Karen has a Bachelor’s Degree in Public Relations from the University of Southern California. Karen’s work background includes: hospital development director; non-profit manager; events coordinator; and co-publisher of a weekly newspaper. Outside of work, Karen currently serves as President of the Prescott Evening Lions Club. She and her husband Ken have been married 38 years and have two adult children. Karen’s mantra for life is “to enjoy each day to its fullest.”

Happiness is catching snowflakes on your tongue.
— Sally Brown (Peanuts, Charles M. Schulz)

YCSA Committee Updates

Administrative Governance Liaison Committee

The AGLC met for the first time on October 19th. At this meeting they established a chairperson, Shar Jenniges, and established the following mission statement:

The mission of the Administrative Governance Liaison Committee is to:

- Listen to and seek out matters raised by YCSA membership, or submitted to YCSA by Yavapai College administration
- Research solutions and answers, and
- Report findings and recommendations to involved parties.

The AGLC welcomes matters from employees concerning the administration of the college. At their meeting scheduled for December 4th, they were to discuss the issue of coordinating inclement weather delays with the local school districts to ensure we are not adversely affecting students and staff.



Service Excellence Committee

Below are the names of those who have been nominated for outstanding service. Congratulations to you and thank you for providing excellent service!

Service Excellence Recognition	
June — November 2015	
Kirsten Adaniya	Stephanie Kallam
Santana Alvarado	Chris Larson
Andrea Annibale	Diane Mazmanian
Michelle Baker	Wade Milner
Molly Beauchman	Scott Nardo
Frankie Cardamone	Jeremy Poehnert
Sandra Carney	Sara Porter
Jami Dodwell	Jessee Porter
Daintry Donovan	Tamie Saffell
Diana Dowling	Karen Smith
Dave Dvorak	Janice Soutee
Kirsten Fanning	Leslie Sparkman
Brenda Giese	Cully Stead
Andrew Gilstrap	Virginia Vantuyl
Jesse Hobby	Tina Wadsworth
Bob Hoskovec	Wendy Weiland
Tim Hudnall	Harlee Welch
Tom Hughes	Cheryl Williams

Benefits Committee

Total Compensation Calculator

Please check out the calculator on the Human Resources Compensation page at <https://www.yc.edu/v5content/human-resources/compensation.htm>. This calculator provides useful information by determining an estimate of the total compensation benefits for full-time faculty and staff provided you select the correct coverage amounts/types.

Status of Employee Leave Bank

HR is currently reviewing the leave bank policy for possible changes as the leave bank is currently exhausted.

Student and Staff Discount List

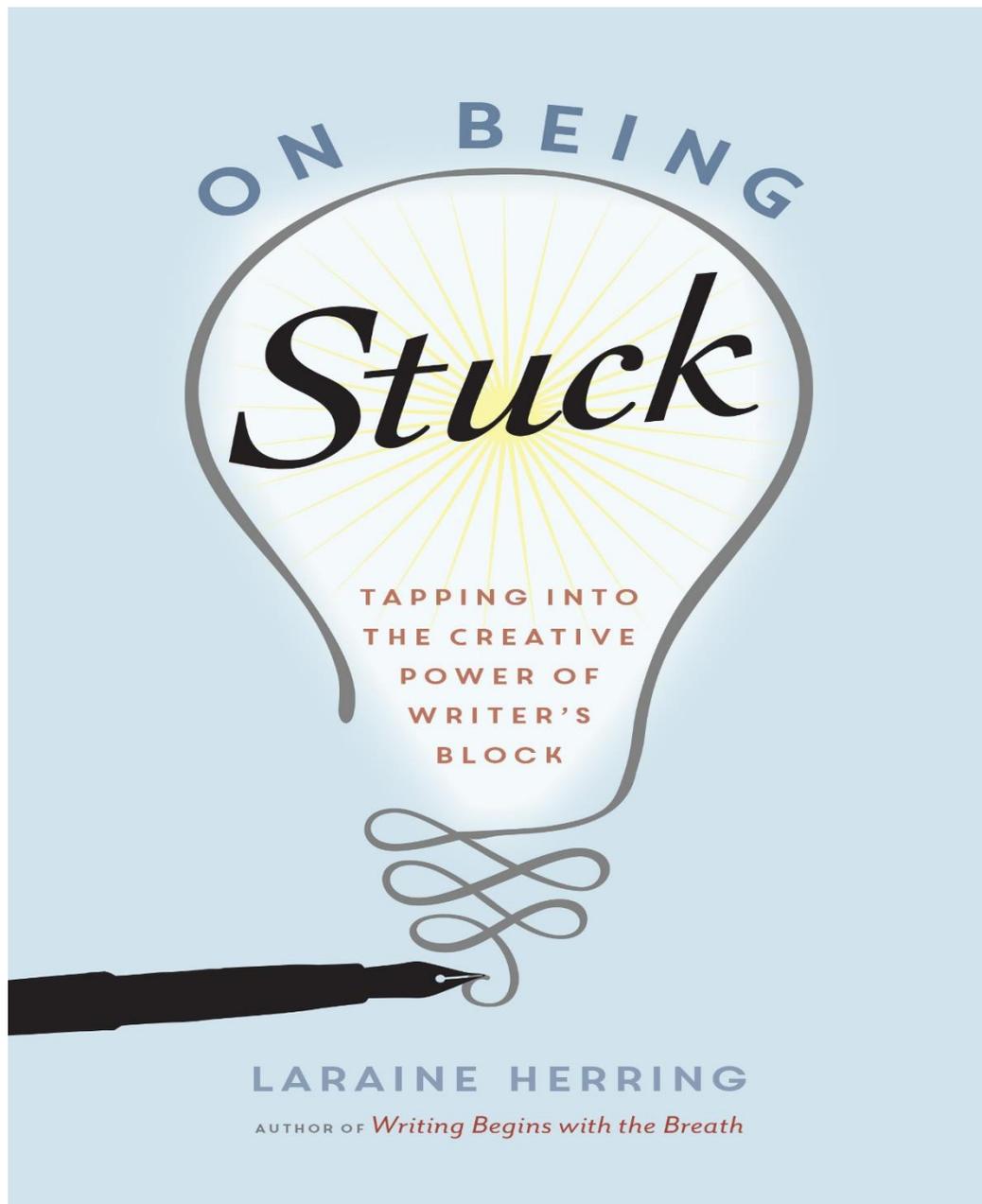
As YC staff or students, you are eligible to receive discounts at a variety of local business using your YC ID card. The list of participating businesses is available on the YC website at <https://www.yc.edu/v5content/enrollment-services/docs/OneCard1/StudentDiscounts6.18.15.pdf> (please note YC employee discounts are marked with an *).

Benefit Summary

For more information about staff and faculty benefits please refer to the Human Resources Benefits page at <https://www.yc.edu/v5content/human-resources/benefits.htm>.

Arts and Humanities

- Creative Writing Program Director and Psychology Professor **Laraine Herring's** new book, ***On Being Stuck: Tapping into the Creative Power of Writer's Block***, will be released on May 17, 2016 from Shambhala Publications. She just got to see the cover this week! (Please see below.)



- **George Stailey**, YC American Sign Language (ASL) Instructor, announced the formation of the ASL Club – the newest student club established this semester. George will serve as the club’s advisor. The idea to form a club originated from a YC student who moved the club through the approval process. They met 3 times this semester, and will continue to meet during the winter break where officers will be elected and advertisements for the club will be posted on the YC website.
- **Dale Andress**, former YC sculpture student, was selected to have his steel and glass sculpture, “Finishing School,” on display in Chandler AZ for one year through the platform Project. (Please see below.)



- **Ken Kasten**, former YC sculpture student, has his steel sculpture, “Sunrise Equinox,” on exhibit at Surprise, Arizona for one year. The city of Surprise is

already negotiating a price. They want to purchase Ken's sculpture! (Please see below.)



Science, Health and Public Safety

- The following programs congratulated their fall 2015 graduates:

Fire Science	17 graduates
EMT's	60 graduates
Nursing	26 graduates

Foundation Studies

- **Dr. Mary Verbout**, English Professor and Chair of the Developmental Education Committee, will be presenting at the AADE (Arizona Association for Developmental Education) Conference in Mesa on February 5, 2016. Her topic will be accelerated learning in English courses. She will be discussing the success that Yavapai College students have had in switching from the year-long ENG061 – ENG100 sequence to the one semester combination of ENG091 + ENG100.

Business Education and Social Sciences

- **Dr. Jennifer Jacobson**, Professor of Sociology, reports 90 Sociology 101 students completed 10 hours (and many completed 15!) of Service Learning this semester. The students served in classrooms across Yavapai County. They read to elementary children and helped middle school students run their student council. They also helped coordinate P.E. classes at Mile High Middle School. Most students served in PUSD, though some served in HUSD and in Cottonwood.

Dr. Jacobson also hosted the Sociology Articulation Task Force (ATF) meeting in November of this year. Twenty sociologists from community colleges and universities in Arizona came to YC's Prescott Campus to discuss the discipline generally and our transfer agreements with the universities more specifically. They discussed reaching out to other disciplines who are concerned with social justice and criminal justice issues. Finally, the comment heard most often from our guests was that YC (the campus and the people) was so welcoming. Several of the sociologists stayed late to walk around the campus and enjoy the scenery.

- **Dr. Karly Schauwecker**, Professor of Psychology and Sociology, shared three updates from Service Learning/Civic Engagement projects in December:
 - The first update is the culmination of a semester-long Pen Pal mentoring project between psychology students and 8th graders at Mountain View Prep in Cottonwood. The 8th graders visited campus for a tour, pizza party, and to meet their pen pals on December 2nd.
 - On December 9th, PSY 245 students hosted a Senior Life Story Narrative event, in which they presented highlights from their interviews with OLLI seniors -- a few of whom actually attended the event. Some of my students also prepared seniors' favorite childhood/family recipes (e.g., Russian Tea Cakes, Homemade Mac & Vermont Cheddar Cheese) for extra credit, of course!
- Finally, Service Learning "officially" unveiled their Center for Civic Engagement web page, <http://cce.yc.edu> with the help of web designer, **Jerry Zaryczny** and **Angie Gross**, AmeriCorps VISTA Volunteer for Service Learning this year. Jerry and Angie collaborated to develop the engaging layout and content for this informative web page. **Tara O'Neill**, Professor of Education, reports that the Future Teacher's Club, NAEYC (National Association for the Education of

Young Children) concluded their fall activities with their annual holiday party December 8th at Wildflower Bread Company. Spring semester will include two big events with the Buena Vista Child Care Coalition Conference on the Verde Campus in February and Scholastic Book Fair fund raising event on the Prescott Campus in April.

- **Lindsay Henning**, Professor of Business Administration and Computer Science Faculty, reports recent revisions to the Administrative Professional Program which include two stackable certificates and a degree which can lead to the NAU BIS degree. The outcomes of the program are based on employer needs in Yavapai County in a field that is estimated to be growing 8-13% per year in our region.

Computer Technologies and Instructional Support

- The Computer Technologies division teamed up Granite Mountain School 5th and 6th grade students during Computer Science Education Week December 7th - 11th, 2015 to present the Hour of Code (<http://hourofcode.com/us#>). The Hour of Code is a national movement to teach students about programming, coding and careers in computer science. The lesson was led by **Dean Stacey Hilton**, with assistance from **Ruth Alsobrook-Hurich**, Program Director, Video Game Development, and Adjunct Computer Systems & Applications Instructor, **Angela Poland**. The overwhelming response from the students was that they would like to continue learning about coding and that once they understood the basic concept; it wasn't as hard as they thought it would be, and most importantly, it was fun!
- The 10th Annual Winter Institute was hosted by the Teaching & eLearning Support division on December 15th and 16th, 2015. The Winter Institute is a teaching and learning event that focuses on best practices in the classroom, as well as technology topics for enhancing the student learning experience. The keynote address was delivered by **Dr. Matt Percy**, Professor of Science and **Joy D'Angelo**, Professor of Business. They discussed their involvement in Quality Matters and the importance of continuing the momentum of Quality Matters at Yavapai College. The 2015 eLearning Award was presented to **Dr. Selina Bliss**, Professor of Nursing. **Dean Tania Sheldahl** was keynote speaker on the second day discussing academic pathways. Other sessions focused around Canvas course design, video lectures, plagiarism detection, proctoring exams and sharing of innovative methods in teaching and learning both online and in the classroom.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

January 2016

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1b

Limited demolition and utility location is underway for the Regional Economic Development Center (REDC). Construction documents are complete. Construction is scheduled to begin January 11 and continue through June 1, 2016. REDC staff is housed in the REDC office suite at CTEC for the duration of the construction.

Site utility location and other civil engineering functions are underway for Lifelong Learning, Building 31. Lifelong Learning staff are temporally residing in Building 1 Room 200 and will return to Building 31 on or about June 1, 2016 which is when construction is scheduled to be complete.

The Verde Valley Campus and Prescott Campus Wayfinding and Open Space Committees continue to work with SmithGroup/JJR to develop a plan for open space improvements for fiscal years 2016 through 2020. These committees are also working with Thinking Caps Design on an exterior signage and wayfinding package to be implemented during the same time period. In addition to college faculty and staff, community members also sit on these committees to provide feedback from the neighborhoods surrounding the Verde Valley Campus. Over 900 members of the college community responded to the recent Wayfinding and Open Space Survey. The results of this survey along with input from the committees will be used to develop the Wayfinding and Open Space plan. A preliminary concept based on initial programming discussions can be viewed in the attachment below.



2015-1109
Concepts.pdf

As part of the open space improvements, Chino, CTEC and Prescott Valley will be receiving ramadas for use as outdoor seating. With the Chino ramada complete, work is underway to construct the foundations for these units at other sites with assembly expected to be complete and ready for use by the end of January.



Ramada Foundation at CTEC

If you would like more information about the campus master plan or implementation schedule, please go to <http://masterplan.yc.edu/> . This site is updated on a regular basis as new information concerning project progress becomes available.

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

PREVENTIVE MAINTENANCE PROJECTS

As part of the budget, preventive maintenance projects are scheduled each year to ensure that college facilities are maintained at a level to support optimum performance in building systems, infrastructure, life safety, roadways and parking along with College grounds. These projects are the result of a recent Facilities Condition Assessment (FCA) which identifies when repairs, modifications or replacement of components should occur. Some of the major FCA projects identified during this fiscal year include:

Sedona Center Stucco Repair/ Painting – Complete

Sedona Center Roof Replacement – November 16 through January 15

ADA Parking Lot Modifications at the Verde Valley Campus – In design

Buildings 29/30/31 Pavement Rehabilitation – In design

Building 2 Pool Replaster/Equipment Replacement and Locker Room Floor – In process

Verde Building I Restroom Renovation – In planning stage



Sedona Center Exterior Painting and Roof Replacement



Sedona Center Exterior Painting and Roof Replacement



Building 2 Men's Locker Room Floor Before Replacement



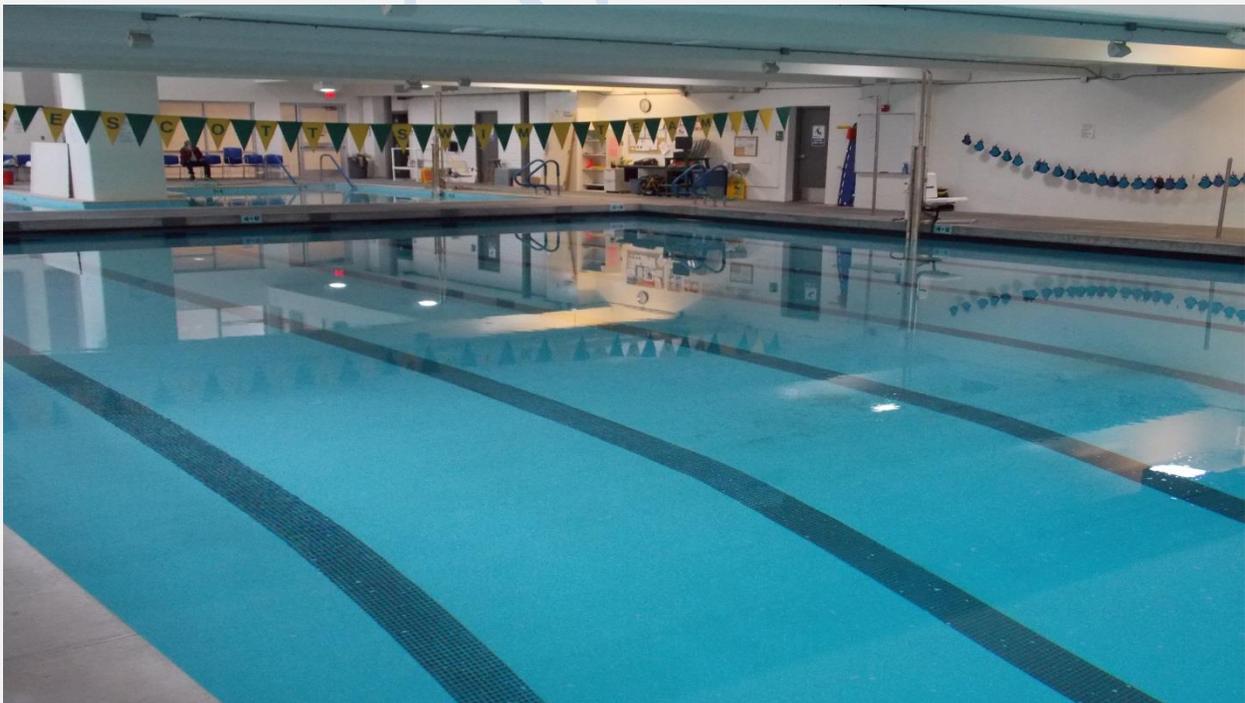
Installation of New Non-Slip Floor



New Flooring in Women's Locker Room



Refinishing of Lap Pool



Lap Pool Undergoing Final Cleaning



Therapy/Warm Water Pool Before Work Begins



Installing Epoxy



Therapy/Warm Water Pool Receiving Final Cleaning



Weight Room Floor Replacement with Facilites Team Member Don Burke on Lead Mop

Michael Taylor Architects, Inc.

Haley Construction

Project Manager: Bruce Hustedt



Annual Refinishing of Gym Floor

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

Winter is here and with it colder temperatures and potentially hazardous conditions. Knowing how to respond to these conditions can mean the difference between enjoying a winter wonderland and having a chilling experience (or worse).

One key step is to monitor the local weather forecast and consider how you'll modify your plans if necessary. Understanding weather terms can help.

Test your knowledge:

Match the term with its definition.

1. Winter Storm Warning:___
2. Wind Chill Warning:___
3. Winter Storm Watch:___
4. Wind Chill Advisory:___
5. Winter Weather Advisories:___
6. Black Ice:___
7. Sleet:___
8. Freezing Rain:___
9. Blizzard Warning:___

	Definition
A	Issued for sustained or gusty winds of 35 mph or more, and falling or blowing snow creating visibilities at or below 1/4 mile; these conditions should persist for at least 3 hours.
B	Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life threatening situations.
C	Issued when wind chill temperatures are expected to be hazardous to life within several minutes of exposure.
D	Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Usually issued 12 to 48 hours before the beginning of a Winter Storm.
E	Issued when wind chill temperatures are expected to be a significant inconvenience to life with prolonged exposure, and, if caution is not exercised, could lead to hazardous exposure.
F	Issued when hazardous winter weather in the form of heavy snow, blizzard conditions, heavy freezing rain, or heavy sleet is imminent or occurring. Usually issued 12 to 24 hours before the event is expected to begin.
G	Rain that falls onto a surface with a temperature below freezing. This causes it to freeze to surfaces, such as trees, cars, and roads, forming a coating or glaze of ice.
H	Rain drops that freeze into ice pellets before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate like snow and cause a hazard to motorists.
I	A nearly transparent film of ice on a dark surface (such as a paved road or sidewalk) that is difficult to see. Even small accumulations of ice can cause a significant hazard.

Notices of all weather related closures or delayed openings for Yavapai College are sent through

our **alertYC** text and email messaging system (please be sure the College has your correct cell phone number and email address), a pre-recorded message on the College main telephone number (928-445-7300), and local radio stations and news outlets. You may also check the College's homepage at: www.yc.edu.

Stay safe and warm!

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Robert Schlegel as the new Technician III, HVAC. Robert comes to Yavapai College with extensive HVAC experience and most recently worked at Yavapai Regional Medical Center. Facilities would also like to welcome Jaime Hernandez as the new Trades Technician II, Carpenter. Jaime most recently worked as a customer service representative in the Commercial Construction department at Lowe's. Welcome Jaime!

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

<http://www.yc.edu/v5content/facilities/>

Under Construction

Presenter : Patricia McCarver

Start Time : 1:59 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 8/27/2015

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 Interim Vice President for Instruction and Student Development to Include: Faculty Senate; NARTA Report; Dual Enrollment; Adjunct Advisor, and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - David Gorman, Faculty Senate President
- NARTA Report, Sergeant Corey Kasun
- Dual Enrollment - Scott Farnsworth, Interim Vice President for Instruction and Student Development
- Other Related Issues

Attachments :

Title	Created	Filename
NARTA.pdf	Jan 06, 2016	NARTA.pdf

Northern Arizona Regional Training Academy

"Northern Arizona Regional Training Academy is dedicated to provide the highest quality of basic law enforcement training to the diverse law enforcement agencies throughout the state of Arizona, through effective instruction and leadership."



History

- Formed in 1996
- Law Enforcement Agency Heads from Yavapai County in partnership Yavapai College
- 39 classes graduated
- Over 900 recruits
- 50+ agencies



Staff

- Academy Commander – Captain Jeff Newnum
- Class Sergeant – Sgt. Corey Kasun
- Drill Instructor – Sgt. Brian Kite
- Recruit Training Officers
 - From sponsor/user committee agencies
- Program Coordinator – Mrs. Nita Hillig
- Instructors – Yavapai County Law Enforcement



Location

- Yavapai College Prescott Valley Campus
- Dorms at Prescott Campus
- Driving track & Firearms Range in Prescott Valley
- College student benefits
 - Tutoring
 - Recruits receive 24 credit hours
 - Library/computer center



Curriculum

- Basic curriculum
- AZ POST requires 585 hours
- NARTA is proud to offer a 800 hour Academy
 - Above standards in
 - Ethics Training
 - Substantive criminal law
 - Patrol procedures
 - Traffic
 - Report writing
 - Proficiency training



Curriculum

- Additional classes/certifications
 - Patrol tactics
 - Response to active shooter
 - Downed officer/citizen rescue
 - Taser
 - SFST/HGN/Wet workshop for impaired driving enf.
 - Intoxilyzer 8000
 - Family orientation
 - Blue Courage
 - Mental Health First Aid



Schedule

- Four ten schedule
 - Monday -Thursday
- 20 weeks
- 800 hours
- Two classes per year
 - January & August start dates



Community Benefit

- Yavapai County Law Enforcement and Communities
 - Provides a local Basic Training Academy
 - Tailored for area law enforcement needs and Philosophy
 - In-service training to all area law enforcement agencies.



Community Benefit (Cont)

- NARTA Volunteerism
 - Head Start
 - Big Brothers & Big Sisters
 - 100 Club
 - Special Olympics
 - Tyler Stewart Memorial Fund
 - Wives Behind the Badge Organization



Goal

- It is our goal to provide recruits with the highest quality of instruction, leadership and practical application to produce graduates with the basic skills necessary to be an effective Law Enforcement Officer.



Presenter : Patricia McCarver

Start Time : 2:19 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 11/12/2015

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 : Yavapai College Advancement and Foundation Report to Include: Grants Office Summary; Foundation Strategic Planning Process; Marketing and Communications; and Regional Economic Development Center (REDC) - INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President for College Advancement and Foundation will provide a report on the Yavapai College Advancement and Foundation.

- Grants Office Summary - Nicole Rossi, Grants Development Officer
- Yavapai College Foundation Strategic Planning Process - Janice Soutee, Foundation Coordinator
- Marketing and Communications - Kim Kapin, Director of Marketing
- Regional Economic Development Center (REDC) - Alexandria Wright, Director of REDC

Attachments :

Title	Created	Filename
Foundation.pdf	Jan 08, 2016	Foundation.pdf

Advancement Report

Mr. Steve Walker

**Vice President for College Advancement Yavapai College
Executive Director, Yavapai College Foundation**

Education, cultural enrichment, economic

Yavapai College

Grants Office Summary

Mrs. Nicole Rossi, B.S., M.P.H.

Grants Development Officer

Yavapai College

FY 2016

- Number of grant requests submitted since July 1, 2015 = 15
- Dollars requested to date FY 2016 = \$1,022,600
- Number of awards to date FY 2016 = 10
- Dollars awarded to date for FY 2016 = \$335,800
- Amount still pending from FY 2016 = \$143,650

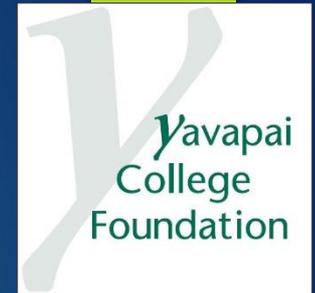
FY 2015

- Dollars awarded since July 1, 2015 for FY 2015 carryover = \$2,030,925
- Amount still pending from FY 2015 = \$1,362,428

Notable awards since July 1, 2015:

- Department of Education = \$2,030,925
TRIO Student Support Services grant (5 years)
- Kemper & Ethel Marley Foundation through Maricopa Community College = \$250,000
High-tech STEM training for middle skills jobs (2 years)
- Margaret T. Morris and J.W. Kieckheifer Foundations = \$69,000
Movie Cameras for Film and Media Arts Program
Nursing Scholarships
The Lead (summer bridge program)
College for Kids
Sculpture Garden
Family Enrichment Center
- APS Foundation = \$8,200
College for Kids STEM classes





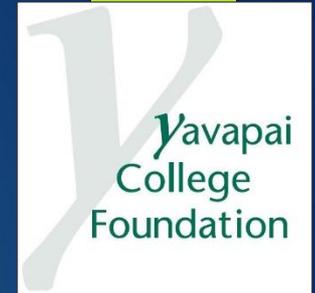
Yavapai College Foundation Strategic Planning Process

2016 - 2018

Mrs. Janice Soutee

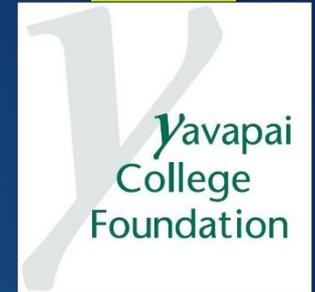
Yavapai College Foundation Coordinator

Core Purpose Statements



- Education Ends
Student Success
- Economic Ends
Economic Responsiveness
- Community Ends
Engaged Community

Strategic Timetable



Step 1

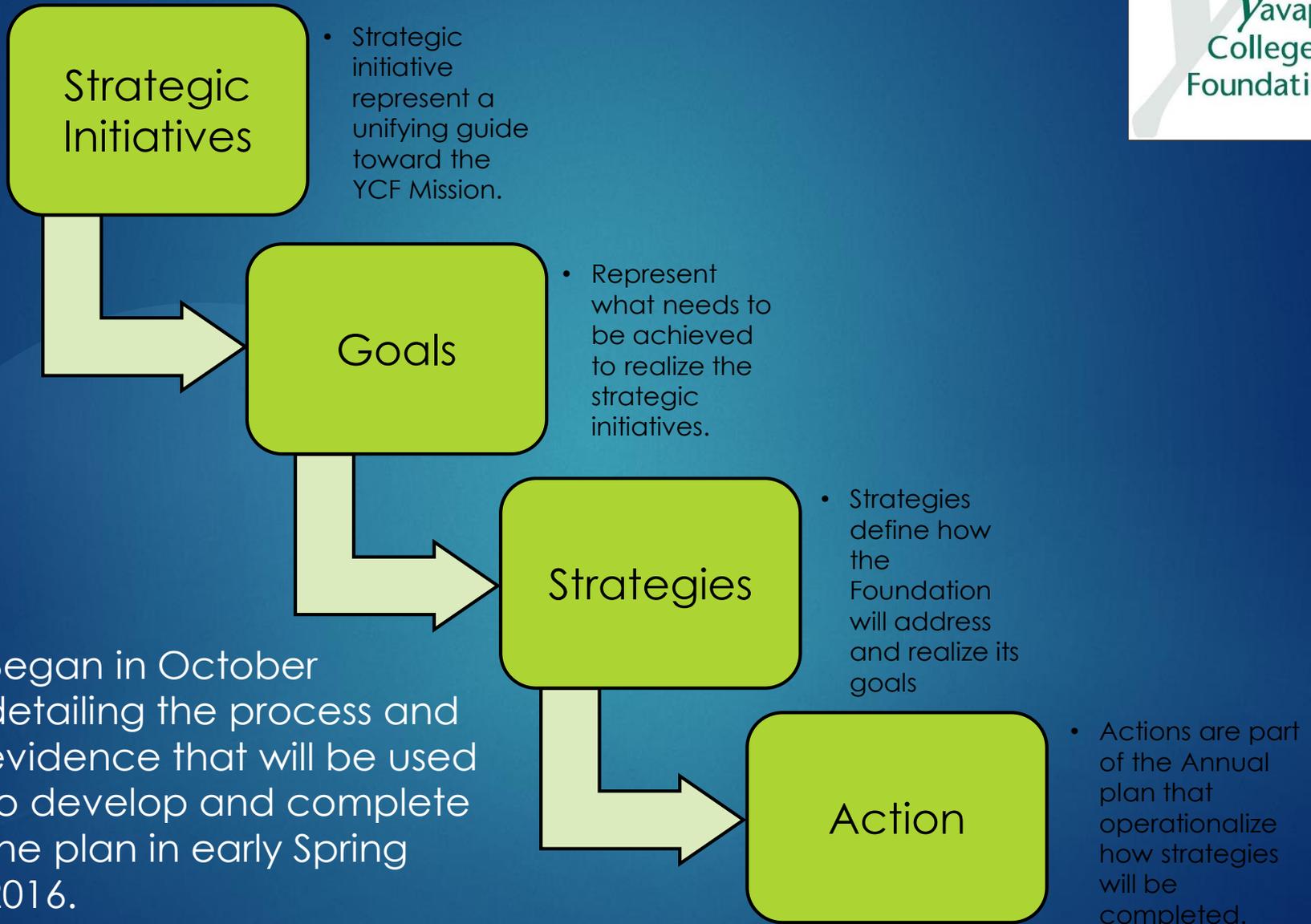
- Program review
- Community Survey

Step 2

- SWOT
- Review Survey

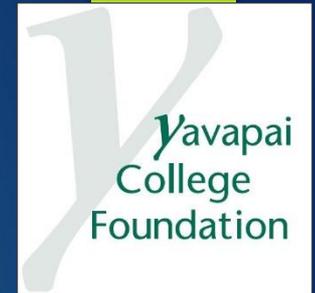
Step 3

- Mission Statement
- Structure Initiatives



Began in October detailing the process and evidence that will be used to develop and complete the plan in early Spring 2016.

Yavapai College Foundation Annual Meeting



May 11, 2016

Yavapai College
Performing Arts Center

Marketing & Communications Report

Mr. Kim Kapin
Director of Marketing
Yavapai College

Meet our Team



Kim Kapin, Director



Tim Diesch, Specialist



Michael Grady, Specialist



Amy Fruchter, Designer



Marianne Sullins, Coordinator

Marketing Plan 2016-17

District Governing Board Ends



Strategic Plan



Marketing Plan



Objectives

Increase enrollment district-wide and perceived awareness of the College's primary components:

Academics

Foundation Activity

Job Training

Social Opportunities

Regional Econ. Development

Cultural Opportunities

Guiding Principles

Leverage YC's strengths and differentiation within education market to deliver consistent and potent brand mentions:

Social & Mobile Reach & Frequency

Website homepage Relevance & Usability

Priority Academic Areas



Health Care Training



Health & Fitness



Business



Technical Education



Fine Arts & Performing Arts

External Media Channels

~ 5.5 million impressions/mo

TELEVISION & THEATER



DIGITAL & SOCIAL MEDIA



RADIO



NEWSPAPERS



BILLBOARDS & SIGNAGE



And more...

In Development

Persona Advertising



Traditional



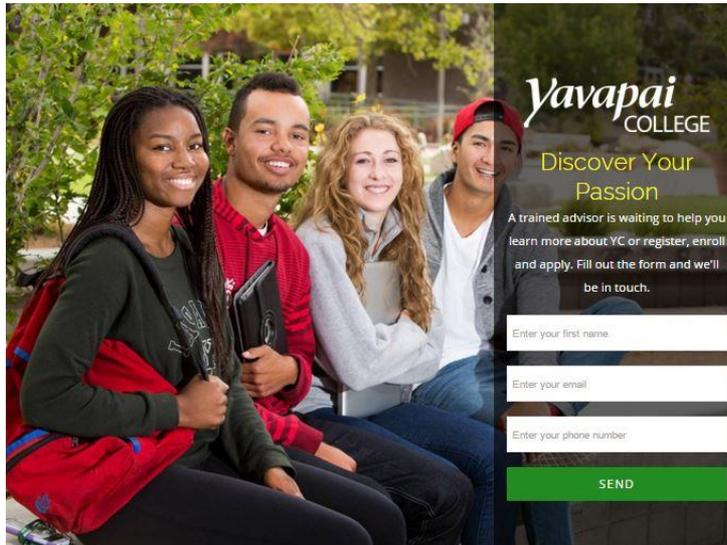
Working Adult



Lifelong
Learner

In Development

Internal Landing Page



Yavapai COLLEGE
Discover Your Passion

A trained advisor is waiting to help you learn more about YC or register, enroll and apply. Fill out the form and we'll be in touch.

Enter your first name

Enter your email

Enter your phone number

SEND

Spring Semester Begins January 19, 2016

Prescott | Verde Valley | Sedona | Prescott Valley | Chino Valley

Yavapai College: Life Explored

12
Days

15
Hrs

19
Min

17
Sec

STUDENT TESTIMONIAL

Take advantage of what's on your doorstep

"Yavapai College has always been a place that attracts unusually talented, open-minded and open-hearted people. Take advantage of what's on your doorstep."

Wendy Keller, YC Alumni



SINCE 1969

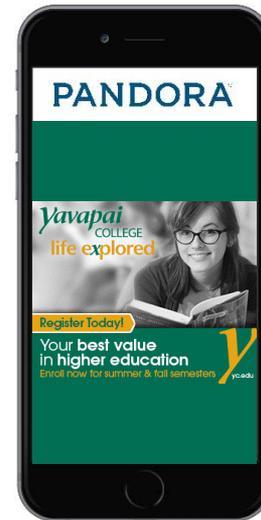
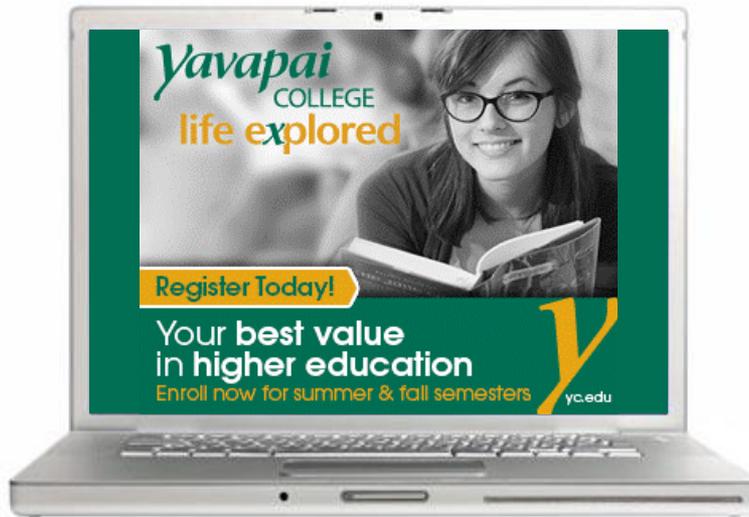
College Overview

Yavapai College, which opened in 1969, provides quality higher learning, cultural resources and economic development support for the diverse populations of Yavapai County. The College offers a wide range of academic programs to students at the College's facilities in Prescott, Clarkdale (the Verde Valley Campus), Prescott Valley, Chino Valley, Sedona and the Career and Technical Education Center (CTEC) near the Prescott Airport.



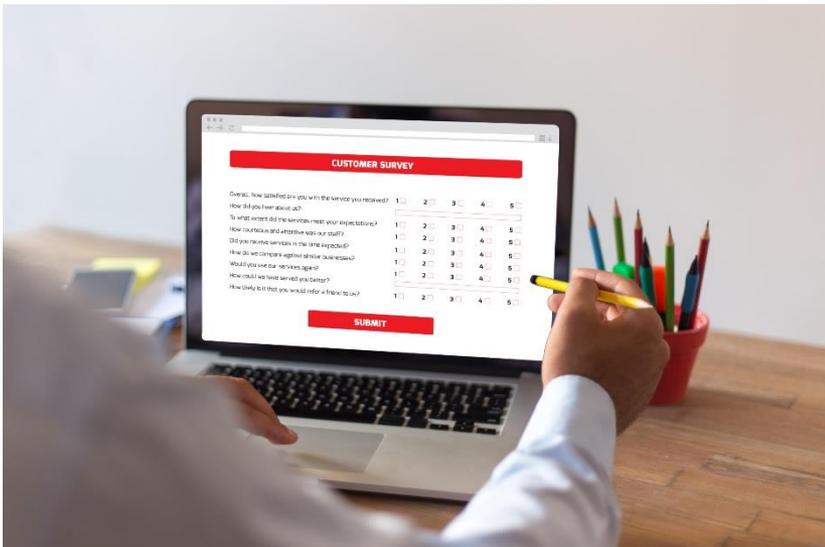
In Development

Increased Mobile Advertising



In Development

Surveys & Focus Groups



Feeding a Content Hungry Audience





Mrs. Alexandria Wright
Director of Regional Economic Development Center
Yavapai College

Economic, cultural enrichment, economic



Regional Economic Development Center

Employment Services

<https://www.yc.edu/v5content/regional-economic-development-center/employment-services.htm>



Strategic Plan

Economic Responsiveness

A. Create job placement process for YC graduates

Develop Institutional Procedures to document continuing educational success and career placement

Establish a system for registered apprenticeships for current students

Establish a system for direct job placement for graduates

Improve annual system for follow-up of graduates to include social media and phone follow-up

Integrate job placement data into Banner student information system

Strategic Plan

Economic Responsiveness

B. Improve district-wide awareness of Yavapai College Education and Training opportunities

Establish marketing plan for student recruitment in vocational careers that outlines: funding for education, job demand, available training options, and job placement resources

Expand the use of "workforce roundtables" to include more private sector participation

Design quarterly communications for distribution to public officials, employers, and economic development organizations

Strategic Plan

Economic Responsiveness

C. Document and share Yavapai College's economic impact and value

Incorporate job placement and wage data of graduates to identify impact of YC education

Produce economic impact analysis of YC events
Produce and share economic impact of YC operations per annum

YC WORKFORCE REPORT

Leading Change in Workforce Development • Oct/2015

Lunch n' Learn for Manufacturers Month

Changes! Prepare for the New
ISO9001:2015 Standard

Please join us and learn what is expected of companies already registered to the 2008 Standard as well as any AS9100 certified companies that want to upgrade to ISO9001:2015 prior to the AS9100D Standard being released.

The YC REDC and Arizona Commerce Authority MEP have teamed up to provide this educational opportunity.

When: October 16, 11am to 1pm
Where: Yavapai College, 1100 E. Sheldon St.
Building 19 Room 147, Prescott, AZ
Lunch Sponsor: National Bank
Register for Free Today! 776-2008



New Lean Six Sigma Training

Eliminate Waste & Create a Culture of Efficiency to Match Customer Demand!
This 24-hour certificate will help your company improve efficiency of processes by reducing waste, and optimizing the time it takes to complete a process.

Please call 717-7956 for more information on this and other customized training solutions for your company.

Verde Youth Town Hall

Keeping Arizona's Water Glass Full
High School students are welcome to join us for our third Youth Town Hall on water and sustainable economic development. Students will participate in democratic deliberation and consensus building. This is held in partnership with the Cottonwood Economic Development Department.

When: Wednesday, October 28, 9:30am to 11:30am
Where: Yavapai College, 601 Black Hills Dr.
Community Rm. M-137, Clarkdale Dr, AZ 86324

High School Plant Tours

In conjunction with Mountain Institute JTED, the YC REDC is hosting tours of local manufacturing plants to help students gain knowledge of local employment and career opportunities.

Partnering companies include Precision Labs and Bent River in the Verde Valley, and Advanced Metal Fabrication and Machine, Cobham Aerospace, and European Techniques in the Quad City Area.

Call 776-2378 for more information.



Entrepreneurial Edge



Help us celebrate the opening of Yavapai College's Rural Center for Entrepreneurship, the new incubator located at the Career & Technical Education Center - Where Innovation & Technology Meet!

Entrepreneurial education and counseling at the incubator is focused on intellectual property rights, commercialization of products and services, and contracting for steel, microelectronic, robotic, and agricultural product development.

Counseling services are provided in partnership with the YC SBDC.



When: Friday, October 23, 11am-2pm
Where: CTEC, 220 Ruger Rd., Prescott
Call 776-2008 to RSVP

The Career & Technical Education Center is also holding an Open House on October 10th from 10am-2pm for those interested in touring the recently renovated center.

CTEC offers a robust and diverse array of programming and opportunities:
-100,000 sq. ft. of programming in machining, welding, diesel technology, industrial machine mechanics, gunsmithing, robotics, aviation, CAD and SolidWorks, and microelectronics
-Welding booths and numerically controlled plasma cutters, 3-D Printers
-Automotive alignment machines, scanners, etc, tools and paint booth
-3 new milling machines and lathes



Partner's Spotlight

Fall 2015 Job Fair



Yavapai College, the Prescott Valley Chamber of Commerce, the Town of Prescott Valley, and Goodwill Industries of Central Arizona have teamed up to hold the first annual fall Job Fair in Prescott Valley.

When: Monday, October 19; 9am-1pm
Where: Prescott Valley Event Center,
3201 N. Main St., Prescott Valley
Please see link below for details:
http://pva2.granicus.com/MediaPlayer.php?view_id=58&clip_id=1742

Verde Workforce Strategy Committee

The Verde Workforce Strategy Committee, hosted by the Cottonwood Chamber of Commerce in conjunction with the YC REDC, will conduct its first quarterly meeting in October. The mission is to provide a healthy environment for business development and assist in regional economic development, workforce training and education.

When: October 21, 11:30am-1:30 pm
Where: YC Verde Valley Campus
Room G10B

These meetings are open to employers and community members across the Verde Valley.



YAVAPAI COLLEGE YREDC REGIONAL ECONOMIC DEVELOPMENT CENTER

Comments and Questions



Educational, cultural enrichment, economic



Presenter : Patricia McCarver

Start Time : 2:34 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/27/2015

Item Type : Heading

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

Description : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:34 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 45

Proposed : 8/27/2015

Item Type : Policy & Decision

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.	560658

Description : Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present to the District Governing Board preliminary assumptions for budget planning for the Fiscal Year Ending June 30, 2017.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:19 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 12/16/2015

Item Type : Policy Information

Policy No.	Description	Ref No
2.2	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.	344130
4.2	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. Accordingly:	558885
4.2.1	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. 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 Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	560685
4.2.3	The Board shall not evaluate, either formally or informally, any staff other than the President.	26272
4.3.3	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	396334

Description : Review of the District Governing Board - President Linkage Policy 4.2 - Accountability of the President and Related Employment Policies - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will discuss Board - President Linkage Policy 4.2 - Accountability of the President, and Related Policies that assign the President as the only link to authority and accountability of staff, which include employment contracts, amendments, or terminations.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 3:29 PM
Time Req : 10
Item Type : Procedure Item

Item No : 23

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 3:39 PM
Time Req : 0
Item Type : Heading

Item No : 24

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 3:39 PM
Time Req : 5
Item Type : Monitoring & Decision

Item No : 25

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945
2.5.1	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.	344946

Description : Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION

Details :

Executive Limitations

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.

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.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.5 and 2.5.1.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's monitoring report regarding Policy 2.5 and 2.5.1 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 2.5 and 2.5.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and 2.5.1 [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 2.5 and 2.5.1 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 2.5 and 2.5.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and 2.5.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2.5 & 2.5.pdf	Jan 05, 2016	Monitoring Report Executive Limitations Policy 2.5 & 2.5.pdf
2.5 and 2.5.1 Compilation.pdf	Jan 06, 2016	2.5 and 2.5.1 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.5
Communication and Support to the District Governing Board
January 2015 – December 2015**

Executive Limitations 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.

President's Interpretation:

The relationship between the Board and their president is one built on open communication, trust, and respect. The president must be vigilant in informing the Board of developments and activities through the following ways:

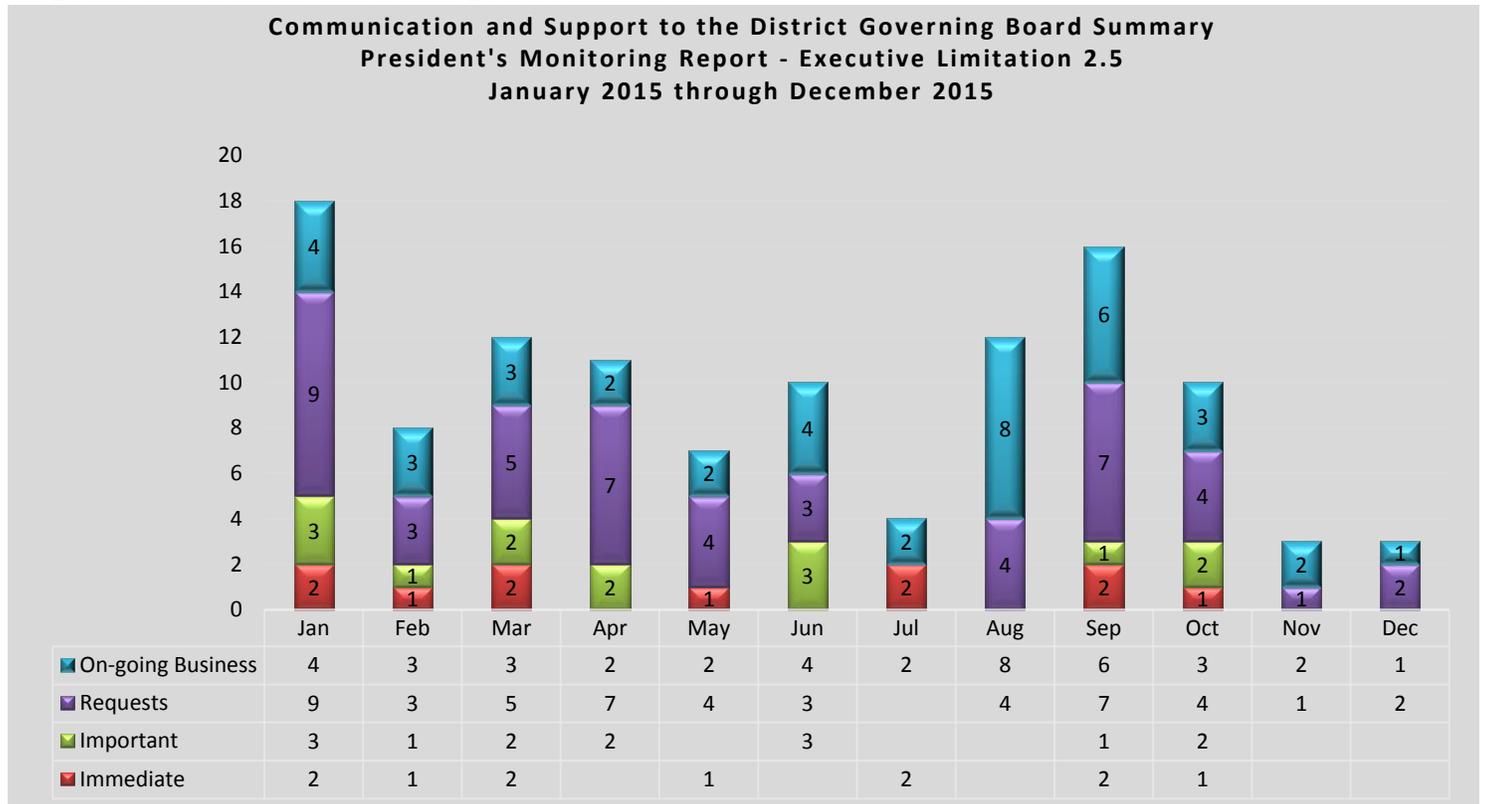
1. Emergency and/or Matters of Public Concern with immediate phone calls to Board members.
2. Timely Notification of Major College Decisions with phone calls to Board members.
3. Data whether specifically requested by the Board or through monthly presentations to the Board.
4. On-going College activities through summaries as included in monthly Board packet.

Supporting Evidence:

Dr. Wills communicates with the College and the Board on a regular basis through the "News from the President – College Update". She also informs the Board in a timely manner of major decisions, immediate issues, or matters of public concern.

To comply with **Executive Limitations 2.5 and 2.5.1**, the President's Office maintains a log of all communication to the District Governing Board (Log of Communication and Support to the District Governing Board) as to when and why the President informs the Board of developments and activities according to the categories listed above.

The chart below provides a summary of communications from January 2015 - December 2015 either to all Board members or individual Board members.



President's Conclusion: I report compliance

**President's Monitoring Report
Executive Limitations 2.5.1
Compliance
January 2015 through December 2015**

Executive Limitations 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.

President's Interpretation:

If the President concludes that the Board is not acting in compliance with one or more of its own policies, it is the President's responsibility to bring this concern to the Board's attention. The President does so with the intent to strengthen the open communication between the Board and its employee.

Supporting Evidence:

To comply with Executive Limitations 2.5 and 2.5.1, the President's Office maintains a log of all communication to the District Governing Board (Log of Communication and Support to the District Governing Board). Included in the log are notations of any incidents of Board members' behavior which is perceived to be detrimental to the Board/Presidential relationship. Such incidents were noted and addressed during the June 2015 Executive Session.

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.5 – Communication and Support to the District Governing Board Policy 2.5.1 - Compliance

Compilation - January 2016

Executive Limitation 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.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 2	NO 1
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 3
Comments: Filardo: This process needs improvement. While I don't believe the President deliberately chooses to misinform or under-inform the Board, there have been occasions over the past year wherein the media or community contacted me regarding issues critical of or to the College, and I had not been informed of the situation before I received the inquiry. Had communications been more thorough, I would have been better equipped to respond. McCasland: Information that affects the Board should be shared with all the Board members as it occurs, not just select individuals. Open communication is very important to provide trust and respect, Finding out about college administrative matters in the press and not first from the President is not effective communication. McCarver: The President's log shows compliance with the policy.		

Executive Limitation 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.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 3
Comments: McCasland: Notifications to the Board are not timely. Too often I found out about administrative changes through news releases in the newspapers, not from Dr. Wills. McCarver: Issues were addressed.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:44 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/27/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.6	The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.	561982

Description : Receipt of President's Monitoring Report - Executive Limitations - 2.6
Presidential Continuity and Absences - MONITORING, DISCUSSION,
AND/OR DECISION

Details : 2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.6, 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 2.6.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's monitoring report regarding Policy 2.6 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 2.6. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 [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 2.6 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 2.6. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Executive Limitations Policy 2.6.pdf	Jan 05, 2016	Executive Limitations Policy 2.6.pdf
2.6 Compilation.pdf	Jan 06, 2016	2.6 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.6 – Presidential Continuity and Absences
January 2016**

Executive Limitations 2.6 – Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.

President's Interpretation:

Whenever the President attends meetings outside of the state of Arizona or on personal vacation, she will appoint a College Vice President to serve as acting President. This temporary appointment will be shared with the Board Chair as well as the President's Leadership team.

Supporting Evidence:

To comply with Executive Limitation 2.6, the President appointed an Acting President during her absences and the Executive Assistant notified the District Governing Board. Below are Presidential Continuity and Absences for 2015:

Notification Date	Acting President	Board member notified
2/9/2015	Stuart Blacklaw	All
3/6/2015	Stuart Blacklaw	All
3/20/2015	Clint Ewell	All
4/16/2015	Steve Walker	All
6/10/2015	Stuart Blacklaw	All
9/21/2015	Clint Ewell	All
10/6/2015	Clint Ewell	All
11/10/2015	Scott Farnsworth	All
11/17/2015	Scott Farnsworth	All
12/11/2015	Scott Farnsworth	All

President's Conclusion:
I report compliance

**Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.6 – Presidential Continuity and Absences**

Compilation - January 2016

Executive Limitation 2.6	Presidential Continuity and Absences The President shall not fail to appoint a College Vice President or designee to act in the President's place when the President is absent or unavailable and to communicate this information to the Board prior to the absence.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 1	NO 2
Comments: McCarver: The President regularly communicates planned absences to the Board and appoints a designee as the policy directs.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:54 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 8/27/2015

Item Type : Monitoring & Decision

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

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

Details : 3.1 Governing Focus and Style

The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:

- Outward vision rather than an internal preoccupation;
- Diversity in viewpoints;
- Strategic leadership derived from future rather than past or present thinking;
- Clear distinction of Board and staff roles;
- Collective rather than individual decisions; and
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.

More specifically, the Board:

3.1.1 Trustee Obligation

Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

3.1.1.1 Open Meeting Law

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

2. To avoid inadvertent violations of the Open Meeting Law:

- a) When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.
- b) To the extent that two Board members discuss Board business outside

of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.

3.1.2 Values and Perspectives

Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organization's values.

3.1.3 Member Expertise

Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.

3.1.4 Self-Evaluation

Shall monitor and regularly discuss the Board's own process and performance through:

- a) Regular monitoring by the full Board of its Governance Process and Board - President Linkage policies.
- b) Review of the Board's overall performance as a governing body.

Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.

3.1.5 Continuity

To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.

3.1.6 Hindrance

Shall not allow an officer, individual, or committee of the Board to hinder the fulfillment of his or her commitments.

Attachments :

Title	Created	Filename
3.1 Compilation.pdf	Jan 06, 2016	3.1 Compilation.pdf

District Governing Board Policy Review
Evaluation of Board Governance Process Policy
Compilation - January 2016

Governing Focus and Style 3.1	The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes: - Outward vision rather than an internal preoccupation; - Diversity in viewpoints; - Strategic leadership derived from future rather than past or present thinking; - Clear distinction of Board and staff roles; - Collective rather than individual decisions; and - Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. More specifically, the Board:	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 2
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: Filardo: The current process needs to be updated to incorporate routine reporting on progress made towards goals and objectives from the College's strategic plan as the tool by which future direction is managed and pursued. This reporting should be in the form of an evaluation against specific measures of accountability for each goal and objective. Sigafoos: The presentation has changed for the better with the policy clearly shown in full at the head. I think you could cut and paste the 3.1 section and place it at the end however for a better flow of ideas and evaluation. McCasland: I welcome more strategic discussions on the future of the college. We need to have more discussion on intended long-term impacts on the communities. McCarver: The board focuses on policy decisions, such as establishing and reviewing Ends, monitoring Ends and Executive Limitations, and creating Ownership Linkage plans and opportunities. Decisions are made in public session as a Board. Decisions are focused on long-term goals and plans rather than on administrative or operational matters.		
Trustee Obligation 3.1.1	Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:

McCasland: We are lacking in our civic trusteeship obligation to all the owners of our district. Verde Valley owners have legitimate concerns that are not being addressed.

McCarver: I am not aware of any violations of ARS.

**Open Meeting Law
3.1.1.1**

1. Board members will take legal action on matters only at a properly noticed Board meeting and only when the matters are specifically included on the agenda.
2. To avoid inadvertent violations of the Open Meeting Law:
a) When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.
b) To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO

Comments:

McCarver: The Board operates in public session using Open Meeting Law guidelines. I am not aware of any violations.

**Values and Perspectives
3.1.2**

Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organization's values.

Interpretation

Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 5	NO

Comments:

McCasland: Our end statements are too global with not enough focus on the specifics. It is my opinion that more information and definition of our values needs to be included.

McCarver: The Board has an established set of Ends, Executive Limitations, and Board Policies that are regularly monitored for compliance.

**Member Expertise
3.1.3**

Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.

Interpretation

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO

Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCasland: I would like to see this expanded to provide more definition.			
Self-Evaluation 3.1.4	Shall monitor and regularly discuss the Board's own process and performance through: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Does the data show accomplishment of the interpretation?		YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 4	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCasland: It appears that not all of the board members complete the monitoring reports. Comments on the monitoring reports are usually not addressed in future meetings. What is the process to provide more discussion of divergent opinions or requests? McCarver: The Board monitors its policies as part of our regular monthly meetings. We also conduct a quarterly evaluation of our meetings, and an annual evaluation of the Board's performance.			
Continuity 3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.		
Interpretation			
Is the interpretation reasonable?		YES 5	NO
Does the data show accomplishment of the interpretation?		YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?		YES 4	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: McCarver: New members received an extensive orientation with College administration and staff, and an external consultant. Board workshops were held to review Board Policy, to clarify the annual Budget process, and to review and revise the Board's Ends statements.			
Hindrance 3.1.6	Shall not allow an officer, individual, or committee of the Board to hinder the fulfillment of his or her commitments.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Does the data show accomplishment of the interpretation?		YES 4	NO

Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO 1
Is this policy still relevant or useful to the Board?	YES 5	NO
Comments: McCasland: Board meetings are not an open exchange of opinions or comments. Often Board members insult other members, individuals and committees of the Board. (This policy) needs to be readdressed and defined.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:59 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/27/2015

Item Type : Monitoring & Decision

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

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

Details : 3.7 Cost of Governance

Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.

Accordingly:

3.7.1 Budget

Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.

Attachments :

Title	Created	Filename
3.7 Compilation.pdf	Jan 06, 2016	3.7 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Policies
3.7 Cost of Governance**

Compilation - January 2016

Cost of Governance 3.7	Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity. Accordingly:	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 5	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Yes, but needs more definition of interpretation. The Board's budget is large and needs to be evaluated if all items are important to fund. What are the expectations of Board members when traveling on college business to learning opportunities? Is the cost worth the return? McCarver: The Board adopts its budget in April as part of the annual budget process.		
Budget 3.7.1	Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCarver: We review the Board's budget at our monthly DGB meetings. Expenditures are in line with our policy and college priorities.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 4:00 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/27/2015

Item Type : Heading

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

Description : BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:00 PM

Item No : 30

Proposed By : Patricia McCarver

Time Req : 45

Proposed : 8/27/2015

Item Type : Board Education

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

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

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

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2016. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 9, 2016 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Attachments :

Title	Created	Filename
Policy 3.3.2 Conflict of Interest.pdf	Jan 06, 2016	Policy 3.3.2 Conflict of Interest.pdf
Annual Conflict of Interest Form.pdf	Jan 06, 2016	Annual Conflict of Interest Form.pdf
OML and Conflict of Interest Presentation.pdf	Jan 06, 2016	OML and Conflict of Interest Presentation.pdf

Yavapai College Governing Board Conflict of Interest Policies

3.3.2 Conflict of Interest

Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.

3.3.2.1 Self-Dealing

There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.

3.3.2.2 Employment

Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.

3.3.2.3 Acceptance of Employment

Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.

3.3.2.4 Personal Gain

Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

3.3.2.5 Voting

When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.

3.3.2.6 Representing the College

As representatives of the College, Board members shall act with honesty, integrity and openness in all dealings, internal and external, and if new knowledge is received after the board makes a decision, the President and the Chair shall be informed. Each Board member shall ensure that the organization promotes a working environment that values respect, fairness, and integrity.

3.3.2.7 Conflict of Interest Agreement

Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year.

Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

**YAVAPAI COMMUNITY COLLEGE DISTRICT
DISCLOSURE OF SUBSTANTIAL INTEREST FORM
(Conflict of Interest - Annual)**

State law requires you to disclose any substantial interest you or your relatives have in any Yavapai College vote, decision, contract, sale or purchase. See the attached guidelines for definitions and an explanation of the law governing conflict of interest. Members of the Yavapai College Governing Board must complete and submit this form promptly when a situation arises or may arise that requires disclosure. In addition, Board members will be asked to complete this form at least once annually, as required by Board Policy 3.3. This form shall be kept in a file maintained by the College and which shall be open to the public.

Identify any business or activity in which you have or may have a substantial interest (indicate if sole owner, partner, relative of owner/partner). Please attach a separate piece of paper if you have more than one business or activity to disclose.

Business name: _____ Phone: _____

Address: _____

Business Tax ID#: _____

Provide a full description of the type of substantial interest:

Describe any current or future Board or College action or decision that may affect the interest described above or that could potentially cause a conflict of interest to arise:

If you or a relative has financial or ownership interest in a Yavapai College matter, you understand that you may not vote upon or participate in any manner in such matter.

No conflict of interest exists for me at this time.

I hereby certify that the information provided herein is true and correct to the best of my knowledge and belief.

Signature

Date: _____

Print Name

Open Meeting Law Refresher and Conflict Of Interest Training



**LYNNE C. ADAMS
OSBORN MALEDON**



Yavapai College Governing Board
January 12, 2016



OPEN MEETING LAW

Open Meeting Law Basics



- The board may discuss College business only in a public meeting that has been properly noticed.
- Meeting only occurs if
 - there is a quorum **and**
 - the quorum engages in discussion, action or deliberation about a matter that has, will or may come before the board.
- Meeting does not require physical presence.

Quorum Discussions



- The Glendale City Council was accused by Glendale Mayor of violating law by having four members (of seven total) discuss their support of an agreement with the Coyotes.
 - Brief meeting (by phone) of two Council members.
 - Next day, one of the members sent an email to a third Council member that said, “Sammy [fourth Council member] is already on board as he was with us last night. . . . [P]lease delete this email after you’ve read it.”
- Did four members of the Council meet and discuss Council business? If so, violation of Open Meeting Law.

Quorum Discussions



- In response to complaint, the two members at the meeting said that they did not discuss substance of an agreement, only timing of decision.
- Third and fourth members of Council said that they did not participate in the meeting.
- One of those members said that he had never told anyone that he would support the agreement.
- **AG (after two years!): No violation of Open Meeting Law**
 - No quorum at meeting.
 - No sequential sharing of opinions.

Public Access to Meetings



- Complaint filed against Central Arizona College in connection with their truth in taxation meeting.
 - Allegation was based on meeting being held in room that did not accommodate all members of the public in attendance.
 - Only 80 seats available, and many taken by CAC employees.
 - All members of public were allowed to address the CAC governing board, whether they were in the meeting room or not.

Public Access to Meetings



- CAC said that it had no warning that the meeting would be better attended than previous meetings and that it added 30 seats more than usual.
- Members of the public could hear the proceedings, even if they did not have a seat in the room.
- Public was allowed to be in room to speak to the board whether they had a seat or not.
- **AG: No violation of Open Meeting Law.**

Public Access to Meetings



- Security Guard was fired by SRP for asking an individual to leave a public meeting.
- Individual was a customer who has been complaining about SRP policy.
 - But, he did not disrupt the meeting.
 - He did need an escort (the security guard) because the meetings take place in the same area as private offices.
- Security guard acted on his own; no board direction or action.

Public Participation



- The public has a right to
 - Attend
 - Listen
 - Videotape
 - Tape record
- The public does not have a right to
 - Speak
 - Disrupt

Executive Session Discussions



- The seven permissible purposes:
 - Certain personnel matters
 - Review of confidential records
 - Legal advice from lawyer
 - Litigation, contracts, settlements
 - Employee benefits
 - International, interstate or tribal negotiations
 - Purchase, sale or lease of real property

Executive Session Discussions



- Executive session discussions must be strictly limited only to allowed issues.
- Cannot use to discuss issues that are embarrassing or uncomfortable.
- Agenda must state there will be an executive session and provide statutory basis and enough information to notify public but not breach confidentiality.

Executive Session Discussions



- Maricopa County Board of Supervisors subject to scrutiny and negative press because of executive session behavior.
- Went into executive session to seek legal advice about whether to join a motion filed by Sheriff Joe Arpaio in a profiling lawsuit.
- Came out of executive session and would not provide any description—even a general one—about what it was voting on.
 - “Read between the lines.”

Email Among Board Members



- A quorum of board members may not exchange email messages that involve discussions, deliberations or taking legal action about a matter that has, will or may come before the board.
- This will be considered a “meeting” held via email for Open Meeting Law purposes.
- Serial email communications can cause problems if they are eventually sent to a quorum, just as with verbal serial communications.

Email Among Board Members



- A board member may not send an email to a quorum of board members that proposes legal action even if there is no exchange of messages.
- A one-way communication can be enough to constitute a “meeting” if there is a proposal of action for the Board to take about a matter that has, will or may come before the board.

Traditional and Social Media



- Newspaper: Anyone can read statements made to a reporter.
- Twitter: Anyone can follow you, so no concerns about excluding public.
- Facebook: Only “friends” can follow you, so potential problems with communicating with other board members.
- Texting: Some board members have been caught texting during meeting.
 - No evidence that they were texting other board members, but questions raised by public.
 - Similar to passing notes to other board members. Ok if just to one board member, but never looks good.



CONFLICTS OF INTEREST

Conflict of Interest Laws



- Laws are designed to keep public officials from using their positions to advance personal interests.
- Business interests of relatives – broadly defined – are included within the scope of the law.
- Very high standard; courts have not been sympathetic to an “I didn’t know” defense.

Board Policy



- Board policy requires board members to refrain from participating in or attempting to influence the vote about any matter in which they have or “appear” to have a conflict.
- Board members “shall act with honesty, integrity and openness” to promote “a working environment that values respect, fairness and integrity.”

Conflict of Interest Flowchart



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

If yes, then ask

Is the interest a money or property interest?

If yes, then ask

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

If yes, you have a conflict of interest

Duty to Disclose Conflict



- Best practice is to talk to the Board's lawyer *before* an issue on the agenda comes up for discussion
- If you have a conflict of interest in a matter on the agenda, you **must**
 - Not discuss the matter with any other board member,
 - Not vote on the matter, and
 - Indicate in writing that you have a conflict.

Annual Conflict Disclosure



- Board Policy requires each board member to complete a conflict of interest form at least once per year.
- The form helps the board to identify potential conflicts that may arise.
- If a board member or spouse changes jobs/has new personal circumstances during the year, the board member should update his or her conflict of interest form.

Questions?



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

Presenter : Patricia McCarver

Start Time : 4:45 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/27/2015

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:45 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/15/2015

Item Type : Decision Item

Policy No.	Description	Ref No
3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.	560669

Description : Planning of February 2016 District Governing Board Budget Workshop - DISCUSSION AND/OR DECISION

Details : Board members will discuss the planning of the February 2016 District Governing Board Budget Workshop:

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 4:50 PM

Item No : 33

Time Req : 5

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	560681

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Arizona Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

Details : Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafos
Association of Community Colleges Trustees (ACCT) - Mr. Ray Sigafos
Verde Valley Board Advisory Committee (VVBAC) - Mr. Al Filardo
Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 4:55 PM

Item No : 34

Time Req : 0

Item Type : Heading

Policy No.	Description	Ref No
3.4	<p>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.</p>	558881

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 4:55 PM
Time Req : 5
Item Type : Information Item

Item No : 35

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671

Description : Correspondence to the Board - RECEIPT AND/OR DISCUSSION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/27/2015

Start Time : 5:00 PM
Time Req : 5
Item Type : Decision Item

Item No : 36

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

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

Details : The Board will review proposed meetings, dates, times, and locations for Fiscal Year 2015-2016 District Governing Board meetings.

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Dec 09, 2015	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Dec 09, 2015	FY16-17- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2015-2016

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2015 – NO BOARD MEETING	
Regular Board Meeting	August 10, 2015, Monday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	August 31, 2015, Monday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 1, 2015, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 6, 2015, Tuesday, 1:00 p.m. Location: CTEC – Room 181
Regular Board Meeting	November 9, 2015, Monday, 1:00 p.m. Location: Chino Valley Agribusiness Center-Rm 120/121
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Bldg 3 Multi-Purpose Room
Regular Board Meeting	January 12, 2016, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Board Budget Workshop	February 9, 2016, Tuesday, 9:00 a.m. Location: Prescott Campus – Room 32-119
Regular Board Meeting	February 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 1, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 19, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting	May 10, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 14, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2016 – NO BOARD MEETING	

September 1, 2015 and October 6, 2015 (First Tuesday of the Month) changed due to scheduling conflicts

*March 1, 2016 (First Tuesday of the Month) changed due to Spring Break scheduled for March 7–11, 2016

DATES AND PLACES OF EVENTS – FY 2015-2016

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
CTEC Tour	October 6, 2015, Tuesday, 4:30 p.m. Location: CTEC
CTEC Open House	October 10, 2015, Saturday, 10:00 a.m. Location: CTEC
Association of Community College Trustees (ACCT) Leadership Congress	October 13 – October 17, 2015 Location: San Diego, CA
Sculpture Garden Dedication	November 4, 2015, Wednesday – 2:00 p.m. – Prescott Campus
Northern Arizona Regional Training Academy (NARTA) Commencement	December 3, 2015, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2015, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 6, 2016, Friday, x:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 26, 2016, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2016-2017

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2016 – NO BOARD MEETING	
Regular Board Meeting	August 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	August TBD, 2016, 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 13, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 11, 2016, Tuesday, 1:00 p.m. Location: CTEC - Room 181
Regular Board Meeting	November 8, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting	December 13, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 10, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Annual Board Retreat	February 2017 – TBD Location: Prescott Campus – Rock House
Regular Board Meeting	February 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 14, 2017, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 11, 2017, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm120/121
Regular Board Meeting	May 9, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 13, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

*Spring Break **March 5-11, 2017**

Presenter : Patricia McCarver

Start Time : 5:05 PM

Item No : 37

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/27/2015

Item Type : Procedure Item

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

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments