

**Regular Board Meeting  
Agenda Summary  
Tuesday, November 12, 2013  
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	482684
2	Call to Order - PROCEDURAL	1	1:00 PM	482685
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	482686
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	482687
5	Approval of District Governing Board October 15, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	482688
6	Adoption of Agenda - DECISION	1	1:07 PM	482689
7	Open Call - PROCEDURAL	5	1:08 PM	482690
8	CONSENT AGENDA - HEADING	0	1:13 PM	482691
9	Receipt of Report on Revenues and Expenditures - Month of October 2013 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:13 PM	482692

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:14 PM	482693
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:15 PM	482694
12	Approval of Resolution 2013-#03 -Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	0	1:16 PM	484091
13	INFORMATION - HEADING	0	1:16 PM	482695
14	Information from the President RE: Welcome Dr. Stuart Blacklaw, Vice President for Instruction and Student Services; Review of Remembrance Day National Roll Call; Gettysburg Symposium; Southwest Wine Center Groundbreaking; Fall Athletics Update; Capital Improvement; College Highlights, Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:16 PM	482696
15	Update from Instruction and Student Services to Include: Fall Full-time Student Equivalent (FTSE) and Enrollment Trends; Faculty Senate; Visual, Performing and Liberal Arts; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:31 PM	482697
16	2013 Annual Foundation Report - INFORMATION AND/OR DISCUSSION	5	1:46 PM	484300
17	SHORT RECESS - PROCEDURAL	10	1:51 PM	483764
18	MONITORING REPORTS - HEADING	0	2:01 PM	482698
19	Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION	5	2:01 PM	482699
20	Board Evaluation of Policies - District Governing Board Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION	5	2:06 PM	482703
21	POLICY - HEADING	0	2:11 PM	483718
22	Approval of Intergovernmental Agreement between City of Prescott and Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION	5	2:11 PM	483797
23	Proposed Policy - 2.6: Presidential Continuity and Absences - DISCUSSION AND/OR DECISION	10	2:16 PM	483795
24	10 Year Campus Master Plan - INFORMATION, DISCUSSION AND/OR DECISION	60	2:26 PM	483719
25	OWNERSHIP LINKAGE - HEADING	0	3:26 PM	482704
26	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation - INFORMATION	5	3:26 PM	482705
27	Proposed Ownership Linkage Survey Plan - INFORMATION, DISCUSSION AND/OR DECISION	5	3:31 PM	483763
28	OTHER INFORMATION - HEADING	0	3:36 PM	482706
29	Correspondence to the Board - RECEIPT	5	3:36 PM	482707

Item No.	Item	Time Req.	Start Time	Ref No.
30	Proposed Dates and Places for Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION	5	3:41 PM	482708
31	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:46 PM	482709

**Presenter :** Ray Sigafoos                      **Start Time :** 1:00 PM                      **Item No :** 1  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 10/17/2013                      **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 :** 1  
**Proposed :** 10/17/2013                      **Item Type :** Procedure Item

Policy No.	Description	Ref No
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**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/17/2013

**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 :** 1:02 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 10/17/2013

**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 to Guests and Staff - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:04 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 10/17/2013

**Item Type :** Decision Item

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

**Description :** Approval of District Governing Board October 15, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions, motions made and approved by the District Governing Board at the October 15, 2013 Regular District Governing Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes - 10-15-13.pdf	Nov 05, 2013	Unapproved Regular Meeting Minutes - 10-15-13.pdf

## Yavapai College District Governing Board

### Regular Board Meeting Unapproved Minutes of Regular Meeting

Tuesday, October 15, 2013

1:00 PM

Chino Valley Campus – Room 120 & 121  
2275 Old Home Manor Way  
Chino Valley, AZ 86323

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:**

Dr. Patricia McCarver, Chair/Secretary

Mr. Herald Harrington, Board Spokesperson

Dr. Dale Fitzner, Board Member

Mr. Robert Oliphant, Board Member

Absent: Mr. Ray Sigafos, Chair

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

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

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

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

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

The Pledge of Allegiance was led by Mr. Harrington.

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

Dr. McCarver welcomed all guests and staff.

##### **5. Approval of District Governing Board September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

**Dr. Fitzner moved, seconded by Mr. Harrington to approve the September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes. Motion carried unanimously.**

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

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

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

#### **8. CONSENT AGENDA – HEADING**

##### **9. Receipt of Report on Revenues and Expenditures – Month of September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 20-29)

##### **10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 30-32)

##### **11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 33-35)

##### **12. Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION**

**Mr. Oliphant moved, seconded by Dr. Fitzner to approve the consent agenda as written with removal of item #12 for further discussion. Motion carried unanimously.**

##### **12. Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION**

Mr. Oliphant provided several written questions regarding the deletion of the Social Human Services Certificate. Barb Wing, Interim Vice President of Instruction and Student Services supplied the requested information.

**Dr. Fitzner moved, seconded by Mr. Harrington to approve the curriculum proposals as written. Motion carried unanimously.**

#### **13. INFORMATION - HEADING**

##### **14. Information from the President RE: New Vice President for Instruction and Student Services; Recognition of services during the Doce and Yarnell Hill fires; Rural Community College Alliance Conference; Yavapai Combined Trust Quarterly Report; Campus Master Plan Open Forums; Capital Improvements; College**

**Highlights; Other Related Issues – INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs.65-88)

Dr. Penny Wills reported on the following topics:

- Dr. Stuart Blacklaw, new Vice President for Instruction and Student Services will begin his assignment on November 1, 2013
- Recognized Barb Wing, for serving as Interim Vice President for Instruction and Student Services
- September 16th, 2013 the Yavapai County Board of Supervisors awarded Citation of Recognition for:
  - o Yavapai College's dedication and devotion during the Doce and Yarnell Hill fires (attached)
  - o Ken Krebs, Director of Fire Science, work as the Logistics Section Chief at the Yavapai County Emergency Operations Center during both the Doce and Yarnell Hill Fires. Ken put in long hours during these critical events, and continued to accomplish his work for Yavapai College
- Rural Community College Alliance (RCCA) Conference September 25 - 27, 2013, attended by Dr. Wills, James Perey, Dean of Verde Valley Campus, and Karen Jones, Executive Assistant. Yavapai College has the privilege of hosting this conference in September 2014
- Campus Master Plan Open Forums were held on October 10<sup>th</sup> and 11<sup>th</sup> for both internal staff/faculty and community members. These forums were very well attended and a video recording of the forum is available on our website at <http://v5.yc.edu/v5content/facilities/>. The forum presentation included the Ends Statements, along with survey questions of how the Campus Master Plan aligns with the Ends. Administration is continuing to receive feedback through the website survey, and will present more information to the Board at the November District Governing Board meeting.
- Yavapai Combined Trust Quarterly Report - attached
- Capital Improvement - September 2013 - Attached - Information Only
- College Highlights - September 2013 - Attached - Information Only

**15. Update from Instruction and Student Services to Include: 2013 Fall Semester Update; Student Leadership Council; Faculty Senate; Health Care Summit; Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 89-112)

Instruction and Student Services Division presented an update on the following:

- Student Leadership Council - Xavier Perez, 2nd year student in the Criminal Justice Program, 1st year Student Leadership Council and Aurora Tiedman, 1<sup>st</sup> year student in the Nursing Program and Student Leadership Council. The students shared information regarding:
  - o Tri-College Student Conference that will be held on the Yavapai College – Prescott Campus on October 19, 2013. Dr. Wills will participate in the Presidents' panel. (refer to handout)
  - o Developing a student survey that will be conducted at the end of the semester to provide feedback to faculty regarding curriculum and teaching styles
  - o Continuing to survey students regarding a smoke free campus
  - o Positive response from faculty regarding timely grading
- Faculty Senate -Joani Fisher, Faculty Senate President, shared pertinent information regarding Faculty Senate, Faculty Association, and committee updates. Also, Dr. Mary Verbout and Nancy Schafer provided information regarding Development Education Committee, which is a subcommittee of the Faculty Association (refer to Board packet, pgs. 90 – 94)
- Health Care Summit held on September 16, 2013 - Scott Farnsworth, Dean for Sciences and Health Division, and Athletics Department (refer to Board packet, pgs. 95-100)
- Radiology Program - Rich LeClair, Radiology Program Director (refer to Board packet, pgs. 101-112)

**16. SHORT RECESS – PROCEDURAL**

Meeting recessed at 1:53 p.m.; reconvened at 2:06 p.m.

**17. MONITORING REPORTS – HEADING**

**18. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet pgs. 118-125)

1 Ends

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. The following Ends are listed in priority order.

1.1 Education Ends

Students achieve their educational goals.

1.1.1 Job Seekers Ends

Job seekers have the qualifications, skills, and abilities to succeed.

1.1.2 Student Ends

Students seeking transfer will succeed at their next educational institution.

1.1.3 Lifelong Learning Adult Ends

Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

**Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is**



sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1. Motion carried unanimously.

**19. Receipt of President's Monitoring Report - Ends Statements - 1.2 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet pgs. 125-132)

1 Ends

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. The following Ends are listed in priority order.

1.2 Economic Ends

Communities have the leadership and educational resources to generate and sustain economic base jobs.

1.2.1 Community Leadership

Leaders understand the importance of economic base jobs to Yavapai County.

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

**20. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet pgs. 133-141)

1 Ends

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. The following Ends are listed in priority order.

1.3 Communities Ends

Yavapai County residents have access to a vibrant social and cultural life.

Comments from Trustee Oliphant: [There is a clear dominance of social cultural life on the Prescott campus/Prescott area. The Ends should be amended to read something like this: Yavapai County residents should have access on a reasonably equitable basis to social and cultural experiences when these experiences are sponsored or otherwise supported by Yavapai College. Such cultural and social activities should be apportioned and/or available on a reasonable basis anywhere in the County.](#)

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

[The Board requested that the November District Governing Board Meeting include discussion to explore comments and ideas with possible amendment to the Ends Statement 1.3.](#)

**21. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - INFORMATION, DISCUSSION AND/OR DECISION** (refer to packet pg. 143-151)

Executive Limitation 2.1 - Service to the Public

The President shall not cause or allow to exist any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

**Dr. Fitzner moved, seconded by Mr. Harrington, that we have read the President's Monitoring Report regarding Policy 2.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1. Motion carried unanimously.**

**22. Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION** (refer to packet pg. 152-153)

Policy 4.3 - Delegation to the President

The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretations of these policies.

Comments from Trustee Oliphant: [I'm not quite certain I understand this statement. I would like an example.](#)

The Board response included the intention of this sub policy was to be more specific, but this finer detail will not limit the authority of the global policy.

[The Board requested that a future meeting include discussion to address this policy in a higher level, with a possible recommendation from a Policy Governance consultant prior to discussion.](#)

**23. Ownership Linkage – HEADING**

**24. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), Yavapai College Foundation, and Joint District Governing Board and Legislature Meeting.**

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported that AADGB will be

participating in the AZ Postsecondary Conference on November 21<sup>st</sup> and 22<sup>nd</sup>, 2013, and extends this invitation to all Board members.

- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner reported that he represented Yavapai College as a voting representative at the ACCT Leadership Congress on October 2<sup>nd</sup> through 5<sup>th</sup>. Also, Dr. Wills, Dr. Ewell, and Dr. Fitzner completed two presentation sessions on Policy Governance with great attendance and positive response.
  - Yavapai College Foundation - Dr. Patricia McCarver reported the following highlights from the September Foundation meeting:
    - o JTED certifications, new culinary arts program, and skill labs
    - o Foundation Finance Committee reported on a revised investment policy, year-to-date donations, and donor engagement.
    - o Art, Wine & Dine, October 18, 2013, has been sold out
    - o Business Incubator study
    - o Scholarship Update
    - o Cultural events for the Prescott and Verde Valley Campus
    - o Friends of Art reported on future plans of the Sculpture Garden
- Mr. Walker added the following October highlights:
- o Service Learning Students have added 4000 hours of service and giving, and will continue the service learning plot program with support from the Foundation
  - o Major gift from the Mallory Family for an endowment of the Del E. Webb Family Enrichment Center
  - o Yavapai College Foundation announces two of the Foundation board members, Dr. Richard Wright and Dr. John LaTourette, as recipients of this year's AFP Northern Arizona Philanthropy Day awards. Dr. Wright is the Outstanding Volunteer Fundraiser award recipient and Dr. LaTourette is the recipient of the Philanthropist of the Year award.
- Fourth Annual Joint District Governing Board and Legislature Meeting held on September 20, 2013 - Mr. Robert Oliphant commented on a few of the issues, with 14 Trustee/President, 5 Legislators, 16 staff members were present. Summit minutes and Mr. Oliphant's notes are available upon request.

**25. Board Meeting Evaluations (Quarterly) – PROCEDURAL**

The Board Meeting Evaluation Process for the 3<sup>rd</sup> Quarter was completed and presented by Mr. Oliphant (refer to Board packet pgs. 156-158)

*The Board is requesting to revise the distribution timeline of meeting materials and information, in order to provide more time for Board members to review. Dr. Wills will seek Chair Sigafos direction. Dr. McCarver will complete the next evaluation.*

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

**27. Review 2013-2014 District Governing Board Agenda Planning Calendar - DISCUSSION AND/OR DECISION**

During the September 9 and 10, 2013 District Governing Board Retreat, the Board requested revisions to the Education and Ownership Linkage plan. Staff has reflected these revisions in the Agenda Planning Calendar (attached).

**28. OTHER INFORMATION – HEADING**

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

Board Correspondence included: Dr. Stuart Blacklaw biography; Focus Magazine; OLLI Fall 2 Session Catalog; and Run for the Roses Flyer.

**30. Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 167-168)

Board Members will review the 2013 and 2014 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings – attached

- Proposed District Governing Board Retreat date for December 9, 2013 at the Prescott Campus Rock House.

*The Board requested that the December 9, 2013 Retreat be cancelled.*

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

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

Regular meeting adjourned at 3:03 p.m.

Respectfully submitted:

\_\_\_\_\_  
/S/  
Ms. Karen Jones, Recording Secretary

Date: November 12, 2013

\_\_\_\_\_  
/S/  
Mr. Ray Sigafos, Chair

\_\_\_\_\_  
/S/  
Dr. Patricia McCarver, Secretary

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



**Presenter :** Ray Sigafoos

**Start Time :** 1:13 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/17/2013

**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 :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:13 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/17/2013

**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 October 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 fourth month of Fiscal Year 2013-2014 ending October 31, 2013 is attached. Expenditures are reported on the accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - Oct in Nov.pdf	Nov 05, 2013	Financial Update - Oct in Nov.pdf
Copy of YCFS Oct 2013 - Governing Board Budget Report.pdf	Nov 05, 2013	Copy of YCFS Oct 2013 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_Oct in Nov.pdf	Nov 05, 2013	Revenues__Expenditures_Cover_Sheet_Oct in Nov.pdf
Copy of YCFS Oct 2013_Summary.pdf	Nov 05, 2013	Copy of YCFS Oct 2013_Summary.pdf

## **YAVAPAI COLLEGE**

### **FINANCIAL UPDATE**

October 2013

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

- The year-end close for FY2012-2013 was completed in October 2013.
- The auditors began their field work on October 21, 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

- Total property taxes collected have historically been approximately .5% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in at budget for the fiscal year.
- Expenditures are expected to be below budget primarily due to unspent contingency budgets, a “healthcare premium” holiday that will occur in December, and from vacancy savings.

##### Auxiliary Fund

- Auxiliary Enterprises, which are those areas meant to be self-sufficient, are projected to be on budget for the fiscal year.

##### Unexpended Plant Fund

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

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

**For the Four Months Ended October 31, 2013  
Fiscal Year 2013-2014**

**District Governing Board**

**Fiscal Year 2013-14 Appropriation:**

**\$ 179,447**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 11,985	\$ 17,851	\$ 29,836
Assoc. of Community College Trustees	Membership Dues	5,264	-	5,264
Assoc. of Community College Trustees	Conference Fees	1,620	-	1,620
Dale Fitzner	Travel	2,299	-	2,299
Karen Jones	Travel	37	-	37
Osborn Maledon PA	Attorneys	8,646	51,354	60,000
Ourboardroom Technologies	Software maintenance	9,250	9,250	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafos	Travel	84	-	84
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sodexo Inc.	Food Supplies	407	4,593	5,000
Supplies/Other	Various Vendors	148	-	148
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	500	2,500	3,000
YC Printing Services	Printing	936	-	936
				<u>132,104</u>
<b>Remaining Budget - October 31, 2013</b>				<b><u>\$ 47,343</u></b>

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

**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 four months of FY2013-2014 ending October 31, 2013, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 44.3% of budget. Tuition and fees revenues are 72.9% of budget reflecting fall 2013 and a portion of spring 2014 semester enrollments. Spring registration opened on October 28, 2013, for continuing degree seeking students. State aid for the second quarter of the fiscal year was received in October 2013. General Fund expenditures represent 35.7% of the budget through four months. Institutional Support is over budget due to annual payments for liability insurance, maintenance agreements and other fees. Scholarships are at 48.4% of budget due to fall 2013 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,594,300.

Total General Fund revenues are expected to be below budget by about \$125,000. This is mainly due to property tax collections being less than the levy. Property taxes collected have historically been about .5% less than the levy. We expect this trend to continue. General Fund expenditures are projected to be under budget by approximately \$950,000. This is a result of several factors including vacancy savings, unspent contingency funds, a "healthcare premium" holiday which will occur in December 2013, and the continuous efforts by departments to incorporate cost management practices in decision making.

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

Unexpended Plant Fund revenues and expenditures are above projections primarily due to the encumbering of the remaining expenses related to the residence hall renovations. Unexpended Plant Fund expenditures represented 55.6% of budget through four months and exceed the Unexpended Plant Fund revenues by \$316,400. The remaining revenues to cover these commitments will be received over the remaining fiscal year.



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Four Months Ended October 31, 2013 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**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	\$ 18,347,593				\$ 18,347,593	\$ 41,373,000	44.3%
Restricted Fund	6,402,954				6,402,954	14,586,000	43.9%
Auxiliary Fund	1,359,366				1,359,366	3,725,700	36.5%
Unexpended Plant Fund	9,936,792				9,936,792	18,442,600	53.9%
Debt Service Fund	2,297,999				2,297,999	6,928,000	33.2%
<b>TOTALS</b>	<b><u>38,344,704</u></b>				<b><u>38,344,704</u></b>	<b><u>85,055,300</u></b>	<b><u>45.1%</u></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>							
General Fund		\$ 13,173,076	\$ 14,796,803	\$ 13,216,603	\$ 14,753,276	\$ 41,373,000	35.7%
Restricted Fund		6,248,171	1,026,917	872,134	6,402,954	14,586,000	43.9%
Auxiliary Fund		1,119,724	880,413	718,419	1,281,718	3,725,700	34.4%
Unexpended Plant Fund		3,834,042	6,419,146	-	10,253,188	18,442,600	55.6%
Debt Service Fund		-	2,297,999	-	2,297,999	6,928,000	33.2%
<b>TOTALS</b>		<b><u>24,375,013</u></b>	<b><u>25,421,278</u></b>	<b><u>14,807,156</u></b>	<b><u>34,989,135</u></b>	<b><u>85,055,300</u></b>	<b><u>41.1%</u></b>
<b>SURPLUS/(DEFICIT)</b>					<b><u>3,355,569</u></b>	<b><u>-</u></b>	

**COMMENTS:**

Through the fourth month, 41.1% of budget has been committed (excluding labor encumbrances) compared to 45.1% of revenues received.

The Budget currently has a surplus of \$3,355,569.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Four Months Ended October 31, 2013 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**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	\$ 5,230,149				\$ 5,230,149	\$ 13,456,000	38.9%
State Grants and Contracts	38,776				38,776	180,000	21.5%
Private Gifts, Grants and Contracts	151,994				151,994	350,000	43.4%
Proposition 301 Funds	272,554				272,554	550,000	49.6%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	659,481				659,481	N/A	N/A
<b>TOTAL REVENUES</b>	<b>6,402,954</b>				<b>6,402,954</b>	<b>14,586,000</b>	<b>43.9%</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	\$ 727,116	\$ 633,870	\$ 488,472	\$ 872,514	\$ 2,612,000	33.4%
Student Services	334,049	360,075	350,690	343,434	1,100,000	31.2%
Scholarships	5,163,458	-	-	5,163,458	10,753,000	48.0%
Public Service	23,548	32,972	32,972	23,548	121,000	19.5%
<b>TOTAL EXPENDITURES</b>	<b>6,248,171</b>	<b>1,026,917</b>	<b>872,134</b>	<b>6,402,954</b>	<b>14,586,000</b>	<b>43.9%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ -</b>		

**COMMENTS:**

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

Scholarships at 48.0% of budget due to fall 2013 financial aid awards.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2013 - 33.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
<b>AUXILIARY ENTERPRISES</b>									
Residence Halls	\$ 458,564	\$ 306,613	\$ 167,296	\$ 94,382	\$ 379,527	\$ 79,037	\$ -	\$ -	\$ -
Food Service	9,845	20,807	-	-	20,807	(10,962)	(79,400)	(79,400)	-
Vending	16,070	-	-	-	-	16,070	30,000	30,000	-
Bookstore	101,865	8,100	-	-	8,100	93,765	185,700	188,500	2,800
Performing Arts Center	82,016	336,544	264,222	219,278	381,488	(299,472)	(449,700)	(449,700)	-
Edventures	95,598	94,752	25,540	25,540	94,752	846	(21,000)	(21,000)	-
Family Enrichment Center	167,114	220,508	227,330	195,645	252,193	(85,079)	(194,300)	(194,300)	-
<b>TOTAL ENTERPRISES</b>	<b>931,072</b>	<b>987,324</b>	<b>684,388</b>	<b>534,845</b>	<b>1,136,867</b>	<b>(205,795)</b>	<b>(528,700)</b>	<b>(525,900)</b>	<b>2,800</b>

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>REVENUES:</b>						
Other Revenues	\$ 155,402	\$ 155,402	\$ 195,200	79.6%	\$ 195,200	\$ -
Private Gifts	73,725	73,725	308,000	23.9%	308,000	-
Fund Balance Applied to Budget	33,333	33,333	100,000	33.3%	100,000	-
General Fund Transfer In	219,167	219,167	657,500	33.3%	657,500	-
Auxiliary Fund Transfer Out	(53,333)	(53,333)	(160,000)	33.3%	(160,000)	-
<b>TOTAL REVENUES</b>	<b>428,294</b>	<b>428,294</b>	<b>1,100,700</b>	<b>38.9%</b>	<b>1,100,700</b>	<b>-</b>

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>EXPENDITURES (note 1):</b>								
Auxiliary Enterprises	\$ 105,801	\$ 143,106	\$ 143,106	\$ 105,801	\$ 388,000	27.3%	\$ 380,000	\$ (8,000)
Public Service	26,599	52,919	40,468	39,050	84,000	46.5%	84,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>132,400</b>	<b>196,025</b>	<b>183,574</b>	<b>144,851</b>	<b>572,000</b>	<b>25.3%</b>	<b>464,000</b>	<b>(108,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>283,443</b>	<b>528,700</b>			
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>				<b>(205,795)</b>	<b>(528,700)</b>			
<b>TOTAL AUXILIARY FUND</b>				<b>77,648</b>	<b>-</b>			

Comments:

Residence Halls net profit above budget due to fall 2013 room payments.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Four Months Ended October 31, 2013 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**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	\$ 3,173,120				\$ 3,173,120	\$ 9,591,300	33.1%
State Appropriations	124,300				124,300	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	5,005				5,005	10,000	50.1%
Revenue Bond Proceeds	4,300,000				4,300,000	4,300,000	100.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	665,967				665,967	1,997,900	33.3%
<b>TOTAL REVENUES</b>	<b>9,936,792</b>				<b>9,936,792</b>	<b>18,442,600</b>	<b>53.9%</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>							
Preventative Maintenance		\$ 450,997	\$ 281,061	\$ -	\$ 732,058	\$ 4,246,000	17.2%
Unplanned Maintenance		194,139	78,194	-	272,333	500,000	54.5%
Capital Improvement Projects		2,500,366	5,692,462	-	8,192,828	10,045,000	81.6%
Equipment		616,354	205,047	-	821,401	2,473,000	33.2%
Furniture and Fixtures		41,588	13,173	-	54,761	250,000	2.2%
Library Books		8,230	82,000	-	90,230	98,700	36.1%
Principal/Interest on Capital Leases		22,368	67,209	-	89,577	82,600	108.4%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
<b>TOTAL EXPENDITURES</b>		<b>3,834,042</b>	<b>6,419,146</b>	<b>-</b>	<b>10,253,188</b>	<b>18,442,600</b>	<b>55.6%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>(316,396)</b>	<b>-</b>	

**COMMENTS:**

Through the fourth month, 55.6% of budget has been committed (excluding labor encumbrances) compared to 53.9% of revenues received.

The Budget currently has a deficit of \$316,396 as a result of several significant projects being encumbered for the fiscal year.

The supporting revenues/transfers will be received over the remaining fiscal year.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Four Months Ended October 31, 2013 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**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	\$ 1,679,808				\$ 1,679,808	\$ 5,077,500	33.1%
Investment Income	3,523				3,523	7,500	47.0%
General Fund Transfer In	561,000				561,000	1,683,000	33.3%
Auxiliary Fund Transfer In	53,333				53,333	160,000	33.3%
Fund Balance Applied to Budget	335				335	-	100.0%
<b>TOTAL REVENUES</b>	<b>2,297,999</b>				<b>2,297,999</b>	<b>6,928,000</b>	<b>33.2%</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>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 1,313,333	\$ -	\$ 1,313,333	\$ 3,940,000	33.3%
Interest Payments	-	370,333	-	370,333	1,111,000	33.3%
Pledged Revenue Obligations						
Principal Payments	-	305,000	-	305,000	915,000	33.3%
Interest Payments	-	176,000	-	176,000	528,000	33.3%
Revenue Bonds						
Principal Payments	-	93,333	-	93,333	280,000	33.3%
Interest Payments	-	40,000	-	40,000	120,000	33.3%
Bank Fees	-	-	-	-	4,000	0.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>2,297,999</b>	<b>-</b>	<b>2,297,999</b>	<b>6,928,000</b>	<b>33.2%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>-</b>	<b>-</b>	

**COMMENTS:**

Through the fourth month, 33.2% of budget has been committed (excluding labor encumbrances) compared to 33.2% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:14 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/17/2013

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

**Details :** Executive Limitations 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_Oct in Nov.pdf	Nov 05, 2013	Monitoring Report Executive Limitations Policy 2 3 1_Oct in Nov.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
October 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 four months ended October 31, 2013, the General Fund has a surplus of \$3,594,300. This is primarily the result of tuition and fee revenues reflecting fall 2013 and a portion of spring 2014 semester enrollments.

For the fiscal year ended June 30, 2014, General Fund revenues are projected to be below budget by \$125,000 and expenditures are projected to be under budget by \$950,000, resulting in a net surplus of \$825,000 — a 2.0% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2014, the Auxiliary fund is projected to be within budget.



### Unexpended Plant Fund



- For the four months ended October 31, 2013, the Unexpended Plant Fund has a deficit of \$316,400 due to a significant amount of Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to be within budget.

### Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of October 31, 2013, no significant variances from budget are expected.

### Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the four months ended October 31, 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 :** 1:15 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/17/2013

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

**Details :** Executive Limitation 2.3.2 - Reserves

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

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_Oct in Nov.pdf	Nov 05, 2013	Monitoring Report Executive Limitations Policy 2 3 2_Oct in Nov.pdf

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

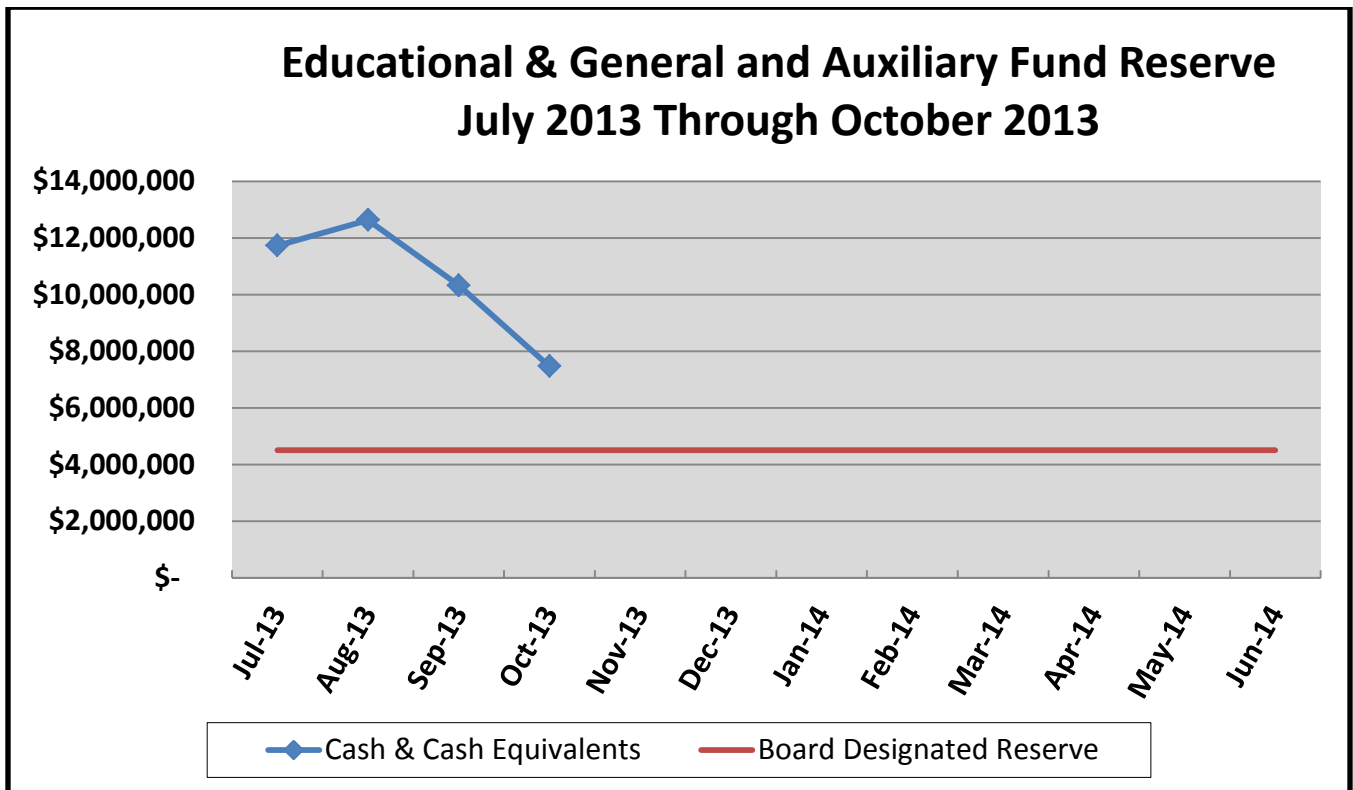
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

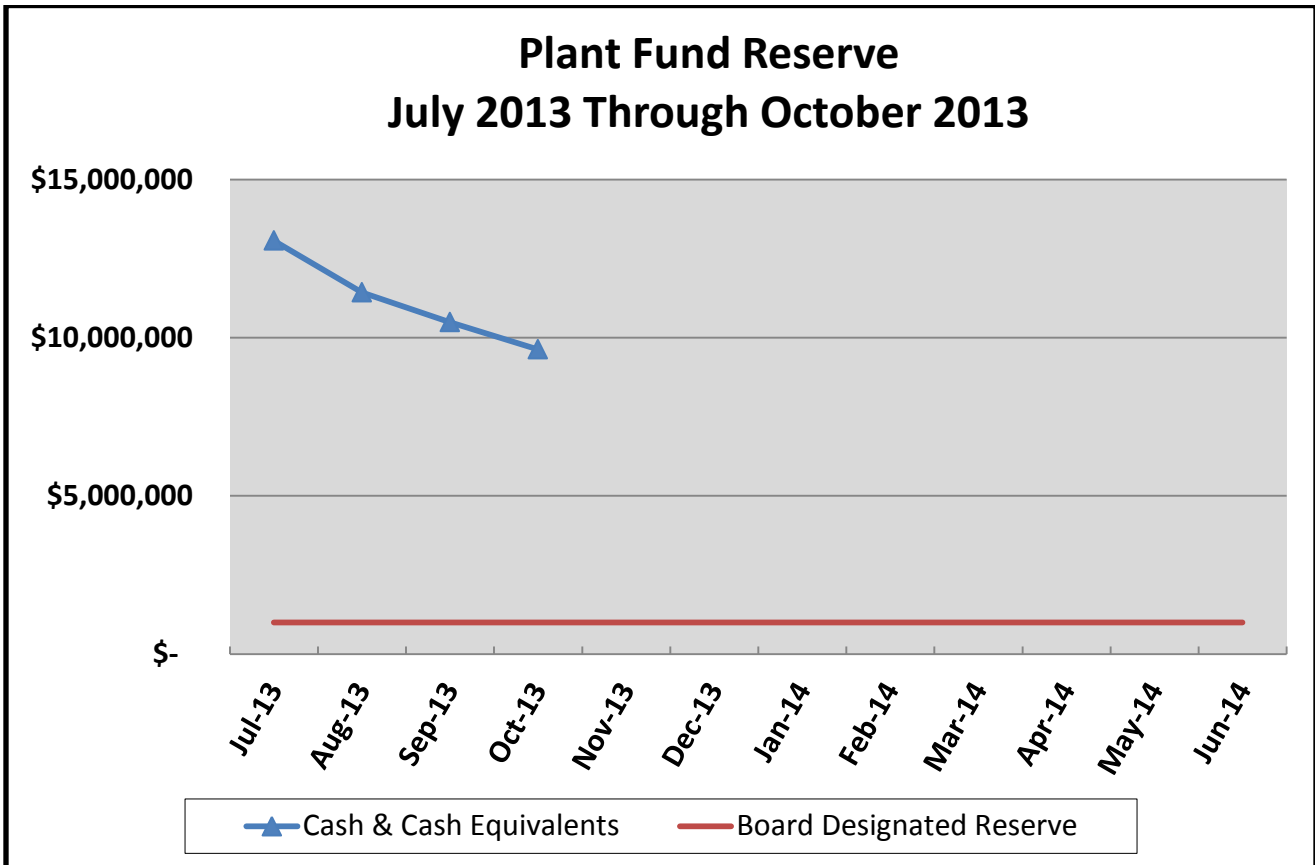
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2013, through October 31, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through October 31, 2013, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of October 31, 2013, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$8,630,000.

**President's Conclusion:**

I report compliance.

Executive Limitation 2.3.2 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County 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 :** 1:16 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/30/2013

**Item Type :** Consent Item

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

**Description :** Approval of Resolution 2013-#03 -Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Approval of Resolution 2013-#03- Capital Accumulation Fund Contribution - attached.

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

**Attachments :**

Title	Created	Filename
Accumulation Resolution _\$4M_November 2013 (2).pdf	Nov 06, 2013	Accumulation Resolution _\$4M_November 2013 (2).pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD**

***RESOLUTION 2013-#03***

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, PROVIDING FOR THE ACCUMULATION OF FUNDS FOR THE PURPOSE OF PURCHASING LAND, BUILDINGS OR IMPROVEMENTS OR CONSTRUCTING BUILDINGS OR IMPROVEMENTS.

The Yavapai County Community College District Governing Board judged that establishing an accumulation fund restricted for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements will enhance the educational mission of the District.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows a Community College District to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows the amounts accumulated for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements to qualify as exclusion to the state-imposed expenditure limitation calculation in future fiscal years.

WHEREAS, the District Governing Board has the authority to establish annual budgets and allocate resources:

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$4,000,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$4,000,000 of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 12<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Mr. Ray Sigafos, Board Chair

ATTEST:

\_\_\_\_\_  
Dr. Patricia McCarver, Board Secretary

**Presenter :** Ray Sigafoos

**Start Time :** 1:16 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/17/2013

**Item Type :** Heading

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

**Description :** INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:16 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 10/17/2013

**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 the President RE: Welcome Dr. Stuart Blacklaw, Vice President for Instruction and Student Services; Review of Remembrance Day National Roll Call; Gettysburg Symposium; Southwest Wine Center Groundbreaking; Fall Athletics Update; Capital Improvement; College Highlights, Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Welcome Dr. Stuart Blacklaw, Vice President for Instruction and Student Services
- The Remembrance Day National Roll Call - Veteran's Day, November 8, 2013
- Gettysburg Symposium Lecture and Film Series to Honor the 150th Anniversary of the Gettysburg Address - November 12-17, 2013
- Southwest Wine Center Groundbreaking - November 19, 2013
- Update on Fall Athletic Season - Soccer and Volleyball
- Capital Improvement - October 2013 - Attached, Information Only
- College Highlights - October 2013 - Attached, Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Remembrance Day.pdf	Oct 30, 2013	Remembrance Day.pdf
094-14 Gettysburg Address Flyer.pdf	Oct 30, 2013	094-14 Gettysburg Address Flyer.pdf
SW Wine Center Groundbreaking.pdf	Oct 31, 2013	SW Wine Center Groundbreaking.pdf
November 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf	Oct 31, 2013	November 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf
November 2013 Board Highlights.pdf	Nov 06, 2013	November 2013 Board Highlights.pdf



*In honor of those who have fallen,  
You are cordially invited to participate in*

***The Remembrance Day  
National Roll Call***

*as a reader of the names of service members who  
have given the ultimate sacrifice in:*

*The Iraq and Afghanistan Conflicts*

***Friday, November 8, 2013***

*Prescott Campus*

*19-147 Community Room at Library*

*Program begins at 7:30 am & concludes with final name*

*Please RSVP to*

*Bob Hoskovec at (928) 776-2148*

***Yavapai***  
COLLEGE  
**life explored**



***The Remembrance Day  
National Roll Call***

DEFENDING LIBERTY AND FREEDOM

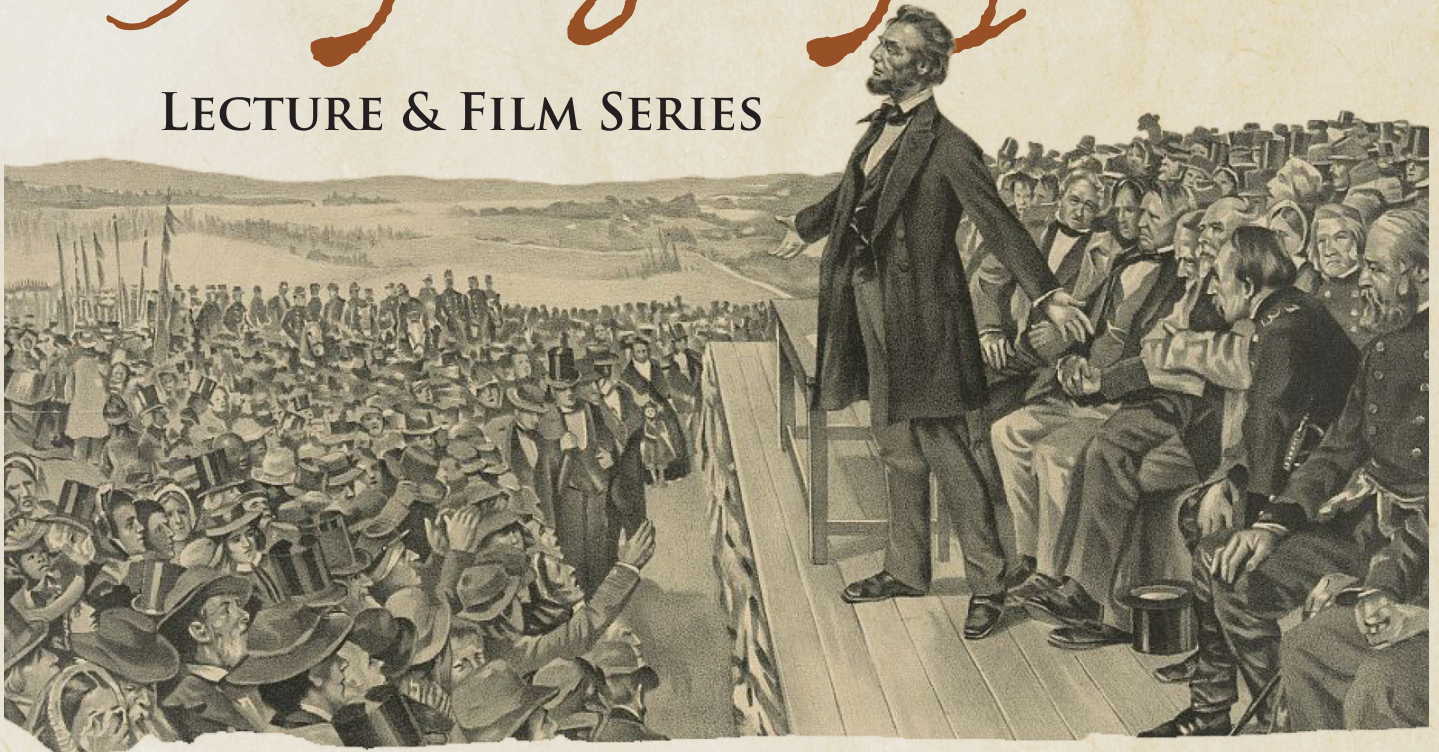
**VETERANS DAY**

HONORING ALL WHO SERVED

**11.08.13**

# Gettysburg Symposium

## LECTURE & FILM SERIES



# NOV 12-17

GETTYSBURG SYMPOSIUM: A SERIES OF INTERDISCIPLINARY LECTURES PRESENTED BY THE FACULTY OF YAVAPAI COLLEGE TO HONOR THE 150<sup>TH</sup> ANNIVERSARY OF THE GETTYSBURG ADDRESS.

FOR MORE INFORMATION CALL 928-776-2000 OR VISIT [WWW.YCPAC.COM/GETTYSBURG](http://WWW.YCPAC.COM/GETTYSBURG)

TUE  
12

**LECTURE SERIES**  
2:30-3:30pm  
**Verde**  
*The Gettysburg Address; Beyond the Words.* Mark Woolsey.  
4:00-5:00pm  
**Verde**  
*Folk Music of the Civil War Era.* Chris Eubanks & Suzanne Waldenberger.  
**FILM SERIES**  
7:00pm  
**Prescott and Verde**  
*Gettysburg, 1993.* Directed by Ronald Maxwell.

WED  
13

**LECTURE SERIES**  
3:30-5:00pm  
**Prescott**  
**Verde**  
*Infectious Disease During the American Civil War.* Paul Evans (Prescott). Matt Percy (Verde).  
**FILM SERIES**  
7:00pm  
**Prescott and Verde**  
*Glory, 1989.* Directed by Edward Zwick.

THU  
14

**LECTURE SERIES**  
3:30-5:00pm  
**Prescott**  
*Native Americans and the Civil War: Roles and Consequences.* Debbie Roberts.  
3:30-5:00pm  
**Verde**  
*Propellants, Projectiles and their Properties: Weapons of the Civil War.* Alan Lohr.  
**SPECIAL PERFORMANCE**  
7:30pm  
**Verde**  
*Songs of the Civil War.* Bobby Horton.

FRI  
15

**LECTURE SERIES**  
3:30-5:00pm  
**Prescott**  
*Why We Should Give a Damn? Gone with the Wind and the Representation of the Civil War in Fiction.* Keith Haynes.  
3:30-5:00pm  
**Verde**  
*When Lilacs Last in the Dooryard Bloom'd: The Literature of Walt Whitman.* Terence Pratt.  
**FILM SERIES**  
7:00pm  
**Prescott and Verde**  
*Lincoln, 2012.* Directed by Steven Spielberg.

SAT  
16

**LECTURE SERIES**  
10:00am  
**Prescott**  
*The Photography of the American Civil War.* (Art Ala Cart Series) Brandy Andres Dillaway.

SUN  
17

**LECTURE SERIES**  
2:30-3:30pm  
**Prescott**  
*The Gettysburg Address; Beyond the Words.* Mark Woolsey.  
4:00-5:00pm  
**Prescott**  
*Folk Music of the Civil War Era.* Chris Eubanks and Suzanne Waldenberger.

**Yavapai**  
COLLEGE  
life explored



Dillaway



Eubank



Evans



Haynes



Lohr



Percy



Pratt



Roberts



Waldenberger



Woolsey

Yavapai College Groundbreaking Ceremony for the  
Southwest Wine Center - Teaching Winery  
Tuesday, November 19, 2013  
at 11:00 a.m.  
Yavapai College's Verde Valley Campus  
601 Black Hills Drive, Clarkdale, AZ



Dr. Penny Wills, President of Yavapai College, would like to invite you to the Southwest Wine Center - Teaching Winery Groundbreaking Ceremony. This Ceremony will kick off our exciting adventure in housing the first teaching winery in the southwest U.S. We hoping that you will take this opportunity to say a few words and participate in the turning of the soil.

Please RSVP to Karen Jones, Executive Assistant at [Karen.jones@yc.edu](mailto:Karen.jones@yc.edu) or 928.776.2307.  
The ceremony will be approximately 30 minutes.

Thank you for your support of Yavapai College.

# YAVAPAI COLLEGE CONSTRUCTION NEWS

November 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

Many of you had the opportunity to attend one of the open forums presented by Dr. Wills, Dr Ewell and members of the Smith Group JJR back on October 10 at the Verde or October 11 at Prescott. Information from the forums and the following related survey will be included in the final campus master plan recommendation. The final plan is scheduled to be complete in December.

## Mayer/ Spring Valley Site

The marquee and LED sign has been selected and permitting approved. Once an agreement is executed concerning the College's partnership with the school district, installation will begin on state highway 69 adjacent to Mayer High School. The sign will be used to display messages for the school district and the college.

## Marapai Hall Renovation

Site work continues related to utilities, walk ways, ADA access and fire lane. Interior building work continues mainly framing, plumbing, insulation and masonry work. Exterior building work included the installation of the new roof, masonry work and new windows.

The renovation will consist of updates to comply with new building codes such as life safety and ADA. The building will be fitted with security features, 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 construction is scheduled to conclude July 1, 2014.



Constructing of Elevator Shaft



Masonry Work for New Reception Area



Masonry Work and Installation of New Windows



New Walkway Construction on West side of Marapai



Installation of New Roof

DLR Group

Haley Construction

### Prescott Campus Mechanical Improvements

The building 4 fume hoods are in the commissioning process to verify systems are functioning as designed. Building 19 library team rooms have received mechanical improvements and additional ceiling insulation to regulate the temperature in these spaces to improve user comfort. The building 19 Data Center cooling system is being replaced with a new more energy efficient system that operates through the central plant.

### Yavapai College Performing Arts Center

Construction is complete for the conversion of spaces 208, 308A and 315A to serving and concessions areas and space 311 into a main support/catering kitchen. Punch list items are being addressed for these areas along with the seating.

Design work has begun related to accessibility issues including an elevator. This work is scheduled for the summer of 2014.



Serving Area 208 Ready for Business



Second Floor YavaJava

GLHN Architects and Engineers

Haley Construction



### Tennis Court Renovation/Paving and Roadway Replacement

Design is in process for this project located at the corner of Whitlow and Washington in Rough Rider Park. In addition to the replacement of the existing tennis courts, work will occur to replace the low water crossing, lessen the severity of the radius at Whitlow and Washington, address drainage issues and replace the College's half of the parking lot. This work is scheduled to take six months with a start date in January 2014.



Rough Rider Park Parking Lot and Low Water Crossing

GLHN Architects and Engineers

Contractor TBD

### Verde Valley Campus Southwest Wine Center

This project is currently out to bid until the week of November 4. Upon successful awarding of contract, a project kick off is scheduled for November 19, 2013 at 2:00 at the future home of the program – Building O. Thanks to Phyllis and Ryan for working with the design team to

complete the bid documents. The plan is for the construction to conclude in July 2014 with occupancy scheduled for the fall 2014 semester.

The City of Cottonwood has awarded the bid for the reclaimed water project. The College is still working with adjacent property owners to secure easements necessary for the water line to pass and connect with the pump house located at the upper vineyard. The obtaining of easements may take up to three months. Once the easements are obtained, this project is scheduled to take 90 days to complete.

#### Verde Campus Electronic Security Project

The issuing of key cards to Verde campus personnel is still scheduled for November. The contractor is working with Facilities, ITS and Campus Safety to close this project out.

#### Verde Monument Sign

The new monument sign is complete and in place.



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

## College Highlights November 2013

### Foundation Studies

- **Diana Carruth Dwan**, Professor of Mathematics, presented a talk entitled “A Magical Method of Factoring” about a little-known method of factoring that most of her algebra students prefer over the more traditional methods. The talk was presented Friday, October 11, 2013, at the meeting of the state mathematics organization ArizMATYC.

### Visual, Performing and Liberal Arts

- **Laraine Herring**, Professor of Creative Writing, gave a reading of her two new novels, *Into the Garden of Gethsemane*, *Georgia* and *Gathering Lights: A Novel of San Francisco* at The Peregrine Book Company on Oct 12. She was interviewed by the YC Library and can be viewed on the library blog: <http://beyondthewall.yc.edu/>. Laraine was also interviewed by Sandy Moss on KQVA about her new fiction.
- On Oct 25, the Yavapai College Creative Writing Faculty presented their work in the community room for the 7th annual YC CRW faculty reading.
- **Gary Flowers**, Adjunct Clarinet Instructor, attended the International Clarinet Festival held in Assisi, Italy this past summer. He attended master classes and concerts by many world renowned clarinetists such as Karl Liester, retired principal clarinetist for the Berlin Philharmonic. Gary also attended a master class and concert by Dr. Robert Spring of ASU, and played in the Festival Clarinet Choir.
- This month, **Kristen Kauffman**, Adjunct Creative Writing Faculty teamed up with the English Club and the Municipal Liaison of Nanowrimo (National Novel Writing Month) to provide free writing workshops and bring community members on campus. Over three weeks, the workshops gathered attention and had to move to a larger room on October 17<sup>th</sup>. With 33 people in attendance (21 of whom were community members); the Nanowrimo workshops encourage students not only to follow their creative voice, but to sign up for the YC Creative Writing Program.

Additionally, Kauffman reports that the English Club is growing. With only 5 regular attendees beginning Fall 2013, the English Club has grown to 12-15 regulars who have been active in helping with Nanowrimo, and have also volunteered their time to help with several other club events. The English Club will be helping the Pride Club with their Halloween Festival next week, and will also be face painting at the Boo Bash on October 29th.

- **Vickey La Motte**, Director of the Del E. Webb Family Enrichment Center, reports that last year they launched an endowment fund with the vision of creating a funding stream to sustain the quality elements that make the FEC a valuable resource to families, students and the community. Last month, local Prescott residents Worth and May Mallory made a large donation to jump start this fund. Now in their 90's, the Mallory's both had careers in education and are still passionate about the importance of early learning. After touring the FEC several times they were impressed with what they saw. In Worth's words, "I don't look at this as a donation, but rather as an investment in the good work you are doing for children, families and future teachers." They hope their generous donation will spark others to consider a similar investment in the future of the Del E. Webb Family Enrichment Center.

- **Dr. Larry Grimm**, Professor of Early Childhood Education, attended the International Play Therapy Conference (October 8-13) and returned with a wealth of ideas to enhance instruction. Course specific applications to ECE 210: Infant and Toddler Development and ECE/PSY 234: Child Development, include emphasizing the interplay of attachment and neurodevelopment. Some applications for ECE 260: Guidance of Young Children are techniques for promoting the development of self-regulation with young children. Other course applications include new approaches for promoting play-based learning experiences (ECE 216: Playing to Learn) and neurodevelopment research on the importance of play throughout the life-span (PSY 238: Psychology of Play).
- **Roy Traver**, Professor of Photography, recently had one of his photographs published in *The Sun*, “an independent, ad-free monthly magazine that for nearly forty years has used words and photographs to invoke the splendor and heartache of being human.” Roy submitted a dozen or so traditional black and white prints early this spring for consideration. Two prints were chosen and one of his images published. Roy received four copies of the November edition, a year's subscription, and a handsome check. The photograph, *Morning Ritual*, was first exhibited in the YC Faculty Exhibition several years ago.

### Career and Tech Education

- YC hosted the Center for Energy Workforce Development consortium at CTEC. The consortium is designed to carry forward educational and workforce initiatives in the electrical industry for all the major Arizona power companies and the mines. The event is part of the TAA grant and the Arizona model is being used at the national level as the most appropriate model to meet the energy sector workforce needs.
- **Michael Davis** was elected president of the Arizona Justice Educators through the spring of 2015.

### Service and Giving Committee

The Service and Giving Committee announced the results of their recent college poll for selection of agencies Yavapai College will support:

Prescott Area: Prescott Area Shelter Services

Verde Area: Central Area Food Bank

The Service and Giving Committee will meet with each agency to begin planning projects and events to help them fulfill their mission to our community. Watch for upcoming announcements to participate in these worthwhile endeavors to better our community.

### Athletics

**Mike Pantalione**, Soccer Coach tied the National Junior College Athletic Association (NJCAA) record for the most wins of any soccer coach, 534 wins. October 30<sup>th</sup> was Yavapai's 600<sup>th</sup> soccer game.

**Presenter :** Ray Sigafoos

**Start Time :** 1:31 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 10/17/2013

**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 :** Update from Instruction and Student Services to Include: Fall Full-time Student Equivalent (FTSE) and Enrollment Trends; Faculty Senate; Visual, Performing and Liberal Arts; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Fall Full-time Student Equivalent (FTSE) and Enrollment Trends - Tom Hughes, Director, Institutional Effectiveness and Research
- Faculty Senate - Joani Fisher, President for Faculty Senate
- Visual, Performing and Liberal Arts - Jill Fitzgerald, Dean
- Adjunct Faculty Update - Attached, Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Fall 2013 Enrollment Update for District Governing Board 111213- FY14.pdf	Nov 06, 2013	Fall 2013 Enrollment Update for District Governing Board 111213- FY14.pdf
November Governing Board FA update-J Fisher.pdf	Nov 06, 2013	November Governing Board FA update-J Fisher.pdf
Jill-VPLA powerpoint-2013.pdf	Nov 06, 2013	Jill-VPLA powerpoint-2013.pdf
Adjunct_Advisor_Vol_3_Issue_3_November_2013.pdf	Nov 06, 2013	Adjunct_Advisor_Vol_3_Issue_3_November_2013.pdf
Board Highlights November 2013.pdf	Nov 06, 2013	Board Highlights November 2013.pdf

# Fall 2013 Enrollment Update

Prepared for the November 12<sup>th</sup> District Governing Board Meeting

# Overview

- Unaudited 45<sup>th</sup> day FTSE
- District Student
  - Student Credit Hours
  - Headcount
  - Demographics
- Campus Enrollment
  - Trends
- Division Enrollments
  - Disciplines
- External Environment
  - High School Enrollments
  - Unemployment Rate
  - Population and Migration

# Fall 2013 45<sup>th</sup> Day FTSE

## Fall 2013 FTSE Enrollment Update

	<b>2012</b>	<b>2013</b>	<b>Change</b>
<b>Fall</b>			
45th Day	3436.1	3429.1	-0.002
Short Course*	81.9	87.2	0.065
Summer 1	152.1	161.2	0.060
<b>Total</b>	<b>3670.1</b>	<b>3677.5</b>	<b>0.002</b>

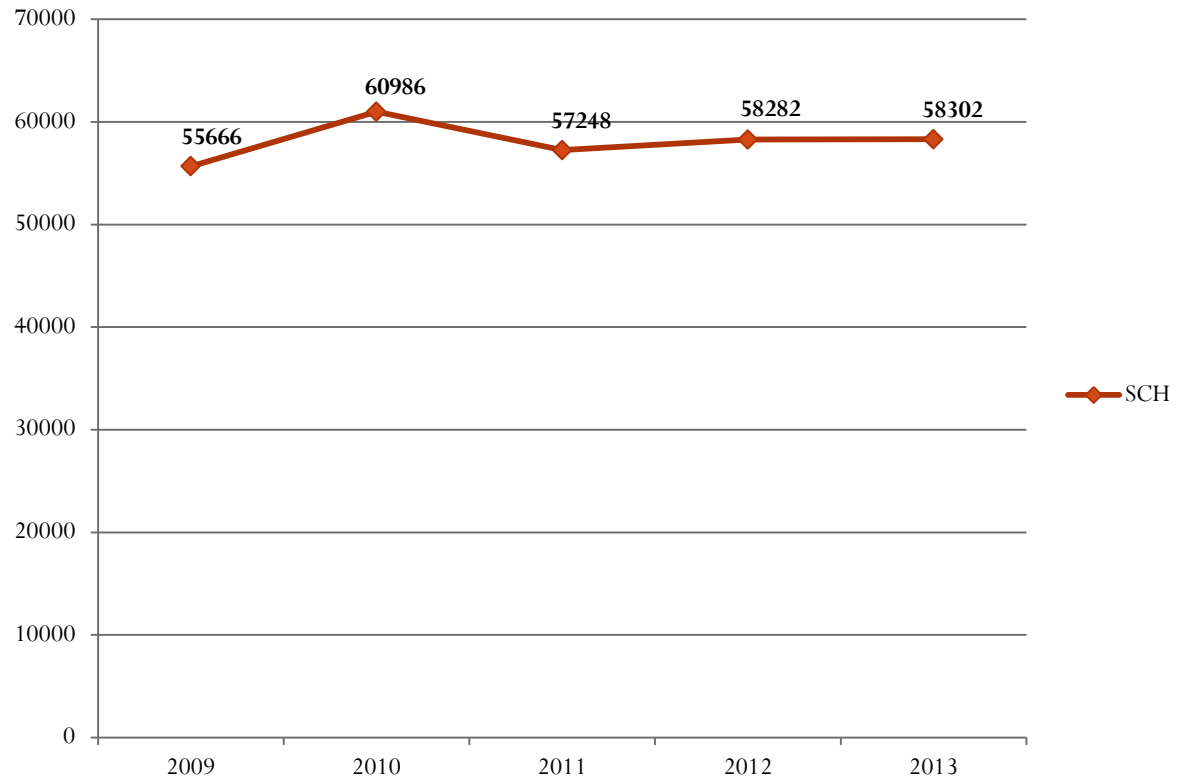
\*Short course FTSE is forecasted for 2013



# District Enrollment

Student Credit Hours (SCH)

**Fall 2013 District Student Credit Hours (SCH)  
(Day 31)**



Fall-over-fall enrollment is virtually flat with an increase of 20 SCH (0.0%)

# District Enrollment

Headcount

### Fall 2013 District Headcount (Day 31)



Fall-over-fall headcount is down by 126 students (-1.5%).

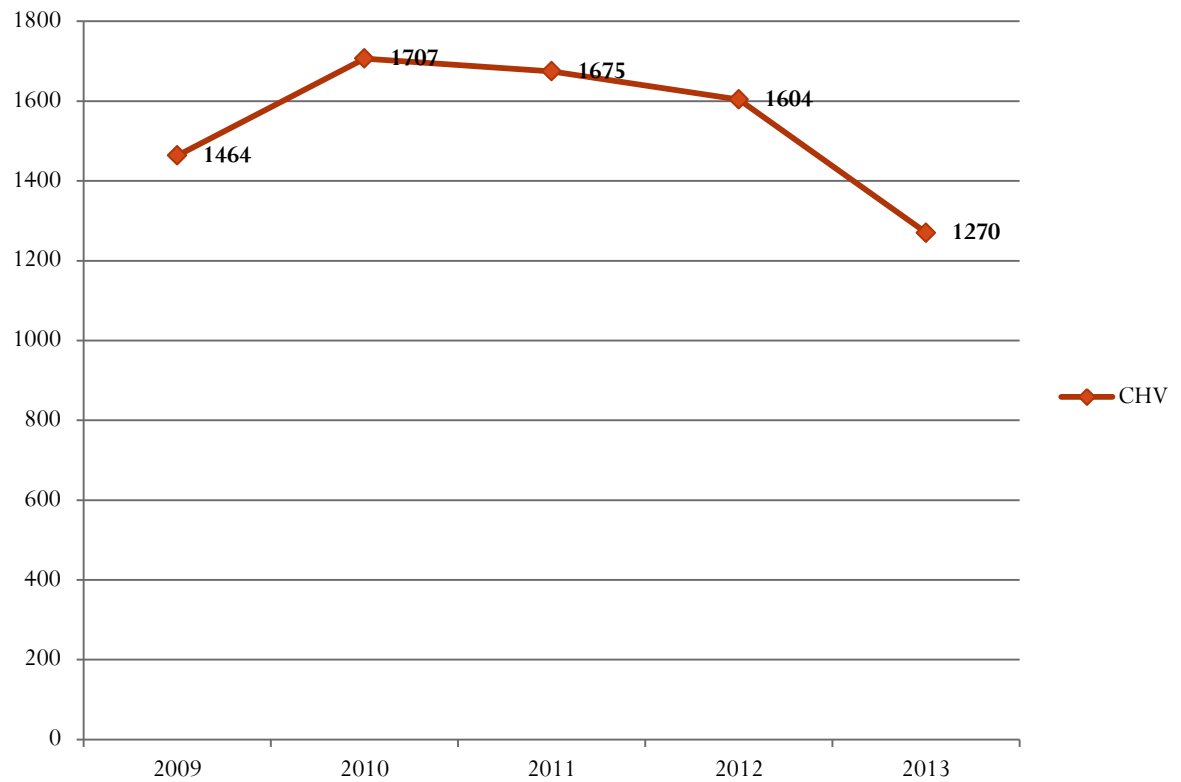
# Chino Valley Fall Campus Trend

Five-year low for Chino Valley Student Credit Hours.

Fall-over-fall SCH declined **21%**

AGS Agricultural Science SCH declined **21%** or - 154 student credit hours.

## Fall Semester Chino Valley Campus SCH (Day 31)



# CTEC Fall Campus Trend

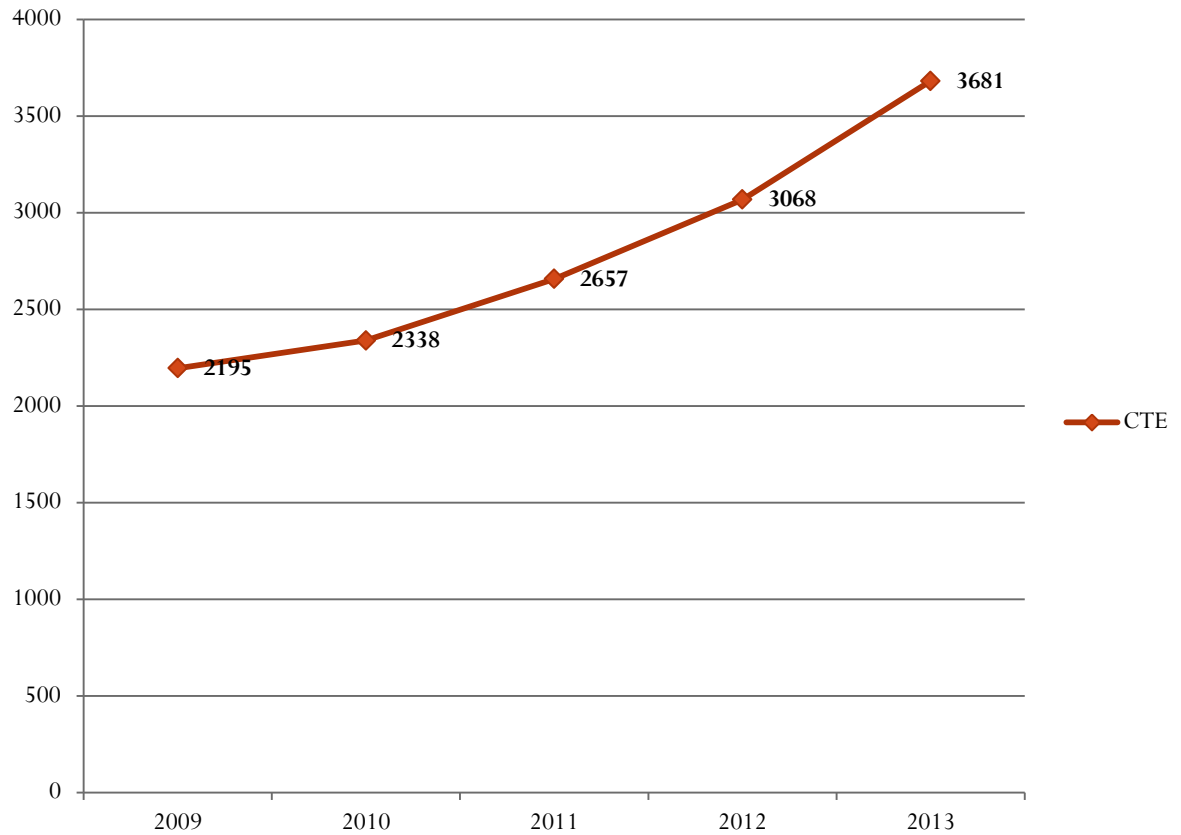
Five-year high for CTEC Student Credit Hours.

Fall-over-fall growth 20%

Automotive, Aviation, Welding account for the majority of growth.

Increases in JTED enrollments.

Fall Semester CTEC Campus SCH (Day 31)

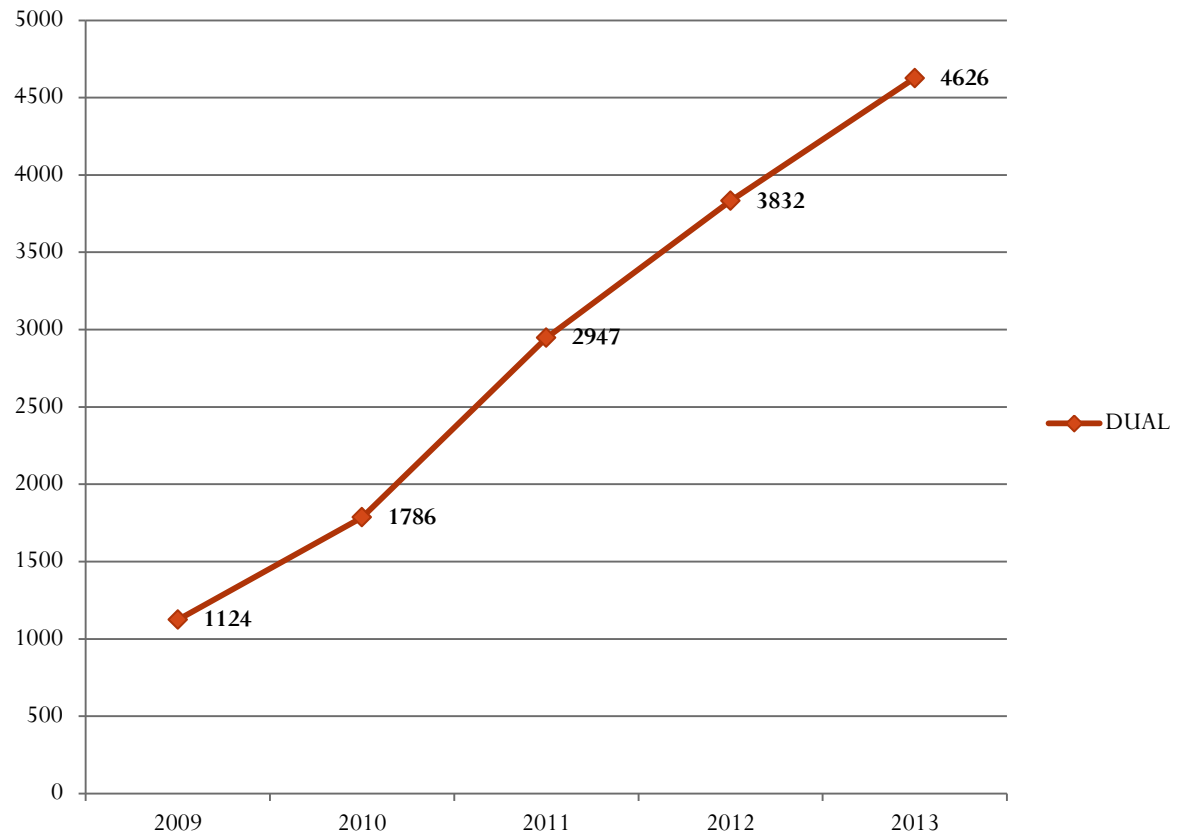


# Dual Enrollment Fall Campus Trend

Five-year high for  
Dual Enrollment  
Student Credit  
Hours.

Fall-over-fall growth  
21%

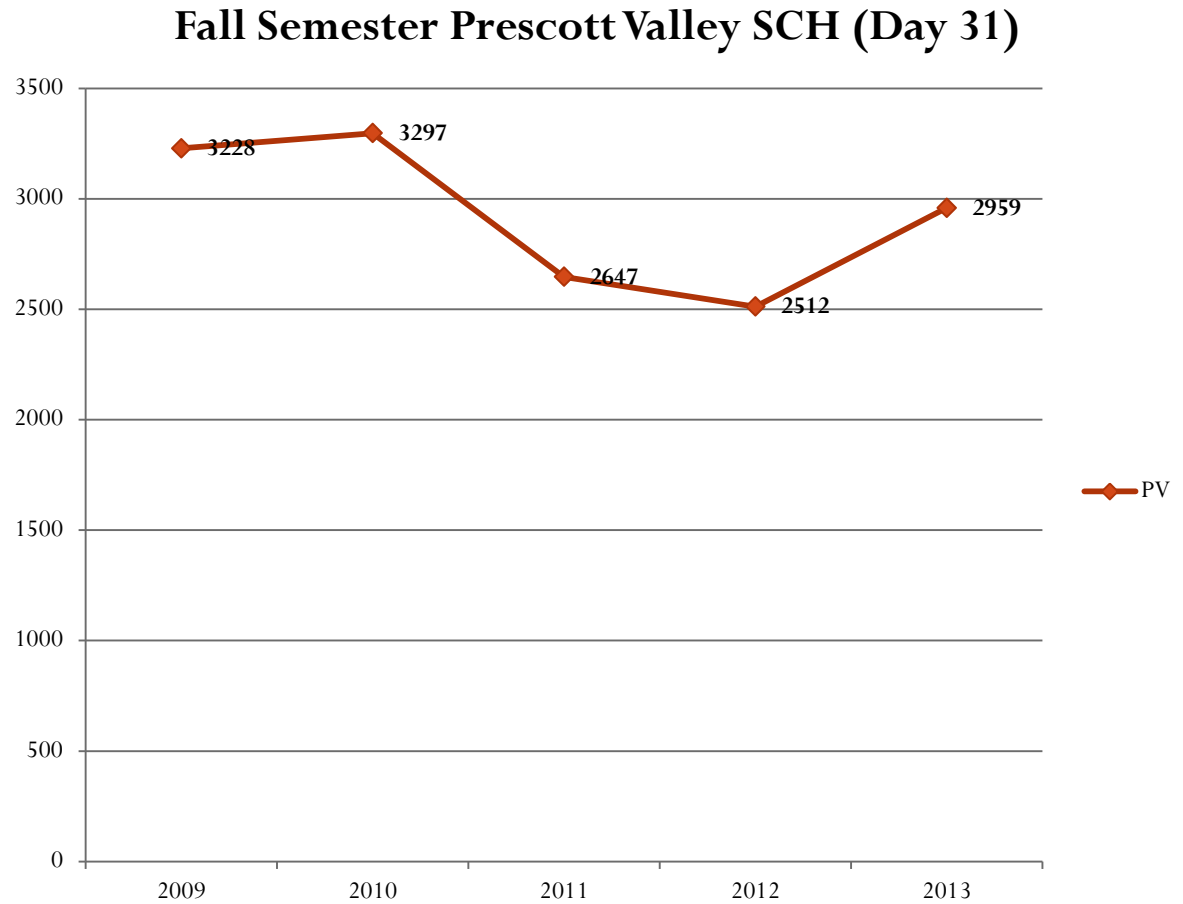
## Fall Semester Dual Enrollment SCH (Day 31)



# Prescott Valley Fall Campus Trend

Fall-over-fall growth  
15%

Administration of  
Justice Studies is the  
largest growth area  
(10% increase over  
last fall).



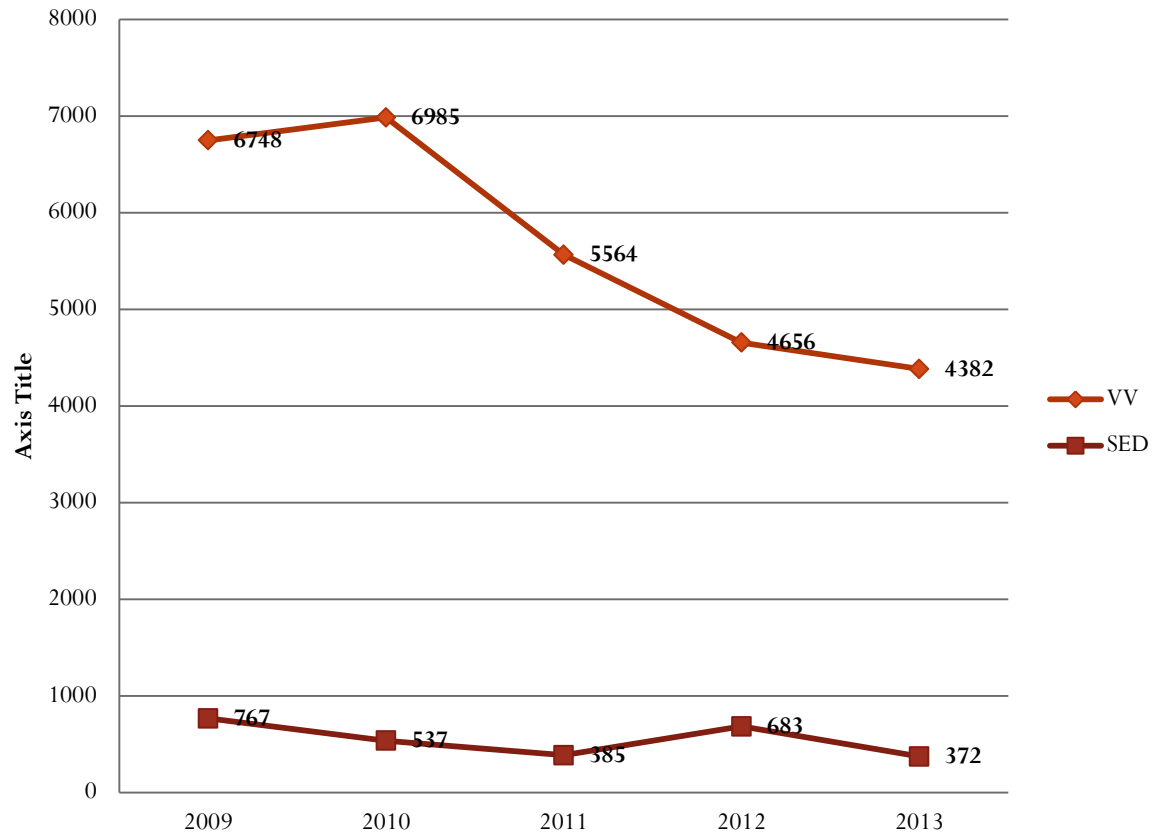
# Verde & Sedona Fall Campus Trend

Five-year low SCH enrollment for Verde and Sedona campuses

Verde declined **6%** (-274) and Sedona **46%** (-311)

Digital Film is down -292 SCH compared to last fall.

## Fall Semester Verde & Sedona SCH (Day 31)



# Prescott & Online Fall Campus Trend

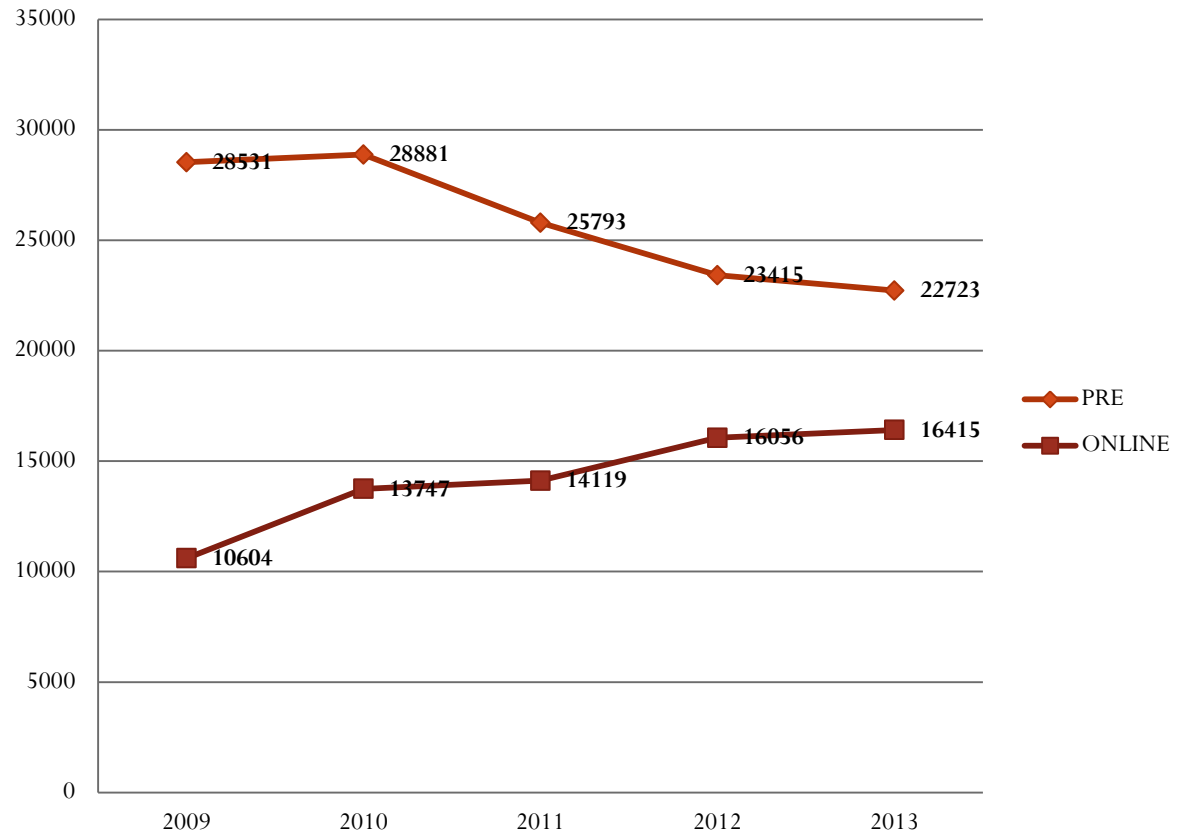
Five-year low SCH enrollment for the Prescott campus.

Prescott declined 3% (-693).

Five-year high SCH enrollment for Online.

Online increased 2% (359).

### Fall Semester Prescott & Online SCH (Day 31)





# Fall Enrollment by Division (Day 31)

Division	Fall 2012 SCH	Fall 2013 SCH	Change From Fall 2012 to Fall 2013	
			Percent	Count
BSCS Business & Computer Science	7,271	7,459	2.6%	188
FNDT Foundation Studies	14,193	14,247	0.4%	54
SSHL Sciences & Health	11,650	11,847	1.7%	197
TECH Career & Technical Education	10,835	11,443	5.6%	609
VPLA Visual/Performing/Liberal Arts	14,334	13,307	-7.2%	-1,027

# Disciplines +/- 150 SCH (Day 31)

Subjects with year-over-year growth or <b>decline</b> of 150 or more SCH				
	Fall 2012 SCH	Fall 2013 SCH	Percent	Count
AUT Automotive	1,537	1,822	18.5%	285
AVT Aviation	1,035	1,317	27.2%	282
CSA Computer Systems & Application	1,515	1,752	15.6%	237
BIO Biology	3,881	4,077	5.1%	196
WLD Welding	639	818	28.0%	179
AJS Administration of Justice	1,695	1,872	10.4%	177
COM Communications	1,140	1,314	15.3%	174
AGS Agricultural Science	718	564	-21.4%	-154
ART Art	3,155	2,997	-5.0%	-158
HIS History	849	648	-23.7%	-201
ENG English	5,850	5,625	-3.8%	-225
DFM Digital Filmmaking	653	361	-44.7%	-292
NSG Nursing	2,266	1,904	-16.0%	-362

# External Environment

- Yavapai County High School Enrollment (Oct. 1<sup>st</sup> Census)

## 12<sup>th</sup> Grade Enrollment

2012-13: 1,969

2011-12: 1,985

2010-11: 1,819

2009-10: 1,971

- Unemployment Rate 8.1% (April 2013)

- 2013 Yavapai County Population

➤ West County: 146,122

➤ East County: 70,439

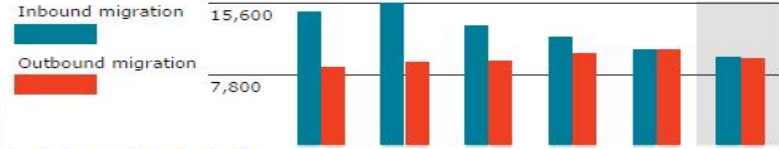
➤ Total: 216,561

- ❖ Annual county growth rate is forecasted at <1.0% (.0087)

# Net In- and Out-Migration

## Yavapai County (Prescott), Ariz.

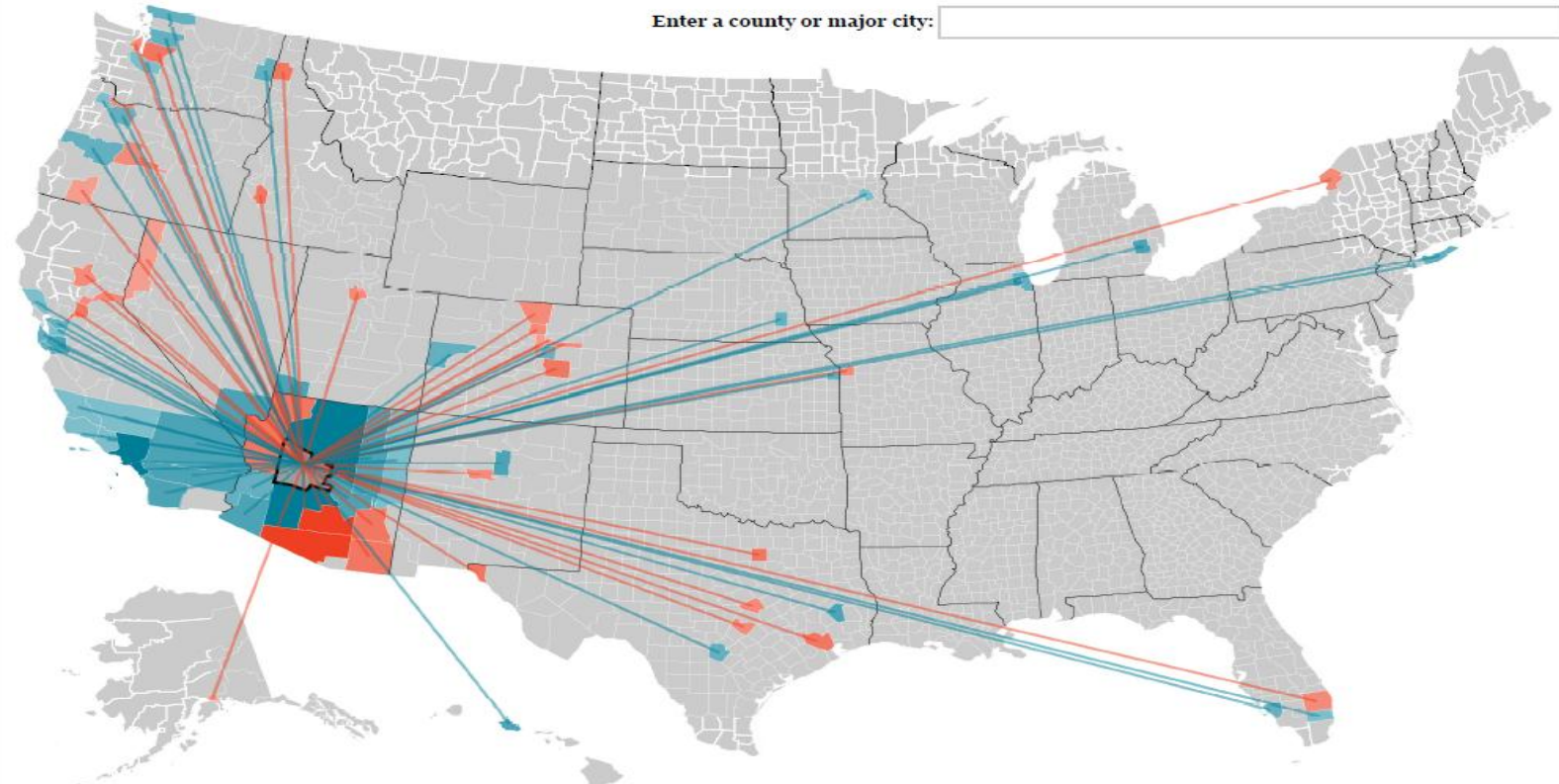
**Population (2010):** 211,033  
**Population (2005):** 195,424  
**Inbound income per cap. (2010):** \$23,100  
**Outbound income per cap. (2010):** \$17,400  
**Non-migrant income per cap. (2010):** \$21,000



Hide Lines  
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 Share

Select year (April-April):

Enter a county or major city:



Source: Internal Revenue Service Tax Stats. The data presented here only include people represented as an exemption on an income tax return. Years represent filing seasons, which for most people end on April 15, but they include returns received as late as the end of September. For best results, please use Firefox, Chrome, Safari, or Internet Explorer 9.

# Comments and Feedback

- Thank you!

# Faculty Association Update

- Student Success Update
- Maricopa Community College Visit
- Compensation Committee Update

# Faculty Compensation Committee

Tom Snavelly, Cindy DeCecco, Mike Ruddell, Jennie Jacobson and Larry Eddy  
Chris Dunn and Sally Isaacson are our camera shy committee members.



# Fall 2013 – What's new?

## The 2013-2014 compensation committee is:

- **Seeking Innovative Ideas:** We added new members and are inviting guests to encourage innovative ideas and viewpoints.

Scott Farnsworth, Dean for Athletics, Science and Health, will be our guest for the November meeting.

- **Fostering Open Communication:** Dr. Wills, Dr. Ewell, Barb Wing and Rose Hurley attended the October meeting. Dr. Ewell offered to give a budget update at the beginning of each Faculty Compensation Committee meeting.



# The Compensation Committee is engaged in the YC budget process and contributing to the salary study

- Compensation Committee Members are participating in the Segal Sibson Faculty & Staff Compensation Study.
- Compensation Committee Members sit in on the budget planning meetings with Dr. Ewell.
- Compensation Committee Members are invited to attend each division's budget meeting with Dr. Blacklaw and Dr. Ewell.

# Visual, Performing & Liberal Arts

Jill Fitzgerald, Dean

Demoree Anderson

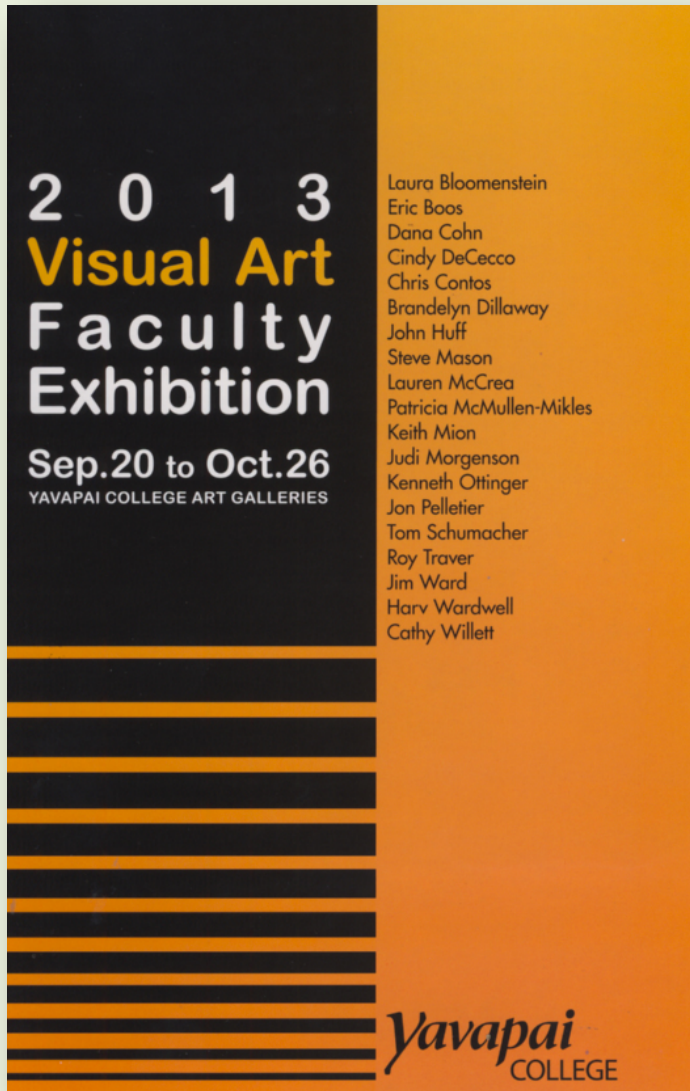
Holly Molina

Teresa Schwickerath

ANT ART ASL CHP CRW ECE EDU GEO GRN HIS  
HUM JRN MUS PHI POS PSY REL SOC SPA THR



Photo by Sunshine Brown



# Art

## **2013 Visual Art Faculty Exhibition**

District wide Invitational Exhibition of recent work by the Yavapai College Art Faculty

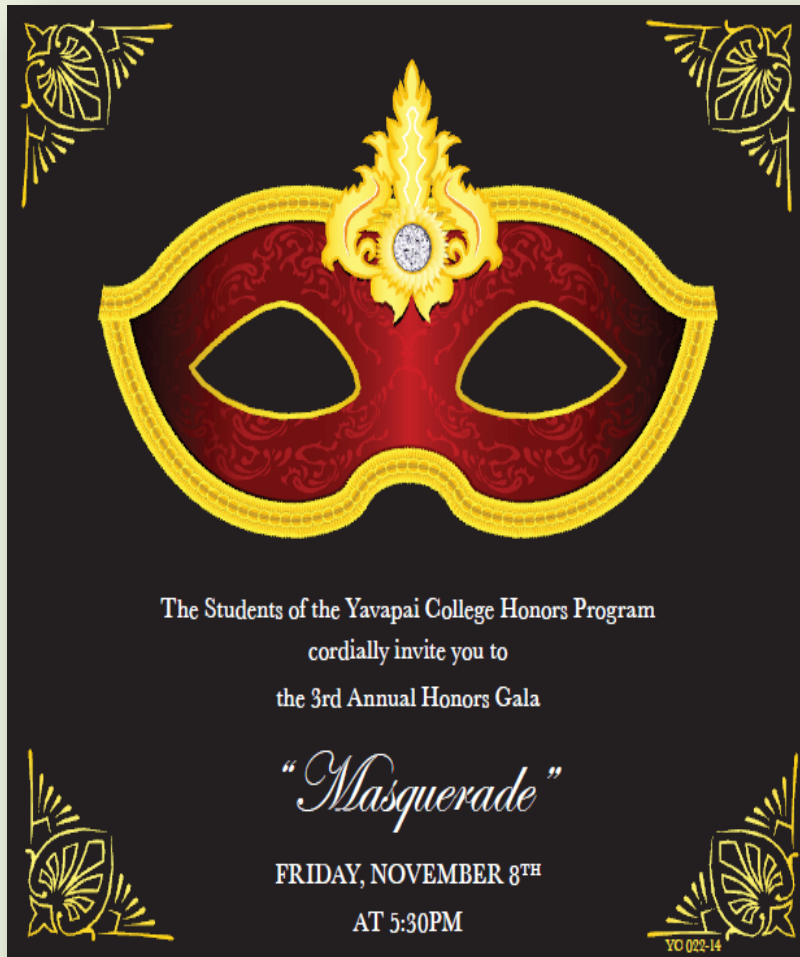
September 20 – October 26

## **Juried Student Art Exhibition**

Biannual juried exhibition of work by Yavapai College art students

November 8 – December 14

# College Honors



**High School Girls Mentoring  
Middle School Girls  
Leadership + Mentoring +  
Community Service = Girls  
Inspiring Girls**

# Creative Writing

## LARAIN HERRING'S BOOK RELEASE PARTY

at Peregrine Book Company on October 12

- *Gathering Lights*
- *Into the Garden of Gethsemane, Georgia*

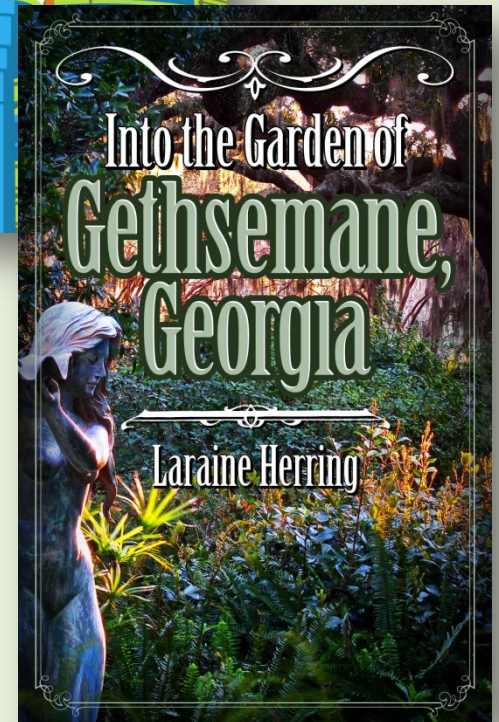
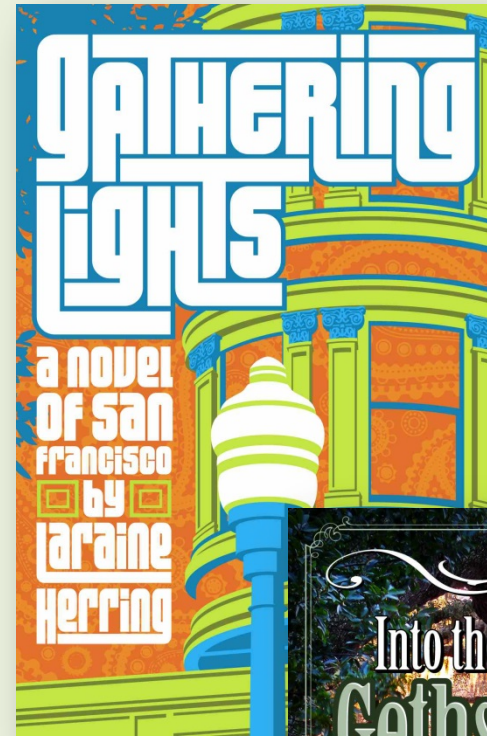
## Recent Events:

Friday, November 8, 11:00 - noon

### FREE CREATIVE WRITING DISCUSSION

### Fall Conversation: Imagining the World of Your Story

- Creative Writing program director Laraine Herring



# Early Childhood Education

- Le Anne Lawhead, ECE faculty, was asked to serve on a design team for a statewide institute, named *Creating Connections: Using Powerful interactions to Bridge the Higher Education community with Statewide Early Childhood initiatives*. Tempe, Arizona, September 19-20

Third year Raising a Reader Grant – serving 450 children this year at a dozen sites throughout Yavapai County

- Recent presentations on early literacy and book sharing techniques at Yavapai County Health Services, Girl Scouts, and Child Care Coalition Conference

Child Care Provider Training (DES Grant) – continues to serve all counties in Arizona with the exception of Maricopa and Pima Counties

- Recently awarded 14 more classes

FEC Alumnae, 8 year-old Grace, started on the day it opened, August 1, 2007

- Recently raised \$500 at her lemonade stand to donate to the Hotshot Scholarship Fund



# Liberal Arts

## Gettysburg Symposium - Lecture and Film Series



- November 12 – 17, Verde & Prescott Campuses
- A Series of Interdisciplinary Lectures Presented by the Faculty of Yavapai College to Honor the 150<sup>th</sup> Anniversary of the Gettysburg Address
- Featuring ten Yavapai College Faculty
- Three films and special guest performer Bobby Horton
- Yavapai College Library features Civil War collections, holdings, and a collection of Civil War-era artifacts will be on display through December 9
- FREE!

# Music

## Fall 2013 Concert Schedule:

### Fall Instrumental Concert: *Music from the Civil War Era*

Concert Band, Symphonic Band, Symphony Orchestra  
Sunday, October 13, 2013, 3:00 pm

### Fall Choral Concert: *A World of Folk Music*

Sunday, October 20, 2013, 3:00 pm

### Evening of Jazz: Roughrider & Trailblazer Jazz Bands

Monday, October 21, 2013, 7:00 pm

### Gospel Festival

Sunday, November 10, 2013, 3:00 pm

### Opera Scenes & Arias

Friday, November 22, 2013, 7:00 pm

### Holiday Instrumental Concert: *Holiday Hits!*

Concert Band, Symphonic Band, Symphony Orchestra  
Saturday, December 7, 2013, 7:30 pm

### Handel's Messiah

Sunday, December 8, 2013, 3:00 pm

### Evening of Jazz: Roughrider & Trailblazer Jazz Bands

Monday, December 9, 2013, 7:00 pm







Photo by Thomas Rhoads

**Upcoming Adjunct Faculty Events:**

- November 6 - *Collaborate* online meeting; Chino- Noon—1:00 pm; link will be sent
- November 8—Prescott area AF Meeting—**Meet Dr. Stuart Blacklaw, our new VP of Academic & Student Affairs**; 5:30 pm in Bldg. 1, Rm. 200.
- November 13 - *Collaborate* online meeting: CTEC — 4:00—5:00 pm; link will be sent
- November 14 - *Collaborate* online meeting: Prescott Valley -Noon—1:00 pm; ink will be sent
- November 14- Prescott AF Small Group Mtg.; 3:00 - 4:30 pm - GIFT Center 3-105 (Prescott)
- November 19 - *Collaborate* online meeting: Prescott — Noon—1:00 pm; link will be sent
- November 20 - *Collaborate* online meeting; Chino- 3:00—4:00 pm; link will be sent
- December 11— Winter Institute Social with President Wills; time TBA

**UPCOMING ACADEMIC CALENDAR ITEMS:**

- 11/11 Veterans Day Holiday. No classes. All offices closed.
- 11/27 thru 11/29 Thanksgiving Holiday. No classes. All offices closed.
- 11/28 - Final Faculty Withdraw Deadline
- 12/2 - Grading opens
- 12/15 - Final Grades Due at Noon

**Giving Thanks ~**

It's true that Thanksgiving only comes but once a year, but we should actually celebrate thanks each and every day. It's just a matter of learning to live with a spirit of gratitude.

Remember, in every circumstance there is something for which to be thankful. Even when there seems to be nothing else, there is hope.

I'm thankful for all of the wonderful people with whom I share my work days and weeks.

Have a Warm, Wonderful Thanksgiving!

Chris



*A Newsletter for & about Yavapai College Adjunct Faculty*

**IMPORTANT UPDATES!**



**From the Registrar ...** Sheila Jarrell, M.Ed., 928-776-2107

**Have you accessed your rosters using the new YC website? It's very easy!**

Login at the top, then go to My Services/Faculty/Submit Final Grades. The actual final grade roster and grading process have not changed.

**Grading Reminders:**

This chart refers to all regular semester classes, the third 5-week part of term classes, and the second 7-week part of term classes, and those few classes in part of term 3. Please note that the final deadline for withdraws is November 28!

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due
POT 1	Thursday, November 28	December 2	Sunday, December 15-Noon
POT 3	Thursday, November 28	December 2	Sunday, December 15-Noon
POT 53	Thursday, November 28	December 2	Sunday, December 15-Noon
POT 72	Thursday, November 28	December 2	Sunday, December 15-Noon

**Questions?** [registrar@yc.edu](mailto:registrar@yc.edu) or 928-776-2107 or Office Bldg. 1—Room 1-129D on the Prescott Campus. Let me know how I can help you!

**Financial Aid Update... Diana Dowling, Assistant Director of Financial Aid - 928-776-2391**

**New for Spring 14!**

It will now be even more vital for faculty to report no shows and students who stop participating because the college will no longer write off financial aid debts. When students stop participating they might not be eligible for their full financial aid. In the past, the college has written most of this debt off, costing Yavapai College thousands and thousands of dollars, but things are changing for Spring 14! The college has now decided to hold students responsible for this debt. It is now even more vital for faculty to report no shows, and students who have stopped participating as soon as possible.

No shows should be reported within the first week of class, and not the FTSE date. Reporting no shows during that first week of class prevents aid from being disbursed and stops students from incurring debt!

Faculty will still report the drop to Enrollment Services office via e-mail to: [enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu). When reporting the administrative drop, please include the student's name, Y# and the last date that the student attended/participated in the class.

Thank you for all your efforts!

## The Adjunct Advisor

Published for Yavapai College Adjunct Faculty

Yavapai College

1100 E. Sheldon Street— Prescott, AZ 86301

Chris Heyer, AF Coordinator, Editor

Phone: 928-649-4568 (Verde)

928-776-2018 (Prescott)

### \$\$ Money—Money—Money \$\$

First Payroll for Adjunct Faculty is  
Friday, September 6th.

*Compensation Rate for 2013-14*

**\$717/load/hour**

If you are not sure how or what you are paid, please see  
your Division Dean.

Pay dates for Fall 2013:

\* September 6, 20

\* October 4, 18

\* November 1, 15, 29

Please note that the final pay date for the fall  
semester will be Friday, November 29<sup>th</sup>

[Click Here for Adjunct Faculty  
Compensation, Workload & Benefits](#)

Get More! [Adjunct Faculty Resources](#)  
Web Page



**Do you have an adjunct question?** First, don't forget your Dean is your first point of contact. You can also call  
Chris Heyer, Adjunct Faculty Coordinator - Prescott Office (usually Wednesdays) 928-776-2019  
... or the Verde Valley Campus - 928-649-4568...or email at [chris.heyer@yc.edu](mailto:chris.heyer@yc.edu).

## Updates from the Library ~

### Finals Week

The Prescott Campus Library will be ready  
to **revive** your students during finals week!  
Library staff will be making the rounds, offer-  
ing free water and snacks to students study-  
ing and preparing for their final projects.



*Do your students  
look like this...?*



Study rooms will be available  
for group collaboration & study  
carrels with outlets ready for those  
in need of a quiet area.  
The De-stress room will also be  
open and filled with board games,  
puzzles, soothing music, and snacks.

Detailed information will be posted on our blog, [Beyond the  
Wall](#) once we get closer to finals week.

### Ebooks

Did you know you can request library material in an ebook  
format now? Just send in your request using our [Suggest  
An Item](#) form. Ebooks purchased for the library are stored  
on our [MyiLibrary](#) platform.



## Gettysburg Symposium – Lecture and Film Series

**November 12-17, 2013 at Various Times and Locations**

A series of films and interdisciplinary lectures presented by the Faculty  
of Yavapai College to honor the 150th Anniversary of the Gettysburg  
Address. [See Web info](#) for specific events taking place at the Prescott  
and Verde Valley campuses.

Presenters: Mark Woolsey, Suzanne Waldenburger, Chris  
Eubank, Paul Evans, Matt Percy, Alan Lohr, Debbie Roberts,  
Keith Haynes, Terence Pratt, and Brandy Dillaway.

Winter Institute 2013  
YAVAPAI COLLEGE



**Our 8th Annual  
Winter Institute  
December 11th and  
12th, 2013!**

Join your amazing colleagues here at Yavapai College for two days  
of learning and sharing. Both the summer and winter institutes offer  
one of the best opportunities to converse with your fellow instruc-  
tors, to learn about teaching and learning, and to learn about the  
topics important to the college as a whole. We hope you will take  
the opportunity to participate in the development of the college's  
culture and capabilities.

**Wednesday Keynote:** Don Carter, Director, Northern Arizona  
University e-Learning Center.

Don Carter has directed the e-Learning Center since 2003 &  
the Ethyl Math & Science Resource Center. He teaches in the  
Master of Administration program at NAU and previously  
taught mathematics, computer science, and building design &  
graphics at NAU, Randolph College, & Yavapai College.

**Wednesday 'Virtual' Guest Speaker: Peggy Sheehy**

**Questions?** Please contact Ruth Alsobrook-Hurich in the TeLS  
Office; [Ruth.Alsobrook@yc.edu](mailto:Ruth.Alsobrook@yc.edu), or 928-776-2076.

- Continuing our third year of the *Adjunct Advisor*, an Adjunct Faculty Newsletter (you have a copy of March-April Newsletter)
- Starting up the academic year includes:
  - Registration/Enrollment Services and monitoring rosters and students
  - Campus Safety
  - Gen Ed Outcomes assessment – new process
- Finishing up the academic year includes:
  - Student engagement & retention
  - Grading & preparing for next semester (short turnaround this year)
- Continue our AF Facebook Page
- Continue instruction of the Adjunct Faculty, an online, 4-module course, *Instruction, Management and Assessment in the Classroom*, fall and spring, and also summer. Have 15 enrolled for fall semester.
- Provided a special orientation for new adjunct faculty at CTEC and Chino.
- Conducted an in-person class at the Summer Institute 2013; will repeat summer 2014.

**Highlights for Fall 2013**

- Based on a survey in 2013, we began an Adjunct Faculty Facebook page to keep adjuncts in the loop and improve communication on important issues; connect to YC information and deadlines; connect to division information; teaching information, and workshops, and more. We get new ‘friends’ each day! Several friends include those from other institutions in the state and nationally
- Continue our evening New Adjunct Faculty Orientation (on Employee Day, January 9) that was very successful.
- Continued adjunct meetings around the district, but changed the format to offer four ways to accommodate more faculty to attend:
  - Full meetings with campus leadership, department managers and staff; peer presentations. Began ITV meetings for Prescott and Verde campus.
  - Smaller, alternative meetings with adjuncts at various days and times that includes a variety of topics and with a variety of YC staff.
  - Online “*Collaborate*” meetings – similar to a webinar piloted last spring. We have expanded throughout the District.
- Completing Performance Evaluation with committee for and process for a more comprehensive way to evaluate adjunct faculty. Will finalize with HR to begin spring semester.
- Meet one-on-one to assist adjunct faculty with Blackboard issues, syllabus development, pedagogical issues, and class management.
- Presented First Friday Workshop on Creating Newsletters.
- Participating in the TeLS 9x9x25 Challenge this semester.

## **Meetings & Training 2012-13:**

AF meetings continue to be held around the District this year – Prescott area-Prescott Valley – CTEC – Chino Valley, and Verde Valley/Sedona, with focus on our accreditation process and our Quality Initiative; student assessment; a variety of ways and methods to manage classes; communicate with students; and enhance instruction. Each meeting contains an “Adjunct Moment”, in which an AF member shares some personal history and success (and failures!) in class. Topic and presenters for this year semester include:

- Stacey Hilton, Dean, Instructional Support & Improvement
- Mike Lange, Marketing & Communications Director
- Dr. Greg Gillespie, VP, Accreditation results
- Sheila Jarrell, Registrar, with registration policies and enrollment management
- Tania Sheldahl, District Advising Director
- Teri Eckles, Financial Aid Director, information on financial aid
- Members of the SLOA Committee on Accreditation and Assessment
- TELS Staff with lots of technology tips and tricks for classroom management, instruction, and online classes
- Mike Byrnes from YC Prescott Library; on faculty services and databases
- Sheri Kinney, Verde Library on faculty services and databases
- Robb Ferguson, Disability Resources & Prescott Learning Center
- Trisha Travis for Verde Learning Center
- Jane Hersh, SSS/TriO Programs
- Linda Evans for SSS/TRIO /VUB Programs
- Sean Hagen, Web Services, new YC Website
- YC Bookstore representatives

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## **AF Accomplishments & Awards Fall 2013 Semester:**

- ◆ Ruth Alsobrook-Hurich – PHE / BUCS - received four Zumba® Licenses: Basics I, Basics II, Core, and Glutes. Will apply for Video Game Development Certification through Yavapai College. Ruth was also interviewed in Second Life as Rah Rehula and published here: <http://bowlerbusinessreview.wordpress.com/issue-7/experiential-education/>.
- ◆ Daren Burns – VPLA-MUS-I am playing with Concord Jazz recording artist Spencer Day at the Wildhorse Ranch Rescue charity event at the Orpheum in Phoenix on Nov. 8th and at the Elks Opera House in Prescott on Nov. 9<sup>th</sup>. He’s currently mixing his next solo CD to be released the end of this year or early next year; and he’s enrolled as a certificate candidate in the Berklee School of Music's MOOC course entitled "Introduction to Music Production". Daren was selected to be a part of the Artbox Institute in Flagstaff for 2014, a professional development course for artists of all disciplines.
- ◆ Brigid Bunch-PHE – is a competitive swimmer and teach three competitive swim classes. This past summer she competed in the US Masters Swim Nationals at Mission Viejo, CA, and took two first place finishes (200 meter IM and 200 meter backstroke) for her age group (50-54). These times ended up being the fastest times recorded in the nation for the season, thus earning Brigid two All-American titles.
- ◆ Robert Church – AJS/ Emergency Management. Received his Associate Emergency Manager certification from the International Association of Emergency Managers <http://www.iaem.com/page.cfm?p=certification/history-of-cem> In addition to job as a police officer Robert is also a certified Type 3 Public Information Officer with the Verde Valley Fire District. This summer he assisted Yavapai County Division of Emergency Management to open up the county's emergency operations center during the Doce Pitts wildfire in Prescott

- ◆ Dr. Mary Ann Clark -PHI/REL- published her newest book, *Then We'll Sing a New Song; African Influences on America's Religious Landscape*, <https://rowman.com/ISBN/9781442208810>
- ◆ Jeri Denniston- BUCS/Social Media - Developed our Adjunct Facebook page! She has presented for various groups in Prescott, Prescott Valley and Chino Chamber of Commerce Women in Business.
- ◆ Michael Glasser – BUCS - Self-published a DVD of training videos. Demo can be seen at <http://prescottcomputerguy.com/dw/dw6/>; ISBN: 978-1-61414-490-8.
- ◆ Sandi Greene – ENG - published her first novel, *Broken Halo*, a supernatural suspense for ages 11-18, available on Amazon and B&N for Nook, Kindle, iPad, iPhone, and PC. [www.sandigreene.com](http://www.sandigreene.com)
- ◆ Dr. Melissa A. Holmberg- V presented and taught an original workshop at the Hawaiian International Conference on Education in January titled: *The Community College Communication Studies Student: Multiple Intelligences for In-Person and Online Modalities*.
- ◆ This month, Kristen Kauffman teamed up with the English Club and the Municipal Liaison of Nanowrimo (National Novel Writing Month) to provide free writing workshops and bring community members on campus. Over three weeks, these workshops gathered attention and grew until the last two workshops outgrew the reserved classroom and had to move to a new room. With an average of 31 people in attendance (an average of 20 community members), the Nanowrimo workshops encouraged students not only to follow their creative voice, but to sign up in the YC creative writing program.

Additionally, Kauffman reports that the English Club is growing. With only 5 regular attendees beginning Fall 2013, the English Club has grown to 12-15 regulars who have been active in helping with Nanowrimo, and have also volunteered their time to help with several other club events. Last week, the English Club volunteered their time to help with the Nanowrimo workshops and write-ins, they helped with the Boo Bash to great success, and with the Halloween Festival put on by the Pride Club.

- ◆ Tama Kott – VPLA/MUS - In the summer of 2013 I did editorial work for Digital DuChemin, a unique project dedicated to sixteen sets of books expertly crafted by the Parisian printer Nicholas Du Chemin between 1549 and 1568. The project was funded by: Centre National de la Recherche Scientifique. Additionally, Ms. Kott had the following performances: International Double Reed Society (IDRS) Conference-2 performances; and this Fall 2013, Recital Yavapai College Performing Arts Center.
- ◆ Bruce Lanning – VPLA - just completed directing *Dead Man's Cell Phone* by Sarah Ruhl for the Prescott Center for the Arts new black box theater, **Stage Too**. This new comedy has introduced audiences in the quad cities to the intimate venue where they present plays that are a bit edgy--adult shows that discuss ideas that the Mainstage at PCA has not been able to offer. Following this show he will be directing *To Kill a Mockingbird* on PCA's Mainstage; based on the novel by Harper Lee has received a lot of attention throughout the country recently, especially in Shakespeare Festivals.
- ◆ Susan Mucci – VPLA- Has published her book, "Family Systems Workbook"; and co-runs Family Constellations Therapy in Sedona. She wrote / is teaching a new class this fall: Dream Interpretation PSY 270;
- ◆ Ken Ottinger –ART- continues to display student paintings in acrylic and pastel. Also, Ken will have a display of his own work and the types of assignments he teaches in his painting and drawing classes in acrylic, oil, pastel and colored pencil in the coming semesters.

### **Items for Future Consideration**

1. A tiered pay structure for Adjunct Faculty, similar to full-time, based on longevity and credentials; especially in light of new credential requirements and evaluation process;
2. Conversations about Affordable Care Act and its effects, if any, on Adjunct Faculty
3. More participation in shared governance on Faculty Committees and the Faculty Association;
4. Restore professional development funding allocated specifically for Adjunct Faculty.

### **Other Comments**

Communication is always an issue with part-time faculty, and I work very hard to be ever more inclusive for our Adjunct Faculty. I have successfully tried some new things to communicate with our Adjunct Faculty. I am appreciative of our Deans, Program Directors, and Administrative Assistants who work diligently to keep all of us in the loop, and support our Adjunct Faculty.

*Chris Heyer*

Chris Heyer, Adjunct Faculty Coordinator &  
District Assessment Director

**Presenter :** Ray Sigafoos

**Start Time :** 1:46 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 11/6/2013

**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 :** 2013 Annual Foundation Report - INFORMATION AND/OR DISCUSSION

**Details :** Mr. Steve Walker, Vice President of Advancement, Executive Director, Yavapai College Foundation will present the Foundation's Fiscal Year 2013 Annual Report

**Attachments :**

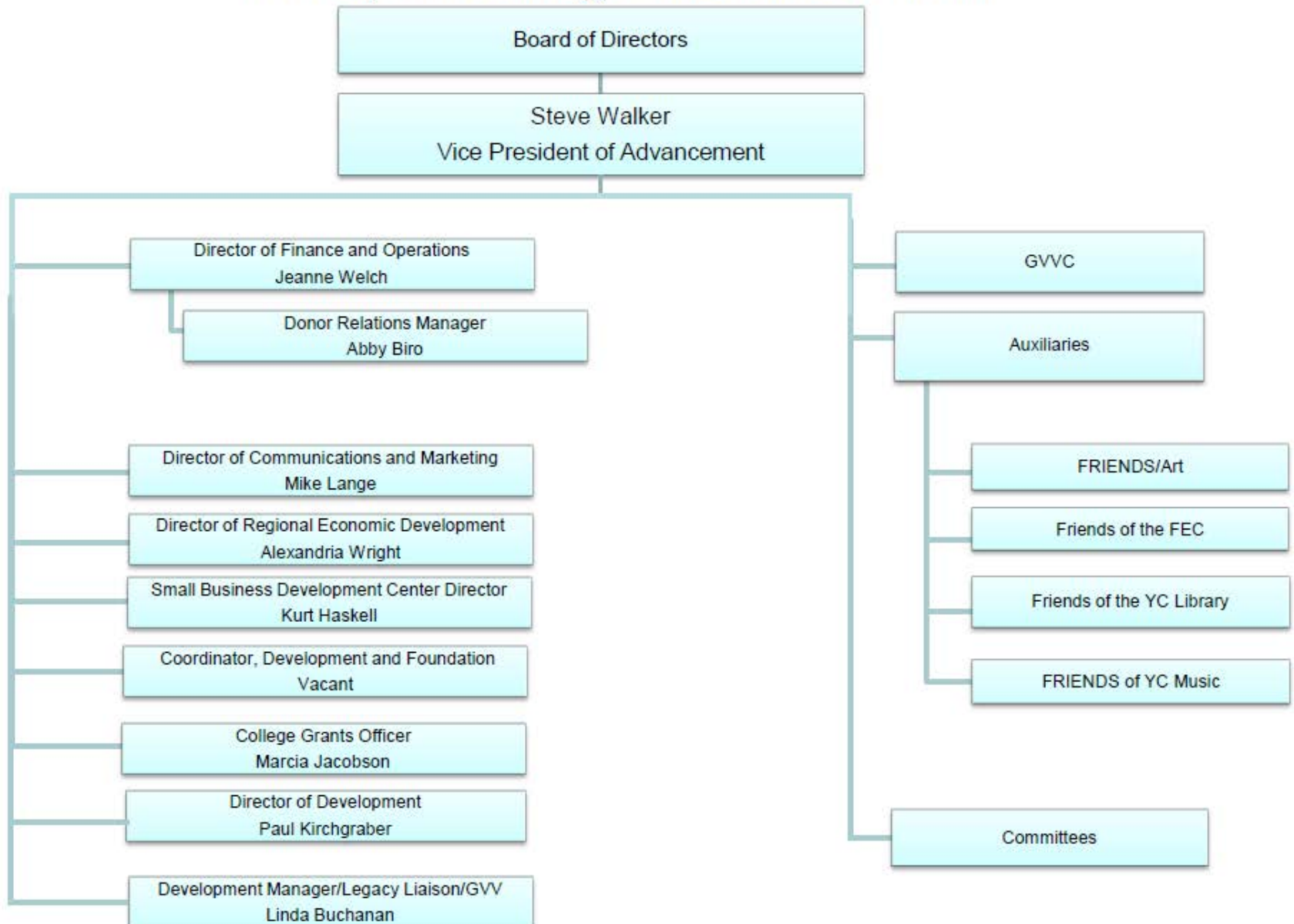
Title	Created	Filename
Foundation FY13 Annual Report to DGB.pdf	Nov 06, 2013	Foundation FY13 Annual Report to DGB.pdf



# Yavapai College Foundation

## FY13 Annual Report

# Yavapai College Advancement



# Where We Stand

Yavapai College Foundation Statements of Financial Position as of June 30, 2013

	2010-2011	2011-2012	2012-2013
<b>ASSETS</b>			
Cash and Investments	\$ 9,316,265	\$ 9,470,228	\$ 10,307,735
Other	\$ 806,412	\$ 823,367	\$ 791,250
<b>Total Assets</b>	<b>\$ 10,122,677</b>	<b>\$ 10,293,595</b>	<b>\$ 11,098,985</b>

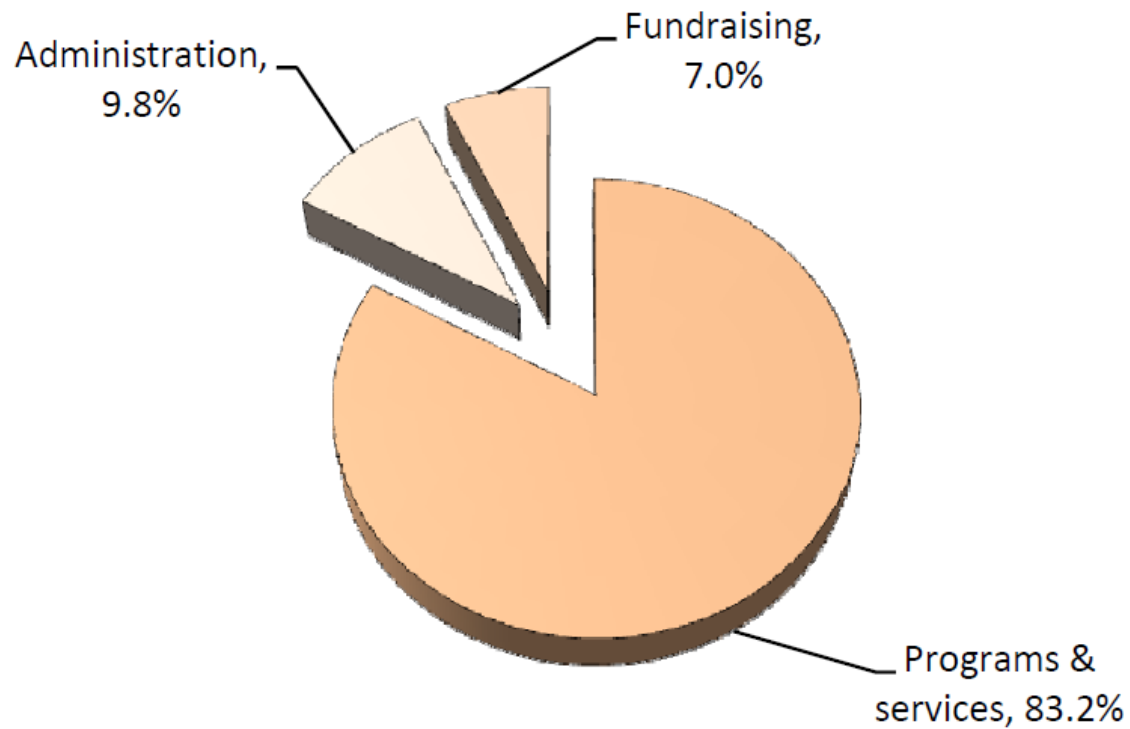
## LIABILITIES

<b>Total Liabilities</b>	<b>\$ 442,907</b>	<b>\$ 324,541</b>	<b>\$ 368,869</b>
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## NET ASSETS

<b>Total Net Assets</b>	<b>\$ 9,679,770</b>	<b>\$ 9,969,054</b>	<b>\$ 10,730,116</b>
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## FY 2013 Expenditures



Campaign for the  
**Southwest  
Wine  
Center**  
at Yavapai College

**\$3 Million** ▶  
Campaign Goal

◀ **\$1,033,055**  
As of October 15, 2013

**Yavapai**  
COLLEGE  
life explored



# Plant-a-Vine 2013

With 175 volunteers at the Yavapai College Vineyard



# Tennis Court Renovation Campaign



**GLHN**

December 20, 2012

OPTION 5.3: Perspective looking Northwest

Yavapai College - Prescott, Az. | 0938.09 Tennis Courts



A 53



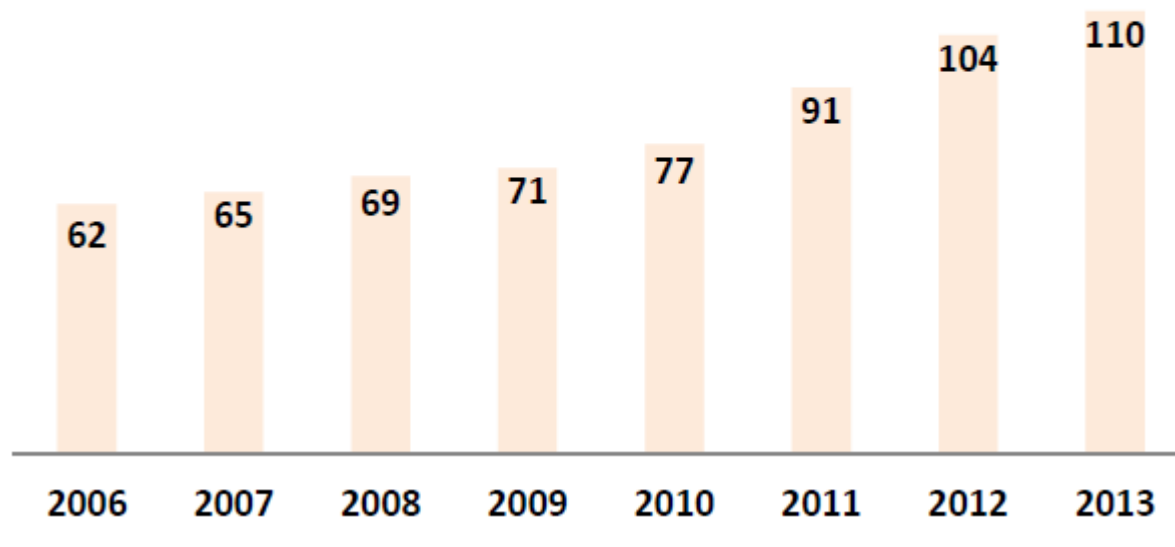
Endowment Pipeline	
	<i>Total as of Year End</i>
FY ending 2011	\$1,235,876
FY ending 2012	\$3,701,876
YTD 6/30/2013	\$5,632,876
Represents 20% of Known Bequests	

Legacy League Growth	
Prior to 2008	<b>34 members</b>
As of 2013	<b>150 members</b>





## Number of Endowed Student Scholarships



## College Student Scholarships and Financial Aid

<u>College</u>	FY2010	FY2011	FY2012	FY2013	Comment
Institutional Scholarships	1,600,000	1,225,000	613,000	703,000	Merit based
Federal Fin Aid (PELL, SEOG, LEAP)	7,151,000	9,806,000	9,815,000	9,827,000	Need based

## YC Foundation Scholarships

(By Area of Emphasis)

<u>Foundation</u>	FY2010	FY2011	FY2012	FY2013	Comment
ADULT BASIC EDUCATION			80	6,550	Need Based
ART STUDENTS	5,000	7,050	10,500	9,008	Need Based
STUDENT ATHLETES	6,600	6,600	500	338	Need Based
BUSINESS STUDENTS	1,350	1,350	500	222	Need Based
CHILDCARE SCHOLARSHIPS	1,745	3,706	1,499	1,711	Need Based
CRITICAL THINKING		4,000	4,000	4,000	Need Based
CTE STUDENTS			24,700	11,836	Need Based
EDUCATION STUDENTS	6,555	7,071	3,218	2,064	Need Based
FEMALE STUDENTS	0	0	0	997	Need Based
FILM STUDENTS	500			500	Need Based
STUDENTS W/FIN'L NEED	4,500	4,900	3,300	4,039	Need Based
FIRE/EMT/LEO	1,000	1,000	1,000	1,000	Need Based
FOSTER CHILDREN	21,164	10,000	13,000	1,751	Need Based
ANY QUALIFIED STUDENT	47,050	35,235	21,234	13,745	Need Based
GUNSMITHING	800	750	600	168	Need Based
HISTORY/LANG. ARTS	1,099	1,000	1,000	1,258	Need Based
MUSIC STUDENTS	9,473	7,285	10,328	10,571	Need Based
ALLIED HEALTH/NURSING	29,052	50,450	43,600	54,768	Need Based
OLLI STUDENTS	60	645	3,530	2,918	Need Based
OTHER	27,034	17,771	8,711	6,745	Need Based
RBT STUDENTS	3,000	3,000	3,000	3,821	Need Based
STAFF DEVELOPMENT	5,000	1,271	6,000	4,401	Need Based
STEM STUDENTS	1,200	1,200	1,000	1,855	Need Based
	172,182	164,284	161,300	144,266	

# Jewish Community Healthcare Scholars




# YCF Annual 2013 Meeting



# Granite Mountain Hotshots Scholarship

## \$250,000.00



Hi my name is Grace Schamber. <sup>July 19, 2013</sup>   
My grandparents are Ann and Mary Lavington. I am having a lemonade stand with doodle snickers, peanut butter and chocolate chip cookies on Saturday July 20<sup>th</sup> from 6-8pm. All the money we raise goes to the Yavapai College Scholarship Fund for the children of the Granite Mountain Hotshots. Come to 118 S. Murphy Way to get our ice cold lemonade and some great cookies! Fire Fighters get a free coolie and lemonade if they stop by!



**Presenter :** Ray Sigafoos                      **Start Time :** 1:51 PM                      **Item No :** 17  
**Proposed By :** Ray Sigafoos                      **Time Req :** 10  
**Proposed :** 10/23/2013                      **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 :** 2:01 PM                      **Item No :** 18  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 10/17/2013                      **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 :** 2:01 PM                      **Item No :** 19  
**Proposed By :** Ray Sigafoos                      **Time Req :** 5  
**Proposed :** 10/17/2013                      **Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.4	The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	344138

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION

**Details :**

## Executive Limitation 2.4 - Asset Protection

The President shall not cause or allow existing any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

### MOTION OPTIONS:

#### 1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.4, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.4.

#### 2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 2.4 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [at the X board meeting] [within X amount of months] that includes a new interpretation.

#### 3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.4 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.4 I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

### Attachments :

Title	Created	Filename
New Executive Limitations Policy 2 4 Asset Protection 102913.pdf	Nov 06, 2013	New Executive Limitations Policy 2 4 Asset Protection 102913.pdf
2 3 1 09-04-12 Intellectual Property Rights.pdf	Nov 07, 2013	2 3 1 09-04-12 Intellectual Property Rights.pdf
Presidential Monitoring Worksheet for Executive Limitations 2.4-Compilation.pdf	Nov 11, 2013	Presidential Monitoring Worksheet for Executive Limitations 2.4-Compilation.pdf

**President's Monitoring Report  
Executive Limitations 2.4 – Asset Protection  
November 2013**

**Executive Limitations 2.4 – Asset Protection**

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

**President's Interpretation:**

As stewards of public funds, it is imperative that the college maintains and strengthens the public's trust. One of the key avenues to do that is to ensure that our assets are legally and effectively expended, wisely invested, and sufficiently insured. These assets are not limited to structural facilities, but rather include such matters as intellectual property, copyrights and trademarks, operating capital, and the college's reputation. Examples of such safeguards include but are not limited to: 1) Adequate insurance against fire, theft, and casualty losses to the full extent of replacement value and against liability losses incurred by the college itself, its Board members, and its employees, consultants, and agents in an amount usually carried by comparable organizations. 2) Protecting intellectual property, information, and files from loss, significant damage, or willfully violating the individual rights of others. 3) Deposit and/or invest operating funds in only secured instruments or bonds through high- quality, low-risk mechanisms (approved by AZ statutes). 4) All college employees, through their actions, will respect the college's public image and credibility by not acting in any way to hinder the progress of the Board's Ends or Strategic Initiatives.

**Sources of Data to Support President's Interpretation:**

1. Insurance:

The District is a member of the Arizona School Risk Retention Trust, Inc., (the Trust). The Trust provides high quality, professionally managed, affordable property and casualty indemnity protection services to over 250 school districts and community colleges in the state.

Summary of Current Coverage:

General Liability including Governing Board and Professional Liability - \$10M/occurrence

Excess Liability coverage - \$50M aggregate limit

Property Insurance – Aggregate limit - \$133,624,000, replacement value/like kind.

2. Information Asset Protection:

The District has a multifaceted strategy in place to protect information from lost or potential misuse. The Information Technology Services department is tasked with developing this strategy and the corresponding tasks associated. The college has developed Policy 2.3.1, Intellectual Property Rights, that defines and protects employee and college interests. The college follows FERPA requirements and supports employees with training on handling of confidential information. Yavapai College **Policy 2.4.11, Copyright Use Policy, represents the College's commitment to abide** by Copyright Law and operate legally. All materials copied by the college print contractor (Ricoh) are copyright checked.



2.3.1 09-04-12  
Intellectual Property |



### Summary of Data Protection Practices:

- The College has a comprehensive disaster recovery plan for its information assets.
- Important databases and files are backed up on a routine schedule. Back-up snapshots are taken frequently for quick recovery of data. Long-term storage of information is completed via a backup solution and stored on physical disk arrays separate from the main data center.
- Redundant disk arrays are utilized to reduce the risk of data loss associated with hardware failures.
- Server rooms are protected by UPS systems. The primary and secondary data centers have a backup generator and redundant cooling.
- YC is utilizing a new data center on the Verde Valley Campus as a disaster recovery and business continuity location.
- Server rooms are protected by UPS systems. The primary data center also has a backup generator and redundant cooling.
- Preparation is underway to utilize a new data center on the Verde Valley Campus as a disaster recovery and business continuity location.
- File-level, database, and physical security are managed by the ITS Department.
- Multi-tiered virus scanning and security vulnerability testing are used to protect data.
- The College network is routinely scanned for intellectual property violations.
- The ITS Department manages and maintains all district wide software licensing agreements. All employees and students electronically agree to an Acceptable Use Policy (Terms of Use) that prohibits individuals from installing and using unlicensed software on college computers. All employees and students must adhere to our Technology Resource Standards policy that prohibits individuals from installing and using unlicensed software on college computers.

### 3. Deposits and Investments:

The District's **primary objective in investing available cash is the preservation of capital** and the protection of investment principal while earning the best reasonable relative rate of return.

**The District's** operating funds are invested in insured or collateralized interest bearing deposit accounts and the **County Treasurer's Investment pool**. **The District's June 2013** revenue bond proceeds are invested in a Fidelity US Treasury money market fund through US Bank.

**The District's investments at** September 30, 2013, were as follows:

<u>Investment Type</u>	<u>Amount</u>
Wells Fargo checking account	\$5,184,200
Wells Fargo capital accumulation savings account	1,260,200
<b>County Treasurer's investment pool</b>	<b>11,212,400</b>
Fidelity US Treasury Mny Mkt Fund (Revenue Bonds)	3,285,200

4. Public Image:

The College maintains several policies and procedures that require employees to respect **the College's image and credibility by not acting in any way to hinder the progress of the Board's Ends or Strategic Initiatives:**

- [Policy 2.4.1: Code of Ethics](#)
- [Policy 2.4.2: Conflict of Interest](#)
- [Policy 2.4.7: Reporting Dishonest or Fraudulent Conduct](#)
- [Policy 2.4.8: Zero Tolerance for Threats or Disruptive Behavior](#)
- [Oath of Office required from all employees – as per Arizona Statue 38.231](#)

**President's Conclusion:**

**I report compliance**

**Policy Number: 2.3.1**

**Title: Intellectual Property Rights**

**Effective Date: September 4, 2012**

**Scope: All Employee Groups**

**Introduction**

Yavapai College (herein referred to as the “College”) is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students, and staff. As a matter of principle and practice, the College encourages all members of the College community to publish without restriction their papers, books, and other forms of communication in order to share openly and fully their findings and knowledge with colleagues and the public. The Intellectual Property Policy is intended to promote and encourage excellence and innovation in teaching and scholarly research by identifying and protecting the rights of the College, its faculty, staff, and students. The long-standing academic tradition that creators of works own the copyright resulting from their teaching, writing, and research is the foundation of the College’s Intellectual Property Policy. There are some exceptions to this tradition. This Policy addresses these exceptions.

**Policy**

Intellectual property ownership of all work by academic employees, non-academic employees, or students shall vest in the creator except under the conditions described below.

Institutional Created Works. The College shall have ownership of works created by nonacademic employees within the scope of their employment with the College, or as an assigned duty from the College (“work-for-hire”) for both academic and non-academic employees. The “work-for-hire” rule in the Copyright Act gives the College ownership of the copyright to copyrightable works produced by any employee within the scope of his or her employment, if the creation of the work was directed by the College or the employee was hired to create that work.

Substantial Use of College Resources. The College shall have rights to the intellectual property of work, in proportion to their contribution (not to exceed 50%) when a ‘substantial use’ of College resources have been used. Use of College resources is considered to be ‘substantial’ when it entails the use of College resources not ordinarily used by or available to that employee or available to all or virtually all, faculty, staff, and/or students. The College retains a right to royalty-free internal use of any materials for which the College has any rights of ownership.

In the event the College provides substantial resources for the creation of a work, the College and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made. Where question arises as to whether a particular work involves “substantial use” or falls within the “scope of employment”, or “proportion of contributions to the work” the matter will be referred to an ad-hoc committee including the faculty member’s Instructional Dean, the Vice President of Instruction and Student Services, and the Faculty Senate President or designee. The determination of the committee will be made within 45 days of request. If the committee requests additional time, it must, in any event make its determination within 35 days of its request for additional time. The employee will be notified of the decision of the Committee within 5 days of the committee's determination. The employee shall have 30 days from the date of the mailing of the notice to appeal the Committee's decision. The appeal shall be heard by the Vice President of Instruction and Student Services, the Vice President of Administrative Services, and the Faculty Senate President or designee. The decision on appeal shall be issued within 30 days. If the Intellectual Property Committee fails to notify the employee in writing of determination of ownership within the stipulated time period, then the College’s rights to the work shall automatically become the property of the creator.

Student Created Work. Work created by a student employee during the course and scope of employment is owned by the College, unless otherwise agreed upon between the student and the College. However, work created by a student to meet a course requirement using College-provided resources for which the student has paid tuition and fees to access the course or using resources available to the public is the property of the student.

Faculty Created Work. In the case of scholarly works, including course materials, the College cedes copyright ownership to the author/creator(s). Scholarly works include, but are not limited to, course syllabi, instruction materials (textbooks and course materials), distance learning works, journal articles, research bulletins, lectures, monographs, plays, poems, literary works, works for art (pictorial, graphic, sculptural, or other artistic creation), computer/software programs, electronic works, sound recordings, musical compositions, and similar creations. Intellectual property created during a sabbatical is defined as a scholarly work unless defined differently in an addendum to a specific sabbatical plan agreed to by the faculty member and Vice President for Instruction and Student Services. Typical sabbatical plans do not require the use of substantial college/university resources. Payment of salary *per se* does not constitute a significant use of college resources.

College-Obtained Funding. When employee-created intellectual property results from third-party grants, contracts, or awards made to the College, the intellectual property is owned by the College unless written agreement involving the College, the employee, and the sponsor establishes an alternative ownership arrangement. No such agreement shall be entered into without the review and approval of the Vice President of Instruction and Student Services and the Vice President of Administrative Services. Funding awarded directly to a recipient shall not be considered as an ‘award made to the College’, and therefore alone would not constitute the work as College owned.

College Assignment of Rights: The College may assign all or a portion of its rights in a work to the creator, corporation, or business or to any other person in accordance with the law and when in the best interests of the College. As a condition of assignment, the College may preserve rights such as a royalty-free, perpetual, irrevocable, non-exclusive license to use and copy the work in accordance with the preservation and the right to share in any proceeds from commercialization of the work. Requests by a creator to have all rights assigned to the creator for purposes that would be in the best interest of the public or College, shall be made in writing to the Vice President of Instruction and Student Services and the Vice President of Administrative Services. If no response is made within a 45 day time period, the rights will be granted to the creator.

Creator Assignment of Rights: In the case of employee-owned intellectual property, the author/creator may petition the College to accept assignment of ownership rights and the attendant control of and responsibility for development. The College, however, is under no obligation to accept this assignment and would do so only when independent evaluation indicates that accepting the assignment would further the mission and work of the College.

Revenue Sharing: The College wishes to encourage excellence and innovation in teaching, scholarship, and creative activities and to support the notion that works produced at Yavapai Community College should be used for the greatest possible public benefit. In the context of these aims, the College endorses the legitimate expectation of employee author/creators to share in any net revenues produced by licensing or other development of intellectual property, as determined by their respective proportion of contribution to the work. Accordingly, for any work in which the College asserts ownership interest under this Policy and the contribution to the creation of the work is equal, the College and the author/creator(s) will share any annual net revenue (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative, legal, and marketing costs) in the following percentages, unless different contractual agreements have been reached in relation to particular works:

Net Revenue	Author / Creator(s)	College	
\$10,000	100%	0%	
\$10,000-\$25,000	75%	25%	
\$25,000-\$100,000	60%	40%	
>\$100,000	50%	50%	

The college will provide priority consideration for budget requests from the department originating the revenue. If a work involves more than one employee as author/creator, the author/creators will divide their share equally unless they provide the College with an alternative revenue distribution agreed upon by them. Use of net revenues received by the College under this Policy shall be restricted to the support of scholarly, research, or creative activity on the part of faculty, staff, and/or students.

Recognizing that this area is complex and rapidly evolving, College remains open to the possibility of arriving at special agreements as the need may arise in relation to particular projects.

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.4 – Asset Protection**  
**Compilation - November 2013**

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

<b>Executive Limitation 2.4</b>	<b>Real Property</b> The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	
Is the interpretation reasonable?	<b>5</b>	NO
Does the data demonstrate compliance with the interpretation?	<b>5</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	<b>5</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	<b>5</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	<b>5</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	<b>5</b>
Comments: (Please complete if any highlighted boxes are checked)		

**SHADED ITEMS** should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 2:06 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/17/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.  Accordingly:	413391

**Description :** Board Evaluation of Policies - District Governing Board Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION

**Details :** Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

**Attachments :**

Title	Created	Filename
Board Evaluation 4.2-Compilation.pdf	Nov 11, 2013	Board Evaluation 4.2-Compilation.pdf



Policy Number	<p align="center"><b>District Governing Board Policy Review Evaluation of Board Policies Compilation - November 2013</b></p> <p><b>Policies:</b>  <b>4.2 Accountability of the President</b>  <b>4.2.1 Delegation of Employment Contract Authority</b>  <b>4.2.2 President Performance</b>  <b>4.2.3 Other Staff Performance</b></p> <p><b><u>Call if you need any help finding data in OurBoardroom™</u></b>  <i>(Karen, 928.776.2023)</i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.2 Accountability of the President</b>	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.1 Delegation of Employment Contract Authority</b>	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Governing Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.	<b>4</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>
<b>4.2.2 President Performance</b>	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.3 Other Staff Performance</b>	The Board shall not evaluate, either formally or informally, any staff other than the President.	<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: **I agree in general with 4.2.1. However, three questions: What if there is a conflict of interest? What if the termination may expose the College to criminal liability? Should the policy be amended to have terminations where there is a conflict of interest, or which may involve criminal liability, referred to the Board? Has this delegation been approved by Board legal counsel?**

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

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

Comments/Remarks:

**Presenter :** Ray Sigafoos

**Start Time :** 2:11 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/23/2013

**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 :** POLICY - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:11 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/25/2013

**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 Intergovernmental Agreement between City of Prescott and Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** The attached Intergovernmental Agreement is to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the City of Prescott's Police Sergeant to supervise Northern Arizona Regional Training Academy at Yavapai College in return for the College paying the cost of the salary and benefits of said officer.

**Attachments :**

Title	Created	Filename
NARTA.pdf	Nov 06, 2013	NARTA.pdf

**INTERGOVERNMENTAL AGREEMENT  
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA)  
ACADEMY SERGEANT  
Yavapai College  
City of Prescott (City Contract No. 2014-042)**

THIS INTERGOVERNMENTAL AGREEMENT – NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) – ACADEMY SERGEANT (the “Agreement”), is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City Council of the CITY OF PRESCOTT, a municipal corporation of Arizona (hereinafter the “City”), for and on behalf of the City’s Police Department, and the Governing Board of YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, doing business as YAVAPAI COLLEGE, a community college district of the State of Arizona (hereinafter the “College”);

WITNESSETH:

WHEREAS, the Arizona Peace Officer Standards and Training Board (“AZ POST”) prescribes minimum courses of training and minimum standards for training facilities of law enforcement officers in the state [ARS §41-1822 (A) (4)]; and,

WHEREAS, in accordance with said standards, the City, Yavapai County, the City of Chino Valley, the College, and other jurisdictions authorized to employ peace officers, have established the Northern Arizona Regional Training Academy (NARTA), a peace officer training academy approved by the AZ POST, at the College; and

WHEREAS, the Police Chief of the City has assigned a Sergeant in the Police Department of the City to spend a significant amount of the Sergeant’s time serving as supervisor of NARTA; and

WHEREAS, the College and City desire to formalize that assignment by assigning the Sergeant as full-time supervisor of NARTA, in return for the College’s payment of the salary and benefits of said officer; and

WHEREAS, The City is authorized to prescribe the powers and duties of its police officers [ARS §9-240(B) (12)]; and

WHEREAS, The College is authorized to enter into this contract [ARS §15-1444(B) (4)]; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the City and the College) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11-952;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. TERM. The term of this Agreement shall be from January 1, 2014, through December 31, 2015, unless sooner terminated as set forth in Section 5 herein.

Section 2. PURPOSE. The purpose of this Agreement is to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the City of a Police Sergeant to supervise NARTA at the College, in return for the College paying the cost of the salary and benefits of said officer.

Section 3. PERFORMANCE. The performance commitments of the respective parties are as follows:

The City shall:

- (a) ensure through its Police Department that a qualified Sergeant is appointed at all times to supervise NARTA at the College. In so doing, the Police Department shall make every effort to find a qualified substitute or make arrangements to reschedule classes if the designated Sergeant is unavailable for any reason;
- (b) ensure that the designated Sergeant is properly trained and oriented to fulfill the requirements of the position;
- (c) allow the designated Sergeant the time to:
  - (1) properly prepare for each NARTA class;
  - (2) interact with students of NARTA; and
  - (3) participate in any College staff orientation, faculty meetings, and in-service activities;
- (d) provide necessary supervision and evaluation of the designated Sergeant's performance so as to ensure an adequate level of performance; and
- (e) use funds provided by the College to defray the costs of providing this officer to the College.

The College shall:

- (a) provide office space for the designated Sergeant to carry out necessary supervisory responsibilities; and
- (b) provide regular evaluations of the effectiveness and ongoing needs of the officers.
- (c) provide travel funds to the Sergeant to assist the Sergeant in attending AZ POST meetings or any law enforcement trainings approved by College, including but not limited to reimbursement for use of the Sergeant's private

vehicle, auto rental, gas card, lodging and meals as provided under College policies for adjunct faculty.

- (d) provide to the Sergeant the adjunct faculty benefit of tuition reimbursement for up to 6 credit hours for each family member, as provided under College policies.
- (e) provide a Program Coordinator to liaise with the Sergeant to ensure that the NARTA program is carried out effectively and efficiently.

Section 4. BUDGETING AND FINANCING. The cost of the actual annual salary and benefits of the Sergeant shall be divided into twelve (12) equal monthly installments paid in arrears. Without demand or notice the College shall pay to City on or before the 15th of each month an equal monthly installment for the full cost of the annual salary and benefits for a Sergeant providing services to the College under the terms of this Agreement.

The College shall pay to the City during calendar year 2014 the full cost of salary and benefits for a sergeant compensated at an annual rate of \$116,678.67, which amount shall not be increased by more than 7% during the term of this Agreement. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

Section 5. TERMINATION. This Agreement may be terminated by either party for any reason whatever, effective 60 days after receipt of written notice by the other party. In the event of termination prior to the full term of this Agreement, if the College has paid to the City the salary amount set forth in Section 4 above, the City shall prorate said amount based on the remaining term of this Agreement and shall return the unearned portion to the College within 60 calendar days. In the event of termination prior to the full term of this Agreement, if the College has not yet paid the salary amount set forth in Section 4 above, the College shall prorate said amount based on the remaining term of this Agreement and shall pay the earned portion to the City within 60 calendar days.

This Agreement is contingent upon College appropriating funds to finance the College's responsibilities under this Agreement. If College fails to appropriate sufficient funds, College shall immediately notify City, and this Agreement shall terminate at the end of the period for which sufficient funds were appropriated and available.

Section 6. INDEMNIFICATION. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by College to indemnify, defend and hold harmless the City shall be limited to, and payable only from, the

College's available insurance or self-insurance coverage for liability assumed by contract, if any.

Section 7. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the City and the College. Rather, the Sergeant and other assigned personnel of the City's Police Department are independent contractors for purposes of Article 2, Chapter 7, Title 12, Arizona Revised Statutes.

Solely for the purposes of workers compensation, ARS §23-1022(D) and (E) shall apply and the City shall be solely liable for the payment of workers' compensation benefits for the Sergeant and other assigned personnel providing services under this Agreement.

Section 8. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3<sup>rd</sup>) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Purchasing and Contracting, Yavapai College  
1100 E. Sheldon Street  
Prescott, Arizona 86301

City: Police Chief, Prescott Police Department  
222 South Marina Street  
Prescott, AZ 86303

Section 9. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, acknowledge and deliver to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 10. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

Section 11. CONFLICT OF INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict of interest as described therein.

Section 12. DISPOSITION OF PROPERTY. The parties do not contemplate the joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a party shall remain the property of that party, and any party having possession or use of the other party's property shall return such property to the owning party.

Section 13. NONDISCRIMINATION. The parties agree to comply with the nondiscrimination in government contract provisions of Executive Order No. 2009-09, and hereby incorporate by reference its terms into this Agreement as if fully set forth herein.

Section 14. RESOLUTIONS. Attached hereto are the authentic copies of each appropriate action by ordinance, resolution or otherwise of the governing body of each party authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first above written.

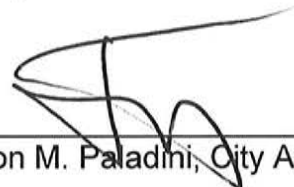
**CITY OF PRESCOTT**, a municipal corporation of Arizona, (City)

  
Marlin D. Kuykendall, Mayor

ATTEST:

  
\_\_\_\_\_  
Lynn Mulhall, City Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott City Attorney for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the City under the laws of Arizona.

  
\_\_\_\_\_  
Jon M. Paladini, City Attorney

**YAVAPAI COLLEGE**, a community college district of the State of Arizona, (College)

\_\_\_\_\_  
Dr. Penelope Wills, President  
Yavapai College

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.

 10/25/13  
\_\_\_\_\_  
Anthony W. Contente-Cuomo, Attorney for College



**Presenter :** Ray Sigafoos

**Start Time :** 2:16 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 10/24/2013

**Item Type :** Policy & Decision

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

**Description :** Proposed Policy - 2.6: Presidential Continuity and Absences -  
DISCUSSION AND/OR DECISION

**Details :** In conjunction with the revision of Policy 4.7: President Succession, the Board requested a new policy be created to clarify the President's succession plan. Following is the proposal for new policy:

2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

**Attachments :**

Title	Created	Filename
Proposed 2.6 Policy.pdf	Nov 06, 2013	Proposed 2.6 Policy.pdf

## **PREVIOUS POLICY 4.7**

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.

## **CURRENT POLICY 4.7**

### **4.7 Appointment of Acting President**

When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint an individual to serve as Acting President during the President's absence. The Board shall have the sole right to determine when the appointment of an Acting President is appropriate, taking into consideration all circumstances regarding the President's absence.

## **PROPOSED POLICY 2.6**

### **2.6 Presidential Continuity and Absences**

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

**Presenter :** Ray Sigafoos

**Start Time :** 2:26 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 60

**Proposed :** 10/23/2013

**Item Type :** Policy & Decision

Policy No.	Description	Ref No
2.3.4	The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.	344944

**Description :** 10 Year Campus Master Plan - INFORMATION, DISCUSSION AND/OR DECISION

**Details :** Dr. Clint Ewell, Vice President for Finance and Administrative Services, along with representatives from The Smith Group, will present the recommended 10 Year Campus Master Plan.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:26 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/17/2013

**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 :** 3:26 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/17/2013

**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> <ol style="list-style-type: none"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol>	436609

**Description :** Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation - INFORMATION

**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 :** 3:31 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/23/2013

**Item Type :** Information Item

Policy No.	Description	Ref No
3.2.1.1	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:  a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively. b) Assist one another in meeting high standards of public accountability. c) Build the capacities of all our institutions.	396932

**Description :** Proposed Ownership Linkage Survey Plan - INFORMATION, DISCUSSION AND/OR DECISION

**Details :** Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present a proposal for a District Governing Board Ownership Linkage Survey to be conducted during the Spring of 2014.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:36 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 10/17/2013

**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 :** 3:36 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/17/2013

**Item Type :** Information Item

Policy No.	Description	Ref No
3.2.1	Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	470151

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:41 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 10/17/2013

**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 for Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION

**Details :** Board Members will review the 2013 and 2014 District Governing Board calendars and will confirm meeting dates, times and locations for future Board meetings - attached.

2013 District Governing Board Meeting Dates and Locations for review:

- November 19, 2013 - Southwest Wine Center Groundbreaking Ceremony
- November 21-22, 2013 Arizona Commission for Postsecondary Education Conference - please advise if you plan on attending
- December 5, 2013 Northern Arizona Regional Training Academy Commencement - Reminder
- December 13, 2013 Nursing Pinning Ceremony - Reminder

2014 District Governing Board Meeting Dates and Locations for review:

- January 14, 2014 - Added location of Prescott Campus Rock House
- February 4, 2014 - Requesting to change from February 11, 2014 due to Association of Community College Trustees and Rural Community College Alliance conferences

**Attachments :**

Title	Created	Filename
Proposed Dates and Places of Future Meetings 2013-1.pdf	Nov 06, 2013	Proposed Dates and Places of Future Meetings 2013-1.pdf
2014- Proposed Dates and Places of Future Meetings.pdf	Nov 06, 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. <b>Executive Assistant's Retirement</b> 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
Board Retreat - Strategic Planning	September 9, 2013 Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Board Retreat – Strategic Planning	September 10, 2013, Tuesday, 10:30 a.m.
Regular Board Meeting	1:00 p.m. Location: Verde Valley Campus, Building M, Rm 137
Pavilion Dedication	5:00 p.m. Location: Verde Valley Campus, Pavilion
3 <sup>rd</sup> Annual Community College Governing Board & State Legislator Summit	September 20, 2013, Friday, 11:30 a.m. Location: Coconino Community College 2800 S. Lone Tree, Flagstaff, AZ
Campus Master Plan – Open Forum	October 10, 2013, Thursday 11:00 a.m. Location: Verde Valley Campus, Building M, Room 137
Campus Master Plan – Open Forum	October 11, 2013, Friday 11:00 a.m. Location: Prescott Campus, 19-147
Regular Board Meeting	October 15, 2013, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center, Rm 120&121
<b>Regular Board Meeting</b>	<b>November 12, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus – Rock House</b>
<b>Southwest Wine Center Groundbreaking Ceremony</b>	<b>November 19, 2013, Tuesday, 11:00 a.m.</b> <b>Location: Verde Valley Campus</b>
<b>Arizona Commission for Postsecondary Education's Developing Arizona's Human Capital Conference</b>	<b>November 21-22, 2013</b> <b>Location: Renaissance Hotel</b> <b>50 E Adams St.</b> <b>Phoenix, AZ</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 5, 2013, Thursday, 11:00 a.m.</b> <b>Location: Prescott Campus - Performance Hall</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>
<b>Nursing Pinning Ceremony</b>	<b>December 13, 2013, Friday, 3:00 p.m.</b> <b>Location: Prescott Campus - Performance Hall</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: Prescott Campus–Rock House
Regular Board Meeting and Budget Work Session	February 4, 2014, Tuesday, 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 15, 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

\* **February 4, 2014 (First Tuesday of the Month) changed due to out of state conferences**

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

\* **April 15, 2013 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.**

**Presenter :** Ray Sigafoos

**Start Time :** 3:46 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/17/2013

**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