



**Regular Board Meeting  
Agenda Summary  
Tuesday, August 06, 2013  
1:00 PM**

Career and Technical Education Center (CTEC)  
220 Ruger Road  
Prescott, AZ 86301

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	457068
2	Call to Order - PROCEDURAL	0	1:00 PM	457069
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	457070
4	Welcome and Recognition of Guests and Staff - PROCEDURAL	1	1:01 PM	457071
5	Approval of June 11, 2013 District Governing Board Budget Public Hearing; Budget Adoption; Executive Session; and Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:02 PM	457072
6	Adoption of Agenda - DECISION	5	1:05 PM	457073
7	Open Call - PROCEDURAL	5	1:10 PM	457074
8	CONSENT AGENDA - HEADING	0	1:15 PM	457971
9	Receipt of Report on Revenues and Expenditures - Month of June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:15 PM	457973
10	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:16 PM	457076

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:17 PM	457077
12	Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - RECEIPT, DISCUSSION, AND/OR DECISION	5	1:18 PM	457083
13	Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION	2	1:23 PM	459172
14	INFORMATION - HEADING	0	1:25 PM	457403
15	Information from the President RE: Welcome Barbara Wing, Interim VP for Instruction and Student Services; Update on Search for VP for Instruction and Student Services; Yavapai Combined Trust; Capital Improvement; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:25 PM	457404
16	Information from Instruction and Student Services to Include: Faculty Senate and Career and Technical Education Center Updates - INFORMATION AND/OR DISCUSSION	20	1:40 PM	457406
17	Update on Campus Master Plan - INFORMATION AND/OR DISCUSSION	5	2:00 PM	459648
18	SHORT RECESS - PROCEDURAL	10	2:05 PM	458066
19	MONITORING REPORTS - HEADING	0	2:15 PM	457075
20	Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION	5	2:15 PM	457087
21	BOARD EDUCATION / STRATEGIC PLANNING - HEADING	0	2:20 PM	457974
22	Information from the International Policy Governance Association (IPGA) Conference - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:20 PM	457975
23	Discussion and Plan the Board Retreat - DISCUSSION AND/OR DECISION	10	2:30 PM	457976
24	OWNERSHIP LINKAGE - HEADING	0	2:40 PM	457977
25	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:40 PM	457978
26	OTHER INFORMATION - HEADING	0	2:45 PM	457979
27	Correspondence to the Board - RECEIPT	5	2:45 PM	457980
28	Board Meeting Evaluation (quarterly) - PROCEDURAL	5	2:50 PM	457981
29	Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION	5	2:55 PM	459383
30	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:00 PM	458065

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/12/2013

**Item Type :** Heading

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

**Description :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/12/2013

**Item Type :** Procedure Item

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

**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/12/2013

**Item Type :** Procedure Item

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

**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/12/2013

**Item Type :** Procedure Item

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

**Description :** Welcome and Recognition of Guests and Staff - PROCEDURAL

**Details :** Chair Sigafoos will welcome all guests and staff.

The Board will also welcome Prescott Fire Chief Dan Fraijo and acknowledge his leadership during the Doce and Yarnell Hill fires.

Dr. Wills will report on Yavapai College's role in assisting with the evacuations of the Doce and Yarnell Hill fires.

- Evacuation site for people and small pets.
- Granite Mountain Hotshots Scholarship Fund

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 6/12/2013

**Item Type :** Discussion

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

**Description :** Approval of June 11, 2013 District Governing Board Budget Public Hearing; Budget Adoption; Executive Session; and Regular Meeting Minutes - DISCUSSION AND DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the June 11, 2013 District Governing Board Budget Public Hearing; Budget Adoption; Executive Session; and Regular Board meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decision approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

**Attachments :**

Title	Created	Filename
Unapproved Budget Public Hearing 6-11-13.pdf	Jul 25, 2013	Unapproved Budget Public Hearing 6-11-13.pdf
Unapproved Budget adoption 6-11-13.pdf	Jul 25, 2013	Unapproved Budget adoption 6-11-13.pdf
Unapproved Regular Meeting 6-11-13.pdf	Jul 25, 2013	Unapproved Regular Meeting 6-11-13.pdf



Yavapai College District Governing Board

Special Board Meeting
Budget Public Hearing
Unapproved Minutes
Tuesday, June 11, 2013
1:00 PM

Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301

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

Members Present:

- Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Mr. Robert Oliphant, Board Member – arrived at 1:02 p.m.
Dr. Patricia McCarver, Chair/Secretary
Dr. Dale Fitzner, Board Member

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

1. CALL TO ORDER - PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 12:59 p.m.

2. FY 2013-2014 Yavapai County Community College District Budget Overview – INFORMATION

Dr. Clint Ewell, Vice President for Finance and Administration Services, presented the 2013-2014 Budget Overview which included (reference pg. 3 – 24):

- Annual budget process
- Budget by Ends Statements
- New Arizona State Budget Reporting
- Summary of Budget
- Total budget is lower than the 2009 budget
- Capital budget increase is a result of the new resident halls construction
- Restricted fund is a pass through of federal monies for student needs
- Revenues:
- Property tax - no change in exiting levy – increase is a result of new reconstruction
- Tuition & fees - increase of 4%
- State appropriation - decrease
- Expenses - Staff/Employees compensation increase
- Operating Efficiency - reduced operating costs by 28% on a national comparison over 6 years
- Fiscal Stewardship

3. Public Comment – INFORMATION

No requests to address the Board.

4. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Special meeting adjourned at 1:15 p.m.

Respectfully submitted:

/S/
Karen Jones, Recording Secretary

Date: August 6, 2013

/S/
Mr. Ray Sigafoos, Chair

/S/
Dr. Patricia McCarver, Secretary



Yavapai College District Governing Board

Special Board Meeting
Budget Adoption
Unapproved Minutes
Tuesday, June 11, 2013
1:25 PM

Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301

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Members Present:

- Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Mr. Robert Oliphant, Board Member
Dr. Patricia McCarver, Chair/Secretary
Dr. Dale Fitzner, Board Member

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

1. CALL TO ORDER - PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:16 p.m.

2. Roll Call to Adopt FY 2013-2014 Yavapai County Community College District Budget as Proposed at the Budget Public Hearing – DISCUSSION AND/OR DECISION

The Secretary took a roll call vote:

- Dr. Dale Fitzner – Yes
Mr. Herald Harrington - Yes
Dr. Patricia McCarver – Yes
Mr. Robert Oliphant – No
Mr. Ray Sigafoos – Yes

Mr. Harrington moved, seconded by Dr. Fitzner, to adopt the FY 2013-2014 Yavapai County Community College District Budget as proposed at the Budget Public Hearing. Motion carried 4 yes votes and 1 No vote.

3. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Special meeting adjourned at 1:20 p.m.

Respectfully submitted:

/S/
Karen Jones, Recording Secretary

Date: August 6, 2013

/S/
Mr. Ray Sigafoos, Chair

/S/
Dr. Patricia McCarver, Secretary

Statement of Budget Adoption is attached and is on file in the District Office, the Office of the Vice President of Finance and Administrative Services and with the State of Arizona Auditor General's Office.



## Yavapai College District Governing Board

### Regular Board Meeting Unapproved Minutes of Regular Meeting

Tuesday, June 11, 2013

1:00 PM

Prescott Campus  
1100 E. Sheldon Street  
Prescott, AZ 86301

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#### **Members Present:**

Mr. Ray Sigafoos, Chair  
Mr. Herald Harrington, Board Spokesperson  
Mr. Robert Oliphant, Board Member

Dr. Patricia McCarver, Chair/Secretary  
Dr. Dale Fitzner, Board Member

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

#### **1. CALL TO ORDER - HEADING**

##### **2. Call to Order – PROCEDURAL**

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:20 p.m.

##### **3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Dr. Fitzner.

##### **4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff.

##### **5. Approval of May 14, 2013, District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION**

**Dr. McCarver moved, seconded by Mr. Harrington, to approve the May 14, 2013 Regular District Governing Board Minutes. Motion carried unanimously.**

##### **6. Adoption of Agenda – DECISION**

**Mr. Harrington moved, seconded by Dr. Fitzner, to adopt the agenda as presented. Motion carried unanimously.**

##### **7. Open Call - PROCEDURAL**

No requests to speak were received.

##### **8. CONSENT AGENDA – HEADING**

**9. Receipt of Report on Revenues and Expenditures – May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 9 - 17)

**10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 19 - 20)

**11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 22- 23)

**12. Approval of Public School Dual Enrollment Intergovernmental Agreement between Yavapai College and Yavapai Accommodation School District- RECEIPT, DISCUSSION, AND/OR DECISION**  
Item #12 was pulled from the Consent Agenda and discussed under the Regular Agenda.

**Dr. McCarver moved, seconded by Dr. Fitzner to approve the Consent Agenda as written with the exception and removal of item #12. Motion carried unanimously.**

**12. Approval of Public School Dual Enrollment Intergovernmental Agreement between Yavapai College and Yavapai Accommodation School District - RECEIPT, DISCUSSION, AND/OR DECISION**

(refer to Board packet, pgs. 25 - 40)

Item #12 was pulled from the Consent Agenda and discussed under the Regular Agenda. The Board requested that the opinion of Legal Counsel from District Governing Board April 16, 2013, regarding retro-active date be incorporated into the approval of this agreement.

**Mr. Oliphant moved, seconded by Dr. McCarver, to approve the Dual Enrollment Intergovernmental Agreement. Motion carried unanimously.**

**13. INFORMATION - HEADING**

**14. Information from the President RE: Nomination of Association of Community College Trustee's (ACCT) Equity Award; Recognition of Dr. Gillespie; Economic Development Update; Institutional Scholarship Update; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 42 - 55)

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

- Presentation of a certificate of Nomination for the Association of Community College Trustee's Equity Award to Dr. Fitzner.
- Recognition of Dr. Greg Gillespie, Vice President for Instruction and Student Services and his contributions to Yavapai College. Dr. Gillespie has accepted the Presidency of Ventura Community College as of July 2013.
- Economic Development Update - Steve Walker, Vice President for College Development and Foundation, updated the Board on the new Regional Economic Development Division (REDD), including hiring a director, replacing the Director of the Small Business Development Center (SBDC) , Business Incubator study, and continuing partnership with the Prescott and Verde economic development associations.
- Institutional Scholarship Update - Steve Walker, Vice President for College Development and Foundation, provided a handout "YC Foundation Scholarships Awarded."
- College Highlights - May 2013 - Attached - Information Only
- Capital Improvement - May 2013 - Attached - Information Only. Dr. Wills included a handout of the new electronic sign for the Prescott Campus and information regarding signage for other campuses.
- Other Related Issues – Dr. Wills notified the Board that Barbara Wing will be the interim Vice President for Instruction and Student Services, and Cizek & Associates will be the consultant leading the search for a new Vice President.

**15. Information from Instruction and Student Services to Include: Health and Sciences Division Update - June 2013- INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 57 - 65)

Scott Farnsworth, Dean of Health and Sciences Division, updated the Board on division activities.

**16. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:00 p.m.; reconvened at 2:11 p.m.

**17. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING**

**18. Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION** (refer to packet pgs. 68 – 76)

In accordance with the District Governing Board Annual Calendar, Lynne Adams, District Governing Board Legal Counsel, presented and discussed with the Board recent legislative changes to the statutes that govern community colleges and their boards.

- Public Resources and Elections - Forum or debate, Rental of college facility, and Influencing the outcome of an election.
- Medical Marijuana Research
- Fingerprint Clearance Card
- Boxing Commission and Mixed Martial Arts
- Public Libraries and Privacy

**19. Review of Arizona Revised Statute §41-725 Comprehensive database of receipts and expenditures of state monies; local reporting; definition – DISCUSSION**

Dr. Clint Ewell, Vice President for Finance and Administrative Services, addressed the Board's compliance with A.R.S. §41-725. He informed the Board that Yavapai College is in compliance through our posting of the Yavapai College's Comprehensive Annual Financial Report (CAFR) and the majority of the Community Colleges in Arizona utilize their CAFR to comply with the statute. Yavapai College has considered creating a database to be available to the public, but waiting for more cost analysis

before committing the college's resources. The Board suggested the College investigate partnering with other Arizona Community Colleges to build and control a database to meet compliance.

**20. Planning of September 9, 2013 District Governing Board Retreat - DISCUSSION AND/OR DECISION**

- Board members discussed the planning of the September 9, 2013 District Governing Board Retreat;
- Date/Time/Location – Monday, September 9<sup>th</sup>, 10:00 a.m. to 4:00 p.m. on the Prescott Campus, and Tuesday, September 10<sup>th</sup>, lunch meeting 10:30 a.m. to 12:30 p.m. on the Verde Valley Campus.
  - Facilitators – Linda Buchanan, Development Officer & Legacy Liaison, and Mike Lange, Director of Marketing
  - Topics – Ownership Linkage process and plans for next year, including the Outreach program.

**21. MONITORING REPORTS - HEADING**

**22. Receipt of President's Monitoring Report – Executive Limitation 2.3 – Financial Management – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 82 - 84)

All Board members agreed reasonable interpretation, sufficient evidence and compliance with no comments.

**Dr. Fitzner moved, seconded by Dr. McCarver, that he has read the President's Monitoring Report regarding Policy 2.3, he believes that the interpretation of the policy provided is reasonable, and he believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, he moved that the Board accept the Monitoring Report for Policy 2.3. Motion carried unanimously.**

**23. OWNERSHIP LINKAGE - HEADING**

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

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported that the AADGB has elected a new Chair and the combined summit with the ACCPC has been postponed.
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner – No new information
- Yavapai College Foundation - Dr. Patricia McCarver - No new information

**25. OTHER INFORMATION – HEADING**

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

Board Correspondence included: Soccer Schedule, OLLI Summer Schedule, NAU Graduation material, anonymous letter from an employee, email exchange between Mr. Oliphant and former employee RE: YC Foundation - Performing Arts Charitable Endowment (PACE) fund activities, and audit results demonstrating no YCF financial misconduct from Dr. Clint Ewell, Vice President for Finance and Administrative Services.

**27. Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION**

(refer to Board packet, pgs. 88)

The Board discussed the Proposed Dates and Places of Future Meetings for 2013 - attached

- Date changed for the August, 2013 Regular District Governing Board Meeting from the 13th to the 6th
- Added date and location of the September 9, 2013 District Governing Board Retreat
- Change of location for the September 10, 2013 Regular District Governing Board Meeting
- Change of location for the October 8, 2013 Regular District Governing Board Meeting
- Change of location for the November 12, 2013 Regular District Governing Board Meeting
- Confirmed December Commencement dates

**28. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation and Compensation – PROCEDURAL**

Pursuant to A.R.S. §38-431.03(A) (1), Review and consideration of President Wills' annual evaluation and compensation (the employee was notified in writing).

**Mr. Harrington moved, seconded by Dr. McCarver, to convene into Executive Session – Pursuant to A.R.S. §38-431.03 (A)(1), Review of President's Annual Evaluation and Compensation. Motion carried unanimously.**

Executive Session convened at 3:11 p.m.

Regular session reconvened at 4:31 p.m.

**29. Convene in Public Session with Possible Action RE: President's Evaluation and Compensation as a Result of Executive Session – DECISION**

Summary of Board comments regarding Dr. Wills' evaluation and compensation:





**Presenter :** Ray Sigafoos

**Start Time :** 1:15 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/20/2013

**Item Type :** Heading

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"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

**Description :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:15 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/20/2013

**Item Type :** Consent Item

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

**Description :** Receipt of Report on Revenues and Expenditures - Month of June 2013 - 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 financial indicators.

The report of Revenues and Expenditures for the twelve months of FY 2012-2013 ending June 2013 is attached. Expenditures are reported on the accrual basis of accounting.

Note: Consistent with prior years, pre-closing and unaudited June financials are presented at the August Board meeting. Due to the new fiscal year just beginning, July financials will not be presented. August financials will be presented in September.

**Attachments :**

Title	Created	Filename
Copy of YCFS June 2013 - Governing Board Budget Report.pdf	Aug 01, 2013	Copy of YCFS June 2013 - Governing Board Budget Report.pdf
Financial Update - June 2013 in Aug.pdf	Aug 01, 2013	Financial Update - June 2013 in Aug.pdf
Revenues__Expenditures_Cover_Sheet_June 2013 in August.pdf	Aug 01, 2013	Revenues__Expenditures_Cover_Sheet_June 2013 in August.pdf
Copy of YCFS June 2013_Summary_C.pdf	Aug 01, 2013	Copy of YCFS June 2013_Summary_C.pdf

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

**For the Twelve Months Ended June 30, 2013 - Pre-closing and Unaudited  
Fiscal Year 2012-2013**

**District Governing Board**

**Fiscal Year 2012-13 Appropriation:**

**\$ 183,027**

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 38,238	\$ -	\$ 38,238
AZ Assoc. of District Governing Boards	Membership Dues	1,000	-	1,000
Assoc. of Community College Trustees	Membership Dues	5,306	-	5,306
Assoc. of Community College Trustees	Conference Fees	3,227	-	3,227
Arizona Town Hall	Membership Dues	2,500	-	2,500
Bob Oliphant	Travel	2,200	-	2,200
Dale Fitzner	Travel	5,224	-	5,224
Herbert J. Paine	Consulting Services	3,800	-	3,800
Karen Jones	Travel	4,111	-	4,111
Marilyn Yetter	Travel	2,118	-	2,118
Osborn Maledon PA	Attorneys	44,155	-	44,155
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Patricia McCarver	Travel	2,377	-	2,377
Penelope Wills	Travel	2,742	-	2,742
Roswell Bookbinding	Board Minutes	579	-	579
Ray Sigafoos	Travel	2,525	-	2,525
Sodexo Inc.	Food Supplies	1,588	-	1,588
Steve Walker	Travel	2,380	-	2,380
Supplies/Other	Various Vendors	1,995	-	1,995
Thee Place	Food Supplies	1,109	-	1,109
Yavapai Broadcasting	Board Meetings	2,500	-	2,500
YC Printing Services	Printing	1,611	-	1,611
				<u>149,785</u>
<b>Remaining Budget - June 30, 2013</b>				<b><u>\$ 33,242</u></b>

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

## **YAVAPAI COLLEGE**

### **FINANCIAL UPDATE**

June 2013

#### **FY2012-2013 Close and Audit**

- The year-end close for FY2012-2013 is planned for September 2013.
- The auditors will begin their field work in October 2013. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2013 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 FY2012-2013 will be presented to the Board at the February 2014 meeting

#### **FY 2012-2013 Budget**

##### General Fund

- Property taxes are above budget due to unusually higher delinquent property tax collections. This is likely due to the high number of foreclosure sales and strong property tax lien sales made during the fiscal year.
- Tuition and fees is above budget by approximately 3.1% for the fiscal year. This is mainly due to growth in the fixed wing aviation program.
- Expenditures are below budget primarily due to unspent contingency budgets, a “healthcare premium” holiday in December, vacancy savings and lower adjunct faculty expense.

##### Auxiliary Fund

- The Performing Arts Center has a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Food Service has a larger loss than expected due to lower occupancy in the residence halls which affected meal plan revenues and costs.
- The Family Enrichment Center has a smaller net loss than projected due to vacancy savings.

##### Unexpended Plant Fund

- The Unexpended Plant Fund currently has a small surplus.

**DATE** August 6, 2013

**SUBJECT**

Acceptance of Report of Revenues and Expenditures

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board reviews the College financial report.

**BACKGROUND INFORMATION**

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

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

The General Fund gross revenues exceed projections at 102.1% of budget. Tuition and fees revenues are 103.1% of budget due to growth in the fixed wing aviation program. State aid for the fourth quarter of the fiscal year was received in April 2013. General Fund expenditures represent 92.6% of the budget through twelve months. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,682,000.

Total General Fund revenues are expected to be above budget by about \$789,000. This is mainly due to higher delinquent property tax collections and higher tuition and fees from growth in the fixed wing aviation program. General Fund expenditures are projected to be under budget by approximately \$2,287,000. This is a result of several factors including vacancy savings, lower adjunct faculty expense, a "healthcare premium" holiday in December, unspent contingency funds and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other student-related support activities such as scholarships and athletics. The presentation is separated into two sections consistent with the annual adopted budget. The first area presented is for those enterprise activities which are meant to be self-sufficient. Currently, those activities are in a deficit position as budgeted. The actual deficit is 12.6% less than the budgeted deficit. The second presentation is for those areas supported by General fund tuition and fees. Currently, those activities are in a surplus position.

Unexpended Plant Fund revenues represented 99.4% of budget through twelve months and exceed the Unexpended Plant Fund expenditures by \$277,000.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2013 - Pre-closing and Unaudited**

**Fiscal Year 2012-2013**

**SUMMARY - ALL FUNDS**

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
General Fund	\$ 39,737,828				\$ 39,737,828	\$ 38,925,600	102.1%
Restricted Fund	14,048,454				14,048,454	13,230,000	106.2%
Auxiliary Fund	5,936,108				5,936,108	5,541,000	107.1%
Unexpended Plant Fund	14,623,001				14,623,001	14,712,400	99.4%
Debt Service Fund	5,279,382				5,279,382	5,200,000	101.5%
<b>TOTALS</b>	<u>79,624,773</u>				<u>79,624,773</u>	<u>77,609,000</u>	<u>102.6%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 36,056,280	\$ -	\$ -	\$ 36,056,280	\$ 38,925,600	92.6%
Restricted Fund		14,048,454	-	-	14,048,454	13,230,000	106.2%
Auxiliary Fund		5,576,805	-	-	5,576,805	5,541,000	100.6%
Unexpended Plant Fund		14,345,764	-	-	14,345,764	14,712,400	97.5%
Debt Service Fund		5,195,300	-	-	5,195,300	5,200,000	99.9%
<b>TOTALS</b>		<u>75,222,603</u>	<u>-</u>	<u>-</u>	<u>75,222,603</u>	<u>77,609,000</u>	<u>96.9%</u>
<b>SURPLUS/(DEFICIT)</b>					<u>4,402,170</u>	<u>-</u>	

**COMMENTS:**

Through the twelfth month, 96.9% of budget has been committed (excluding labor encumbrances) compared to 102.6% of revenues received.

The Budget currently has a surplus of \$4,402,170.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2013 - Pre-closing and Unaudited**

**Fiscal Year 2012-2013**

**RESTRICTED FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Federal Grants and Contracts	\$ 12,291,889				\$ 12,291,889	\$ 12,170,000	101.0%
State Grants and Contracts	131,827				131,827	180,000	73.2%
Private Gifts, Grants and Contracts	276,506				276,506	350,000	79.0%
Proposition 301 Funds	533,514				533,514	530,000	100.7%
Reimbursement Due	814,718				814,718	N/A	N/A
<b>TOTAL REVENUES</b>	<b>14,048,454</b>				<b>14,048,454</b>	<b>13,230,000</b>	<b>106.2%</b>
		<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>
<b>EXPENDITURES (note 1):</b>							
Instruction		\$ 2,198,848	\$ -	\$ -	\$ 2,198,848	\$ 1,754,000	125.4%
Student Services		1,141,204	-	-	1,141,204	1,245,000	91.7%
Scholarships		10,586,687	-	-	10,586,687	10,110,000	104.7%
Public Service		121,715	-	-	121,715	121,000	100.6%
<b>TOTAL EXPENDITURES</b>		<b>14,048,454</b>	<b>-</b>	<b>-</b>	<b>14,048,454</b>	<b>13,230,000</b>	<b>106.2%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ -</b>		

**COMMENTS:**

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

Instruction expenditures above budget due to the Linesman grant that was awarded during the current fiscal year. This is a new grant for the college.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Twelve Months Ending June 30, 2013 - Pre-closing and Unaudited

Fiscal Year 2012-2013

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	<u>Expenditures (note 1)</u>						Budgeted Profit / (Loss)
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Year-to-date Profit/(Loss)	
<b>AUXILIARY ENTERPRISES</b>							
Residence Halls	\$ 902,293	\$ 972,486	\$ -	\$ -	\$ 972,486	\$ (70,193)	\$ (37,000)
Food Service	39,836	148,330	-	-	148,330	(108,494)	(87,000)
Vending	29,286	-	-	-	-	29,286	25,000
Bookstore	216,100	25,848	-	-	25,848	190,252	174,000
Performing Arts Center	518,502	1,061,302	-	-	1,061,302	(542,800)	(649,000)
Edventures	174,818	192,078	-	-	192,078	(17,260)	(8,000)
Family Enrichment Center	524,149	707,023	-	-	707,023	(182,874)	(249,000)
Custom Training Solutions	47,243	132,021	-	-	132,021	(84,778)	(69,000)
<b>TOTAL ENTERPRISES</b>	<b>2,452,227</b>	<b>3,239,088</b>	<b>-</b>	<b>-</b>	<b>3,239,088</b>	<b>(786,861)</b>	<b>(900,000)</b>

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues				Total Revenues	Budget	Percent of Budget
<b>REVENUES:</b>							
Other Revenues	\$ 421,495				\$ 421,495	\$ 155,000	271.9%
Private Gifts	293,813				293,813	323,000	91.0%
General Fund Transfer In	2,768,573				2,768,573	2,765,000	100.1%
<b>TOTAL REVENUES</b>	<b>3,483,881</b>				<b>3,483,881</b>	<b>3,243,000</b>	<b>107.4%</b>
<b>EXPENDITURES (note 1):</b>							
Athletics		\$ 1,068,278	\$ -	\$ -	\$ 1,068,278	\$ 1,027,000	104.0%
Scholarships and Grants		708,096	-	-	708,096	740,000	95.7%
Public Service		94,184	-	-	94,184	95,000	99.1%
Other		467,159	-	-	467,159	381,000	122.6%
Contingency		-	-	-	-	100,000	0.0%
<b>TOTAL EXPENDITURES</b>		<b>2,337,717</b>	<b>-</b>	<b>-</b>	<b>2,337,717</b>	<b>2,343,000</b>	<b>99.8%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>1,146,164</b>	<b>900,000</b>	
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>					<b>(786,861)</b>	<b>(900,000)</b>	
<b>TOTAL AUXILIARY FUND</b>					<b>359,303</b>	<b>-</b>	

Comments:

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2013 - Pre-closing and Unaudited**

**Fiscal Year 2012-2013**

**UNEXPENDED PLANT FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 10,510,419				\$ 10,510,419	\$ 10,514,600	100.0%
Master Plan Proceeds	118,912				118,912	200,000	59.5%
Yavapai College Foundation Donation	169,195				169,195	175,000	96.7%
Investment Income	16,675				16,675	15,000	111.2%
Fund Balance Applied to Budget	1,607,800				1,607,800	1,607,800	100.0%
General Fund Transfer In	2,200,000				2,200,000	2,200,000	100.0%
<b>TOTAL REVENUES</b>	<b>14,623,001</b>				<b>14,623,001</b>	<b>14,712,400</b>	<b>99.4%</b>
		<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>
<b>EXPENDITURES (note 1):</b>							
Buildings - Unplanned Maintenance		\$ 320,834	\$ -	\$ -	\$ 320,834	\$ 250,000	128.3%
Capital Improvement Projects		10,866,946	-	-	10,866,946	10,273,000	105.8%
Capital Improvements - Future Projects		-	-	-	-	816,000	0.0%
Master Plan Projects		118,912	-	-	118,912	200,000	59.5%
Equipment		1,292,046	-	-	1,292,046	1,334,000	96.9%
Library Books		127,036	-	-	127,036	124,000	102.4%
Principal/Interest on Capital Leases		160,041	-	-	160,041	175,000	91.5%
Principal/Interest on Pledged Revenue Obligations		1,440,000	-	-	1,440,000	1,440,400	100.0%
Operating Contingency		19,949	-	-	19,949	100,000	19.9%
<b>TOTAL EXPENDITURES</b>		<b>14,345,764</b>	<b>-</b>	<b>-</b>	<b>14,345,764</b>	<b>14,712,400</b>	<b>97.5%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>277,237</b>	<b>-</b>	

**COMMENTS:**

Through the twelfth month, 97.5% of budget has been committed (excluding labor encumbrances) compared to 99.4% of revenues received.

The Budget currently has a surplus of \$277,237.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2013 - Pre-closing and Unaudited**

**Fiscal Year 2012-2013**

**DEBT SERVICE FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Secondary Property Taxes	\$ 5,270,945				\$ 5,270,945	\$ 5,192,500	101.5%
Investment Income	8,437				8,437	7,500	112.5%
<b>TOTAL REVENUES</b>	<u>5,279,382</u>				<u>5,279,382</u>	<u>5,200,000</u>	<u>101.5%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Principal Payments		\$ 3,600,000	\$ -	\$ -	\$ 3,600,000	\$ 3,600,000	100.0%
Interest Payments		1,594,000	-	-	1,594,000	1,594,000	100.0%
Bank Fees		1,300	-	-	1,300	6,000	21.7%
<b>TOTAL EXPENDITURES</b>		<u>5,195,300</u>	<u>-</u>	<u>-</u>	<u>5,195,300</u>	<u>5,200,000</u>	<u>99.9%</u>
<b>SURPLUS/(DEFICIT)</b>					<u>84,082</u>	<u>-</u>	

**COMMENTS:**

Through the twelfth month, 99.9% of budget has been committed (excluding labor encumbrances) compared to 101.5% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:16 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/12/2013

**Item Type :** Consent Item

Policy No.	Description	Ref No
2.3.1	The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.	344132

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 2.3.1 - Budget Deviations  
The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_June 2013 in August.pdf	Aug 01, 2013	Monitoring Report Executive Limitations Policy 2 3 1_June 2013 in August.pdf

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

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

**President’s Interpretation:**

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

**Supporting Evidence:**

Source: Monthly Revenue and Expenditure  
Financial Reports

General Fund



For the twelve months ended June 30, 2013, the General Fund is projected to have a net surplus of \$3,076,000.

General Fund revenues are projected to be above budget by \$789,000 and expenditures are projected to be under budget by \$2,287,000. Revenues are higher than projected due to higher delinquent property tax collections and higher tuition and fees from growth in the fixed wing aviation program. Expenses are less than budgeted due to several factors including unspent contingency funds, vacancy savings, lower adjunct faculty expense, a “healthcare premium” holiday in December, and the continuous efforts by departments to incorporate cost management practices in decision making.

Auxiliary Fund



Highlights:

- The Performing Arts Center is expected to have a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Food Service has a larger loss than expected due to lower occupancy in the residence halls which affected meal plan revenues and costs.

- The Family Enrichment Center has a smaller net loss than projected due to vacancy savings.

For the fiscal year ended June 30, 2013, the Auxiliary fund has a surplus of \$359,000.

#### Unexpended Plant Fund



For the fiscal year ended June 30, 2013, the Unexpended Plant fund has a surplus of \$277,000.

#### Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. For the fiscal year ended June 30, 2013, Restricted fund revenues are projected to cover all expenditures.

#### Debt Service Fund



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

#### **President's Conclusion:**

I report compliance.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:17 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/12/2013

**Item Type :** Consent Item

Policy No.	Description	Ref No
2.3.2	The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1million without specific Board authorization and a realistic recovery plan.	344943

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitations 2.3.2 - Reserves  
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds reserves below \$1 million without specific Board authorization and a realistic recovery.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_June 2013 in August.pdf	Aug 01, 2013	Monitoring Report Executive Limitations Policy 2 3 2_June 2013 in August.pdf

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

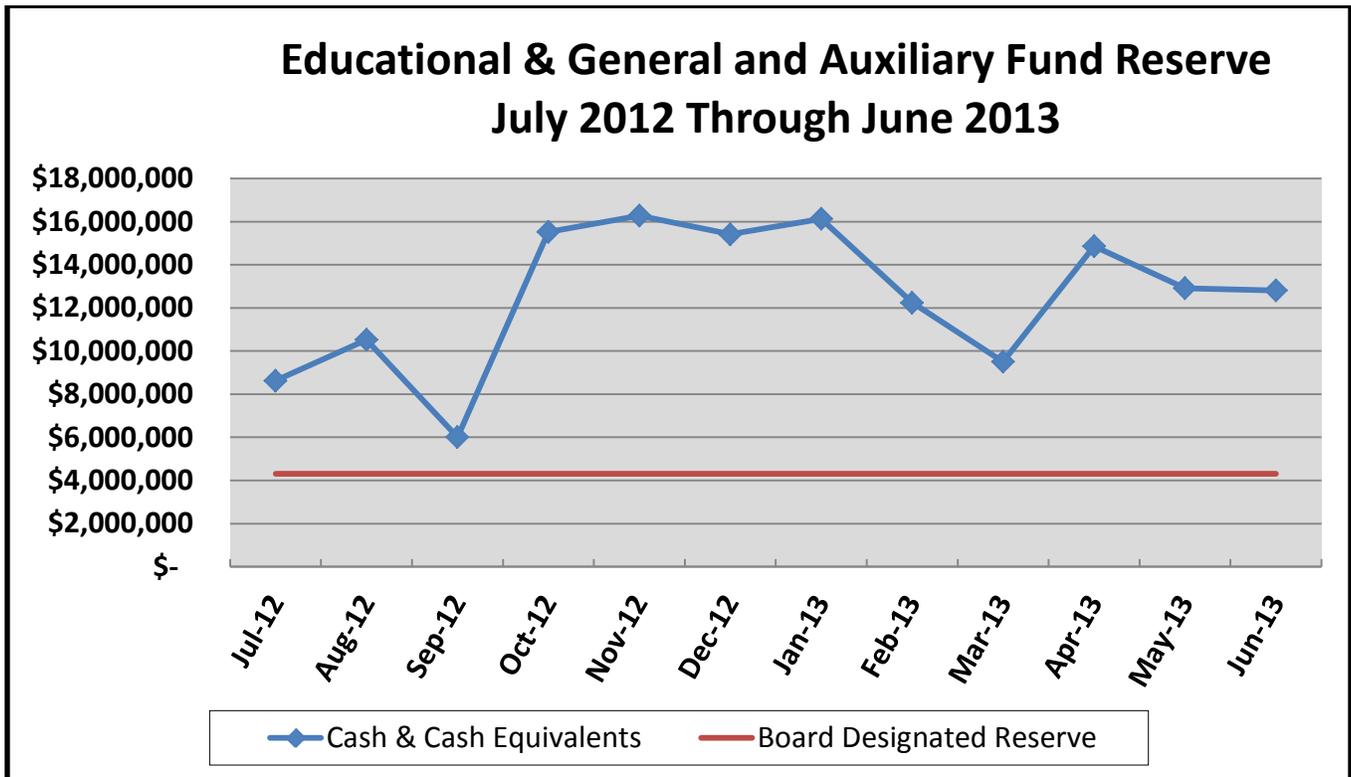
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

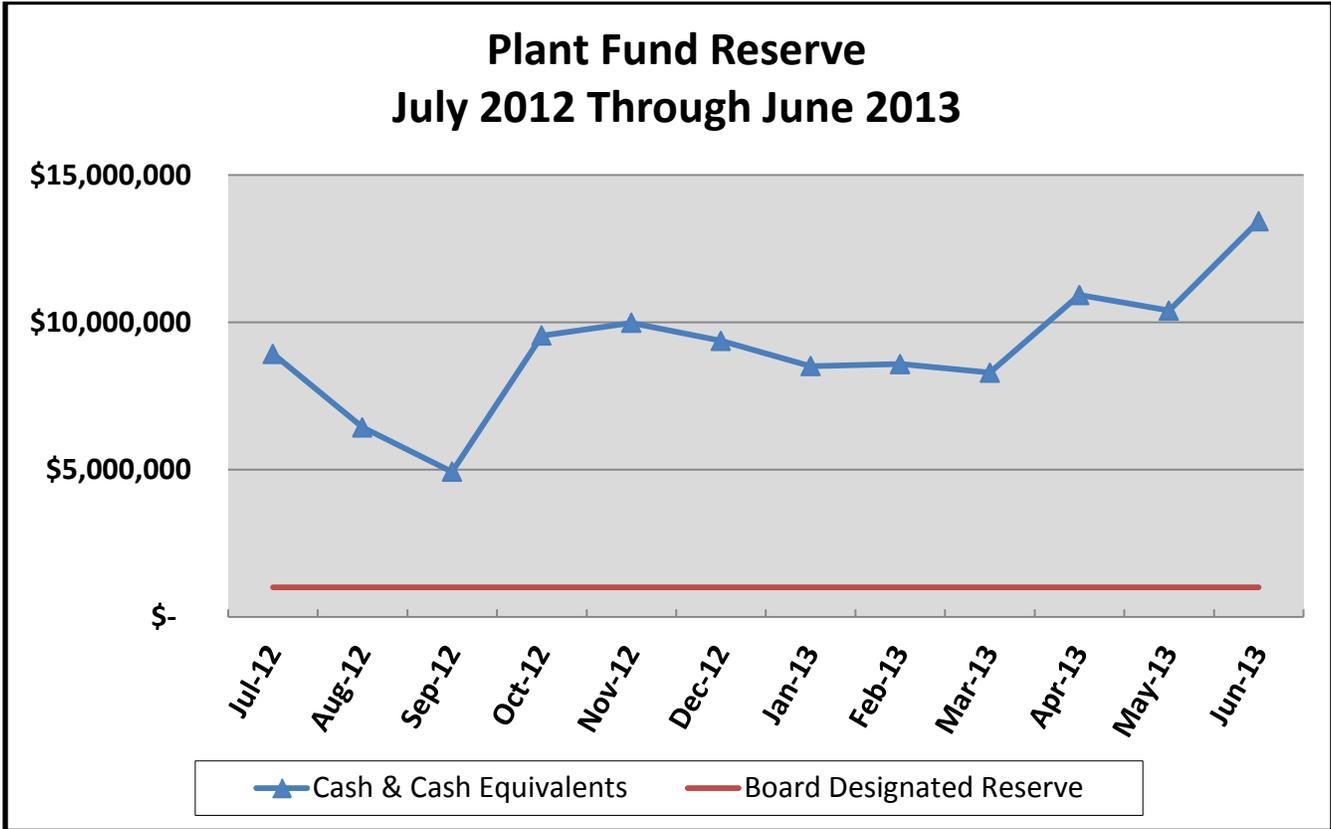
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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

**Supporting Evidence:**

Source: Banner Finance



For the period July 1, 2012, through June 30, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve. Overall cash reserves have increased for fiscal year as a result of revenues exceeding expenditures for the General and Auxiliary funds.



For the period July 1, 2012, through June 30, 2013, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of June 30, 2013, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$12,433,000.

Cash and cash equivalents at June 30, 2013, include the \$5,000,000 of revenue bond proceeds received during the month of June. These proceeds will be used for the residence hall renovations.

**President's Conclusion:**

I report compliance.

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

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:18 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/12/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4	The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	396329

**Description :** Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Policy 4.0 - Board/President Linkage

The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.

**Attachments :**

Title	Created	Filename
Board Evaluation 4.0 Compilation.pdf	Aug 01, 2013	Board Evaluation 4.0 Compilation.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation-August 2013</b>  <b>Policies:</b> <b>4.0 Board - President Linkage</b>  <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.0 Board-President Linkage</b>	The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

Comments/Remarks:

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**Presenter :** Ray Sigafoos

**Start Time :** 1:23 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 7/18/2013

**Item Type :** Consent Item

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

**Description :** Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2013 through June 30, 2014, to eligible students for the following School Districts.

- Ash Fork Joint Unified School District No. 31
- Bagdad Unified School District No. 20
- Camp Verde Unified School District No. 28
- Chino Valley Unified School District No. 51
- Humboldt Unified School District No. 22
- Mayer Unified School District No. 43
- Mingus Union High School District No. 4
- Prescott Unified School District No. 1
- Sedona-Oak Creek Joint Unified School District No. 9
- Yavapai Accommodation School District No. 99
- Mountain Institute Joint Technology Education District No. 2
- Northpoint Expeditionary Learning Academy
- Tri-City College Preparatory High School

The attached list of schools includes the specific courses being offered.

**Attachments :**

Title	Created	Filename
Dual Enrollment IGA--FY2013-14 final template.pdf	Aug 01, 2013	Dual Enrollment IGA--FY2013-14 final template.pdf

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
YAVAPAI COMMUNITY COLLEGE DISTRICT**

---

**AND**

*See attached list of Public & Charter Yavapai County School Districts*

This Intergovernmental Agreement (“Agreement”) is entered into this 1st day of July, 2013 between Yavapai Community College District (“College”), and *See attached list* (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

**BACKGROUND**

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

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

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

**AGREEMENT**

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

**1. PURPOSE**

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

**2. DEFINITION**

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

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

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

**3. EFFECTIVE DATE AND TERM**

- A. This Agreement shall be effective:
  - i. After the governing boards of School District and College have approved it; and
  - ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).
- B. The term of this Agreement shall be from the Effective Date through June 30, 2014 (“Term”).

**4. OBLIGATIONS OF COLLEGE**

**4.1 General Course Requirements**

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

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

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

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

D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not less than six (6) credit hours per semester.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

#### **4.2 Instructors and Instruction**

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

#### **4.3 Assessment and Monitoring**

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.

C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.

D. College will provide career counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

#### **4.4 Policy and Procedure**

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

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

#### **4.5 Students with Disabilities**

A. After notification from School District of a student’s need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act (“IDEA”). College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

#### **4.6 Reporting**

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

### **5. OBLIGATIONS OF SCHOOL DISTRICT**

#### **5.1 General Course Requirements**

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

## **5.2 Instructors and Instruction**

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.

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

## **5.3 Assessment and Monitoring**

A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

B. School District will provide counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

## **5.4 Policy and Procedure**

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and

5. is aware of the requirements for determination of resident/nonresident tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

### **5.5 Students with Disabilities**

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

### **5.6 Reporting**

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

### **5.7 Facilities and Funding**

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

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

## **6. MUTUAL AGREEMENTS**

### **6.1 Instructor**

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may

withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

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

## **6.2 Student**

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

## **6.3 Removal from Course**

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

## **6.4 Schedule and Number of Students**

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

## **6.5 Availability of Instructors**

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

## **6.6 Guidelines**

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual

enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

**6.7 Rigor of Courses**

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

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

**7.1 Fees**

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

**7.2 Supplies**

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

**7.3 Tuition**

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student’s parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

**7.4 Billing Format**

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

**8. CONTINUATION OF AGREEMENT**

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that

Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

## **9. RECORDS**

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

## **10. CONFIDENTIALITY**

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

## **11. TERMINATION/DISPOSITION OF PROPERTY**

### **11.1 Termination**

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 11, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

### **11.2 Risk to Health or Safety**

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

### **11.3 No Relief from Obligations**

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

### **11.4 Disposition of Property**

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program

shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

## **12. RESPONSIBILITY**

### **12.1 Conduct of Operations**

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

### **12.2 Indemnification**

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

## **13. CANCELLATION FOR CONFLICT OF INTEREST**

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

## **14. NON-ASSIGNABILITY**

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

## **15. COMPLIANCE WITH NON-DISCRIMINATION LAWS**

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 99-4, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

## **16. RIGHTS/OBLIGATIONS OF PARTIES ONLY**

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

## **17. ENTIRE AGREEMENT**

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained

herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

**18. INVALIDITY OF PART OF THE AGREEMENT**

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

**19. GOVERNING LAW**

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

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

**20. NOTICE**

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

If to College:

If to School District:

COLLEGE

SCHOOL DISTRICT

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

By: Andy W. White - 7/18/13  
Legal Counsel for College

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

By: \_\_\_\_\_  
Legal Counsel for School District

**EXHIBIT A**

**FINANCIAL PROVISIONS**

**1. APPROVED TUITION AND FEES APPLICABLE TO THIS AGREEMENT**

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

The College shall assess course tuition at the current official rate per semester for each participant in the Computer Networking Technician (CNT) program who successfully enrolls in the courses under this Agreement. Instructors for this program will be regular Yavapai College faculty.

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

The School District shall be responsible for paying student tuition for CNT courses.

**3. ADDITIONAL CHARGES**

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

**4. FINANCIAL AID POLICIES**

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

**5. FORMAT FOR BILLING**

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

**6. FULL TIME STUDENT EQUIVALENT**

Amount College received in FTSE in prior academic year

<b>Dual Enrollment School</b>	<b>FA12 FTSE</b>	<b>SP13 FTSE</b>	<b>Annual FTSE</b>
Bagdad High School	2.2	7.8	5.0
Bradshaw Mtn. HS West	45.7	83.9	64.8
Camp Verde High School	23.1	32.7	27.9
Chino Valley High School	13.4	24.5	19.0
Mayer Junior/Senior High		7.8	7.8
Mingus Union High School	28.2	44.5	36.3
Northpoint Expeditionary Learn	3.2	6.1	4.6
Prescott High School	75.6	125.5	100.5
Tri-City Prep High School	14.8	33.1	23.9
Yavapai Accomodation High School		1.2	1.2
<b>Grand Total</b>	<b>206.1</b>	<b>367.0</b>	<b>291.1</b>

Portion of that FTSE distributed to School District 0

Amount School District returned to College 0

**EXHIBIT B**

Name of School District \_\_\_\_\_ Enrollment Term \_\_\_\_\_

**TYPE OF INSTRUCTION  
DUAL ENROLLMENT COURSES**

**COURSES AND CREDITS**

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

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

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

*[See attached listing with Course number, Title, Total Course credits, Semester, Location, Instructor]*

## Ash Fork Joint Unified School District #31

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Basic Welding I	WLD 112	2	1	Tiedeman	
<u>Basic Welding II</u>	<u>WLD 113</u>	<u>2</u>	<u>2</u>	<u>Tiedeman</u>	

## Bagdad Unified School District #20

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Business	BSA 131	3	2	Myers	
Principles of Management	BSA 220	3	2	Myers	
College Mathematics	MAT 142	3	1	Diehl	
<u>Elementary Statistics</u>	<u>MAT 167</u>	<u>3</u>	<u>2</u>	<u>Diehl</u>	

## Camp Verde Unified School District #28

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introductory Equine Science	AGE 100	3	2	Allsup	
Introduction to the Animal Industry	AGS 120	4	1	Allsup	
Aquaculture Science	AGS 261	4	1	Allsup	
Auto Engine Repair	AUT 108	2	2	Tudor	
Automotive Brakes	AUT 123	4	1	Tudor	
College Composition I	ENG 101	3	1	Lawrence	22
College Composition II	ENG 102	3	2	Lawrence	22
Hazardous Materials First Responder Operations	FSC 104	2	1	Darby & Nargessi	
Firefighter I & II Certification Academy	FSC 105	12	2	Darby	
College Mathematics	MAT 142	3	1	Lewis	
Elementary Statistics	MAT 167	3	2	Lewis	
Precalculus	MAT 187	5	2	Wall	
Calculus & Analytic Geometry I	MAT 220	5	1	Schafer	
<u>Calculus &amp; Analytic Geometry II</u>	<u>MAT 230</u>	<u>5</u>	<u>2</u>	<u>Schafer</u>	

## Chino Valley Unified School District #51

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
College Composition I	ENG 101	3	1	Palm	22
College Composition II	ENG 102	3	2	Palm	22
College Mathematics	MAT 142	3	2	Petaisto	
College Algebra	MAT 152	3	1	Petaisto	
Precalculus	MAT 187	5	2	Petaisto	
Calculus and Analytic Geometry I	MAT 220	5	2	Petaisto	
Introduction to Viticulture	VEN 100	3	2	Farnsworth	

## Humboldt Unified School District #22

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Intro to Computer Networking Technology	CNT 100	3	1	Cutter	24
A+ Computer Technician Certification	CNT 110	4	1	Cutter	24
Network+: Networking Technologies Certification	CNT 115	4	2	Cutter	24
Introduction to Windows Server	CNT 120	3	2	Cutter	24
College Composition I	ENG 101	3	1	Goligoski	22
College Composition I	ENG 101	3	1	Leveron	22
College Composition II	ENG 102	3	2	Goligoski	22
College Composition II	ENG 102	3	2	Leveron	22
College Mathematics	MAT 142	3	1	Schmidt	
College Mathematics	MAT 142	3	1	Washburn	
College Algebra	MAT 152	3	2	Schmidt	
College Algebra	MAT 152	3	2	Washburn	
Precalculus	MAT 187	5	2	Young	
Nursing Assistant	NSG 114	5	2	McCulley	20

## Mayer Unified School District #43

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Agribusiness Management	AGS 102	3	2	Masters	
Introduction to Business	BSA 131	3	2	Burgess	
Principles of Management	BSA 220	3	2	Burgess	
Microsoft Office	CSA 126	3	1	Burgess	
Introduction to Viticulture	VEN 100	3	2	Masters	

## Mingus Union High School District #4

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Equine Science	AGE 100	3	1	Banuelos	
Introduction to Animal Industry	AGS 120	4	1	Banuelos	
Aquaculture Science	AGS 261	4	2	Banuelos	
Auto/Diesel Preventative Maintenance	AUT 100	2	1	Tankesley	
Engine Repair Technology	AUT 108	4	2	Tankesley	
Auto/Diesel Electrical Systems	AUT 109	4	1	Tankesley	
Automotive Brakes	AUT 123	4	1	Tankesley	
Auto/Diesel Suspension & Steering	AUT 126	4	2	Tankesley	
College Composition I	ENG 101	3	1	McKean	22
College Composition II	ENG 102	3	2	McKean	22
College Algebra	MAT 152	3	2	Miller	
Precalculus	MAT 187	5	2	Mai	
Nursing Assistant	NSG 114	5	1 & 2	Cooper	12
Introduction to Viticulture	VEN 100	3	2	Banuelos	

## Prescott Unified School District #1

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introductory Accounting	ACC 121	3	2	Dreher	
Auto/Diesel Preventative Maintenance	AUT 100	2	1	Chaney	24
Engine Repair Technology	AUT 108	4	2	Chaney	24
Auto/Diesel Electrical Systems	AUT 109	4	1	Chaney	24
Automotive Brakes	AUT 123	4	2	Chaney	24
Auto/Diesel Suspension & Steering	AUT 126	4	1	Chaney	24
Auto/Diesel Heating & Air Conditioning	AUT 128	4	2	Chaney	24
Principles of Management	BSA 220	3	2	Dreher	
Intro to Computer Networking Technology	CNT 100	3	1	Miller	26
A+ Computer Technician Certification	CNT 110	4	2	Miller	26
Network+: Networking Technologies Certification	CNT 115	4	1	Miller	26
Introduction to Windows Server	CNT 120	3	2	Miller	26
College Composition I	ENG 101	3	1	Willard	25
College Composition I	ENG 101	3	1	Sherill	25
College Composition II	ENG 102	3	2	Willard	25
College Composition II	ENG 102	3	2	Sherill	25
College Algebra	MAT 152	3	1	Neely	
College Algebra	MAT 152	3	2	Frysinger	
Elementary Statistics	MAT 167	3	2	Neely	
Precalculus	MAT 187	5	2	Baca	
Precalculus	MAT 187	5	2	Jacobs	

## Sedona-Oak Creek Joint Unified School District #9

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Biology Concepts	BIO 100	4	1 & 2	Simmons	
Administrative Office Management	BSA 225	3	2	Burd	
Microsoft Office	CSA 126	3	1	Burd	
College Composition I	ENG 101	3	1	Rigg	22
College Composition II	ENG 102	3	2	Rigg	22

## Yavapai Accommodation School District #99

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Microsoft Office	CSA 126	3	2	Ansell	

## Mountain Institute Joint Technology Education District #02

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Fundamentals of Healthcare	AHS 100	3	2	Cooper-Boyd	
Fundamentals of Healthcare	AHS 100	3	2	Diehl	
Medical Terminology for Patient Care Staff	AHS 130	3	1	Cooper-Boyd	
Nursing Assistant	NSG 114	5	2	McCulley	20

Note: AHS 100 is taught on the MIJTED Central Campus (Cooper-Boyd is the instructor) and Bradshaw Mountain High School West (Diehl is the instructor).

Note: NSG 114 is taught on the Bradshaw Mountain High School West Campus.

## Northpoint Expeditionary Learning Academy

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
College Composition I	ENG 101	3	1	Roseman-Orr	22
College Composition II	ENG 102	3	2	Roseman-Orr	22
Precalculus	MAT 187	5	2	Kleinman	

## Tri-city College Preparatory High School

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Intro to Human Anatomy & Physiology	BIO 160	4	2	Muchna	
Personal Finance	BSA 110	3	1	Wilson	
Introduction to Business	BSA 131	3	2	Wilson	
A+ Computer Technician Certification	CNT 110	3	1	Halvorson	

Introduction to Windows Server	CNT 120	4	2	Halvorson	
College Composition I	ENG 101	3	1	Furlow	22
College Composition II	ENG 102	3	2	Furlow	22
College Mathematics	MAT 142	3	2	Winters	
College Algebra	MAT 152	3	1	Winters	
Precalculus	MAT 187	5	2	Mezeske	
Precalculus	MAT 187	5	2	Winters	
Calculus & Analytic Geometry I	MAT 220	5	1	Mezeske	
<u>Calculus &amp; Analytic Geometry II</u>	<u>MAT 230</u>	<u>5</u>	<u>2</u>	<u>Mezeske</u>	



To: Yavapai College District Governing Board

August 6, 2013

Re: Yavapai Combined Trust Update

The Yavapai Combined Trust Board meets quarterly.

The Yavapai Combined Trust Board met on June 13, 2013. Key agenda items included:

- The Board voted to renew the contracts with Blue Cross Blue Shield of Arizona as our Preferred Provider Network effective through June 30, 2014. A rate increase of \$0.25.
- The Board voted to renew the contract with Holman Frazier, our Employee Assistance provider, effective through June 30, 2014. No rate increase.
- The Board voted to enter into the second year of a two year rate guarantee with Standard Insurance Company, our provider for Voluntary Life and AD&D. No rate increase.
- The Board voted to hire a part time wellness coordinator. The position is currently posted, and will report to the Trust Administrator.
- The Board voted to offer Biometric testing for covered employees and dependents in the fall of 2013. This popular service was suspended for a few years.

The Yavapai Combined Trust Advisory Group meets monthly.

The Yavapai Combined Trust Advisory Group met on June 13, 2013.

Key items discussed included:

- Affordable Health Care Act
- Wellness Programs/Wellness Coordinator Position
- Review of Open Enrollment – 2013

June 30, 2013 (Year End) Trust Report from Segal Consulting:



YCT monthly report  
June 2013.PDF

# YAVAPAI COLLEGE CONSTRUCTION NEWS

August 2013

Greetings from Facilities!

I hope you enjoy reading the latest edition of the construction newsletter which contains information about major construction projects occurring college-wide. If you have questions about any of the projects please e-mail me at [david.laurence@yc.edu](mailto:david.laurence@yc.edu). The news letter will also be posted on the Facilities web site.

## College Wide Campus Master Plan

Due to recent events, the college's partner SmithGroup JJR, will be conducting a rescheduled open house on **August 8 2:00 p.m. until 4:00 p.m.** at the Rock House on the Prescott campus for those interested in learning more about the campus master plan process and progress to date. Please feel free to drop in and visit with the team as your schedules allow.

The Campus Advisory Committee and Executive Committee will also meet on August 8 with the master plan team.

## CTEC Electronics and Instrumentation Renovation

The renovation of room 161 is nearing completion for the new Electronics and Instrumentation program. The new space will include a classroom, offices, process control lab, motor training lab, electrical shop and work area consisting of 2,800 square feet.



Future Electronics Shop



Tom Aldridge, William Earles and Chris Larson Discussing Classroom Technology Lay Out

The renovation is scheduled to be complete August 1 and move in begins August 5.

GLHN Architects and Engineers

B's Contractors

CTEC Temporary Classroom Space Room 158

Partition walls are on order to configure space for classroom/lecture usage. There will be three spaces with a capacity of 25 students each and one space configured for 50. Facilities and ITS will be working to have this work complete prior to the start of the fall semester.



Room 158

#### Mayer/ Spring Valley Site

The college has partnered with Mayer Unified School District to provide a new electronic sign on state highway 69 adjacent to Mayer High School. The sign will be used to display messages for the school district and the college. Facilities personnel are working with the school district to establish electrical and data service to the sign. The sign is expected to be up and running by the end of August.

#### Kachina Hall Renovation

Interior painting is well underway and the painting of the exterior is in process. New bathroom fixtures and floor covering is complete. Air balancing is occurring related to the new room heating and cooling units. Thanks to Ryan Bouwhuis, Catherine Trapp and Phyllis Lewellen for expediting the furniture order so delivery will occur before the students return.

Kachina construction is scheduled to conclude August 1 followed by the moving back in of furniture and equipment through August 15. The landscape will be complete in August 2014 in conjunction with the Marapai Hall renovation.



Typical Room Awaiting Carpet and Wardrobe Furniture



Typical Renovated Bathroom

GLHN Architects and Engineers

Haley Construction

### Marapai Hall Renovation

Demolition work is nearing completion throughout the interior of the building. Exterior demolition is well underway for new accessible entry, sidewalks, parking and underground connections to the new chiller plant. Color selection complete for interior and exterior paints and materials.

The renovation will consist of updates to comply with new building codes such as life safety and ADA. The building will be fitted with an elevator, renovated common areas, study rooms and a complete makeover of the laundry and kitchen facilities. New furniture is also planned for common areas and resident's rooms.

The building will also receive a new roof, exterior paint and extensive landscaping.

The construction is scheduled to conclude prior to the start of the fall 2014 semester.



Demolishing of Fireplace



View through a Series of Rooms after Drywall Removal



Demolition for Site and Accessibility Improvements

DLR Group

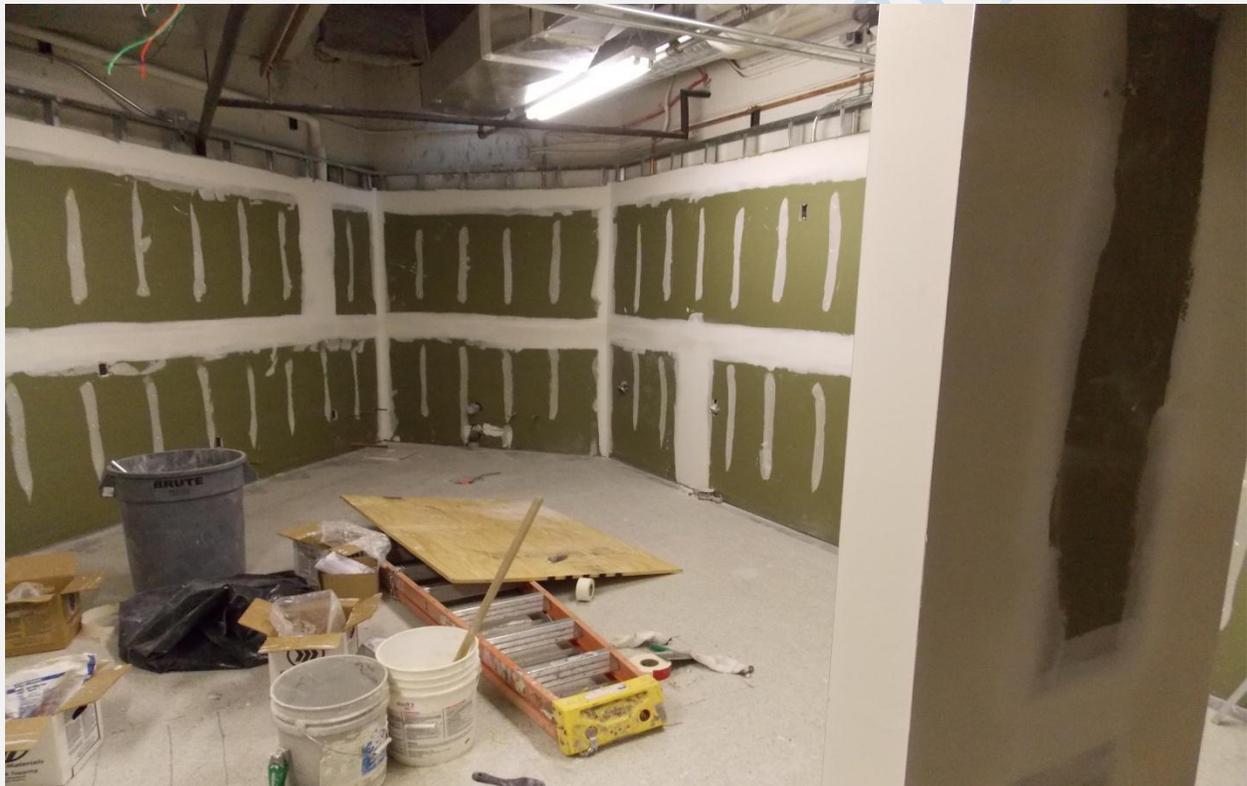
Haley Construction

### Prescott Campus Mechanical Improvements

Building 4 fume hoods are receiving an upgrade to ensure the units perform to meet applicable codes for safety and health. This work is scheduled to be complete by August 11. Building 19 library team rooms are receiving mechanical improvements to regulate the temperature in these spaces and improve user comfort. The building 19 Data Center cooling system is being replaced with a new more energy efficient system that operates off the central plant.

### Yavapai College Performing Arts Center

Construction continues for the conversion of spaces 208, 308A and 315A to serving and concessions areas and space 311 into a main support/catering kitchen. Renovating these spaces is scheduled to conclude September 20.



Drywall Installation Room 311 Serving Kitchen

Installation of electrical service to illuminate aisle and seating row indicators is complete. The replacement seating is ordered and is scheduled to be installed September 10-20. In addition to the new seats, there will be improved access on the main floor with the creation of an aisle from the front of house (public seating area) to the stage. Removable seats near the back of front of house will be installed to create an aisle when events are not sold out.

As with any renovation of this magnitude, the new design will meet the latest building, fire and ADA regulations.



**Floor Leveling and Electrical Installation for Aisle and Seating Lighting for New Seats**



**Additional Floor Preparation for Electrical Service**

**GLHN Architects and Engineers**

**Haley Construction**

### Verde Valley Campus Southwest Wine Center

The design team is finishing up the construction documents and will soon be working with Purchasing to solicit general contractor bids. Construction could occur in August but will more likely start in September. The construction is scheduled to conclude in July 2014 with occupancy scheduled for the fall 2014 semester.

The reclaimed water line project is currently out to bid. Once the bids are received and determined to be within budget the project will begin,



**New Pump House and Vineyard Storage Building**

### Building A Storage Yard Fencing

The last panels are installed and the fence is now complete which encloses the Central Plant and Warehouse storage yard. A landscape plan is being developed for the areas that once consisted of buildings A, B, C, D, E and J.



#### Verde Campus Electronic Security Project

Cameras are up and running and ITS is diligently working on the interface between the key card access system and Blackboard. Once the software is up and running, key cards will be issued to Verde campus personnel. This will probably be in November.

Thanks to Patrick Burns and William Earles for all their technical work with the security software provider and coordination to verify compatibility with Blackboard.

#### Verde Monument Sign

Facilities is reviewing sign options and working with Purchasing for procurement. The plan is to have a new sign at the east entrance from Black Hills drive installed by the end of August.

Well that's all for this edition of the Yavapai College Construction News. Stay tuned for the next edition containing information about major construction.

# College Highlights August 2013

## Career and Technical Education

Rick Peters was selected as the outstanding postsecondary instructor by the Mountain Institute JTED for students who attend YC's pre-engineering program.

Construction of the new Robotics/Electronics lab and the new flight SIM and Air Traffic Control (ATC) labs at CTEC are underway. The robotics lab and SIM lab will be ready for the start of fall semester, and the ATC lab will be ready in October, 2013.

## Library

The Verde Library will be partnering with the Verde Community Education Program to present a new series of classes, "Books to Film". Each month a pre-selected book will be read and discussed by the class. On the last Friday of the month, the film based on the book will be viewed and discussed. Family and friends of students in the class will be invited to attend to film. The classes are scheduled to begin in October.

## Sedona Film School of Yavapai College

The Sedona Film School (SFS) is proud to announce that six alumni films were selected by the Prescott Film Festival (PFF) which ran from July 24-31st at the YC Prescott Campus. Following are the student files selected:

***Pursuing the Void***, by Taylor J. Camarot – Peek behind the scenes as young film students journey to become the next leaders in the film industry.

***Invisible Truth***, by Ben Fama Jr. – Struggling with memories of a traumatic past Kara must face her distorted self-image and discover what is hidden behind an Invisible Truth

***Ghostbike***, by Judith Finneren – Love and forgiveness are the telling messages in this real life story of a family whose lives changed in a split second due to distracted driving.

***Sweet, Sexy Ocean***, by Alexander Finden – This vibrant, character-driven nature film documents and brings awareness to the red sea urchin business in San Diego, California.

***Shaken***, by Jay Fetzer – Left with nothing but a huge inheritance, James is seeking revenge for his parents' death, by any means necessary.

***Gotta Have Faith***, by Jerod MacDonald-Evoy – Filmmaker Jerod MacDonald-Evoy immerses himself in religion, attends churches and mosques, asks people of faith what it means to them, and how faith plays into their culture.

## Verde Valley Campus

The Verde Valley Campus conducted a three day seminar for local and state agriscience teachers to introduce viticulture into the secondary agricultural education curriculum.

James Perey was recognized by the Arizona Agriculture Teachers Association as the Outstanding Post-Secondary Educator.

Plans for the South West Wine Center are nearing completion with a projected September groundbreaking.

The Verde Valley Campus is moving forward with the City of Cottonwood on the reclaimed water line project for the Yavapai vineyard.

**Presenter :** Ray Sigafoos

**Start Time :** 1:40 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 6/17/2013

**Item Type :** Information Item

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

**Description :** Information from Instruction and Student Services to Include: Faculty Senate and Career and Technical Education Center Updates - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Joani Fisher, Faculty Senate President
- Career and Technical Education Center Update - John Morgan, Dean

**Attachments :**

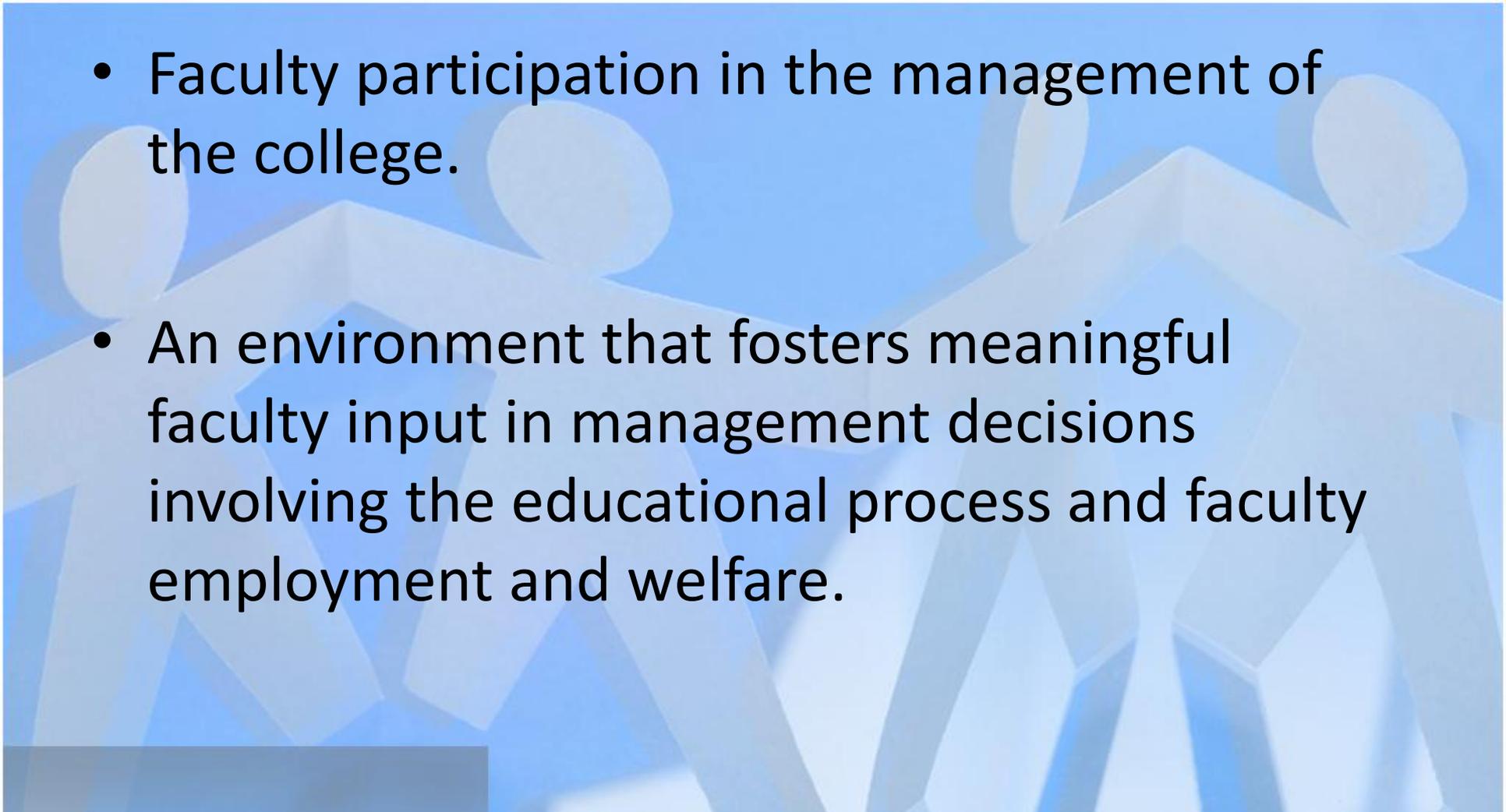
Title	Created	Filename
Faculty Senate Update.pdf	Jul 31, 2013	Faculty Senate Update.pdf
CTEC and CTE Updates Board Meeting August 2013.pdf	Jul 31, 2013	CTEC and CTE Updates Board Meeting August 2013.pdf

WELCOME  
WELCOME



# YC Faculty Association

## Working for You

- 
- Faculty participation in the management of the college.
  - An environment that fosters meaningful faculty input in management decisions involving the educational process and faculty employment and welfare.

Shared Governance

- ❑ To assist in the development of “educational policy” such as **curriculum, methods and evaluation of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees.**
- ❑ To participate in the development of policy and procedures regarding faculty appointment, retention, job descriptions, compensation, and professional growth.
- ❑ To advise in the selection or dismissal of deans and other principal academic administrative officers.

The Faculty Association exercises the above powers through its representative body, the Faculty Senate via the standing committees.

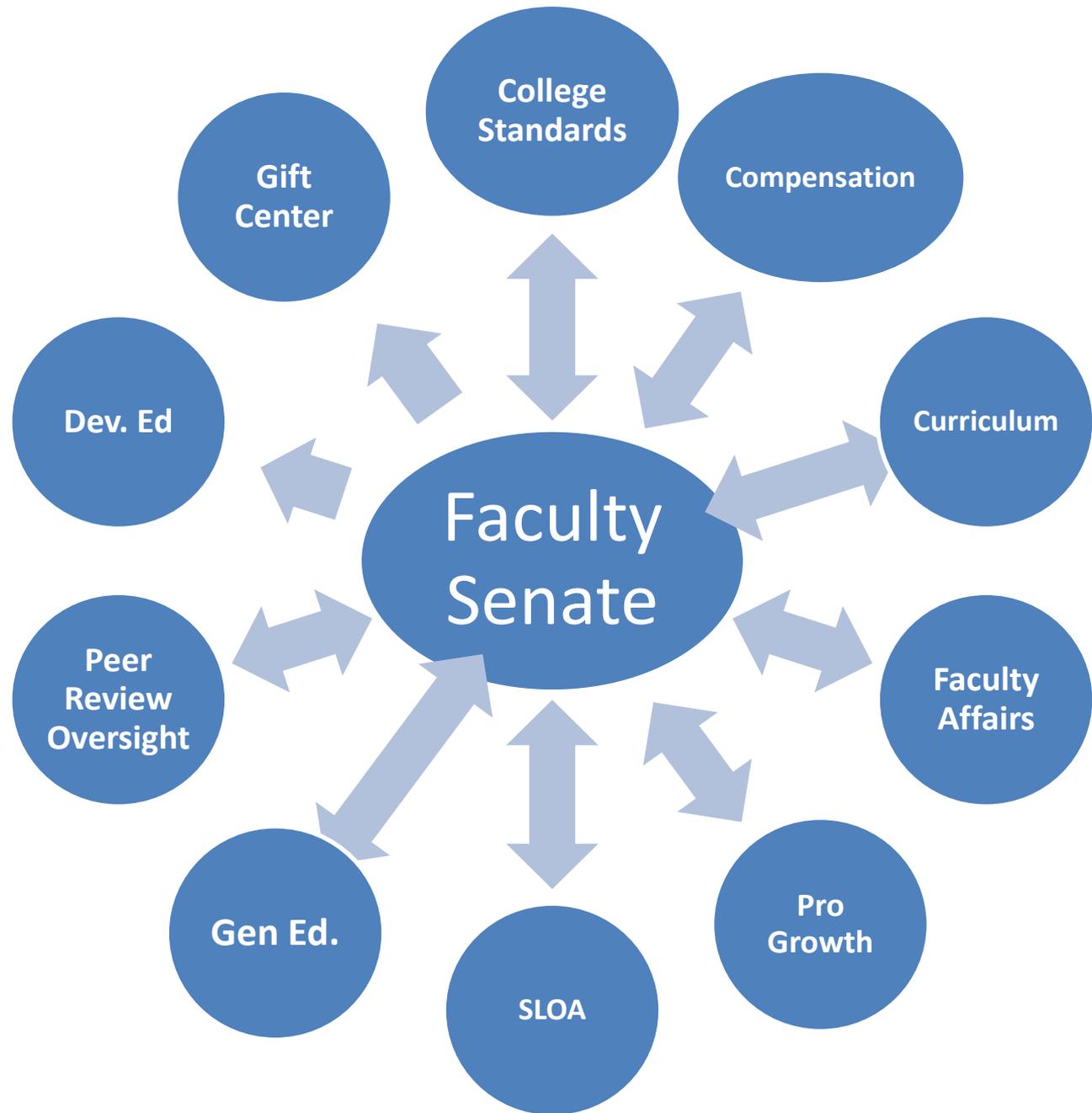
## The Faculty Association is represented by a Senate elected by the Faculty.

### Officers

- **President:** Joan Fisher, English, CHP (Prescott)
- **President Elect:** Vikki Bentz, BUCS (Prescott)
- **Past-President:** Gino Romeo, Science (Verde)
- **Secretary/Archivist:** Vikki Bentz, BUCS (Prescott)
- **Treasurer:** Nichole Wilson, Psychology (Prescott)

### Senators

- **Jim Bostwick**, Math, (Verde)
- **Dave Gorman**, Math (Prescott)
- **Marnee Zazueta**, AGS (Chino)
- **Lori Isbell**, English (Prescott)
- **Lauren McCrea**, Graphic Design (Prescott)
- **Robert Smith**, Welding, (CTEC)
- **Ron Luellen** ,(TECH)
- **Mike Davis** (TECH)
- **Jason Whitsitt**, English (Verde)



- **Purpose:** To establish and maintain standards and recommend policies which will ensure the professional integrity of the curricula consistent with the college mission.

## Members:

**Chair** – Mark Balok (Liberal Arts)

Laura Bloomenstein (Liberal Arts)

Nancy Bowers (SSHL)

Ethan Osgood (EMS, CTE)

Kara Giannetto (SSHL)

Laraine Herring (Liberal Arts)

Matt Percy (SSHL)

Cliff Sherill (BUCS)

Brent Roberts (Foundation)

Jerrad Smith (CTE)

Suzanne Waldenberger (Foundation)

Justin Brereton (CTE)

- ❖ **Purpose:** To recommend to the Faculty Senate modifications of policies, and to develop such new policies as may be necessary to promote excellence in scholastic affairs.

## Activities:

**Chair** - Ellen Savoini (SSHL)  
Roy Breiling (Liberal Arts)  
Barb Davis (Foundation)  
Ed Bushman (BUCS)  
Jon Freriks (SSHL)  
Rick Peters (CTE)  
Michael Burton (SSHL)  
Deborah Roberts (Liberal Arts)

- ❖ **Purpose:** To allocate available funds for professional growth activities and to make recommendations regarding general faculty development activities..

## Members:

**Chair** – Steve Mason (Visual Arts)  
Josh Schmidt (SSHL)  
Di Dwan (Foundation)  
Al Garbagnati (Liberal Arts)  
Ron Luellen (CTE)  
Steve Mason (Liberal Arts)  
Randy Russell (BUCS)  
Maria Thomas (SSHL)  
Steve Rollin (Public Safety)

- ❖ **Purpose:** To ensure that all policies affecting faculty appointments and working conditions are consistent with the best interests of the faculty and the institution.

- ❖ **Members:**

**Chair** - Michael Davis (Public Safety)

Brian Brockert (Foundations)

Karl Siegfried (Foundations)

Jennifer Jacobson (Liberal Arts)

Larry Grimm (Liberal Arts)

Paul Ewing (Liberal Arts)

- **Purpose:** To review and recommend college policies and procedures regarding assessment.

- **Members:**

**Chair** - Molly Beauchman (Foundations)

Amber Davies-Sloan (Liberal Arts)

Gino Romeo (SSHL)

Kara Giannetto (SSHL)

Lauren McCrea (Liberal Arts)

Lindsay Henning (Bucs)

Curtis Kleinman (Liberal Arts)

Ron Luellen (CTE)

Suzanne Waldenberger (Foundations)

## Purpose/Activities:

1. To study all aspects of full time and part time faculty compensation
2. To work with administration in authoring, implementing, and enforcing a philosophy of faculty compensation.
3. If necessary, to annually present recommendations to the President and/or the district governing board.
4. To make timely response to administrative departures from the philosophy of faculty compensation whenever they occur.

**Members:** Chair - Tom Snavelly (BUCS) ,Larry Eddy (SSHL),Chris Dunn (SSHL),Sally Isaacson (SSHL),Cindy Dececco (Liberal Arts),Mike Ruddell (Liberal Arts) , Ethan Osgood

## Purpose/Activities:

To establish and evaluate each Peer Review Committees for all new full-time probationary faculty each semester.

## Members:

**Chair** – Mary Verbout (Foundations)  
Lindsay Henning (BuCS)  
Curtis Kleinman (Liberal Arts)

- **Purpose:** To oversee and promote high standards in the General Education Curriculum in AGEC, AAS degrees and other certificates and to oversee and coordinate the Core Studies Area program and courses.
- **Members:**

**Chair** – Suzanne Waldenberger (Foundations)

Molly Beauchman (Foundations)

Sal Buffo (Liberal Arts)

Steve Sparks (SSHL)

Keith Haynes (Liberal Arts)

Lori Riden (SSHL)

Tanya Sheldahl (Advising)

# What your Senate/Committees are working on now:

- Developmental Education plan
- General Education Articulation
- Professional Development
- Faculty Compensation/ workload
- Academic Standards
- Faculty Coordinator job description
- Misc. policy reviews
- FA Constitution update
- Ongoing dialog with Administration
- Charity donations

# CTEC and CTE Updates



# Facility Additions and Upgrades

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- ❧ New robotics/electronics lab complete, moving in this week.
- ❧ Aviation simulation lab and air traffic control labs under construction. Flight SIM lab will be ready for start of school. ATC/Dispatch lab scheduled for end of October completion.
- ❧ Lineman yard in Chino scheduled to be completed late spring.

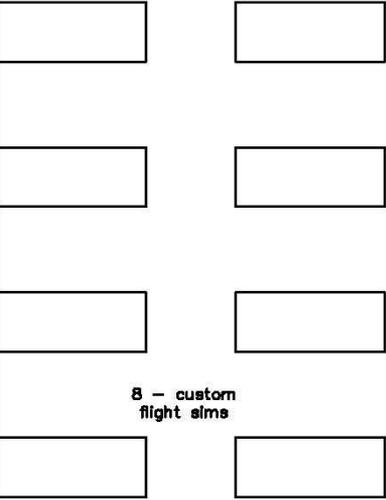
194

11 – grey ellipse tables  
60”x24”

future  
ATC classroom  
w/blue lighting

193

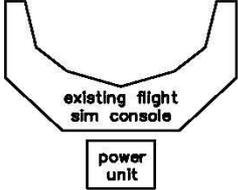
Flight sim lab



8 – custom  
flight sims

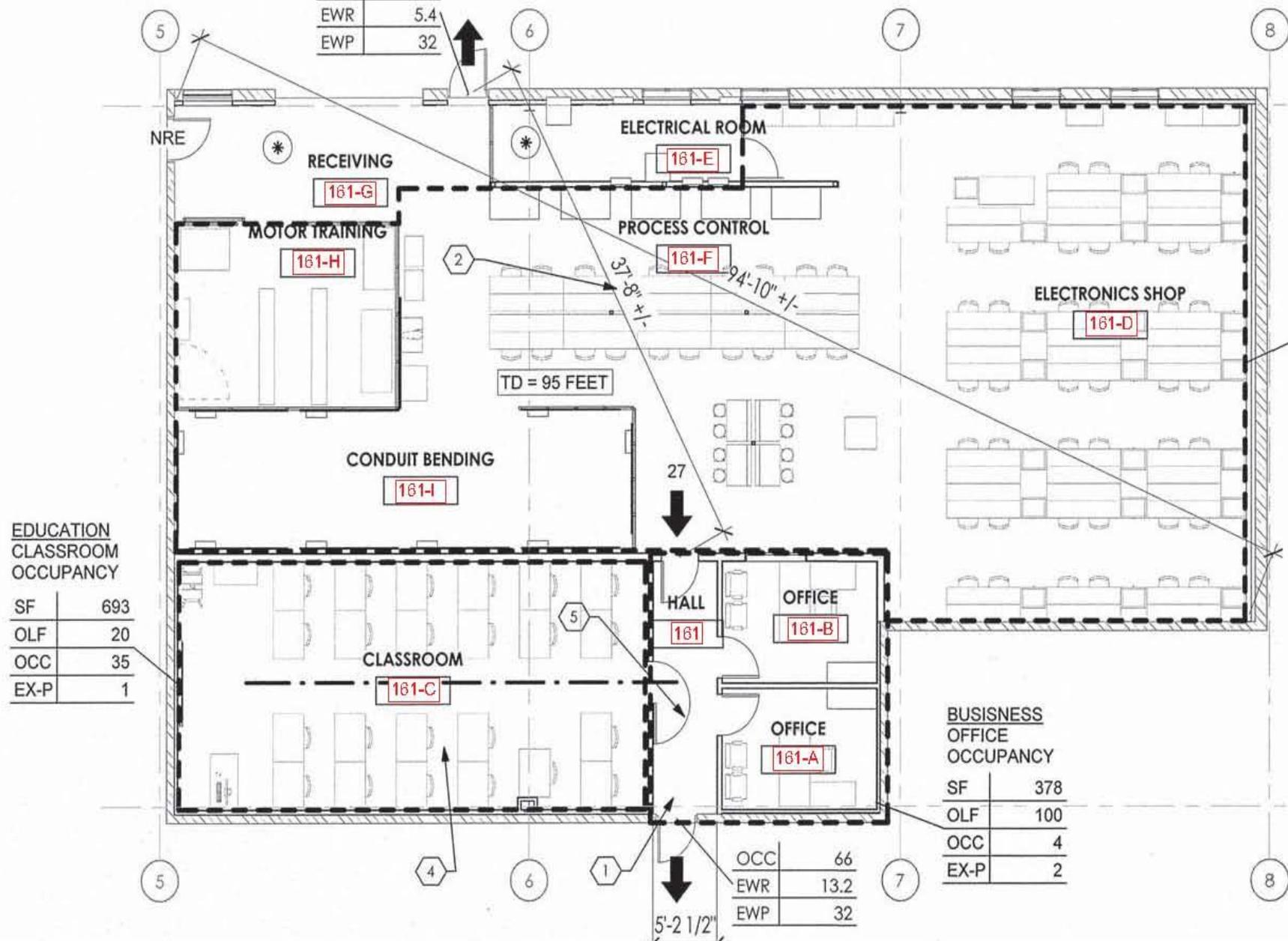
8 – grey ellipse tables  
60”x24”  
*\*rolling or standard chairs*

194 – A



10' whiteboard

117 – B



EWR	5.4
EWP	32

6	EDUCATION SHOP/VOCATIONAL OCCUPANCY
SF	265
OLF	5
OCC	5
EX-P	

**EDUCATION CLASSROOM OCCUPANCY**

SF	693
OLF	20
OCC	35
EX-P	1

**BUSINESS OFFICE OCCUPANCY**

SF	378
OLF	100
OCC	4
EX-P	2

OCC	66
EWR	13.2
EWP	32

# “The Year of the Quality”



- ∞ This year the focus will be on helping faculty get better in the classroom and improving retention and graduation rates in the CTE Division
- ∞ Strategy is to involve all deans and our very best faculty to observe and train people up
- ∞ Many new adjuncts, and regular full time can always get better
- ∞ Boot camp going on this week for new adjunct hires

# Terrific Results on Testing and Licensure

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- ☞ Once again YC CTE will have the highest passing rate in the state on third party licensure and certifications, with nearly 600 students passing examinations from 2012-13
- ☞ YC JTED students scored #1 in the state on the state ADE examinations for high school students in Robotics, CNC Machining and Engineering by nearly a 22% margin over the next closest schools.
- ☞ YC Auto also scored #1 and their scores were combined with Prescott High School's automotive. Bottom line? High school students are having great success in concurrent enrollment programs at YC.

# Career Coaches



- ❧ Career coaches added through the TAA electrical grant have done a fantastic job connecting with industry all summer
- ❧ Job opportunities are being found at a brisk clip
- ❧ Unfortunately, a great many companies are coming after our students from out of county and state. Not that we feel guilty about that as the county can only bear out so many jobs. New mantra....better to be employed than intriguing or fascinating! 😊 (Got that from Harvard this summer – thought it was an interesting comment)

# Fall enrollment double digit growth areas

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- ∞ Aviation up 46%
- ∞ Administration of Justice up 18%
- ∞ Auto up 19.7%
- ∞ Fire up 14%



# Thanks!



**Presenter :** Ray Sigafoos

**Start Time :** 2:00 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 8/1/2013

**Item Type :** Information Item

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

**Description :** Update on Campus Master Plan - INFORMATION AND/OR DISCUSSION

**Details :** Dr. Clint Ewell, Vice President for Finance and Administrative Services will provide an update on Campus Master Plan with proposed work session for the Board in September 2013.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:05 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 6/20/2013

**Item Type :** Procedure Item

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

**Description :** SHORT RECESS - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:15 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/12/2013

**Item Type :** Heading

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

**Description :** MONITORING REPORTS - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:15 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/12/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.7	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the District Governing Board shall be kept apprised of the President's schedule.</p>	429159

**Description :** Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION

**Details :** Policy 4.7 - President Succession

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and presidential issues and processes.

When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services, and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the District Governing Board shall be kept apprised of the President's schedule.

**Attachments :**

Title	Created	Filename
Board Evaluation 4.7 Compilation.pdf	Aug 01, 2013	Board Evaluation 4.7 Compilation.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - August 2013</b>  <b>Policies: 4.7 President Succession</b>  <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.7 President Succession</b>	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the District Governing Board shall be kept apprised of the President's schedule.</p>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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Comments/Remarks:

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The last sentence reads as if the President's schedule is routinely made available to the Board Chair. I don't think this is how this sentence should read. I have served as Board Chair for 2 ½ years. I don't remember the last time I was apprised of the President's schedule. We need to have a discussion of the implications of the last sentence to determine under what circumstances it would come into play or if it should be re-written or deleted. The same comments are appropriate for the sentence beginning "The President's whereabouts shall . . ."

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I can't remember our discussion about this, but it seems more like an executive limitation than a board policy. The board doesn't actually determine who will cover during the President's absence, nor do we control communication from the President to staff, or to the Board. It seems like it would make more sense to make this an executive limitation and require the President to follow through.

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**Presenter :** Ray Sigafoos

**Start Time :** 2:30 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 6/20/2013

**Item Type :** Decision Item

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

**Description :** Discussion and Plan the Board Retreat - DISCUSSION AND/OR DECISION

**Details :** The Board will discuss the agenda for the District Governing Board Retreat to be held on Monday, September 9, 2013 at the Prescott Campus Rock House from 10:00 a.m. to 4:00 p.m. and continue through Tuesday, September 10, 2013 from 10:30 a.m. to 12:30 p.m. on the Verde Valley Campus. Mike Lange, Director of Marketing, will facilitate the meeting as the Board focuses on the Ownership Linkage processes and plans, with emphasis on the Outreach program.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:40 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/20/2013

**Item Type :** Heading

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

**Description :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:40 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/20/2013

**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 committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:</p> <ul style="list-style-type: none"> <li>1) Foundation Liaison</li> <li>2) AADGB Representative</li> <li>3) Board Spokesperson</li> </ul>	436609

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:45 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/20/2013

**Item Type :** Heading

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

**Description :** OTHER INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:45 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/20/2013

**Item Type :** Information Item

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

**Description :** Correspondence to the Board - RECEIPT

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:50 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/20/2013

**Item Type :** Procedure Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Boards 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 Boards 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.	413190

**Description :** Board Meeting Evaluation (quarterly) - PROCEDURAL

**Details :** The Board assesses how meetings are conducted on a quarterly basis. The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

1. The Board provided strategic leadership by focusing on Ends.
2. The Board obtained and/or considered ownership input.
3. The Board was proactive and future-focused.
4. The Board limited their decisions to items that related to the Board's governance job
5. Decisions were made collectively
4. The Board adhered to its adopted governance style as follows:

**Attachments :**

Title	Created	Filename
Board meeting Self Eval.pdf	Jul 31, 2013	Board meeting Self Eval.pdf

# Yavapai College District Governing Board

## Meeting Self-Evaluation (Quarterly)

August 6, 2013

***During this evaluation, have we acted consistently with Policy Governance to which we have committed ourselves?***

	Brief comment of specific examples to support your response
The Board provided strategic leadership by focusing on Ends <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
The Board obtained and/or considered ownership input <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
The Board encouraged diversity of viewpoints <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
The Board was proactive and future-focused <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
The Board limited their decisions to items that related to the board's governance job <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
Decisions were made collectively <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	

***During this evaluation, did we fall into any of the following behaviors that need to be improved?***

- | Yes                      | No                       |   | BEHAVIORS NEEDING IMPROVEMENT   |
|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 | Internal preoccupation, focus on administrative means                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 | Decisions without ownership input, or self-selected input only          |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 | Board "led" by a few vocal members                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 4 | Board involved in making decisions in areas already delegated to CEO    |
| <input type="checkbox"/> | <input type="checkbox"/> | 5 | Board "rubber-stamping" decisions of individuals or committees*         |
| <input type="checkbox"/> | <input type="checkbox"/> | 6 | More focus on present and/or past than on future                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 7 | Reacting to CEO recommendations rather than making governance decisions |

\*except for items deliberately handled on the Required Approvals Agenda

If answered "Yes" for any number above, give a brief example.

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What is the most important thing the board could do to improve our function as a board?

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**Presenter :** Ray Sigafoos

**Start Time :** 2:55 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 7/29/2013

**Item Type :** Decision Item

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

**Description :** Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION

**Details :** The Board will discuss the Proposed Dates and Places for Future Meetings for the remainder of 2013 and for upcoming 2014 - attached.

**Attachments :**

Title	Created	Filename
Proposed Dates and Places of Future Meetings 2013.pdf	Jul 30, 2013	Proposed Dates and Places of Future Meetings 2013.pdf
2014- Proposed Dates and Places of Future Meetings.pdf	Jul 31, 2013	2014- Proposed Dates and Places of Future Meetings.pdf

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2013

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 11, 2013, Friday, 1:00 p.m. Location: Prescott Valley Auditorium/Council Chambers
Open House- Social Event No business of the public body will be discussed and no action will be taken.	January 25, 2013, Friday, 2:00 p.m. Executive Assistant's Retirement Event Location: Prescott Campus – Building 32
Work Session	February 5, 2013, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus Building 32, Rm 119
Regular Board Meeting	Board Meeting – 1:00 p.m. Location: Prescott Campus–Rock House
Special Board Meeting – Higher Learning Commission Accreditation	March 5, 2013, Tuesday, 11:00 a.m. Briefing Session – 11:00 a.m. – 11:30 a.m. Location: Prescott Campus – Building 32, Rm 119 Meeting Higher Learning Commission Site Team 11:30 a.m. – 12:15 a.m. Location: Prescott Campus – Building 32, Rm 119
Regular Board Meeting	March 5, 2013, Tuesday, 1:00 p.m. * Location: Prescott Campus – Rock House
Regular Board Meeting	April 16, 2013, Tuesday, 1:00 p.m. * Location: Verde Valley Campus, Building M, Rm 137
Regular Board Meeting	May 14, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 9, 2013 Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 10, 2013 Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2013 Location: Prescott Campus - Performance Hall
Prescott Commencement	May 11, 2013 Location: Prescott Campus - Performance Hall
Regular Board Meeting	June 11, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
<b>JULY, 2013 No Board Meeting</b>	
Regular Board Meeting	August 6, 2013, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC), Rm 144
<b>Board Retreat - Strategic Planning</b>	<b>September 9, 2013</b> Monday, 10:00 a.m. <b>Location: Prescott Campus – Rock House</b>
<b>Board Retreat – Strategic Planning</b> <b>Regular Board Meeting</b>	<b>September 10, 2013, Tuesday,</b> <b>10:30 a.m.</b> <b>1:00 p.m.</b> <b>Location: Verde Valley Campus,</b> <b>Building M, Rm 137</b>
<b>Pavilion Dedication</b>	<b>5:00 p.m.</b> <b>Location: Verde Valley Campus, Pavilion</b>
<b>Regular Board Meeting</b>	<b>October 8, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Chino Valley Agribusiness Center, Rm 120&amp;121</b>
<b>Regular Board Meeting</b>	<b>November 12, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus – Rock House</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 5, 2013</b> <b>Location: Prescott Campus - Performance Hall</b>
<b>Nursing Pinning Ceremony</b>	<b>December 14, 2013</b> <b>Location: Prescott Campus - Performance Hall</b>
<b>Annual Board Retreat</b>	<b>December 2013 - TBD</b> <b>Location: Prescott Campus – Rock House</b>
<b>Regular Board Meeting</b>	<b>December 10, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Valley Campus, Room 110 &amp; 111</b>

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

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

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2014

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 14, 2014, Tuesday, 1:00 p.m. Location:
Work Session	February 11, 2014, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	Board Meeting – 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 4, 2014, Tuesday, 1:00 p.m. * Location: Sedona
Regular Board Meeting	April 8, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 8, 2014, Thursday Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 9, 2014, Friday Location: Verde Valley Campus
Nursing Pinning Ceremony	May 10, 2014, Saturday Location: Prescott Campus - Performance Hall
Prescott Commencement	May 10, 2014, Saturday Location: Prescott Campus - Performance Hall
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Room 144
Regular Board Meeting	June 10, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
<b>JULY 2014 – NO BOARD MEETING</b>	
Regular Board Meeting	August 12, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September 8, 2014 Location:
Regular Board Meeting	September 9, 2014, Tuesday, 1:00 p.m. Location:
Regular Board Meeting	October 14, 2014, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Room 120 & 121
Regular Board Meeting	November 11, 2014, Tuesday, 1:00 p.m. Location:
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2014 - TBD Location: Prescott Campus - Performance Hall
Nursing Pinning Ceremony	December 2014 - TBD Location: Prescott Campus - Performance Hall
Annual Board Retreat	December 2014 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 9, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

\* March 4, 2014 (First Tuesday of the Month) changed due to Spring Break scheduled for March 10<sup>th</sup> – 14<sup>th</sup>

**Presenter :** Ray Sigafoos

**Start Time :** 3:00 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/20/2013

**Item Type :** Procedure Item

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

**Description :** ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

**Details :**

**Attachments :**

No Attachments