

**Regular Board Meeting  
Agenda Summary**

**Tuesday, September 09, 2014**

**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	517292
2	Call to Order - PROCEDURAL	0	1:00 PM	517293
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	517294
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	517295
5	Approval of August 12, 2014 Regular Meeting and Executive Session District Governing Board Minutes - DISCUSSION AND DECISION	3	1:02 PM	517296
6	Adoption of Agenda - DECISION	1	1:05 PM	517297
7	Open Call - PROCEDURAL	5	1:06 PM	517298
8	CONSENT AGENDA - HEADING	0	1:11 PM	517299
9	Receipt of Report on Revenues and Expenditures - Month of August 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:11 PM	517300

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:12 PM	517301
11	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:13 PM	517302
12	For Consideration for Approval of the Intergovernmental Agreement (IGA) between Mountain Institute Joint Technical Education District and Yavapai County Community College for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:14 PM	518732
13	INFORMATION - HEADING	0	1:15 PM	517303
14	Sabbatical Report from Laura Bloomenstein, Art Professor, Liberal, Visual and Performing Arts Division - INFORMATION AND/OR DISCUSSION	10	1:15 PM	517304
15	Information from the President to include: New Professional Development Opportunities; Residence Halls Grand Opening; Southwest Wine Center Grand Opening; Sedona Campus Open House; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:25 PM	517305
16	Update from Instruction and Student Services to Include: Student Leadership Council; Faculty Senate Update; Sciences, Health and Public Safety Update; Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION	25	1:40 PM	517306
17	Quarterly Update from Yavapai College Advancement and Foundation - INFORMATION AND/OR DISCUSSION	15	2:05 PM	517324
18	Reports from Board Members - INFORMATION	5	2:20 PM	524496
19	SHORT RECESS - PROCEDURAL	10	2:25 PM	517307
20	MONITORING REPORTS - HEADING	0	2:35 PM	517308
21	Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION	5	2:35 PM	517309
22	Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION	5	2:40 PM	517310
23	OWNERSHIP LINKAGE - HEADING	0	2:45 PM	517313
24	Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION, AND/OR DECISION	5	2:45 PM	517316
25	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:50 PM	517317
26	Update from the September 8 - 9, 2014 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:55 PM	517319
27	OTHER INFORMATION - HEADING	0	3:10 PM	517321
28	Correspondence to the Board - RECEIPT	5	3:10 PM	517322

Item No.	Item	Time Req.	Start Time	Ref No.
29	Review and Update 2014 - 2015 District Governing Board Calendars - DISCUSSION AND/OR DECISION	5	3:15 PM	517320
30	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:20 PM	517323

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**Item Type :** Heading

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

**Description :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**Item Type :** Procedure Item

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

**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**Item Type :** Procedure Item

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

**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**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 :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 6/16/2014

**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 August 12, 2014 Regular Meeting and Executive Session District Governing Board Minutes - DISCUSSION AND DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the August 12, 2014 Regular District Governing Board meeting and Executive Session . 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
Final - Unapproved Regular Meeting Minutes -8-12-14.pdf	Sep 04, 2014	Final - Unapproved Regular Meeting Minutes -8-12-14.pdf



# Yavapai College District Governing Board

## Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, August 12, 2014 1:00 PM

Prescott Campus – Rock House  
1100 E. Sheldon Street  
Prescott, Arizona

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

### Members Present:

Mr. Ray Sigafoos, Chair  
Mr. Herald Harrington, Board Spokesperson  
Dr. Patricia McCarver, Chair/Secretary  
Mr. Albert Filardo, Board Member

### Absent:

Dr. Dale Fitzner, Board Member

### Administration Present:

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

### 1. CALL TO ORDER - HEADING

#### 2. Call to Order – PROCEDURAL

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

#### 3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Filardo.

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

Chair Sigafoos welcomed all guests and staff.

#### 5. Approval of June 10, 2014 District Governing Board Regular Meeting and Executive Session Minutes - DISCUSSION AND/OR DECISION

**Mr. Harrington moved, seconded by Mr. Filardo, to approve the June 10, 2014 Regular Meeting and Executive Session Minutes. Motion carried unanimously.**

#### 6. Adoption of Agenda – DECISION

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

#### 7. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Receive Legal Advice from Legal Counsel regarding Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A)(3), (A)(7), Receive Legal Advice from Legal Counsel regarding the Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District.

**Mr. Harrington moved, seconded by Dr. McCarver, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) to receive legal counsel for the Sedona Cultural Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District. Motion carried unanimously.**

Executive Session convened at 1:02 p.m.

Executive Session recessed at 1:42 p.m.; Regular session reconvened at 1:45 p.m.

#### 8. Convene in Public Session with Possible Action RE: Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District – DECISION

Pursuant to A.R.S. §38-431.03 (D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the Sedona Cultural Park Real Property**

**Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District as presented; approve the Declaration of Covenants, Conditions, Restrictions and Easement and Right of First Refusal subject to instructions given to counsel, and authorize the Board Chair to execute all documents related to closing with set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.**  
Comments included congratulations to Dr. Wills and staff to accomplish this chapter in Yavapai College's history.

#### **9. Open Call - PROCEDURAL**

The following requests were received to address the Board:

Verde Valley Educational Programs – Carol German; Ruth Wicks (provided handouts); Bob Oliphant; and Anthony Lozano

#### **10. CONSENT AGENDA – HEADING**

**11. Receipt of Report on Revenues and Expenditures – Month of June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 15-24)

**12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 25-27)

The President reported compliance.

**13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 28-30)

The President reported compliance.

**14. Board Self-Evaluation – Governing Board Policy 4.7 – President Succession – MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 31-32)

Policy 4.7 - President Succession

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

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

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

**Mr. Harrington moved, seconded by Mr. Filardo, to approve the consent agenda as written. Motion carried unanimously.**

#### **15. INFORMATION - HEADING**

**16. Information from the President to Include: Convocation; Residence Halls Grand Opening ; Southwest Wine Center Grand Opening; Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting; Tax Appeals; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 34-65)

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

- Convocation on August 11, 2014 included Dr. Vincent Tinto, Distinguished Professor Emeritus at Syracuse University, presentation for the college and several workshops with staff and faculty.
- Kachina and Marapai Residence Halls Grand Opening on August 21, 2014 at 4:30 p.m. and extended a special invitation to all Board members.
- Southwest Wine Center Grand Opening on September 12, 2014 at 4:30 p.m. and invited all Board members.
- Government Finance Association Certificate of Achievement for Excellence in Financial Reporting for the 2013-2014 Fiscal Year. The Budget office has received this award for several consecutive years and the College is very proud of their efforts and hard work.
- Tax Appeals - Transwestern Pipeline Company Settlement and Drake Cement Appeal.
  - Transwestern Pipeline Company appeal has been settled and will require all taxpayers, including the College, to adjust tax payments. The College has the funds in reserve.
  - The College has been notified that Drake Cement has registered a tax appeal with Yavapai County.
- Facilities Management News – July and August 2014 - Attached - Information Only
- College Highlights - August 2014- Attached - Information Only

**17. Update from Instruction and Student Services to Include: Introduction of the New Dean for Arts and Humanities; Search for New Dean for Student Development; Faculty Senate; and Instructional Support and Improvement Division** (refer to Board agenda, pgs. 66-74)

Dr. Blacklaw, Vice President for Instruction and Student Services presented the following:

- Introduction of Dr. Craig Ralston, Dean for Arts and Humanities. Dr. Ralston brings 28 years in education with a Bachelors of Music Education; Master in Piano; and Doctorate in Theory and Composition.
- Retirement of Sandy Garber, Dean for Student Services, as of August 8th. Tania Sheldahl will service as the interim dean as a search for a new Dean for Student Development has begun.
- Faculty Senate Update – Dave Gorman, Math faculty member, presented the Faculty Senate update to include:
  - Senate’s commitment to Student Success Initiatives.
  - Developing a Department Chair model/proposal to provide structure and open communication lines.
  - More faculty involvement in the budget process.
  - Define the role of faculty in the dual enrollment programs which may include visiting high school classes to set the standards and quality.
  - August 11, 2014 was the Faculty Association Meeting attended by approximately 70 members.
- Instructional Support and Improvement Division Update – Dean Stacey Hilton provided the attached presentation with highlights:
  - TeLS will be presenting at the 2014 RCCA Conference that is hosted by Yavapai College.
  - TeLS department has 3 full-time staff members on the Prescott Campus and 1 on the Verde Valley Campus, but they all travel district wide.
  - TeLS provides several workshops throughout the year to include Summer and Winter Institutes; Teacher Academy; EDU 255: Fundamentals of Educational Technology; Teaching Online Workshop; Media Studio; New Faculty Orientation; 9x9x25 Challenge; Webletter; 57 Second Blackboard Tips; March for Best Practice; and Student Orientation.

**18. Reports from Board Members - INFORMATION AND/OR DISCUSSION**

No reports from Board members.

**19. MONITORING REPORTS – HEADING**

**20. Board Self-Evaluation – Governing Board Policy 4.0 – Board/President Linkage – MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 76-77)

Policy 4.0 - Board/President Linkage

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

Mr. Filardo evaluated this policy as “not relevant or useful to the Board.” Mr. Filardo addressed the Board:

- He explained, for the public, the Policy Governance direction and process to monitor policies, and this evaluation reviewed the Board’s communication line to the organization shall be only through the President.
- He stated that this policy is not useful to the Board because it creates a narrow communication channel.
- He cited references and quotes from the *Policy Governance: Chandler Chimes* by Bobby Chandler <http://policygovernancechandlerchimes.blogspot.com/2007/10/viability-of-carver-policy-governance.html>
- He presented this information in order to evaluate and continuously improve the Board and its processes.
- He requested the Board to discuss Policy Governance and relevancy to Yavapai College after the new Board seated.

Dr. McCarver commented that this discussion began with a monitoring report on communication, and expanded to include monitoring and ownership linkage. She agrees that the Carver model does have some challenging pieces as an elected Board, but reiterated that there are different sources of monitoring in the College which includes external reporting. She also clarified that Board linkage is not the process of communicating with faculty or staff within the college, but rather the Board communication with the owners. The Board has incorporated many tools to expand ownership linkage.

Mr. Sigafoos added monitoring reports have been conducted by Board member’s inspection, in addition to external sources. The Board does not practice a pure Carver model because the College is required to meet specific state regulations. The Maricopa Community College Board, largest community college in the nation, also uses a version of the Carver model, as does the Clark County Unified School District serving over 310,000 students. The Board will discuss the model in the coming year if desired by the newly seated Board members.

**21. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:50 p.m.; reconvened at 3:01 p.m.

**22. POLICY ISSUES – HEADING**

**23. Naming of the Observatory Pursuant to College Policy 6.2.2 - INFORMATION, DISCUSSION, AND/OR DECISION**

The Board discussed the College's appreciation to the late Jim Conley and his wife, Lynne Conley, for the donation of a telescope and support equipment. The observatory advances astronomy education and the

benefits future astronomers.

- Scott Farnsworth, Dean for Sciences, Health and Public Services; and Diane Dutkevitch, Physics Instructor, provided background on the observatory.
- Steve Walker, Vice President for College Development and Foundation, presented the Yavapai College current policy and the Foundation Board's recommendation for naming of the Observatory for recognition associated with outstanding philanthropic support of Yavapai College.

**Board requested the Chair to compose a letter of appreciation to the Conley family from the District Governing Board.**

**Dr. McCarver moved, seconded by Mr. Harrington, to approve the naming of the Observatory for the appreciation of outstanding philanthropic support from Jim Conley. Motion carried unanimously.**

## **24. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING**

### **25. Information from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION**

Chair Sigafoos and Karen Jones shared information from the International Policy Governance Association Conference in Minneapolis, MN on June 19-21, 2014.

Chair Sigafoos reported his pre-conference workshop with Bill Charney, Charney Associates, which highlighted his consulting experience for Maricopa Community College Board. Chair Sigafoos also attended a roundtable addressing Publicly Elected Board Members that was conducted by facilitator Stacy Sjorgen. Ms. Sjorgen will lead the September Retreat.

### **26. Update on the District Governing Board Retreat - DISCUSSION AND/OR DECISION**

Chair Sigafoos provided an update on the District Governing Board Retreat to be held on Monday, September 8, 2014 from 9:00 a.m. to 4:00 p.m., and a continuation on Tuesday, September 9, 2014 starting at 10:30 a.m. at the Prescott Campus Rock House. Chair Sigafoos will be finalizing the agenda with Dr. Wills and Stacy Sjorgen this coming week.

## **27. OWNERSHIP LINKAGE – HEADING**

### **28. Preliminary Results of District Governing Board Ownership Survey – INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 84-97 and handout)

Tom Hughes, Director, Institutional Effectiveness and Research and Mike Lange, Director of Marketing and Communications, presented the preliminary results of the District Governing Board Ownership Survey. This survey is an addition to the Board's Outreach Plan and will provide ownership feedback/input for the September Retreat.

Mike reminded the Board that the survey which was created from the Ownership Linkage 2013 Board Retreat to receive ownership feedback. The county wide survey began with 90,000 direct mailer; print and online advertising; radio and public service announcements; emails to chamber of commerce for each town/city.

Tom reviewed the attached summary and highlighted Education Ends strongly supported. The survey was focused on the Board's Ends and received 1600 responses with a 95% confidence level and +/- 2.5% error. A full report will be presented at the September Retreat with more details

### **29. For Consideration of Approval of the Formation of the Verde Valley Advisory Committee (VVAC) – INFORMATION, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 98-115)

For consideration of approval of the formation, purpose, member selection, and timeline of the Verde Valley Advisory Committee (VVAC). Board members Albert Filardo and Herald Harrington presented information relative to the proposed VVAC, with the purpose to provide ownership feedback to the Board. Changes will be made to the Formation Process Timeline – STEPS 1 through 7, item #4 to include a nominations from the Yavapai Apache Nation. VVAC will have a total of ten (10) members represented by the following groups: two (2) County Supervisors; five (5) municipalities; one (1) Yavapai Apache Nation; one (1) public at large; and one (1) Yavapai College.

Dr. McCarver suggested that if this advisory committee is successful, we may consider a west county committee.

**Mr. Harrington proposed open meeting law training be provided and a cost analysis to cover support staff and facilities.**

**Lynne Adams, Legal Counsel, reminded the Board that this committee is subject to the Open Meeting law will be required to post public notices of meeting times/locations; agendas; and minutes.**

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the formation of the Verde Valley Advisory Committee with addition of the member from the Yavapai Apache Nation, and concurrently request Tim Carter, Yavapai County School Superintendent, to participate in the VVAC member selection. Motion carried unanimously.**

### **30. Reports from Board Liaisons - Yavapai College Foundation and Board Spokesperson – INFORMATION AND/OR DISCUSSION**

- Yavapai College Foundation – Dr. McCarver reported the next Foundation meeting will be August 13, 2014.

- Board Spokesperson – Mr. Harrington recognized the passing of Chester Crandall, Arizona Representative, and

his contribution to the State and support of education.

**31. OTHER INFORMATION – HEADING**

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

Correspondence received included: Verve Magazine; Fall 2014 Community Education Catalog; Division 1 Men's National Championship Soccer schedule; Yavapai College District Governing Survey invitation; and Letter from State Arizona Office of the Auditor General.

**33. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft- DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 117-119)

The Board reviewed the Proposed Dates and Places for Future Meetings for the remainder of 2014 and for upcoming 2015 - attached.

- September 8<sup>th</sup> Retreat - Additional retreat session prior to the Regular Board Meeting
- September 9<sup>th</sup> Regular Board Meeting - Relocate to Prescott Campus
- October 14<sup>th</sup> Regular Board Meeting - Relocate to Verde Campus

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

**Mr. Harrington moved, seconded by Dr. McCarver, to adjourn the meeting. Motion carried unanimously.**

Regular meeting adjourned at 4:07 p.m.

Respectfully submitted:

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

Date: September 9, 2014

\_\_\_\_\_/S/\_\_\_\_\_  
Mr. Ray Sigafoos, 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](http://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 :** 1:11 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**Item Type :** Heading

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

**Description :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:11 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**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 Report on Revenues and Expenditures - Month of August 2014 - 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 second month of Fiscal Year 2014-2015 ending August 31, 2014 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - Aug 2014 in Sept.pdf	Sep 04, 2014	Financial Update - Aug 2014 in Sept.pdf
YCFS Aug 2014 - Governing Board Budget Report.pdf	Sep 04, 2014	YCFS Aug 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_Aug in Sept.pdf	Sep 04, 2014	Revenues__Expenditures_Cover_Sheet_Aug in Sept.pdf
YCFS August 2014_Summary.pdf	Sep 04, 2014	YCFS August 2014_Summary.pdf

# **YAVAPAI COLLEGE**

## **FINANCIAL UPDATE**

August 2014

### **FY2013-2014 Close and Audit**

- The year-end close for FY2013-2014 is planned for October 2014.
- The auditors will begin their field work on October 20, 2014. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2014 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 FY2013-2014 will be presented to the Board in early 2015.

### **FY 2014-2015 Budget**

#### General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. We expect this trend to continue. In addition, for FY 2014-2015, YC's collections will be an additional .3% less as a result of a downward adjustment made to Transwestern Pipeline's centrally assessed values.
- Tuition and fees is projected to come in at budget for the fiscal year.

#### 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 Equipment and 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 Two Months Ended August 31, 2014  
Fiscal Year 2014-2015**

**District Governing Board**

**Fiscal Year 2014-15 Appropriation:**

**\$ 166,256**

	<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	\$ 5,022	\$ 24,201	\$ 29,223
Assoc. of Community College Trustees	Membership Dues	5,422	-	5,422
Assoc. of Community College Trustees	Conference Fees	(850)	-	(850)
Larson Newspapers (Red Rock News)	Advertising	559	-	559
Osborn Maledon PA	Attorneys	-	45,000	45,000
Ourboardroom Technologies	Software maintenance	9,250	9,250	18,500
Out of the Woods Consulting	Consulting	452	6,048	6,500
Roswell Bookbinding	Board Minutes	-	1,500	1,500
Sodexo Inc.	Food Supplies	118	4,882	5,000
Thee Place	Food Supplies	-	2,000	2,000
Yavapai Broadcasting	Board Meetings	-	3,000	3,000
YC Printing Services	Printing	5	-	5
				<u>115,859</u>

**Remaining Budget - August 31, 2014**

**\$ 50,397**

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

**SUBJECT**

Acceptance of Reports of Revenues and Expenditures

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board reviews the College financial reports.

**BACKGROUND INFORMATION**

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

The report of Revenues and Expenditures for the two months of FY2014-2015 ending August 31, 2014, are attached. Expenditures are reported on the modified accrual basis of accounting.

The General Fund gross revenues exceed projections at 25.4% of budget. Tuition and fees revenues are 47.8% of budget reflecting fall 2014 semester enrollments. State aid for the first quarter of the fiscal year was received in August 2014. General Fund expenditures represent 16.2% of the budget through two months. Instructional expenditures are under budget due to faculty contracts beginning in mid-August. Institutional Support is over budget due to annual payments for liability insurance, maintenance agreements and other fees. Scholarships are at 47.3% of budget due to fall 2014 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,894,800.

Total General Fund revenues are expected to be below budget by about \$218,100. This is due to property tax collections being less than the levy. Property taxes collected have historically been about .4% less than the levy. We expect this trend to continue. In addition, for FY 2014-2015, **YC's collections will be an additional .3% less as a result of a downward adjustment made to Transwestern Pipeline's centrally assessed values.** General Fund expenditures are projected to be under budget by approximately \$793,900. This is a result of several factors including vacancy savings, unspent contingency funds and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other college-related support activities. Through the second month, 16.5% of budget has been committed compared to 21.3% of revenues received.

Unexpended Plant Fund expenditures are above projections directly attributed to the encumbering of a significant amount of general equipment and the remaining expenses related to the Tennis Court/Low Water Crossing and Winery projects. Unexpended Plant Fund expenditures represented 27.4% of budget through two months and exceed the Unexpended Plant Fund revenues by \$1,543,000. 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 Month Ended August 31, 2014 - 16.7% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**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	\$ 10,736,223		\$ 10,736,223	\$ 42,197,000	25.4%	
Restricted Fund	5,149,387		5,149,387	16,526,900	31.2%	
Auxiliary Fund	868,094		868,094	4,073,900	21.3%	
Unexpended Plant Fund	2,228,870		2,228,870	13,789,800	16.2%	
Debt Service Fund	1,146,800		1,146,800	6,907,000	16.6%	
<b>TOTALS</b>	<u><b>20,129,374</b></u>		<u><b>20,129,374</b></u>	<u><b>83,494,600</b></u>	<u><b>24.1%</b></u>	
	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
General Fund	\$ 4,779,788	\$ 19,502,229	\$ 17,440,639	\$ 6,841,378	\$ 42,197,000	16.2%
Restricted Fund	4,766,886	1,242,797	991,165	5,018,518	16,526,900	30.4%
Auxiliary Fund	605,183	991,840	924,017	673,006	4,073,900	16.5%
Unexpended Plant Fund	823,804	2,948,056	-	3,771,860	13,789,800	27.4%
Debt Service Fund	1,300	1,145,500	-	1,146,800	6,907,000	16.6%
<b>TOTALS</b>	<u><b>10,976,961</b></u>	<u><b>25,830,422</b></u>	<u><b>19,355,821</b></u>	<u><b>17,451,562</b></u>	<u><b>83,494,600</b></u>	<u><b>20.9%</b></u>
<b>SURPLUS/(DEFICIT)</b>				<u><b>2,677,812</b></u>	<u><b>-</b></u>	

**COMMENTS:**

Through the second month, 20.9% of budget has been committed (excluding labor encumbrances) compared to 24.1% of revenues received.

The Budget currently has a surplus of \$2,677,812.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended August 31, 2014 - 16.7% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**GENERAL FUND**

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 14/15 Budget</u>	<u>Percent of Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 5,153,556		\$ 5,153,556	\$ 31,155,000	16.5%	\$ 30,936,900	\$ (218,100)
Tuition and Fees	5,672,074		5,672,074	11,867,000	47.8%	11,867,000	-
State Appropriations	221,750		221,750	887,000	25.0%	887,000	-
Other Revenues	51,188		51,188	458,500	11.2%	458,500	-
Interest Income	5,238		5,238	35,000	15.0%	35,000	-
Fund Balance Applied to Budget	554,667		554,667	3,328,000	16.7%	3,328,000	-
General Fund Transfer Out	(922,250)		(922,250)	(5,533,500)	16.7%	(5,533,500)	-
<b>TOTAL REVENUES</b>	<b>10,736,223</b>		<b>10,736,223</b>	<b>42,197,000</b>	<b>25.4%</b>	<b>41,978,900</b>	<b>(218,100)</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>FY 14/15 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 971,684	\$ 8,028,005	\$ 7,707,648	\$ 1,292,041	\$ 16,832,000	7.7%	\$ 16,731,008	\$ (100,952)
Academic Support	583,697	2,283,759	2,063,020	804,436	4,492,000	17.9%	4,465,048	(26,952)
Institutional Support	1,543,939	4,629,525	3,705,402	2,468,062	8,520,000	29.0%	8,468,880	(51,120)
Student Services	586,441	2,020,134	1,898,890	707,685	4,697,000	15.1%	4,668,818	(28,182)
Operation/Maintenance of Plant	686,878	2,458,836	1,983,709	1,162,005	6,123,000	19.0%	6,086,262	(36,738)
Scholarships	393,873	-	-	393,873	833,000	47.3%	833,000	-
Public Service	13,276	81,970	81,970	13,276	150,000	8.9%	150,000	-
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
<b>TOTAL EXPENDITURES</b>	<b>4,779,788</b>	<b>19,502,229</b>	<b>17,440,639</b>	<b>6,841,378</b>	<b>42,197,000</b>	<b>16.2%</b>	<b>41,403,016</b>	<b>(793,944)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 3,894,845</b>	<b>\$ -</b>			

**COMMENTS:**

First quarter State Aid was received in August 2014.

Tuition and Fees revenues above budget due to fall 2014 tuition payments.

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

Institutional Support expenditures above budget due to the encumbering and or payment of annual insurance, maintenance and other fees.

Scholarships at 47.3% of budget due to fall 2014 financial aid awards.

The Budget currently has a surplus of \$3,894,845.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended August 31, 2014 - 16.7% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**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	\$ 4,367,374		\$ 4,367,374	\$ 14,224,000	30.7%
State Grants and Contracts	-		-	225,000	0.0%
Private Gifts, Grants and Contracts	93,482		93,482	625,000	15.0%
Proposition 301 Funds	152,312		152,312	600,000	25.4%
State Appropriation - STEM Workforce	200,725		200,725	802,900	25.0%
Fund Balance Applied to Budget	50,000		50,000	50,000	100.0%
Reimbursement Due	285,494		285,494	N/A	N/A
<b>TOTAL REVENUES</b>	<b>5,149,387</b>		<b>5,149,387</b>	<b>16,526,900</b>	<b>31.2%</b>

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
Instruction	\$ 135,856	\$ 752,391	\$ 516,312	\$ 371,935	\$ 3,294,900	11.3%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	116,067	452,126	436,573	131,620	1,198,000	11.0%
Scholarships	4,502,414	-	-	4,502,414	11,890,000	37.9%
Public Service	12,549	38,280	38,280	12,549	140,000	9.0%
<b>TOTAL EXPENDITURES</b>	<b>4,766,886</b>	<b>1,242,797</b>	<b>991,165</b>	<b>5,018,518</b>	<b>16,526,900</b>	<b>30.4%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 130,869</b>		

**COMMENTS:**

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

Scholarships at 37.9% of budget due to fall 2014 financial aid awards.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended August 31, 2014 - 16.7% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**AUXILIARY FUND**

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 14/15 Budget</u>	<u>Percent of Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>REVENUES:</b>							
Residence Halls and Summer Conferences	\$ 529,024		\$ 529,024	\$ 1,149,000	46.0%	\$ 1,149,000	\$ -
Bookstore Rental and Commissions	2,700		2,700	210,000	1.3%	210,000	-
Food Services Sales	2,266		2,266	40,000	5.7%	40,000	-
Vending	886		886	33,000	2.7%	33,000	-
Edventures	56,798		56,798	198,000	28.7%	198,000	-
Community Events	44,700		44,700	520,000	8.6%	520,000	-
Regional Economic Development Center - Training	3,124		3,124	136,200	2.3%	136,200	-
Family Enrichment Center	72,764		72,764	533,000	13.7%	533,000	-
Winery - Tasting Room	-		-	20,000	0.0%	20,000	-
Yavapai College Foundation	18,179		18,179	435,000	4.2%	435,000	-
Other	43,003		43,003	231,800	18.6%	231,800	-
Fund Balance Applied to Budget	33,333		33,333	200,000	16.7%	200,000	-
General Fund Transfer In	128,117		128,117	768,700	16.7%	768,700	-
Auxiliary Fund Transfer Out	(66,800)		(66,800)	(400,800)	16.7%	(400,800)	-
<b>TOTAL REVENUES</b>	<b>868,094</b>		<b>868,094</b>	<b>4,073,900</b>	<b>21.3%</b>	<b>4,073,900</b>	<b>-</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>FY 14/15 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 11,735	\$ -	\$ -	\$ 11,735	\$ 49,100	23.9%	\$ 49,100	\$ -
Student Services	78,748	298,588	262,758	114,578	611,400	18.7%	611,400	-
Auxiliary Enterprises	272,078	381,142	371,288	281,932	1,346,000	20.9%	1,346,000	-
Public Service	84,089	312,110	289,971	106,228	1,016,100	10.5%	1,016,100	-
Facilities & Administrative Allocation Expense	158,533	-	-	158,533	951,300	16.7%	951,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>605,183</b>	<b>991,840</b>	<b>924,017</b>	<b>673,006</b>	<b>4,073,900</b>	<b>16.5%</b>	<b>3,973,900</b>	<b>(100,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 195,088</b>	<b>\$ -</b>			

**COMMENTS:**

Residence Halls net profit above budget due to fall 2014 room payments.

The Budget currently has a surplus of \$195,088.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended August 31, 2014 - 16.7% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**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	\$ 836,910		\$ 836,910	\$ 5,059,400	16.5%
Investment Income	2,982		2,982	10,000	29.8%
General Fund Transfer In	239,467		239,467	1,436,800	16.7%
Auxiliary Fund Transfer In	66,800		66,800	400,800	16.7%
Fund Balance Applied to Budget	641		641	-	100.0%
<b>TOTAL REVENUES</b>	<b>1,146,800</b>		<b>1,146,800</b>	<b>6,907,000</b>	<b>16.6%</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	\$ -	\$ 678,333	\$ -	\$ 678,333	\$ 4,070,000	16.7%
Interest Payments	-	160,900	-	160,900	965,400	16.7%
Pledged Revenue Obligations						
Principal Payments	-	157,500	-	157,500	945,000	16.7%
Interest Payments	-	81,967	-	81,967	491,800	16.7%
Revenue Bonds						
Principal Payments	-	47,500	-	47,500	285,000	16.7%
Interest Payments	-	19,300	-	19,300	115,800	16.7%
Bank Fees	1,300	-	-	1,300	4,000	32.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,300</b>	<b>1,145,500</b>	<b>-</b>	<b>1,146,800</b>	<b>6,907,000</b>	<b>16.6%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>-</b>	<b>-</b>	

**COMMENTS:**

Through the second month, 16.6% of budget has been committed (excluding labor encumbrances) compared to 16.6% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:12 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**Item Type :** Consent Item

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

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 2.3.1 - Budget Deviations

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

**Attachments :**

Title	Created	Filename
2 3 1_Aug in Sept.pdf	Sep 04, 2014	2 3 1_Aug in Sept.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
August 2014**

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

**President’s Interpretation:**

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

**Supporting Evidence:**

Source: Monthly Revenue and Expenditure Financial Reports

General Fund



For the two months ended August 31, 2014, the General Fund has a surplus of \$3,894,800. This is primarily the result of tuition and fee revenues for the fall 2014 semester.

For the fiscal year ended June 30, 2015, General Fund revenues are projected to be below budget by \$218,100 and expenditures are projected to be under budget by \$793,900, resulting in a net surplus of \$575,800 — a 1.4% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2015, the Auxiliary fund is projected to be within budget.

### Unexpended Plant Fund



- For the two months ended August 31, 2014, the Unexpended Plant Fund has a deficit of \$1,543,000 due to a significant amount of Equipment and 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, 2015, 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 August 31, 2014, 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 two months ended August 31, 2014, there were no significant variances from budget.

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

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:13 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**Item Type :** Consent Item

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

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitations 2.3.2 - Reserves

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

**Attachments :**

Title	Created	Filename
2.3.2 Aug in Sept.pdf	Sep 04, 2014	2.3.2 Aug in Sept.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.2 – Reserves  
August 2014**

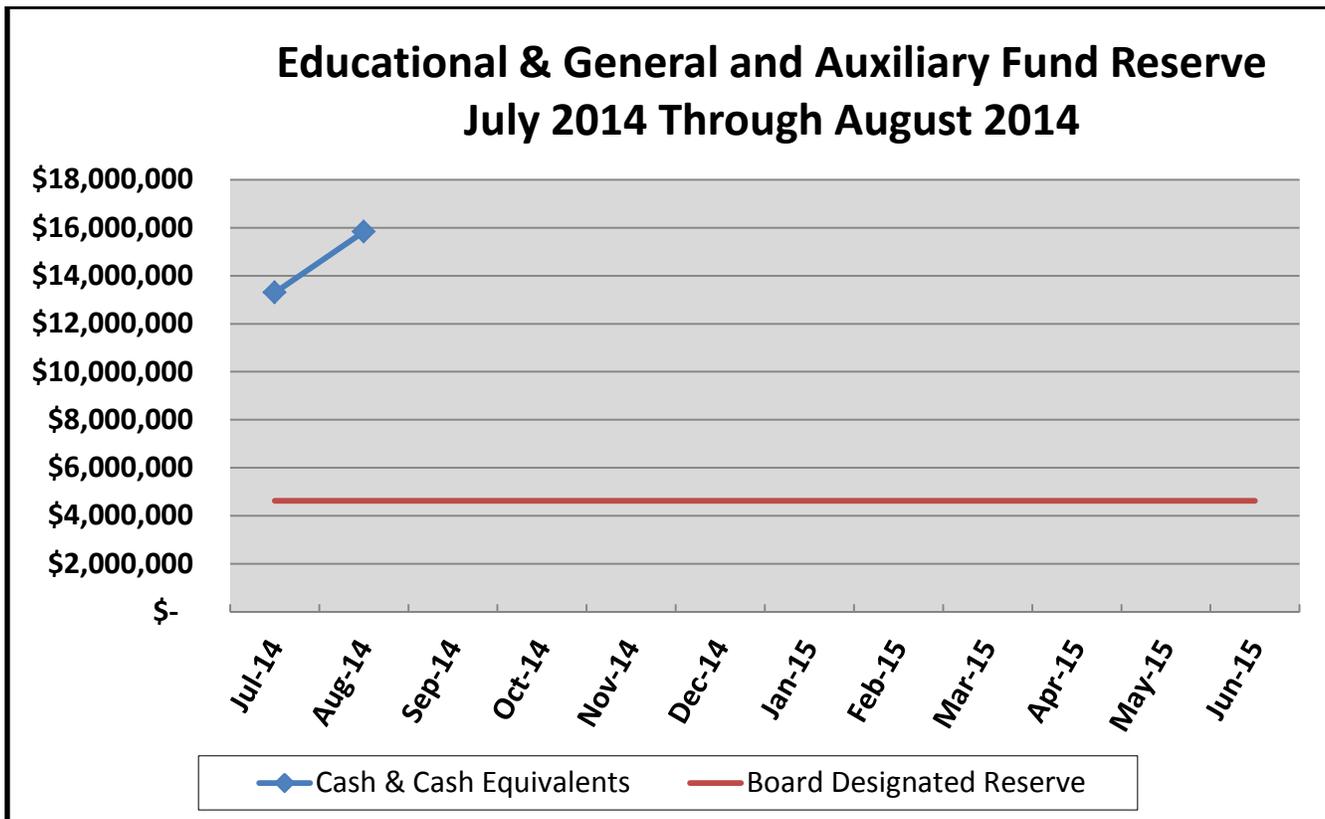
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

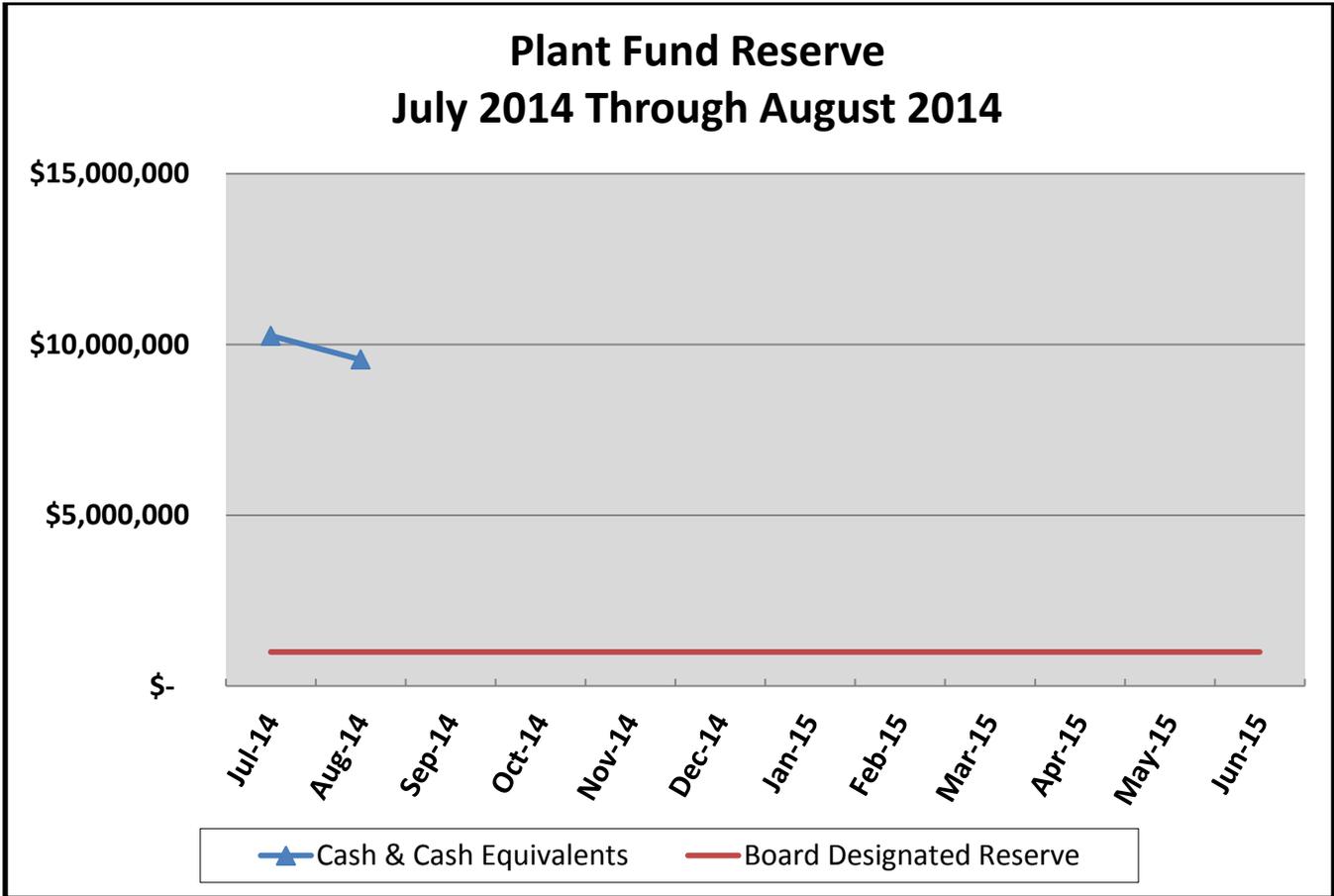
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2014, through August 31, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2014, through August 31, 2014, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of August 31, 2014, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$8,563,000.

**President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:14 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/4/2014

**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 :** For Consideration for Approval of the Intergovernmental Agreement (IGA) between Mountain Institute Joint Technical Education District and Yavapai County Community College for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For Consideration for Approval of the Intergovernmental Agreement (IGA) between Mountain Institute Joint Technical Education District (JTED) and Yavapai County Community College for Educational Programs. The purpose of this Agreement is to provide College courses to JTED students eligible for enrollment in courses offered by JTED for the period of July 1, 2014 - June 30, 2020.

**Attachments :**

Title	Created	Filename
Mt Institute - YCC IGA.pdf	Aug 29, 2014	Mt Institute - YCC IGA.pdf

INTERGOVERNMENTAL AGREEMENT BETWEEN MOUNTAIN INSTITUTE JOINT TECHNICAL EDUCATION DISTRICT NO. 02  
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT  
FOR EDUCATIONAL PROGRAMS

**THIS AGREEMENT** is made by and between Mountain Institute Joint Technical Education District No. 02 (hereinafter called "JTED") and Yavapai County Community College District (hereinafter called the "COLLEGE"):

**WITNESSETH:**

**WHEREAS**, the COLLEGE, through its Governing Board, is empowered and authorized to contract with JTED for the provision of educational courses and/or programs pursuant to Arizona Revised Statutes ("A.R.S.") § 15-1444, and

**WHEREAS**, the JTED, through its Governing Board, is empowered and authorized to contract with COLLEGE, for the provision of educational services and/or programs pursuant to A.R.S. §15-393(K)-(L) and A.R.S. §15-701.01(G), and

**WHEREAS**, it would further the public interest if this educational opportunity is provided to JTED to enroll designated students for COLLEGE courses, and

**WHEREAS**, JTED and the COLLEGE desire to enter into an Intergovernmental Agreement for the implementation and administration of an educational program;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, JTED and the COLLEGE do hereby agree as follows:

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide COLLEGE courses to JTED students eligible for enrollment in courses offered by JTED. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements. Specific arrangements will be documented as needed.

**ARTICLE II. OBLIGATIONS OF THE COLLEGE**

A. All curriculum and instruction is under the control of the COLLEGE per standard concurrent enrollment agreements with secondary districts; however, soft skill standards required by the JTED per statute are not an integral part of the existing COLLEGE CTE curriculum approved by the Higher Learning Commission.

B. The COLLEGE will provide administrative support for all educational activities required to implement the terms of this Agreement, including but not limited to supervision, coordination, direction, and professional development to all appropriate instructional staff, faculty and instructional aides.

C. COLLEGE will encourage instructors who are teaching JTED courses/sections to participate in all JTED sponsored Professional Development Trainings, JTED Staff Meetings, Career and Technical Student Activities, and Public Events. COLLEGE will permit JTED instructors and staff to participate in COLLEGE sponsored Professional Development Trainings, COLLEGE Staff Meetings, Technical Student Activities, and Public Events upon request by JTED. JTED shall be responsible for any additional costs incurred by COLLEGE in permitting JTED Instructors and staff to participate in the activities outlined in this section.

D. COLLEGE will allow JTED students' access to the computer lab provided the lab is not scheduled for classes at COLLEGE's campuses.

E. ARS §15-1823 directs state universities and community colleges to use student identification numbers that correspond to or reference Arizona Department of Education (ADE) assigned Student Accountability Information System (SAIS) numbers. The COLLEGE is required to collect the SAIS number for any high school student who is enrolled in a course offered by COLLEGE. The COLLEGE will retain these numbers as part of the student electronic file as required by ARS §15-1823. Information will be safeguarded in accordance with all provisions of the Federal Education Rights and Privacy Act (FERPA).

F. COLLEGE shall inform JTED of all changes related to programs, courses, sections, credits, fees, and required materials no later than six months prior the last day of the then current fiscal year. JTED recognizes that changes in course instructors may necessitate the need for changes in programs/courses; such changes shall be discussed and agreed upon by the PARTIES. As a courtesy, if JTED has any issues pertaining to faculty, JTED may express those concerns to the appropriate COLLEGE Dean at which time, and upon determination of all facts, corrective actions will be taken if deemed appropriate and necessary as mutually agreed upon by the parties.

### **ARTICLE III. OBLIGATIONS OF THE JTED**

#### **THE JTED AGREES:**

A. To confirm eligibility of JTED student enrollment for Average Daily Membership ("ADM") reimbursement from ADE for JTED-eligible COLLEGE courses.

B. To provide tuition and fee reimbursement, at in-state student rates, to the COLLEGE for all concurrent enrolled courses, and provide support services, as agreed between the Parties, to eligible students enrolled in JTED-eligible College courses. JTED will not be responsible for out-of-state tuition unless agreed to in writing by JTED. College shall notify JTED of all out-of-state registered JTED students as soon as possible but prior to the end of the tuition refund period.

C. To provide student course records in accordance with COLLEGE guidelines and applicable state or federal law, and to provide to COLLEGE the SAIS number for each student enrolled under this Agreement.

D. Students attending COLLEGE courses under the terms of this Agreement will either provide their own transportation or will be provided transportation by JTED's member school districts. JTED will arrange with its member school districts for the provision of transportation to and from COLLEGE's courses provided under the terms of this Agreement.

E. A COLLEGE Instructor who serves as a student organization ("CTSO") advisor of a JTED/CTE student organization will be eligible for an additional pay stipend from COLLEGE not to exceed \$1500.00 per person per semester. JTED shall reimburse COLLEGE for the cost of pay stipends issued to COLLEGE instructors pursuant to the terms of this section.

F. COLLEGE shall be primarily responsible for imposing student discipline upon JTED students enrolled in COLLEGE courses pursuant to the terms of this Agreement for incidents occurring on COLLEGE's campuses. Any student discipline imposed by COLLEGE pursuant to this section shall not impede or restrict the right of JTED to impose alternate or additional forms of student discipline.

### **ARTICLE IV. JOINT OBLIGATIONS OF THE COLLEGE AND JTED**

- A. The COLLEGE and the JTED will develop a joint schedule for all JTED programs offered at the COLLEGE attached as Addendum 4. The COLLEGE will provide the JTED with a list of course times, locations, and instructors as agreed upon by both Parties.
- B. Before the publication of promotional materials, advertisements, expectations, and other printed materials generated to promote the educational programs established by the terms of this Agreement, both Parties agree to consult with the other Party to ensure that each Party's respective names, logos, taglines, and related marketing tools are incorporated into said publication. Neither Party may publish any materials pursuant to this section without the advanced written approval of the other Party.
- C. The COLLEGE and JTED will notify the other Party of any event that would cause a scheduled course to be cancelled or delayed by either Party. The JTED shall be responsible for the notification of such cancellations to the satellite schools, students, and non-COLLEGE personnel. The COLLEGE will notify all COLLEGE students, staff and support personnel of such cancellations or delays.
- D. COLLEGE and JTED staff will share daily course attendance information as required for JTED to receive funding based on Average Daily Attendance or Average Daily Membership as required by the Arizona Department of Education and/or Arizona Revised Statutes. The COLLEGE will require instructors to submit student attendance records to the JTED on a daily basis as required by JTED. JTED will provide each instructor with login and password credentials to allow the COLLEGE instructors remote access into the JTED student management program. Student Management System training will be provided by JTED on an annual basis.
- E. Minimum enrollment of 15 students per course counted on the first meeting date of the Course is required unless otherwise agreed to in writing by COLLEGE and JTED. Any courses enrolled with less than 15 students must have approval by the COLLEGE Vice President of Instruction and Student Services.
- F. The COLLEGE and JTED will use the same principles as agreed upon through Yavapai County POS Consortia pertaining to state standards for CTE courses. The COLLEGE recognizes that JTED standards include soft skills (Work Place Readiness Skills) not currently covered in COLLEGE CTE course outcomes. The College agrees to provide facilities for CTSO related activities as needed and agreed upon by both PARTIES.
- G. COLLEGE shall not register or enroll any student in a JTED program without recommendation and/or approval by JTED. JTED agrees to use its best efforts to have its students register timely with the COLLEGE.
- H. JTED shall deliver to COLLEGE a signed parent release of information form, including release of the COLLEGE, (form attached as Addendum 6) permitting JTED to receive student information including but not limited to grades, attendance, enrollment information, and residency status from the COLLEGE for JTED students enrolled in concurrent programs with the COLLEGE. COLLEGE shall promptly, but no later than the end of the COLLEGE business week following the conclusion of the COLLEGE course, deliver grades to JTED for their records using the JTED student management system.
- I. COLLEGE and JTED shall meet annually to review program data including program evaluation data, instructor evaluations for JTED sections, CTE assessment data, placement data and reporting and industry assessment results.

#### **ARTICLE V. STANDARD PROVISIONS**

- A. Each Party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the Parties hereto.

B. Students enrolled under this Agreement shall be responsible for the payment of all required tuition and fees in amounts set by the COLLEGE pursuant to A.R.S. § 15-1445(3). Provisions for tuition payments for students may be made by JTED as a part of this Agreement. JTED will not be responsible for out-of-state tuition unless agreed to ahead of time in writing by JTED.

C. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year in which this Agreement is in effect. The COLLEGE will refund tuition and fees paid by JTED back to the JTED if a student drops the class within the first 5 academic days of the semester.

D. The Parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, or national origin, and in this regard the Parties will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.

E. The term of this Agreement shall commence on the 1<sup>st</sup> day of July, 2014, and shall expire on the 30<sup>th</sup> day of June, 2020, with future addendums added as determined necessary and as executed in writing by both parties. This Agreement terminates and supersedes all prior understandings and agreements, whether written or oral, between the Parties on the subject matter hereof. Thereafter the Agreement may be extended for additional periods by written approval of both Parties, and subject to applicable law and the provisions of Section F, below. Either Party may at any time cancel this Agreement or renewal thereof, with or without cause, by giving seven hundred twelve (712) days or two (2) years advance written notice to the other Party prior to the end of the then current academic year. The Parties agree that should cancellation occur, the COLLEGE will complete the instruction to students for the semester prior to the date on which termination is suggested. Thereafter, this Agreement shall terminate, except for those duties and responsibilities which accrued prior to the termination of this Agreement.

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

G. Upon termination of this Agreement, equipment furnished or purchased by the COLLEGE for the program shall be retained by the COLLEGE, and equipment furnished or purchased by JTED for the program shall be retained by JTED. Each Party is responsible for the inventory of equipment and shall provide a list to the other Party of such equipment that is shared as part of this Agreement, herein attached as Addendum #7.

H. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Yavapai County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the Parties; If the Parties fail to agree to an arbitrator, then by striking from a list provided by an organization such as the American Arbitration Association. In the event either Party institutes arbitration under this Agreement, the Party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The Parties shall share the expense of the arbitrator, but each Party shall bear the cost of its presentation before the arbitrator, including attorney fees if the Party desires such representation. The decision of the arbitrator shall be final and binding upon the Parties.

I. JTED agrees to indemnify and hold harmless the COLLEGE from all injuries to persons or property caused by negligence or willful misconduct of JTED arising out of JTED'S obligations under this Agreement. The COLLEGE agrees to indemnify and hold harmless JTED from all injuries to persons or property caused by acts or omissions of the COLLEGE arising out of the COLLEGE'S obligations under this Agreement. In the event of concurrent liability, the Parties shall have the right of contribution from each other. This indemnification provision shall survive termination of the Agreement and remain in effect.

J. COLLEGE agents, employees, students, instructors, or other staff participating in this program shall not be considered as employees of JTED, and agents, employees, students, instructors, or other staff of JTED shall not be considered employees of the COLLEGE. Accordingly, employees of one Party shall not be entitled to employee benefits normally provided to bona fide employees of the other Party.

K. Statutory Right of Cancellation – This Agreement may be terminated in accordance with the provisions of A.R.S. §38-511, which are fully incorporated herein.

L. This document and its eight Addenda contain the entire Agreement between the Parties concerning the subject matter of this Agreement. This Agreement may not be modified, amended, altered or extended except through a written Instrument signed by both Parties.

M. Pursuant to A.R.S. §15-393(L)(8), the services provided by JTED and COLLEGE shall be proportionally calculated in the cost of delivering the service.

N. Pursuant to A.R.S. §15-393(L)(9), payment for services provided under the terms of this Agreement shall not exceed the cost to the Party providing those services.

O. Legal Workers. As mandated by Arizona Revised Statutes § 41-4401, each Party:

- a. warrants the Party's compliance with all federal immigration laws and regulations that relate to the Party's employees and their compliance with Arizona Revised Statutes § 23-214(A);
- b. acknowledges that a breach of the warranty in subsection a of this section shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement; and
- c. retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this Agreement to ensure compliance with the warranty.

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

Q. If either Party fails to comply with the terms of this Agreement, such failure shall be deemed a default, and the non-defaulting Party shall have all rights and remedies available in law or in equity.

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

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

T. No failure to enforce any condition or covenant of this Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach hereunder.

U. The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

V. This Agreement may be signed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

W. Except as provided in this Agreement, employees of one Party shall not be deemed employees of the other Party, and the employing Party shall be responsible for all wages, withholding and payment of employment taxes, and the provision of all employee benefits, if any offered by the employer to the employee.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK  
Signature Page Follows

IN WITNESS WHEREOF, the Parties have executed this Agreement on this \_\_\_ day of \_\_\_\_\_ 2014.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

MOUNTAIN INSTITUTE JTED

\_\_\_\_\_  
Signature Date

 8-28-14  
Signature Date

\_\_\_\_\_  
Printed or Typed Name of Signatory

Jeremy R Plumb  
Printed or Typed Name of Signatory

\_\_\_\_\_  
Title

Superintendent  
Title

All notices, requests, demands, or other communication permitted or required to be given under this Agreement shall be in writing and shall be deemed given or made when sent by United States certified or registered mail, return receipt requested and postage prepaid, or by a nationally recognized overnight courier, delivery fee prepaid, and in either case to the persons and at the addresses specified below:

COLLEGE MAILING ADDRESS:  
1100 East Sheldon,  
Prescott, AZ 86301

JTED Mailing Address:  
3003 Centerpointe East Drive  
Prescott, AZ 86301

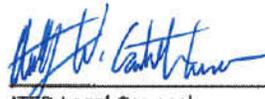
Contact: \_\_\_\_\_  
Phone #

Contact: Jeremy R. Plumb, (928) 771-0791

INTERGOVERNMENTAL AGREEMENTS:

Pursuant to A.R.S. §11-952(D), the attorney for each of the Parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Party which such attorney represents.

 8/24/14  
COLLEGE Legal Counsel Date

 8/28/14  
JTED Legal Counsel Date

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #1

DESCRIPTION OF SERVICES

**I ENROLLMENT INTO REGULARLY SCHEDULED COURSES**

INSTRUCTION:

1. JTED students eligible for COLLEGE courses will be identified and referred by JTED and the Satellite District high schools into regularly scheduled COLLEGE courses provided that all COLLEGE and JTED enrollment requirements have been satisfied. Enrollment in COLLEGE courses may be restricted to High School juniors and seniors. However, sophomore students may seek admission, but must obtain permission from the COLLEGE underage review panel and the JTED prior to enrolling in COLLEGE courses.
2. JTED will provide tuition and fee reimbursement to the COLLEGE for concurrent courses on behalf of eligible JTED students at current in-state tuition and fee rates.
3. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year(s) in which this Agreement is in effect.

**II ENROLLMENT INTO NEW SECTIONS FOR JTED STUDENTS ONLY**

1. COLLEGE will add new course sections as agreed to by both Parties, which meet the obligations set forth in this Agreement. A listing of courses, fees, and books is attached as Addendum #4.
2. Eligible JTED students will be identified and referred by JTED and the Satellite District high schools to the COLLEGE for admission into COLLEGE courses.
3. JTED will reimburse COLLEGE for its costs as follows:
  - a. JTED will provide tuition and book reimbursement to the COLLEGE on behalf of eligible JTED students at current in-state tuition and fee rates.
  - b. Tuition paid by JTED shall cover the cost of all consumable supplies for all programs under this Agreement.
  - c. JTED will provide welding safety apparel for students including helmet, skull cap, jacket, safety glasses, chipping hammer, pliers and a lock. COLLEGE will provide students with lockers for storage.
4. JTED agrees that equipment paid for by JTED may be shared with COLLEGE'S non-JTED students.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #2

Academic Calendars

**PLEASE SEE ACADEMIC CALENDARS**

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #3

JTED Master Schedule

PLEASE SEE JTED MASTER SCHEDULE

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #4

Program Courses Fees agreed to by COLLEGE and JTED under this Agreement.

<u>ERN #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Tuition</u>
AHS114	Certified Nursing Assistant	5	\$460.00
AHS130	Medical Terminology	3	\$276.00
AUT100	Auto/Diesel Preventative	2	\$184.00
AUT109	Auto/Diesel Electrical Systems	4	\$368.00
AUT122	Automatic Transmission/Transaxles	4	\$368.00
AUT123	Automotive Brakes	4	\$368.00
AUT124	Auto Manual Drive	4	\$368.00
AUT126	Auto/Diesel Steering & Suspension	4	\$368.00
AUT128	Auto/Diesel Heat and Air	4	\$368.00
AUT131	Auto Engine Diagnostics	5	\$460.00
AUT151	Auto Engine Repair	2	\$184.00
AVT104	Private Airplane Ground I	2	\$1200.00
AVT105	Private Airplane ground II	2	\$1200.00
AVT109	Private Helicopter Ground I	2	\$1200.00
AVT110	Private Helicopter Ground II	2	\$1200.00
AVT113	Private Helicopter Simulation	1	\$662.00
AVT117	Private Airplane Simulation	1	\$662.00
AVT125	Fundamentals of Air Traffic Control	1	\$92.00
AVT126	Air Traffic Control Procedures	1	\$92.00
AVT127	Fundamentals of ATC Radar	1	\$92.00
AVT130	Private Pilot Gilder Ground	1	\$92.00
AVT235	Airplane Pilot Preventative Maintenance	1	\$662.00
AVT260	Fundamentals of Instruction	1	\$92.00
CNC101	Introduction to CNC Machining/Operator	2	\$184.00
CNC102	CMC Machine Set Up	2	\$184.00
CNC201	CNC Computer Aided Programming	3	\$276.00
CNC202	3-D Program and Rapid Prototyping	3	\$276.00
CPD104	Career and Personal Development	3	\$276.00
EGR102	Introduction to Engineering	3	\$276.00

ELT101	Basic Electricity: AC & DC	4	\$368.00
ELT141	Electrical Apparatus	4	\$368.00
ELT130	Introduction to Robotics	3	\$276.00
ELT183	Digital Circuits	3	\$276.00
ELT201	Introduction to Linework I	2	\$184.00
ELT202	Field Training I (Lineworker)	6	\$552.00
HIM173	Legal and Ethical Issues	2	\$184.00
MET100	Introduction to Manufacturing Tech.	4	\$368.00
NTR135	Human Nutrition	3	\$216.00
PPT120	Energy Industry Fundamentals	3	\$276.00
WLD112	Basic Welding I	2	\$184.00
WLD113	Basic Welding II	2	\$184.00
WLD130	Oxy-Acetylene Welding	4	\$368.00
WLD140	Arc I	4	\$368.00
WLD145	Arc II	4	\$368.00
WLD156	Blueprint Reading	4	\$368.00
WLD210	MIG Welding	4	\$368.00
WLD250	Welded Metal Fabrication	4	\$368.00
WLD282	Pipe Welding I	4	\$368.00

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #5

JTED Statutes - ARS § 15-391

**15-391. Definitions**

In this article, unless the context otherwise requires:

1. "Joint board" means a joint technical education district governing board.
2. "Joint district" means a joint technical education district.
3. "Joint technical education course" means a course that is offered by a joint technical education district as part of a joint technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:
  - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
  - (b) Is part of a program that requires students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.
  - (c) Is part of an approved joint technical education district program.
4. "Joint technical education district" means a district that is formed pursuant to this article and that offers joint technical education courses.
5. "Joint technical education district program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:
  - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
  - (b) Requires an assessment that demonstrates a level of skill or competency in a vocation or industry or that leads to certification in and acceptance by that vocation or industry.
  - (c) Requires specialized equipment or instructional materials that exceed the scope and cost of a standard educational course.
  - (d) Requires work-based learning components, career and technical student organization participation and laboratory experience as determined by the career and technical education division of the department of education.
  - (e) Meets the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
  - (f) Had a defined pathway to career and postsecondary education.
  - (g) Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph within one hundred twenty days after the submission of all required documentation.
  - (h) Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.
  - (i) Is offered only to students in grades nine, ten, eleven and twelve.
6. "State board" means the state board of education.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #6

JTED Release of Information Form

RELEASE OF INFORMATION

STUDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Yavapai College to furnish any and all student records concerning my child, including special education records (IEP), grades, transcripts, attendance records, discipline files, etc., if requested, to:

**Mountain Institute JTED District #2**

**3003 Centerpointe East Dr.**

**Prescott, Arizona 86301-8492**

**FAX 928-771-0793**

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Mountain Institute JTED #2 to furnish any and all student records concerning my child, as necessary for my child's enrollment in college courses, to Yavapai College.

DISCLOSURE OF THIS INFORMATION IS REGULATED BY AND SHALL BE IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), ARIZONA REVISED STATUTES SECTION 15-1043 AND OTHER APPLICABLE PRIVACY LAWS AND REGULATIONS.

---

SIGNATURE PARENT/ GUARDIAN (please specify)

DATE

---

ADDRESS PARENT/GUARDIAN

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #7

JTED Inventory located on YC Campuses

PLEASE SEE INVENTORY ATTACHED



**Presenter :** Ray Sigafoos

**Start Time :** 1:15 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**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 :** 1:15 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 6/16/2014

**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 :** Sabbatical Report from Laura Bloomenstein, Art Professor, Liberal, Visual and Performing Arts Division - INFORMATION AND/OR DISCUSSION

**Details :** Laura Bloomenstein, Art Professor, Liberal, Visual, and Performing Arts Division, was awarded a sabbatical leave during the fall of 2013 semester and will present the results of her projects:

- Investigate and study a variety of 3D digital modeling software programs and fabrication methods of outputs for art students.
- Produce working three dimensional models of the interiors and exteriors of a series of personally designed art objects.
- Investigate feasibility of use of one or more of these software programs and the fabrication machinery in conjunction with current art programs at Yavapai College and/or as a future sustainable separate certificate or degree program.

[http://prezi.com/rnos0jgapny/?utm\\_campaign=share&utm\\_medium=copy&rc=ex0share](http://prezi.com/rnos0jgapny/?utm_campaign=share&utm_medium=copy&rc=ex0share)

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:25 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 6/16/2014

**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 to include: New Professional Development Opportunities; Residence Halls Grand Opening; Southwest Wine Center Grand Opening; Sedona Campus Open House; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- New Professional Development Opportunities
- Residence Halls Grand Opening - August 21, 2014
- Southwest Wine Center Grand Opening - September 12, 2014
- Sedona Campus Open House - October 14, 2014
- Facilities Management News - September 2014 - Attached - Information Only
- College Highlights - August 2014 - Attached - Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Professional Development.pdf	Sep 05, 2014	Professional Development.pdf
Marapai Photo.pdf	Sep 05, 2014	Marapai Photo.pdf
007-15 Grand Opening SWC Invite_WILLS.pdf	Sep 05, 2014	007-15 Grand Opening SWC Invite_WILLS.pdf
Sedona Open House invite.pdf	Sep 05, 2014	Sedona Open House invite.pdf
September 2014 YAVAPAI COLLEGE Facilities Management News.pdf	Sep 05, 2014	September 2014 YAVAPAI COLLEGE Facilities Management News.pdf
September 2014 College Highlights.pdf	Sep 05, 2014	September 2014 College Highlights.pdf

# Professional Development

**Executive Leadership Institute (ELI)**

**YC Administrator Academy**

**New Hire Orientation**

# Yavapai College Executive Leadership Institute (YCELI)



- **Nine Month Learning Experience  
Designed to Achieve These Outcomes:**

- Enhance leadership skills and personal development
- Strengthen communication at all levels
- Address key YC issues
- Ensure continuous quality improvement

**YCELI**

- **The Program Includes:**

- Eight live seminar days
- Action learning projects
- Individual development planning
- Peer coaching
- Assigned readings, homework, and application exercises

**YCELI**

# Yavapai College Administrator Academy



- **Based on AACCC Competencies for Community College Leaders**

- Know yourself
- Student success
- Risk management
- Change management
- Customer Service
- Process Improvement & Problem Solving
- Higher education trends
- Professional development
- Team building & Collaboration
- Institutional Finance (Rev, Exp)
- Fundraising
- Data-informed decision-making
- **Selecting/ using KPI's**
- Conflict Management & Communication Skills
- Engage/ Advocate with stakeholders

# Administrator Academy

- ~ 70 Managers
- Expectation of 40+ Hours Professional Development Per Year
  - YC Classes
  - Professional Conferences
  - First Fridays
    - Problem solving
    - Succession planning
    - Coaching
    - Leadership
    - Lean
    - Change Management

## **Administrator Academy**

# New Hire Orientation



- **New Employee Orientation: Current**

- Welcome Letter
- One-on-One Benefits Orientation
- New Hire On-line Orientation Program
  
- Follow-up from Recruiting Specialist
- Welcome Mug and Treats from Staff Association
- 30-60 Day New Hire Survey
  
- New Hire Checklist for Supervisor
- Visit with Dr. Wills
- Opportunity to Attend **"Find Yourself at YC"** Session
  
- New Employee Spotlight via Dicksoup

## **New Hire Orientation**

- New Employee Orientation: Planned
- New in FY15: “YC from A to Z”
- Planned: “Lunch and Learn”
- Planned: First Year Anniversary Recognition

## **New Hire Orientation**



*You're invited*

**GRAND OPENING of the Teaching Winery  
at the Southwest Wine Center  
September 12, 2014 at 4:30pm**

Dr. Penny Wills, President of Yavapai College, would like to invite you to the GRAND OPENING of the Teaching Winery at the Southwest Wine Center. The state of the art teaching winery will be the knowledge gateway and data repository for viticulture and enology practices throughout the desert southwest.

Following the ceremonial toast, guests will be given private tours of the teaching winery.

**Yavapai College Verde Valley Campus  
601 Black Hills Drive, Clarkdale AZ**



**RSVP Karen Jones**  
karen.jones@yc.edu or 928.776.2307

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# *You're Invited*

Open House for the Sedona Center  
October 14, 2014 at 4:30pm

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Dr. Penny Wills, President of Yavapai College, would like to invite you to the OPEN HOUSE for the Sedona Center of Yavapai College.

We will be celebrating the culmination of 12 years of hard work to make this project a reality.

Yavapai College Sedona Center  
4215 Arts Village Drive, Sedona, AZ

Please contact Karen Jones for more information,  
[karen.jones@yc.edu](mailto:karen.jones@yc.edu) or 928.776.2307

***Yavapai***  
COLLEGE

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

September 2014

Greetings from Facilities!

The September issue of this newsletter contains the latest information related to Facilities Management programs and projects along with general information concerning the 10 year campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please e-mail me at [david.laurence@yc.edu](mailto:david.laurence@yc.edu). The newsletter will also be posted on the Facilities web site.

## **College Wide Campus Master Plan**

The renovation of CTEC, Building 1 University Transfer Center/Student Services Improvements and the Building 3 Student Activity Center/Multi-purpose Room project are now in the Schematic Design phase. The selection of a construction manager-general contractor for the first phase of the master plan is nearing completion with the naming of a contractor expected to occur by the second week of September.

Once the firm is selected, discussions will occur with occupants of Buildings 1 and CTEC to identify phasing of construction operations to maintain continuity of essential services and programs.

A renovation of the first floor of Building 32 will begin in September to develop space for the Institutional Effectiveness and Research department. Once the IER team is moved into Building 32, the bulk of the Business Office functions will be moved to Building 29 followed by the Dean of Computer Technologies and Instructional Support office suite moving to the first floor of Building 1. All of these moves will occur prior to the start of the renovations of Buildings 1 and 3 scheduled to begin on or about December 15, 2014.

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

## CONSTRUCTION UPDATES

### Verde Valley Campus Southwest Wine Center/Building O Reuse

Mark your calendars for the grand re-opening of Building O as the new Southwest Wine Center celebrates with a Toasting scheduled for September 12, 2014. This event is scheduled to begin at 4:30 p.m. and run until 6:00 p.m., so please stop by and tour our beautiful new facility.



View of the Southwest Wine Center and Catchment System



Nikki Check and Tom Schumacher Leading the Harvest

### Marapai Hall Renovation

Landscaping continues through the month of September.

Thanks to all those who made the August 21 grand re-opening event a success, especially Karen Jones, Shar Jenniges, Mike Lange, James Crockett, Chris Larson, Mike Kervin and Andrew Gilstrap for organizing and completing the last minute preparations. Thanks to all the faculty and staff who took time out of their busy day to join the students with this celebration.



New Sod Installed North of Marapai

### Tennis Court Renovation/Paving and Roadway Replacement

The courts are nearing the end of the curing period and will be painted and striped by the middle of September. Landscaping around the site is nearing completion and work continues with the low water crossing and the widening of Whitlow and Washington. Due to the recent heavy rains, the completion date is now looking to be towards the end of October.



Preparing Courts for Coating and Striping



New Road Way Work Begins

GLHN Architects and Engineers

Asphalt, Paving and Supply

YC Project Manager: David Laurence

Baseball Field Plaza Project

Work is nearing completion to replace the aging concrete bleachers with a new plaza. The plaza will be a combination of fixed and open seating for spectators to view the action from center field. The plaza is scheduled for completion by September 10.



YC Project Manager: Chris Larson

T&H Construction

## **Preventive Maintenance Projects**

A Facilities Condition Assessment (FCA) was conducted back in FY13 at each campus/site to provide the college with a road map to address preventive maintenance related to architecture, electrical, mechanical, civil and life safety systems. In order to keep the buildings and grounds of the college in tip top condition, a budget is established each year to address preventive maintenance at each campus or site. Each month, major FCA items will be addressed in this newsletter to keep you informed of projects occurring in your area.

## **Safety/Health/Emergency Management – Ken Krebbs**

The Emergency Management team is working on fire safety/evacuation plans for college facilities and sporting events and is working with Athletics to address safety needs for the NJCAA National Soccer Championships. The team is also updating the call down and contact lists and various communication aspects for the Emergency Operations Center and campus emergency notification. While conducting building safety checks, the team is updating first aid boxes along with gathering information to update the posted evacuation plans for all buildings.

Thanks to the folks at ITS, the Yavapai College's new mobile app is available in the Apple App Store (iOS iPhone) and Android Play Store. The free app gives you mobile access to information about the college, emergency information, courses, events, athletics, mobile-friendly library services, nearby places to eat and more. Download from:

Android:

<https://play.google.com/store/apps/details?id=com.campuseai.yavapai&hl=en>

iPhone:

<https://itunes.apple.com/us/app/yavapai/id892844577?mt=8>

## **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Please join me in welcoming Steve Tweedy to the Facilities Management Team as our new HVAC Technician, District.

Facilities is looking to fill one open position:

Technician III, Carpenter

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

## September 2014 College Highlights

### Sciences and Health

- The Yavapai College Paramedicine Program will be graduating 22 new paramedics on September 20<sup>th</sup> from 10:00 am until 12:00 noon at the Prescott Valley Library Auditorium. Since July 2013, these students have put in over 1000 hours in the classroom and in clinicals where they developed and practiced their skills. Many are already employed at various agencies around the county, and will be promoted once they become certified. Students must successfully complete our YC program before they can take the National Registry Certification Test. They must pass this test in order to become certified and legally serve as a paramedic. Yavapai College has now trained approximately 125 paramedics, and at least 90% of those currently serve in Yavapai County.
- The radiology program completion rate for 2014 was **80%** (83% for 4 year average). The pass rate for 2014 ARRT (national certification) was **100%** (97% 4 year average) with the average score of **89%**.

### Business, Education and Social Sciences

- **Terry Lovell**, Professor of Business, reports that his weekly radio show, *KYCA Talks*, now in its tenth year, recently included interviews with local political candidates Noel Campbell and Lucy Mason. On shows this past spring and summer, Lovell interviewed several *New York Times* bestselling authors, among them James Rollins, Ja Jance, Douglas Preston, and Lincoln Child. Lovell also reports recent speaking engagements with the Republican Women of Prescott and Republican Men's Forum. Lovell spoke on Voting Behavior and the U.S. Constitution.
- **Dr. Mark Shelley**, Professor of Psychology and Sociology, reports that on Wednesday, August 13, he appeared live on AZTV7's "Morning Scramble" program to discuss his research on Digital Technology and Student Success. A video of the segment is on Youtube: <http://youtu.be/qFJn5joP1Lg>.
- **Brandelyn Andres**, Associate Professor of Art History, and **Dr. Mark Shelley** visited Montreal and Quebec to plan a study abroad opportunity for our students next summer. Professors Shelley and Andres hope to take as many as 20 students on the trip which will combine the fields of Art, Art History, and Urban Sociology.
- **Nancy Schafer**, Professor of English, and **Dr. Mark Shelley** are the First Year Experience Co-Coordinators and are pleased to report that YC has 330 students enrolled in 15 sections of our new course, FYE103: *Success in College, Career and Life*. The course is taught by 11 specially trained FYE instructors.
- **Randy Russell**, Professor of Business, was invited to speak at the Sedona Great Decisions Group meeting held on June 16 at the Sedona Public Library. He spoke on "The Inequality of Income and Wealth in the U.S." A lively and interesting Q & A session followed his talk.

**Presenter :** Ray Sigafoos

**Start Time :** 1:40 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 25

**Proposed :** 6/16/2014

**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: Student Leadership Council; Faculty Senate Update; Sciences, Health and Public Safety Update; Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION

**Details :** Update from Instruction and Student Services to include:

- Student Leadership Council - Moriah Boone, returning Art Student and Josh Schmidt, Student Leadership Coordinator
- Faculty Senate Update - Josh Schmidt, Sciences, Health and Public Services Faculty
- Sciences, Health & Public Services Update - Scott Farnsworth, Dean for Sciences, Health & Public Safety
- August Adjunct Faculty Newsletter - Attached - Information Only
- September Adjunct Faculty Newsletter - Attached - Information Only

**Attachments :**

Title	Created	Filename
Student Leadership Council.pdf	Sep 03, 2014	Student Leadership Council.pdf
SHPS Scheduling Presentation to DGB.pdf	Sep 04, 2014	SHPS Scheduling Presentation to DGB.pdf
AA Vol 4 Issue 1 August 2014.pdf	Sep 04, 2014	AA Vol 4 Issue 1 August 2014.pdf
AA_Vol_4_Issue_1_September_2014.pdf	Sep 04, 2014	AA_Vol_4_Issue_1_September_2014.pdf



# Student Leadership Council

2014-2015



## Members

- Joshua Schmidt
  - Faculty Coordinator for past 3 years
- Moriah Boone
  - Returning Student Member
    - Studying Associate of Arts

# Mission Statement

- The Student Leadership Council is dedicated to promoting student involvement on all six Yavapai College campuses. It is the SLC's goal to empower students, encouraging them to have a voice in their education and their college experience serving as a liaison between enrolled student of Yavapai College and the faculty, administration and college staff.

# Current Projects & Events

- Course surveys
- Tri-College leadership conference
- Smoking and tobacco products on campus
- Technology delivery product testing for course modules such as blackboard, etc.
- Uniformity of grading, syllabus etc. for all faculty to follow
- Other issues that have yet to be determined.
- Aid in duties and organization of the National NJCAA soccer tournament in November.

## Closing

- The SLC over the past three years has really stepped into the role of a liaison for student issues between the students of Yavapai College and faculty, staff and administrators.
- In the past we have helped implement policies such as response time for faculty, grading time for faculty and other issues. The SLC will continue to work with the faculty in aiding student success at YC.

# Sciences, Health and Public Safety Division

# Factors that are considered when schedule building

- Credentialed Faculty
- Previous History
- Program, Degree or Certificate
- Student Interests/Needs
- Space
- Day and Time
- Costs

# Credentialed Faculty Adjunct Faculty

- What Discipline/Subject can they teach
- Availability of Faculty
- Dual Enrollment

# Previous History

- Filled classes (quickly or slowly)
- Under enrolled classes
- Canceled classes due to low enrollment
- Needs of programs, degrees, transfer, & certificates- new, expanding, changes in curriculum, etc.

# Program, Degree, Transfer or Certificate

- Required classes to complete
- Classes offered in sequence
- Available classes don't conflict with each other
- Location of classes

# Student Interests/Needs

- Self declare in Banner
- Full Time vs. Part Time
- Build Year round schedule-  
February
- Change in interest

# Space

- Size of classroom
- Location
- Specialty Equipped
- ITV
- Renovations
- Availability

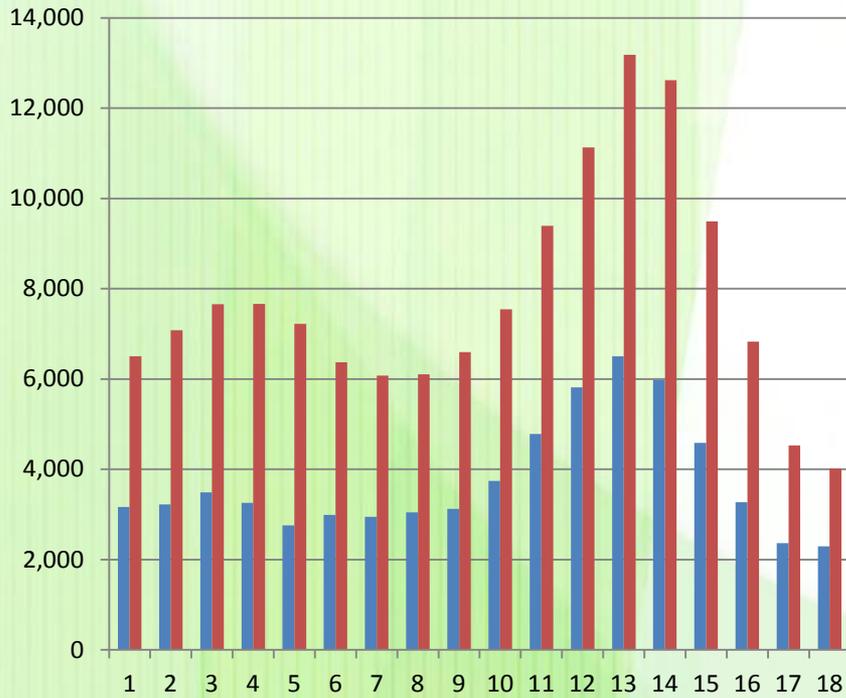
# Day and Time

- Tuesday/Thursday- Busy
- Evenings
- Weekends
- Student Preference
- Availability- Faculty, Classroom, etc.

# Costs

- Socrates, Plato, Aristotle- Class size, classroom capacity
- YC- cost per student declining
- Cancel classes when low or under enrolled
- Pedagogies of Engagement

# East vs. West County Demographics



Demographic	East County 2014 Population	West County 2014 Population	East County 2014 % of Population	West County 2014 % of Population
Under 5 years	3,166	6,505	5%	5%
5 to 9 years	3,220	7,081	5%	5%
10 to 14 years	3,485	7,656	5%	5%
15 to 19 years	3,258	7,663	5%	5%
20 to 24 years	2,759	7,218	4%	5%
25 to 29 years	2,990	6,368	4%	5%
30 to 34 years	2,949	6,073	4%	4%
35 to 39 years	3,043	6,105	5%	4%
40 to 44 years	3,123	6,597	5%	5%
45 to 49 years	3,739	7,545	6%	5%
50 to 54 years	4,783	9,395	7%	7%
55 to 59 years	5,817	11,126	9%	8%
60 to 64 years	6,506	13,180	10%	9%
65 to 69 years	5,977	12,616	9%	9%
70 to 74 years	4,587	9,492	7%	7%
75 to 79 years	3,267	6,824	5%	5%
80 to 84 years	2,364	4,527	4%	3%
85 years and over	2,292	4,013	3%	3%
Total	67,325	139,982	6%	6%

# Fall Enrollment

FA14 Headcount - Assessment Day		
Prescott Campus	3,804	
Verde Valley Campus	783	
Prescott Valley	333	
Chino Valley	248	
Online	2,905	
Off-Site	1,214	
	9,287	
District	7,672	
Duplication	1,615	21%



# Student Demographics

AGE GROUP- Prescott Campus	STUDENTS	Percentage
Under 20	924	24%
20-24	744	20%
25-29	368	10%
30-39	419	11%
40-49	313	8%
50-59	357	9%
60 and over	679	18%
Total	3,804	

AGE GROUP- Verde Campus	STUDENTS	Percentage
Under 20	151	19%
20-24	135	17%
25-29	103	13%
30-39	131	17%
40-49	83	11%
50-59	96	12%
60 and over	84	11%
Total	783	

# Selected Student Enrollments

Biology Concepts	PRE	24 TR 1400-1645	Foundations in Nursing I	PRE	32 MW 0800-1025
Biology Concepts	VV	11 T 1400-1645	Foundations in Nursing I	PRE	32 TR 0900-1200
Biology Concepts	PRE	18 MW 0800-1045	Foundations in Nursing I	PRE	32 -
Biology Concepts	PRE	22 TR 0800-1045	Foundations in Nursing I	VV	15 -
Biology Concepts	PRE	23 MW 1400-1645	Foundations in Nursing I	VV	15 TR 0900-1200
Biology Concepts	PRE	14 TR 1100-1345	Foundations in Nursing I	VV	15 MW 0800-1025
Biology Concepts	PRE	15 TR 1800-2045			
			Emergency Medical Technician	VV	24 MW 1730-2200
Environmental Biology	PRE	17 MW 1100-1345	Emergency Medical Technician	VV	24 S 0830-1730
Environmental Biology	VV	17 MW 0815-1055	Emergency Medical Technician	PV	21 S 0830-1730
Environmental Biology	ONL	18	Emergency Medical Technician	PV	21 MW 1200-1630
Environmental Biology	PRE	14 TR 1400-1645	Emergency Medical Technician	PV	23 S 0830-1730
			Emergency Medical Technician	PV	23 MW 1730-2200
General Chemistry I	PRE	24 M 1400-1645			
General Chemistry I	VV	4 TR 1400-1715			
General Chemistry I	PRE	22 T 1400-1645			
General Chemistry I	PRE	23 T 1900-2145			

**UPCOMING FACULTY & ACADEMIC  
CALENDAR ITEMS:**

Aug. 11 - 15: Faculty Activities Week
Aug. 15 - Verde Campus Assembly & Updates; M-137; 2:00 - 3:30 pm
<b>Monday, August 18th - Fall Classes Begin</b>
August 24 - Last Day to ADD / DROP 15-wk, regular semester classes
August 24 - Last Day for 100% refund, 15-wk, regular semester classes
Aug. 27 - Prescott Area Online <i>Collaborate™</i> Meeting; Noon - 1:30 pm; <i>Starting the Semester</i> ; Link to be sent
Aug. 28 - Verde Online <i>Collaborate™</i> Meeting; Noon - 1:30 pm; <i>Starting the Semester</i> ; Link to be sent
September 1 - Labor Day Holiday - No classes; all campuses / offices closed
October 1 - FTSE Day! See info from the Registrar - See Page 2 in this Newsletter
October 13 - Last day for student-initiated withdrawals
November 11 - Veteran's Day Holiday - No classes; all campuses / offices closed

**Verde Learning Center  
Update...**



**New Student Welcome Panel & Brunch**

The Verde Campus will be presenting a New Student Welcome Panel & Brunch.

**THURSDAY AUGUST 14**

10:20-11:10 a.m. Faculty & Staff Panel  
11:10-11:55 a.m. Brunch/Meet & Greet  
Location: M-137

An important part of creating a strong foundation for student success is providing opportunities for new students to make connections with other students and with faculty and support staff. Please join us in welcoming new students to campus, and providing them with an opportunity to meet and greet their YC faculty members.

We'll start with a panel presentation and Q & A session. During this time, you can share with students some tips for success in your class, and for making a successful transition to college. After the panel presentation, we'll serve a light brunch. This will give the new students an opportunity to get acquainted with their faculty in a less structured setting, and further opportunities to ask any additional burning questions they may have as they embark on their new adventure of being a Yavapai College student.

Contact Trisha Travis in the Learning Center at [trisha.travis@yc.edu](mailto:trisha.travis@yc.edu) or 634-6567 to RSVP.

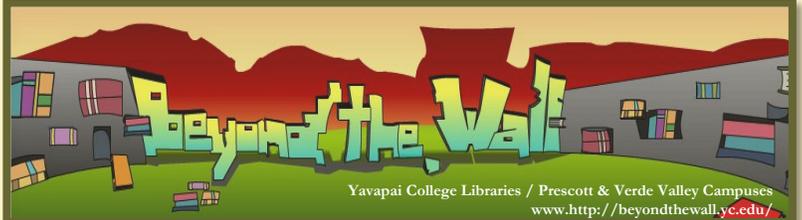
**Colleagues,**

What an exciting time of year this is! As I write this for this newsletter, we've planned our Fall Convocation (August 11), preparing for the arrival of our students in the newly remodeled residence halls at Prescott, hosting a statewide Small Business Development Council conference, and putting the final touches on our Grand Opening of the Southwest Wine Center (August 29)!!!



This summer we also conducted a county wide satisfaction survey for our College. The feedback so positive. I know that our College is strong, offers rigorous instruction, and continually makes such a difference in the lives of our students. I also know that the reason this happens is because of you. Thank you for being so knowledgeable in your field, taking time to support students in their academic pursuits, and being a valued colleague here at Yavapai.

Penny Wills,  
President



**From the Library... Welcome Back!**

We hope everyone has had a fantastic summer. As you get ready to charge into the Fall semester, remember that the [Yavapai College Libraries](http://www.yc.edu/libraries) are here to support you!

**Check out** our [Faculty and Staff Services](http://yc.campusguides.com/facultyservices) guide (<http://yc.campusguides.com/facultyservices>). You will find information on how to place items on reserve, book a library instruction, and suggest library purchases. You can also access wonderful resources such as [The Chronicle of Higher Education](https://proxy.yc.edu/login?url=http://chronicle.com) (<https://proxy.yc.edu/login?url=http://chronicle.com>), which is the top destination for news, advice, and vibrant discussion forums for people in academe.

**Chat with a Librarian!** Yes, you and your students now have another way to reach a librarian for help. The Yavapai College Libraries now offer online chat through our Ask A Librarian web page (<http://www.yc.edu/v4content/library/askalibrarian.htm>). Chat will be available Monday-Thursday 8 am - 8 pm; Friday 8 am - 4 pm; and Saturday 12 noon - 4 pm. Research help online, in Real Time at YC Library!

For reviews, research tips and up-to-date library event information go to our Blog, [Beyond the Wall](http://beyondthewall.yc.edu/) (<http://beyondthewall.yc.edu/>); highlighting YC Library material and the YC Faculty who love them, events such as our Welcome Back Day, our library displays and more.

**Prescott Campus Library | Bldg 19**

Circulation (928) 776-2260 \* Reference (928) 776-2261

**Verde Valley Campus Library | Bldg M**

Circulation (928) 634-6541 \* Reference (928) 634-6540

## The Adjunct Advisor

Published for Yavapai College Adjunct Faculty  
1100 E. Sheldon Street— Prescott, AZ 86301  
Chris Hoyer, AF Coordinator, Editor  
Phone: 928-649-4568 (Verde)  
928-776-2018 (Prescott)



### \$\$ Money—Money—Money \$\$

First Payroll for Adjunct Faculty is  
Friday, September 5th.

*Compensation Rate for 2014 -15*

**\$717/load/hour**

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

Pay dates for Fall 2014:

- \* September 5, 19      \* October 3, 17, 31
- \* November 14, 28

Please note that the final pay date for the fall semester  
will be Friday, November 28<sup>th</sup>

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

## Registrar Updates... *Sheila Jarrell*

### Accessing Rosters:

[www.yc.edu](http://www.yc.edu): Login at the top and use the drop-down menus-  
**My Services/Faculty/My Class Roster**

### College Catalog:

The college catalog is the official document for academic  
policies: [www.yc.edu](http://www.yc.edu)

### Registration:

Registration is an online process for students; deadline to  
add/drop: Sunday, **August 24**

- **Late-start classes:** deadline to add/drop is 6<sup>th</sup> day after  
the displayed start date
- **Classes <4-weeks:** deadline to add/drop is the day PRI-  
OR to the start date

**Deadline** for student-initiated withdraws for full semester  
classes: **Monday, October 13.**

**Monitor Rosters for current enrollment** -via  
[www.yc.edu](http://www.yc.edu), **NOT** Blackboard!

Access your online rosters regularly to know who is – or  
is not – attending/participating in your class. Update your  
roster regularly by dropping no-shows and by withdrawing  
students who are not participating. *Federal financial aid and  
Veteran's Administration regulations require this!*

### No Shows:

If you have “no shows” in your class, email  
[enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu). Please include the word  
“**No Shows**” in the subject line; include the **CRN** of the  
course, student name(s) and **Ynumber**

### Withdrawing students:

Withdraw students who have stopped participating: email  
[enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu). Please include the word  
“**Withdraw**” in the subject line; include the **CRN** of the  
course, student name(s), **Ynumber** and **last date** of  
participation.

**Questions?** Email [registrar@yc.edu](mailto:registrar@yc.edu) or call 776.2107 or  
come by my office on the Prescott Campus: Bldg. I – Rm. 111.

## SSS / VUB Updates... *Jane Hersh*



### Student Support Services (SSS TriO):

Your referrals make all the difference! Did you know...many currently enrolled YC  
students may be eligible for additional **FREE** academic and financial support through  
the SSS TriO program! Extra support may include:

- Extended academic advising
- Career and transfer advising
- Individual tutoring
- Peer mentoring
- University field trips
- Academic success workshops
- Financial literacy & additional funding

Encourage your students to check out the SSS TRiO webpage [www.yc.edu/ssv](http://www.yc.edu/ssv) or con-  
tact us in the Learning Centers on the Prescott and Verde Valley campuses.

\* Prescott Campus (928) 776-2084 \* Verde Valley Campus (928) 634-6596

Email Address: [sss@yc.edu](mailto:sss@yc.edu)

### Veterans Upward Bound (VUB TriO):

Help a veteran get on track with their education to find their perfect career! Did  
you know...VUB TRiO can help veterans **prepare** academically **before** transitioning  
into the rigors of college coursework? **FREE** college-prep services available to  
eligible veterans include:

- Preparatory learning modules in math, composition, computer skills, literature,  
science, and Spanish are individually designed to help our veterans successfully  
transition into a college, university, or vocational program.
- Additional services include assistance with college program selection, financial aid  
and admissions applications, career assessments, financial literacy, mentoring, study  
skills, tutoring to improve academic skills, referrals to veteran-serving community  
resources, and more!

If you know a veteran who has not yet enrolled in college classes and is unsure  
how to get started on their educational journey, please send them our way so we  
can help them get ready their future! Services available at the Prescott (Bldg. I,  
Rm. 209) and Verde Valley Campuses (Learning Center) and online throughout  
northern Arizona! For more information, visit our website at [www.yc.edu/vub](http://www.yc.edu/vub) or  
contact us at (928) 717-7686 or [vub@yc.edu](mailto:vub@yc.edu).

### Financial Aid Key Dates to Remember ... *Diana Dowling, Assistant Director of*

*Financial Aid - 928-776-2391*

### First Refunds distributed to students Fall semester: **August 29th**

Remember, financial aid refunds for the fall semester are either mailed or electronically  
transferred into students' bank accounts, where appropriate.

### Book Advance available for Fall semester:

**Beginning August 6th** - Bookstore charges will not be allowed from

August 23<sup>rd</sup>-September 1<sup>st</sup> in preparation of refunds.

**September 2** – Bookstore charges resume for eligible students.

Financial Aid is disbursed/refunded to students approximately 10 days after  
the regular semester begins. However, students need their books well before  
then, so we partner with our book store so students can buy their books *IF*  
they have enough financial aid awarded to cover their books. Also remem-  
ber textbooks can be rented or students can use e-books. For more info,  
check out the [Financial Aid Home Page](#).

Questions? Please call -

Diana Dowling, Assistant Director Financial Aid

Prescott Campus, Bldg I

Tel: (928) 776-2381

[diana.dowling@yc.edu](mailto:diana.dowling@yc.edu)

**The Registrar says...“Don't forget FERPA - A reminder  
that all student information and records are confidential.”**

**Have the BEST SEMESTER EVER!**



## UPCOMING FACULTY & ACADEMIC CALENDAR ITEMS:

Sept. 1 – Labor Day Holiday - No classes; all campuses /offices closed	<i>Fly the Flag!</i>
Sept. 5 - First Adjunct Faculty Pay Day!	
Sept. 5 - First Friday Trainings - <a href="#">Check the YC Training Website</a> for offerings. Some good stuff!	
Sept. 9 - Verde Collaborate <i>Online Meeting</i> ; Noon – 1:30 pm - Link will be emailed	
Sept 11 - Prescott Area Alternate Group meeting; GIFT Center; 3:00 - 4:30 pm; Topic - Student support; 9x9x25	
Sept. 12 - Verde / Sedona AF Meeting; Noon - 1:30 pm M-203; Topics: Campus Update / Student Events/TeLS	
Sept. 12 - Grand Opening & Toast; Southwest Wine Center; Verde Valley Campus; More info to come!	
Sept. 16 - Prescott Full AF Meeting; 5:30 –7:30 pm; Updates/ Student support (This is a Tuesday meeting)	
Sept. 18 - All Campus Collaborate <i>online Meeting</i> ; Noon - 1:30 pm - Link will be emailed	
Sept. 23 - Chino Campus Collaborate <i>online Meeting</i> ; Noon - 1:30 pm - Link will be emailed	
Sept. 24 - Prescott Area Alternate Group meeting; GIFT Center; 4:00 - 5:30 pm; Topic - Testing students	
October 1 - FTSE Day! See info from the Registrar - See Column to the right in this Newsletter	

### CLASSROOM MAKE-UP & ONLINE/HYBRID TESTING— 2014 FALL SEMESTER HOURS - August 18 - December 6

#### • PRESCOTT CAMPUS BLDG. I, ROOM 224

Walk-in or call to make an appointment 776-2201

**REGULAR HOURS** Mon-Fri 8:00 am - 8:00 pm

#### END OF SEMESTER EXTENDED HOURS

Dec 1-5 (M-F) 8:00 am - 8:30 pm

Dec 6 (Sat) 8:00 am - 3:00 pm

#### • Verde Campus Bldg. I, Room 120

Must call to make an appointment 634-6561

**REGULAR HOURS** Mon-Thurs 8:30 am - 4:30 pm; Friday 9:30 am - 1:00 pm

#### EVENINGS HOURS

Dec 4 (Thurs) 5:00 pm -7:00 pm, by appointment only

Review specific Campus Site Procedures at

[www.yc.edu/makeup](http://www.yc.edu/makeup)

**Reminders!!** NO testing available Sept. 1; Nov. 11, and Nov. 26-28. For Student accommodations, contact Disability Resources, 776-2079,

### Office of the Registrar ...Sheila Jarrell, M.Ed., Registrar, 928-776-2107

First of all, a huge “thank you” from the Registrar to all YC faculty for a great start to the Fall semester! I very much appreciate all that you do for our students.

#### Now that the semester has begun, we need our instructors to continue to monitor attendance in their classes.

Please withdraw students who have quit attending/participating by sending an email to: [enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu) and include:

- 1) CRN of your class;
- 2) The student’s Y-number; and
- 3) The last date of attendance/participation.

#### What constitutes “attendance/participation” in an online class?

This question generates quite a bit of discussion these days, so here is a general overview of that subject. Attendance/participation in an online class is documented by more than simply “logging into” Blackboard. The Department of Education does not consider that simply logging into Blackboard qualifies as “attendance/participation” in an online class. Students who have only logged into Blackboard will be considered “no shows”. There should be some type of measurable activity required each week at a minimum, and this requirement should be stated in the syllabus. As the semester progresses and instructors withdraw students from online classes because they have quit submitting assignments or completing activities, the last date of attendance should be the last date that instructors received an assignment or completed activity of some type from the student.

#### What is October 1?

October 1 is FTSE day, so please mark your calendars! Instructors will be asked to verify attendance/participation *as of this date*. We use this information to prepare our full-time student enrollment numbers for the State of Arizona. If the start/end dates of your class include October 1, then you’ll be required to complete a FTSE roster.

To prepare for FTSE, regularly review your rosters for attendance via [www.yc.edu](http://www.yc.edu) and withdraw students who have quit attending/participating. When October 1 arrives, completing your FTSE roster will be easy and stress free. Watch for an update soon!

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

**NEWS FOR PRESCOTT CLASSROOM MAKEUP & ONLINE/HYBRID TESTING - NEW EXTENDED HOURS!** Testing hours are now 8:00 AM to 8:00 PM Monday through Friday beginning August 18<sup>th</sup>.

**NEW OPTION FOR TEST DROP OFF & PICKUP!** Faculty may drop off & pick up tests in either Classroom Testing Room 224 or Testing Center Room 225. When picking up your tests in Testing Center or, if you have verbal instructions concerning the tests dropped off, please see Rose Landis, Testing Services Coordinator.

#### EMAILING & SCANNING available under special circumstances

Under normal circumstances, please follow your department’s procedures for having tests copied and returned to you. If you need to email a test or need a test scanned back to you due to special circumstances, please email your request to [rose.landis@yc.edu](mailto:rose.landis@yc.edu) and copy [erica.lindsay@yc.edu](mailto:erica.lindsay@yc.edu).

**NEW TESTING REQUEST FORM:** Changes in the Request Form will help our staff better define how you would like your tests proctored and to help us track your tests better. This form may be found here- [www.yc.edu/makeup](http://www.yc.edu/makeup).

## The Adjunct Advisor

Published for Yavapai College Adjunct Faculty  
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 5th.

*Compensation Rate for 2014-15*

*\$717/load hour*

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

Pay dates for Fall 2014:

- \* September 5, 19
- \* October 3, 17, 31
- \* November 14, 28



### What is the challenge?

Well, TeLS and the GIFT Center invite you to create 9 pieces of writing with 25 sentences or more each week for 9 weeks beginning September 16th. Aside from the 25 sentences each week for 9 weeks, the only other rule is that the writing must be about **teaching and learning**. [Click here](#) to find out more!

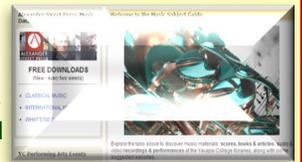
**A special thanks to all of our Academic Advisors, Financial Aid, Registration, and Answer Center Staff – You Rock!**

## From the Library... Music—Music—Music!

### Library Music Guide

A new [Subject Guide](#) is on the Library block and it will be music to your ears! Yes, the Library's newest Subject Guide is [Music!](#)

This guide is meant as a starting point for student research. It contains examples of Fake Books, Instrument Instructional DVDs, Books on Singing Exercises, Music Appreciation and more - available at the Prescott and Verde Valley Campus Libraries.



The new Music Subject Guide also has links to our music databases, such as [Classical Scores Library](#), and samples of music ebooks available in our [Ebrary](#) and [MyiLibrary](#) databases.



### Library Instruction

Before assigning a research project in your class, throw your students a life preserver by scheduling a [library instruction or tour](#). Give them the tools they need to navigate the library's information resources.

It's fun!

It takes only one class period to change your students' learning capabilities.

We'll create a lesson plan that caters to your students' assignments.

Enjoy better papers from your students.

Did we say it's Fun?!!

**Prescott Campus Library | Bldg 19**

Circulation (928) 776-2260 \* Reference (928) 776-2261

**Verde Valley Campus Library | Bldg M**

Circulation (928) 634-6541 \* Reference (928) 634-6540

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

I hope your Fall semester is off to a great start! Financial aid has had their 1<sup>st</sup> disbursement of the semester and will continue disbursing funds throughout.

#### Reporting No Shows and Students who Stop Participating

Please continue to report students that:

- Have not begun participating in class during the **first week**
- Have stopped participating at some point throughout the semester

It is vitally important that faculty continue to report these no shows for their late start classes **the first week of class**, so that Financial Aid and Veteran services do not disburse funds to the students who are truly not eligible! When this does happen, the college is then responsible for collecting the funds.

Faculty may report the drop to the 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.

Finally our **Answer Center** is here to help! The only challenges we want students to have, are the challenges in the classroom. We can help with registration, financial aid, admissions and veteran education benefits. If students need assistance, please send them our way. We are located on both campuses, Building I at the Verde Campus and Building #1 at the Prescott campus. They can also call 776-2149.

Thank you for all you do!



**Presenter :** Ray Sigafoos

**Start Time :** 2:05 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 6/16/2014

**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

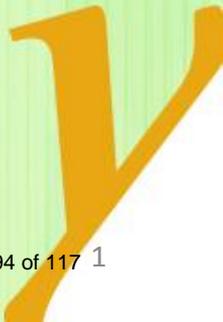
**Description :** Quarterly Update from Yavapai College Advancement and Foundation - INFORMATION AND/OR DISCUSSION

**Details :** Mr. Steve Walker, Vice President of College Advancement and Foundation will provide a quarterly update.

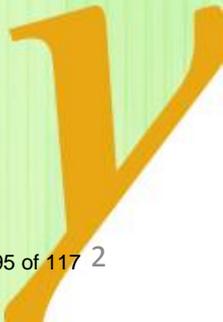
**Attachments :**

Title	Created	Filename
Foundation Qtrly Update.pdf	Sep 03, 2014	Foundation Qtrly Update.pdf

**Foundation Quarterly Report  
September 2014  
Yavapai College Foundation**



**Mr. Steve Walker**  
**Vice President for College Advancement,**  
**Yavapai College**  
**Executive Director, Yavapai College**  
**Foundation**



# ***2014 Jewish Community Foundation Healthcare Scholars***



## ***Passing on the gift of art and music***

***Thoughtful gift planning  
helps students today,  
tomorrow and for  
generations to come.***

***Mel Shutz***





## ***Roger Runyon Award Honorees***

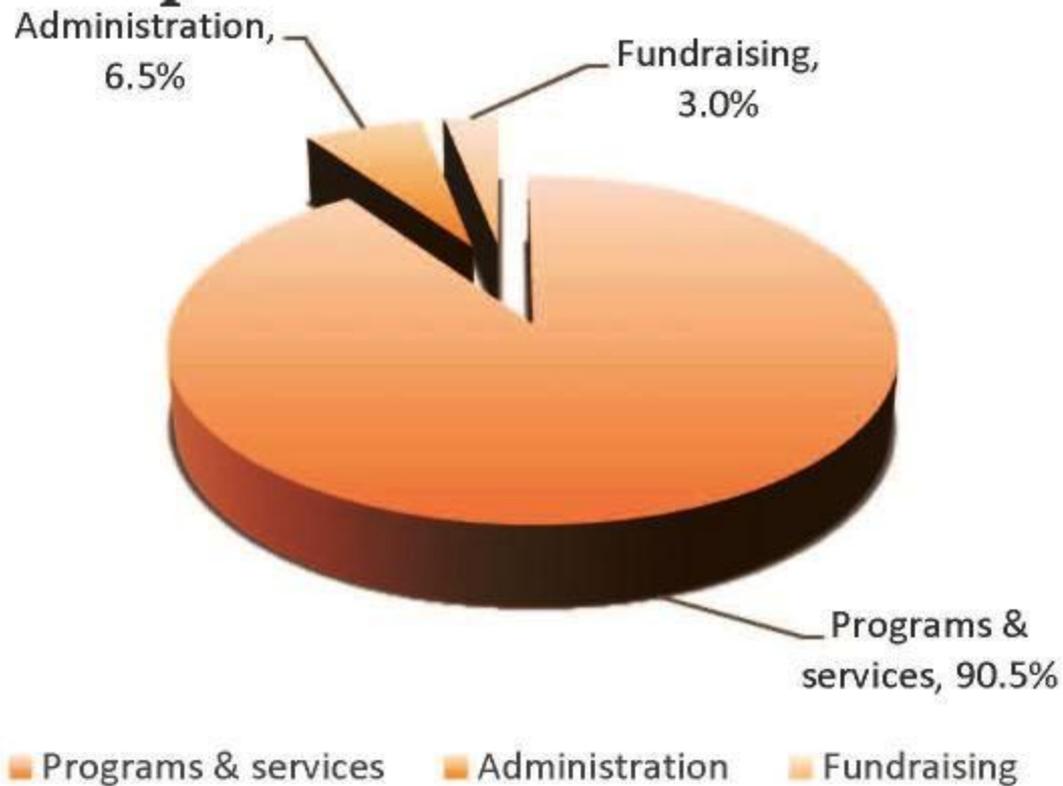
***Holly Molina***, Bachelor of Science, Interdisciplinary Studies – Humanities degree(Northern Arizona University)

***Lisa Dotseth***, Masters In Family Studies (Texas Woman’s University)

***Jeni Johnson***, Masters in Educational Leadership (Northern Arizona University)

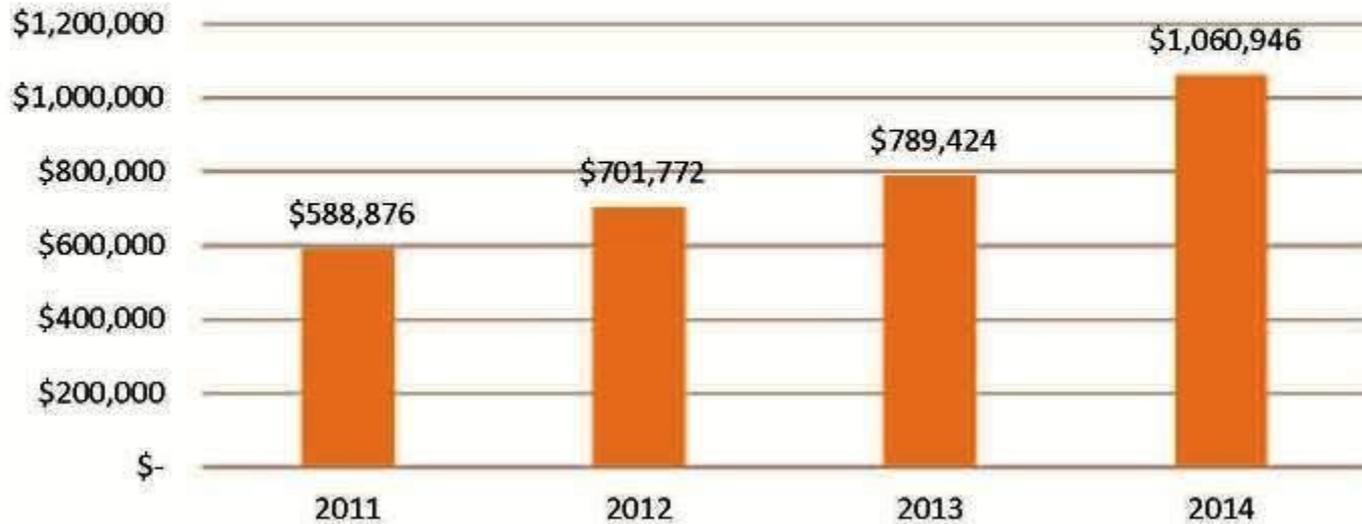
***Tom Hughes***, Ph.D. in Community College Leadership (Old Dominion University)

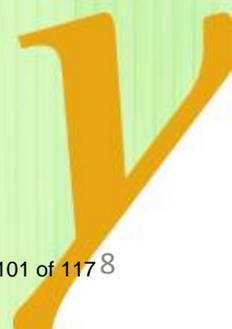
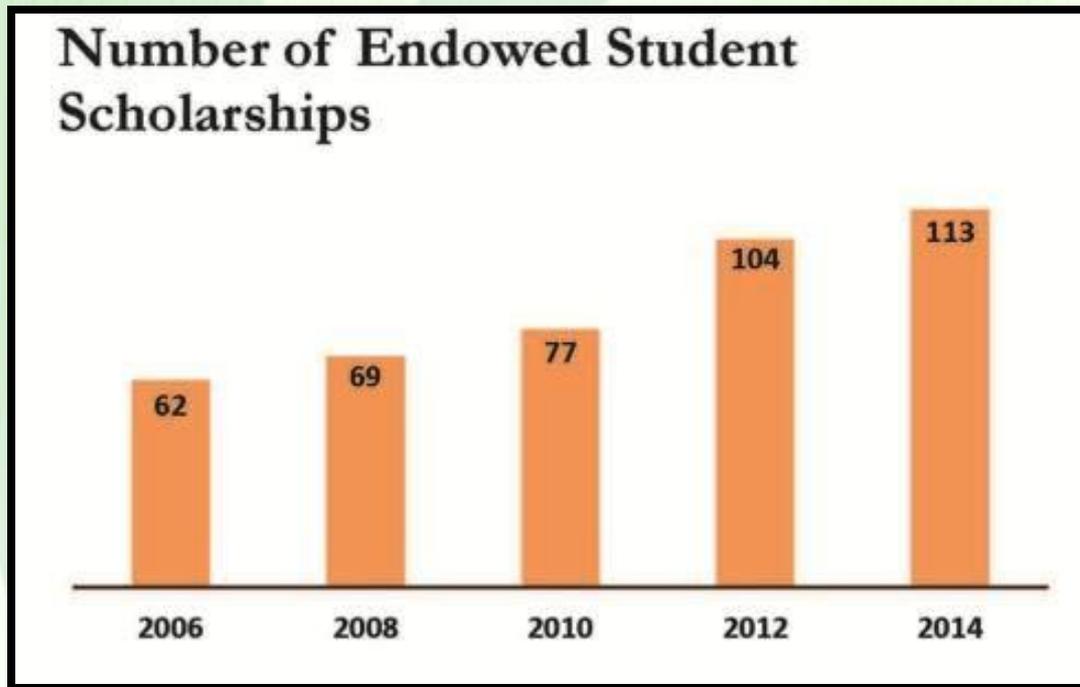
## FY 2014 Expenditures



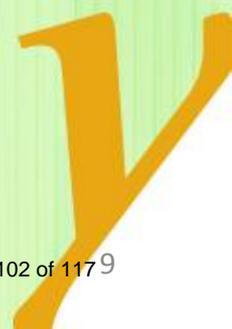
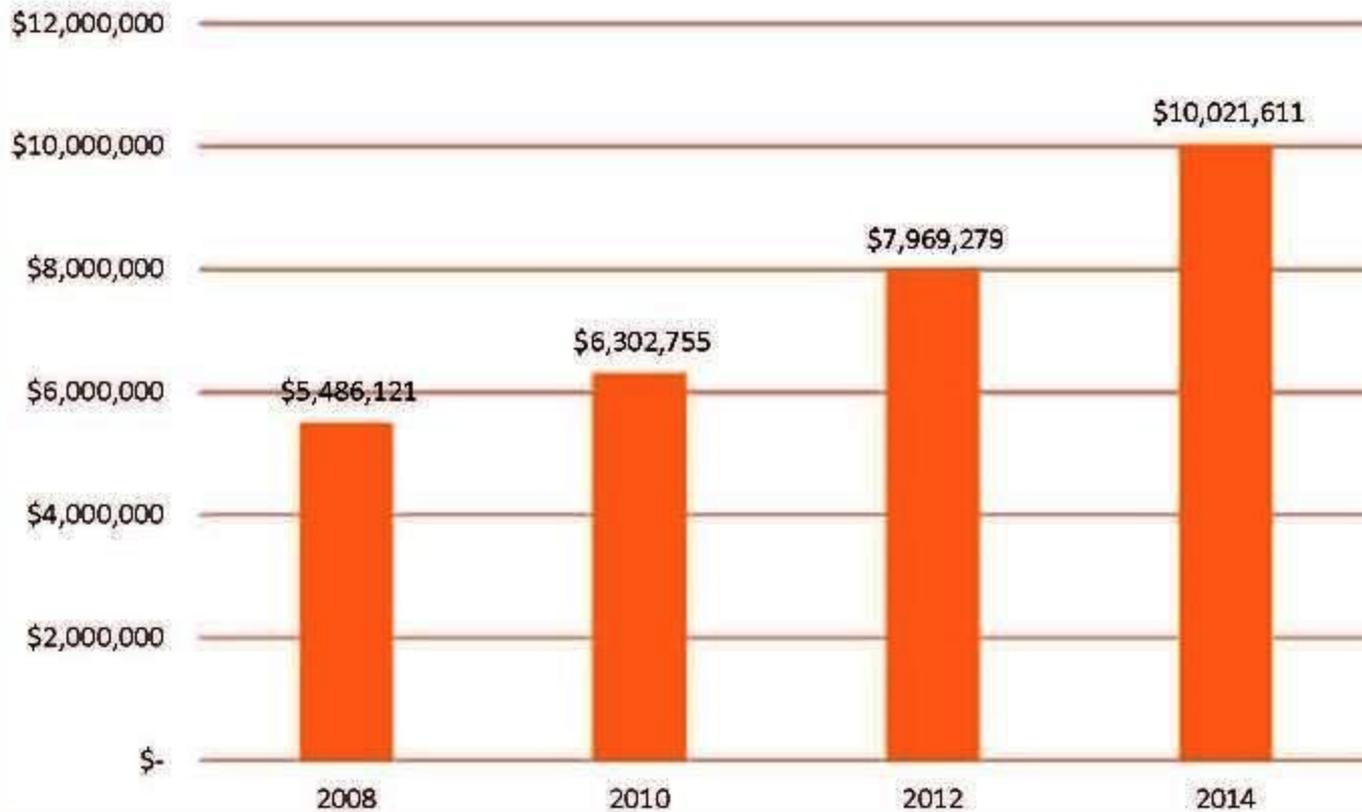
## Direct Support of Yavapai College

Scholarship assistance to students, funding of capital projects and program enhancements





## Growth of Endowment



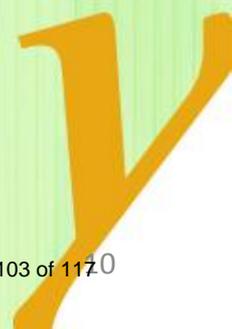
**[www.yc.edu/ycf](http://www.yc.edu/ycf)**

***Highlights – Donor Acknowledgment***

***Scholarship Recipients***

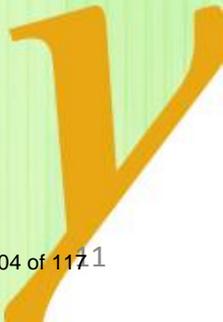
***Current Fundraising Events***

**HITS increased Over 650% since going  
live May first. Check us out!**



# Conclusion

- Open discussion and Questions



**Presenter :** Ray Sigafoos

**Start Time :** 2:20 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 9/5/2014

**Item Type :** Information Item

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

**Description :** Reports from Board Members - INFORMATION

**Details :** Board members will provide information regarding current events.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:25 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 6/16/2014

**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 :** 2:35 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**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 :** 2:35 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/16/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565

**Description :** Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** Policy 3.6 - Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Policy 3.6.1 - May Not Speak or Act for the Board

Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

**Attachments :**

Title	Created	Filename
3.6 Compilation.pdf	Sep 05, 2014	3.6 Compilation.pdf

Policy Number	<p align="center"><b>District Governing Board Policy Review Evaluation of Board Policies Compilation - September 2014</b></p> <p><b>Policies:</b>  <b>3.6 Board Committee Purpose and Principles</b>  <b>3.6.1 May Not Speak for Act for the Board</b></p> <p><i><b>Call if you need any help finding data in OurBoardroom™ (Barbara, 928.776.2023)</b></i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>3.6 Board Committee Purpose and Principles</b>	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.6.1 May Not Speak or Act for the Board</b>	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

Comments/Remarks:

With the new Verde Valley advisory group being formed, we will need to ensure that its structure fits within our Board policy.

**Presenter :** Ray Sigafoos

**Start Time :** 2:40 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/16/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.1	Only officially passed motions of the Board shall be binding on the President of Yavapai College.  Accordingly:	4407

**Description :** Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** Policy 4.1 - Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Policy 4.1.1 - Decision or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

Policy 4.1.2 - Request from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.

**Attachments :**

Title	Created	Filename
4.1 Compilation.pdf	Sep 05, 2014	4.1 Compilation.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - September 2014</b>  <b>Policies:</b>  <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Barbara, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.1 Unity of Control</b>	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.1.1 Decisions or Instructions of Individual Board Members</b>	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.1.2 Requests from Board Members and Board Committees</b>	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	<b>4</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Is this policy still relevant or useful to the Board? Yes **4** No

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

Comments/Remarks: **Compliance or lack thereof with this policy by Board members will only be noted by the President reporting such to the Board. None has been reported to the Chair this year.**



**Presenter :** Ray Sigafoos

**Start Time :** 2:50 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/16/2014

**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 College Trustees (ACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

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

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

Yavapai College Foundation - Dr. Patricia McCarver

Board Spokesperson - Mr. Herald Harrington

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:55 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 6/16/2014

**Item Type :** Information Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Boards own process and performance through  a) regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) review of the Boards overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	413190

**Description :** Update from the September 8 - 9, 2014 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** The Board will recap the September 8 - 9, 2014 Board Retreat and review the proposed Ownership Linkage and Outreach Plan for the 2014-2015 Academic Year.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:10 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 6/16/2014

**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 :** 3:10 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/16/2014

**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 :** 3:15 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/16/2014

**Item Type :** Decision Item

Policy No.	Description	Ref No
3.4.2.2	Governance education and education related to Ends determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences etc.) shall be arranged in September and October, to be held during the balance of the cycle.	26042

**Description :** Review and Update 2014 - 2015 District Governing Board Calendars - DISCUSSION AND/OR DECISION

**Details :** Board Members will review and update the 2014 - 2015 District Governing Board Calendars:

- Proposed Dates and Places of Future meetings for 2014
- Proposed Dates and Places of Future meetings for 2015

**Attachments :**

Title	Created	Filename
2014 Proposed Dates and Places of Future Meetings.pdf	Aug 27, 2014	2014 Proposed Dates and Places of Future Meetings.pdf
2015- Proposed Dates and Places of Future Meetings.pdf	Aug 27, 2014	2015- Proposed Dates and Places of Future Meetings.pdf

**PROPOSED DATES AND PLACES OF FUTURE MEETINGS  
2014**

<b>TYPE OF MEETING</b>	<b>DATE/DAY/TIME/LOCATION</b>
Regular Board Meeting	January 14, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	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 Campus
Work Session	March 5, 2014, Wednesday, 9:00 a.m. Location: Prescott Campus - Rock House
Roughrider Community Tennis Center Ground Breaking	March 6, 2014, Thursday, 11:00 a.m. Location: Prescott Campus - Roughrider Community Tennis Center
Regular Board Meeting	April 15, 2014, Tuesday, 11:30 a.m. * Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 7, 2014, Wednesday, 3:00 p.m. Location: Prescott Campus - Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 8, 2014, Thursday, 11:00 a.m. Location: Prescott Campus - Performing Arts Center
Verde Valley Commencement	May 9, 2014, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 10, 2014, Saturday, 6:00 p.m. Location: Prescott Campus - Performing Arts Center
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
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
Grand Opening - Kachina & Marapai Residence Halls	August 21, 2014, Thursday, 4:30 p.m. Location: Prescott Campus - Kachina & Marapai
<b>Board Retreat - Strategic Planning</b>	<b>September 8, 2014, Monday - 9:00 a.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Board Retreat Continued - Strategic Planning</b>	<b>September 9, 2014, Tuesday - 10:30 a.m.</b> <b>Location: Prescott Campus-Bldg.32-119</b>
<b>Regular Board Meeting</b>	<b>September 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Southwest Wine Center Grand Opening</b>	<b>September 12, 2014, Friday, 4:30 p.m.</b> <b>Location: Verde Campus SW Wine Center</b>
<b>Regular Board Meeting</b>	<b>October 14, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Verde Campus Room M-137</b>
<b>Sedona Campus Open House</b>	<b>October 14, 2014, Tuesday, 4:30 p.m.</b> <b>Location: Sedona Campus Room 34</b>
<b>Association of Community College Trustees (ACCT) Leadership Congress</b>	<b>October 22 - October 25, 2014</b> <b>Location: Chicago, IL</b>
<b>Regular Board Meeting</b>	<b>November 18, 2014, Tuesday, 1:00 p.m.*</b> <b>Location: Town of Prescott Valley Auditorium</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus - Performing Arts Center</b>
<b>Nursing Pinning Ceremony</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus - Performing Arts Center</b>
<b>Annual Board Retreat</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus - Rock House</b>
<b>Regular Board Meeting</b>	<b>December 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus - Rock House</b>

\* 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>

\* November 18, 2014 (Third Tuesday of the Month) changed due to Veteran's Day November 11

\* April 15, 2014 (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 2015

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 13, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	February 10, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 3, 2015, Tuesday, 1:00 p.m. Location: Sedona Campus
Regular Board Meeting	April 14, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 9, 2015, Saturday, 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 7, 2015, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 8, 2015, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 9, 2015, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 12, 2015, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
Regular Board Meeting	June 9, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2015 – NO BOARD MEETING	
Regular Board Meeting	August 11, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September TBD, 2015, XXXday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 8, 2015, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Regular Board Meeting	October 13, 2015, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm 120/121
Association of Community College Trustees (ACCT) Leadership Congress	October 14 – October 17, 2015 Location: San Diego, CA
Regular Board Meeting	November 10, 2015, Tuesday, 1:00 p.m. Location: Town of Prescott Valley Auditorium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2015 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

\* March 3, 2015 (First Tuesday of the Month) changed due to Spring Break scheduled for March 9<sup>th</sup> – 13<sup>th</sup>

**Presenter :** Ray Sigafoos

**Start Time :** 3:20 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/16/2014

**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