



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, December 08, 2015
1:00 PM**

Prescott Campus, Building 3, Room 119
1100 E. Sheldon Street
Prescott, AZ

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	582530
2	Call to Order - PROCEDURAL	0	1:00 PM	582531
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	582532
4	Welcome to Guests and Staff - PROCEDURAL	2	1:01 PM	582533
5	Approval of Regular Board Meeting, November 9, 2015 - DISCUSSION AND/OR DECISION	2	1:03 PM	582534
6	Adoption of Agenda - DECISION	1	1:05 PM	582535
7	CONSENT AGENDA - HEADING	0	1:06 PM	582538
8	Receipt of Report on Revenues and Expenditures - Month of November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:06 PM	582539
9	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:07 PM	582540

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:08 PM	582541
11	For Consideration for Approval of the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College For Use of the Soccer Fields - RECEIPT, DISCUSSION AND/OR DECISION	2	1:09 PM	602642
12	For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION	1	1:11 PM	610742
13	INFORMATION - HEADING	0	1:12 PM	582543
14	Sabbatical Report From Dr. Jeb Bevers, Professor of Biology in the Sciences, Health and Public Safety Division - INFORMATION AND/OR DISCUSSION	10	1:12 PM	582562
15	Information from the President Including: Buckey O'Neill Society; Winter Institute; American Association of Community Colleges (AACCC) Commission on Leadership and Professional Development; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	10	1:22 PM	582544
16	Information From Instruction and Student Development Division to Include: Faculty Senate Update; Verde Valley Campus Associate Dean; Bill Jeffrey Award; National Junior College Athletic Association (NJCAA) Review Article; 2015 Soccer Season; 2015 NJCAA Volleyball Tournament; NJCAA District C Coach of the Year; Online Course Open House; Adjunct Advisor; Other Related Issues - INFORMATION AND/OR DISCUSSION	35	1:32 PM	582545
17	SHORT RECESS - PROCEDURAL	10	2:07 PM	582547
18	MONITORING REPORTS - HEADING	0	2:17 PM	582548
19	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION	10	2:17 PM	601045
20	Board Evaluation of Governance Policy 3.2 - Board Job Description - RECEIPT, DISCUSSION, AND/OR DECISION	10	2:27 PM	582549
21	OWNERSHIP LINKAGE - HEADING	0	2:37 PM	582553
22	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Arizona Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DECISION	5	2:37 PM	582556
23	OTHER INFORMATION - HEADING (CONTINUED)	0	2:42 PM	582558
24	Correspondence to the Board - RECEIPT	5	2:42 PM	582559
25	Dates and Places of Future Meetings - DISCUSSION, AND/OR DECISION	5	2:47 PM	582560
26	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	2:52 PM	582561

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 2

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/14/2015

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

Item No : 3

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/14/2015

Start Time : 1:01 PM
Time Req : 2
Item Type : Procedure Item

Item No : 4

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:03 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 8/14/2015

Item Type : Decision Item

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

Description : Approval of Regular Board Meeting, November 9, 2015 - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions, motions made, and approved by the District Governing Board at the November 9, 2015 Regular Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Nov 9.pdf	Dec 01, 2015	Unapproved Regular Meeting Minutes - Nov 9.pdf



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Monday, November 9, 2015 1:00 PM

Agribusiness & Science Technology Center
2275 Old Home Manor Way
Chino Valley, Arizona

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Filardo.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board October 6, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Filardo, to approve the District Governing Board October 6, 2015 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:
Verde Valley Board Advisory Committee – Gary LaMaster and Paul Chevalier
Letter from Sandy Moriarty, Sedona Mayor - Mark DiNunzio
Media Editorial – Ruth Wicks

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Irwin, to approve Consent Agenda items #10 and #12 as written with removal of item #9, #11, and #13 for further discussion. Motion carried unanimously.

9. Receipt of Report on Revenues and Expenditures – Month of October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-23)

Member McCasland moved, seconded by Member Sigafoos, to approve the Receipt of Report on Revenue and Expenditures for the month of October as written. Motion carried unanimously.

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24-26)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

Member Sigafoos moved, seconded by Member Filardo, to approve the President's Monthly Monitoring Report: Executive Limitation 2.3.2 – Reserves – October 21025. Motion carried unanimously.

12. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai County Community Health Services and Yavapai College for Lease of Property - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 30-42)

For consideration for approval of the second amendment to the intergovernmental agreement between Yavapai County Community Health Services (YCCHS) and Yavapai College (YC). Attorneys for YCCHS and YC agreed this agreement should be termed a lease for an 800 square foot space in the CTEC building located at 220 Ruger Road, Prescott, AZ. The space will be for YCCHS to store and maintain a cache of regional Alternate Care Site (ACS) supplies. The space would also be used for temporary storage of any future post-disaster shipment of Federal

Strategic National Stockpile (FSNS) supplies. The length of the lease is one year and will automatically renew unless either party notifies the other in writing sixty (60) days prior to the agreement's renewal date.

13. For Consideration for Approval of an Intergovernmental Agreement Between Maricopa County Community College and Yavapai College District - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 43-46)

For consideration for approval of an intergovernmental agreement between Maricopa County Community College District (MCCCD) and Yavapai College for MCCCD to provide a police officer on an interim basis.

Member Filardo moved, seconded by Member Sigafoos, to approve the Intergovernmental Agreement between Maricopa County Community College and Yavapai College District. Motion carried with 4 yes votes and 1 no vote from Member McCasland.

14. INFORMATION - HEADING

15. Sabbatical Reports From Joani Fisher, Professor of English, Foundation Studies - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 47-74)

Professor Fisher's sabbatical presentation included

- Advancement towards a Ph.D. in Instructional Design and Technology
- Developing Online Curriculum in English Composition and Literature courses
- Attending a Shakespeare Institute at Clare College, Cambridge England

16. Joint Sabbatical Reports From Dr. Jennifer Jacobson, Professor of Sociology, and Nichole Wilson, Professor of Psychology - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 75-87)

- Dr. Jennifer Jacobson, Professor of Sociology in the Business, Education and Social Sciences Division, was awarded a sabbatical during the Fall 2014 Semester and Nichole Wilson, Professor of Psychology in the Business, Education and Social Sciences Division, was awarded a sabbatical during Spring 2015 Semester. These two faculty members collaborated to research and enhance their knowledge in Early Childhood Development. The joint sabbatical presentation shared research methodology and results conducted in the study of delayed gratification in early childhood.

17. Information from the President to Include: Rural Center for Entrepreneurship (RCE); Article From American Association of Community Colleges; Verde Valley Executive Dean's Advisory Committee; Emergency Procedures Overview; Yavapai Combined Trust Quarterly Update; Association of General Contractors of America Award; Facilities Management News; College Highlights, and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 88-129)

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

- Rural Center for Entrepreneurship (RCE) opening was held on October 23, 2015 at CTEC.
- Article from American Association of Community Colleges – *Yielding more than just money*.
- Verde Valley Executive Dean's Advisory Committee Update - Dr. James Perey presented the 2015-2020 Verde Valley Strategic Plan which included initiatives, goals, strategies, and actions. Dr. Perey emphasized that increased enrollment is a priority with focus on completion, retention, and persistence. Member Irwin confirmed that the College is leveraging resources, partnership, existing facilities to help address educational access for rural students. Dr. Perey agreed that the community schools, libraries, and municipal buildings are partnering with the College and do provide access for students that might not have devices and/or broadband access.
- Overview of Emergency Procedures at Yavapai College - Peter Oppenheim, Risk Manager, presented emergency program elements of environmental health and safety, business continuity, emergency management, risk management, compliance.
- Yavapai Combined Trust Quarterly Update – Attached – Information Only.
- Association of General Contractors of America Award Recognizing Yavapai College Tennis Complex.
- Facilities Management News - November 2015 - Attached - Information Only.
- College Highlights - November 2015 - Attached - Information Only.

18. Information from Instruction and Student Development to Include: Faculty Senate Update; Chino Valley Agribusiness Center Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 130-148)

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

- Faculty Senate Update – Dr. Selina Bliss, Faculty Senate Chair Elect, reported that faculty member Patty Mikels, Professor of Arts, passed away last week and the Senate is contributing to her scholarship fund. Other Faculty Senate updates include Strategic Enrollment Management Committee, pathways initiatives, faculty climate survey, faculty workloads (class size and lab loading), and Budget/Compensation Committee.
- Chino Valley Agribusiness Center Update - Dr. Karla Phillips, Associate Dean of the Chino Valley Agribusiness Center, presented the history of the Center, current programs, collaboration with the Verde Valley programs, dual enrollment, Chino Valley Center enrollment, agriculture program revenues, community service, and student successes.
- Adjunct Faculty Update, November - Attached - Information Only.
- Other Related Issues – Mr. Farnsworth informed the Board that Spring 2016 registration is now open for students.

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:47 p.m.; reconvened at 3:02 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 149-155)

Executive Limitation 2.4 - Asset Protection

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

President reports compliance.

Member Sigafoos, moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.4, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.4. Motion carried unanimously.

22. Board Self-Evaluation - Board - President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 156-158)

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

23. OWNERSHIP LINKAGE - HEADING

24. 2015-2016 Ownership Linkage Plan- INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 159-161)

During the October 6, 2015 Board meeting, the Board adopted the 2015-2016 Ownership Linkage Plan. The Board discussed the following elements of the plan:

- Annual Report - proposal and production timeline.
- DGB Webpage Feedback/Input - New feature on the College homepage to connect owners to the DGB feedback question that has resulted in numerous responses.
- Focus Forum proposal:

Member Sigafoos stated the proposed questions are forward thinking and would provide valuable feedback.

Member McCasland requested the Board engage in two-way dialog with citizens with specific topics at either a Board meeting or Study Session. Legal Council recommended the topic be specific and cautioned that an open discuss with members of the public is difficult to manage legally.

The Board requested that staff proceed with the Focus Forum proposal as written.

The Board will revisit the Study Session model after concluding the Focus Forums.

- Verde Valley Board Advisory Committee (VVBAC)

- o Response to recommendations - Per the request from the Board Chair, Dr. Wills drafted the VVBAC Recommendations Incorporated into the 2015-2016 Strategic Plan (see handout).

Chair McCarver reminded the Board that during the August 31, 2015 Retreat, the Ends Statements were revised with consideration of the VVBAC 16 recommendations. The Chair stated that this document represents how feedback is applied to the Strategic Plan, and would propose that upon Board approval, this document to be shared with the VVBAC to complete the communication cycle addressing the 16 recommendations.

Member Filardo is pleased with this response and would like to share it with the Clarkdale Town Council at his presentation on November 10, 2015 to highlight how the VVBAC recommendations have touched the strategic plan.

Chair McCarver recognized the VVBAC Chair Paul Chevalier and he shared his appreciation for the efforts but the committee is looking for far more details and would like to work directly with Board to identify these details. He suggests this is a great beginning but not close to what the committee wants.

Member McCasland suggests that the next step to address the VVBAC recommendations would be to conduct a Board Study Session to include the Board members, VVBAC members, Verde Valley Administration, and other key players to further develop strategies and actions specific to the VVBAC recommendations.

Chair McCarver states Member McCasland's request can be addressed in the next topic of 2015-2016 direction for the VVBAC.

- o Direction for the VVBAC during the 2015-2016 Fiscal Year

Chair McCarver reminded the Board the VVBAC is a committee of the Board and reports directly to the Board; and suggests the Board provide clear guidance for activities of the VVBAC for the next fiscal year.

Member Irwin acknowledged and commended the time and work of the VVBAC members. He referred to the Sedona Mayor's letter presented at Open Call and highlighted the discrepancy between the VVBAC recommendations focusing on operations, while the Board focuses on Ends Statements. Therefore the VVBAC work product does not fit the Board's charge or work. If the committee continues to report to the Board there should be a very clear direction that complies with the Board's work as stated in policy. He understands if the VVBAC members do not feel this is a good fit or are not willing to serve the work product needed by the Board than the committee would not continue to report to the Board. Mr. Irwin suggests that if the VVBAC continues to focus on operations then frustration of the community and the committee will continue.

Chair McCarver also acknowledged the work of the VVBAC and their commitment to meet twice per month, as well as attending other community meetings to gather feedback.

Member Filardo stated that Board members receive the majority of information from college administration to make decisions, but suggests that Board members also need to receive information from owners and the VVBAC is a tool that can provide the needed ownership perspective. The combination of administration and ownership linkage provides a balance to be an effective Board member.

Member McCasland agrees with Member Filardo and the VVBAC is a valuable tool.

Chair McCarver stated that going forward, the Board has a responsibility and opportunity to provide direction for the VVBAC, along with the message that though the Board has requested feedback, it is not a guarantee that all recommendations will happen. Dr. McCarver suggests the VVBAC ask specific questions such as identifying what is working at the College, the barriers and needs of students.

Mr. Filardo agrees the VVBAC is ready for the next steps and the Board should provide the direction that will also show the Board's support of the VVBAC and community feedback.

Member Sigafoos suggests the same questions from the Focus Forums to be tasked to the VVBAC to provide continuity for the district. Mr. Sigafoos also requests a balance for ownership linkage from all districts rather than the VVBAC having an overriding portion of the ownership linkage agenda.

Member Filardo stated the ownership questions would be the specific focus for the committee, but does not preclude the VVBAC Mission and Vision statements.

Member Irwin moved, Member Sigafoos seconded, in conjunction with the Ownership Linkage plan for 2015-2016 the Verde Valley Board Advisory Committee will be charged to gather ownership feedback by utilizing the following questions:

What do you value about YC?

How does YC meet the educational, economic, and cultural needs of our communities?

What do you believe will be the most significant challenges facing YC (higher education) in the next 5 years?

Are there particular needs/issues you would like YC to address?

Motion carried unanimously.

Staff will provide a quarterly 2015-2016 Ownership Linkage update.

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

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported that Trustee Irwin, McCasland, McCarver, and Sigafoos attended the ACCT Annual Leadership Congress on October 14-17 that included the AZ Caucus breakfast on Thursday, October 15th. Member Sigafoos clarified the value of the conference and quoted Herald Harrington “There is nothing more expensive than an uneducated Board member.”

Member Sigafoos will be attending the AADGB meeting on Thursday, November 12th at Maricopa Community College.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported that the VVBAC has invited Member Irwin and President Wills to attend an upcoming meeting.

- Yavapai College Foundation - Chair McCarver reported on the October 14th and November 4th Foundation meetings with highlights of the Sculpture Garden Dedication, financial aid presentation, and financial audit results.

26. OTHER INFORMATION - HEADING

27. Correspondence to the Board – RECEIPT

Correspondence received included: Northern Arizona Regional Training Academy Commencement Invitation and Association of Community College Trustee Report - *A Closer Look at the Trillion*.

28. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 171-173)

Board Members reviewed the Fiscal Year 2015 - 2016 District Governing Board calendar.

29. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:27 p.m.

Respectfully submitted:

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

Date: December 8, 2015

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, Secretary

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

Presenter : Patricia McCarver **Start Time :** 1:05 PM **Item No :** 6
Proposed By : Patricia McCarver **Time Req :** 1
Proposed : 8/14/2015 **Item Type :** Decision Item

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 1:06 PM **Item No :** 7
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 8/14/2015 **Item Type :** Heading

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:06 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/14/2015

Item Type : Consent Item

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

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

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

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

The report of Revenues and Expenditures for the fifth month of Fiscal Year 2015-2016 ending November 30, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Nov in Dec.pdf	Dec 04, 2015	Financial Update - Nov in Dec.pdf
YCFS Nov 2015 - Governing Board Budget Report.pdf	Dec 04, 2015	YCFS Nov 2015 - Governing Board Budget Report.pdf
YCFS Nov 2015_Summary.pdf	Dec 04, 2015	YCFS Nov 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

November 2015

FY2014-2015 Close and Audit

- The year-end close for FY2014-2015 was completed in November 2015.
- The auditors began their field work on October 26, 2015. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2015 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA).
- The Comprehensive Annual Financial Report (CAFR) for FY2014-2015 will be presented to the Board in early 2016.

FY 2015-2016 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in below budget for the fiscal year based upon lower fall semester 2015 enrollment and the gradual suspension of the aviation program.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

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

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a small surplus. Five months into the fiscal year both revenues and expenses/encumbrances are on track, at approximately 41% of budget.

Other

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

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

**For the Five Months Ended November 30, 2015
Fiscal Year 2015-2016**

District Governing Board

Fiscal Year 2015-16 Budget:

\$ 169,084

		<u>Year-to-Date</u>	<u>Encumbered</u>	<u>Total</u>	
	<u>Purpose</u>	<u>Expenditures</u>	<u>Obligations</u>	<u>Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 15,559	\$ 17,541	\$ 33,100	
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585	
Assoc. of Community College Trustees	Conference Fees	4,810	-	4,810	
Deborah McCasland	Travel	1,788	-	1,788	
Karen Jones	Travel	126	-	126	
Osborn Maledon PA	Legal Counsel	8,727	13,773	22,500	
Ourboardroom Technologies	Software Maintenance	6,250	6,250	12,500	
Patricia McCarver	Travel	902	-	902	
Penelope Wills	Travel	1,329	-	1,329	
Ray Sigafoos	Travel	1,855	-	1,855	
Sodexo Inc.	Food Supplies	1,074	3,926	5,000	
Steve Irwin	Travel	1,783	-	1,783	
Supplies/Other	Various Vendors	647	-	647	
The Governance Coach	Consulting	4,930	-	4,930	
Yavapai Broadcasting	Board Meeting Broadcasts	750	2,250	3,000	
YC Printing Services	Printing	714	-	714	
				<u>100,569</u>	
<u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	402	4,598	<u>5,000</u>	
				<u>5,000</u>	
Remaining Budget - November 30, 2015					<u><u>\$ 63,515</u></u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Five Months Ended November 30, 2015 - 41.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 13,595,515		\$ 13,595,515	\$ 32,875,800	41.4%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	8,433,958		8,433,958	12,273,000	68.7%	11,732,988	(540,012)
Tuition and Fees - Contingency	(229,167)		(229,167)	(550,000)	41.7%	(9,988)	540,012
State Appropriations	445,150		445,150	890,300	50.0%	890,300	-
Other Revenues	119,686		119,686	470,000	25.5%	470,000	-
Interest Income	19,305		19,305	50,000	38.6%	50,000	-
Fund Balance Applied to Budget	1,196,250		1,196,250	2,871,000	41.7%	2,871,000	-
General Fund Transfer Out	(2,216,708)		(2,216,708)	(5,320,100)	41.7%	(5,320,100)	-
TOTAL REVENUES	21,363,989		21,363,989	43,560,000	49.0%	43,428,497	(131,503)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 15/16 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 6,413,766	\$ 5,445,441	\$ 5,187,688	\$ 6,671,519	\$ 17,829,000	37.4%	\$ 17,704,197	\$ (124,763)
Academic Support	1,893,538	1,419,619	1,358,091	1,955,066	4,874,000	40.1%	4,844,756	(29,244)
Institutional Support	3,853,324	3,285,628	2,654,240	4,484,712	8,672,000	51.7%	8,611,296	(60,704)
Student Services	1,768,696	1,621,140	1,495,831	1,894,005	4,751,000	39.9%	4,722,494	(28,506)
Operation/Maintenance of Plant	2,240,497	2,034,383	1,465,741	2,809,139	6,125,000	45.9%	6,088,250	(36,750)
Scholarships	454,731	26,703	-	481,434	826,000	58.3%	826,000	-
Public Service	71,141	56,421	56,421	71,141	83,000	85.7%	120,000	37,000
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	16,695,693	13,889,335	12,218,012	18,367,016	43,560,000	42.2%	42,916,993	(642,967)
SURPLUS/(DEFICIT)				\$ 2,996,973	\$ -			

COMMENTS:

Second quarter State Aid was received in October 2015.
 Tuition and Fees revenues above budget due to spring 2016 tuition payments.
 Institutional Support expenditures above budget due to the encumbering of maintenance for software and equipment, advertising, other professional fees, and supplies.
 Scholarships at 58.3% of budget due to fall 2015 financial aid awards.
 Public Service expenditures above budget due to a Career Coach position being moved from Instruction to Economic Development.

The Budget currently has a surplus of \$2,996,973.

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

REPORT OF REVENUES AND EXPENDITURES

For the Five Months Ended November 30, 2015 - 41.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 5,057,014		\$ 5,057,014	\$ 13,073,000	38.7%
State Grants and Contracts	29,609		29,609	201,000	14.7%
Private Gifts, Grants and Contracts	312,668		312,668	635,000	49.2%
Proposition 301 Funds	360,113		360,113	650,000	55.4%
State Appropriation - STEM Workforce	402,850		402,850	805,700	50.0%
Fund Balance Applied to Budget	20,833		20,833	50,000	41.7%
Reimbursement Due	96,467		96,467	N/A	N/A
TOTAL REVENUES	6,279,554		6,279,554	15,414,700	40.7%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 708,461	\$ 397,617	\$ 317,358	\$ 788,720	\$ 2,756,400	28.6%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	460,170	382,572	366,364	476,378	1,107,800	43.0%
Scholarships	4,523,427	-	-	4,523,427	11,434,500	39.6%
Public Service	60,828	36,993	36,993	60,828	112,000	54.3%
TOTAL EXPENDITURES	5,752,886	817,182	720,715	5,849,353	15,414,700	37.9%
SURPLUS/(DEFICIT)				\$ 430,201		

COMMENTS:

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

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Five Months Ended November 30, 2015 - 41.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 2,054,435		\$ 2,054,435	\$ 4,967,900	41.4%
Investment Income	4,675		4,675	12,000	39.0%
General Fund Transfer In	599,583		599,583	1,439,000	41.7%
Auxiliary Fund Transfer In	168,250		168,250	403,800	41.7%
Fund Balance Applied to Budget	43,650		43,650	100,000	43.7%
TOTAL REVENUES	2,870,593		2,870,593	6,922,700	41.5%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 1,747,917	\$ -	\$ 1,747,917	\$ 4,195,000	41.7%
Interest Payments	-	354,542	-	354,542	850,900	41.7%
Pledged Revenue Obligations						
Principal Payments	-	410,417	-	410,417	985,000	41.7%
Interest Payments	-	189,167	-	189,167	454,000	41.7%
Revenue Bonds						
Principal Payments	-	122,917	-	122,917	295,000	41.7%
Interest Payments	-	45,333	-	45,333	108,800	41.7%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	300	2,870,293	-	2,870,593	6,922,700	41.5%
SURPLUS/(DEFICIT)				-	-	

COMMENTS:

Through the fifth month, 41.5% of budget has been committed (excluding labor encumbrances) compared to 41.5% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:07 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/14/2015

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.1	The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget.	560659

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

Details : Executive Limitations 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Policy 2 3 1_Nov in Dec.pdf	Dec 04, 2015	Policy 2 3 1_Nov in Dec.pdf

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

The President shall not fail to promptly inform the Board 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 five months ended November 30, 2015, the General Fund has a surplus of \$2,997,000. This is primarily the result of tuition and fee revenues for the spring 2016 semester.

For the fiscal year ended June 30, 2016, General Fund revenues are projected to be below budget by \$131,500 and expenditures are projected to be under budget by \$643,000, resulting in a net surplus of \$511,500 — a 1.2% positive variance.

Auxiliary Fund



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

Unexpended Plant Fund



For the five months ended November 30, 2015, the Unexpended Plant Fund has a surplus of \$69,300. For the fiscal year ended June 30, 2016, 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 number of students and their financial need. As of November 30, 2015, no significant variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the five months ended November 30, 2015, there were no variances from budget.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:08 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/14/2015

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.2 - Reserves

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

Attachments :

Title	Created	Filename
Policy 2.3.2_Nov in Dec.pdf	Dec 04, 2015	Policy 2.3.2_Nov in Dec.pdf

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

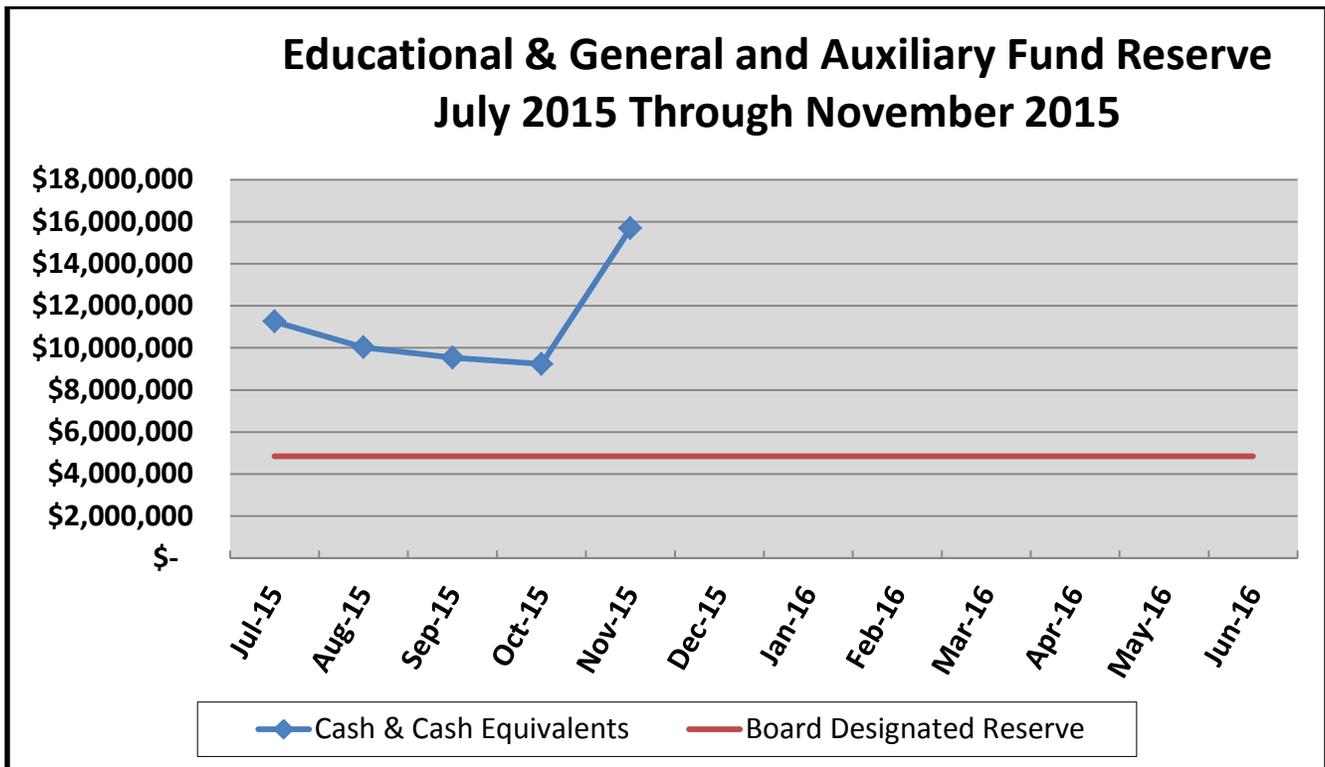
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

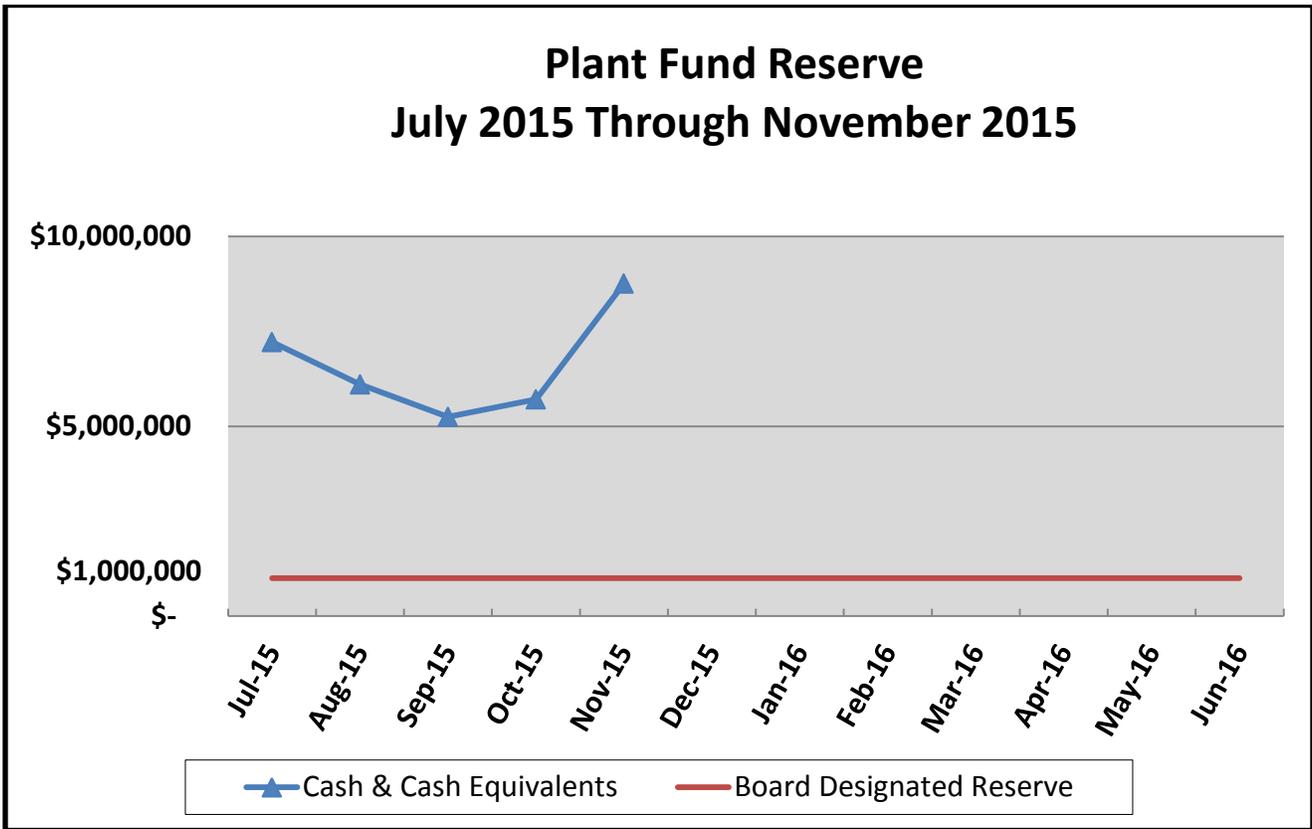
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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

Supporting Evidence:

Source: Banner Finance



For the period July 1, 2015, through November 30, 2015, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2015, through November 30, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of November 30, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$7,760,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:09 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 11/12/2015

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College For Use of the Soccer Fields - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the intergovernmental agreement between the Town of Prescott Valley and Yavapai College for the College's use of the soccer fields at Mountain Valley Park in Prescott Valley.

Attachments :

Title	Created	Filename
Soccer Field IGA.pdf	Dec 04, 2015	Soccer Field IGA.pdf

**INTERGOVERNMENTAL AGREEMENT
BETWEEN**

**Yavapai County Community College District
And
The Town of
Prescott Valley
(Facility Owner)**

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

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

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

Section 1. PARTIES. The parties to this Intergovernmental Agreement, herein referred to as "Agreement" are Yavapai County Community College District, herein referred to as "College" and the Town of Prescott Valley, herein referred to as "Town" (the College and Town being each a "Party" or together as "Parties")

Section 2. TERM. The term of this Agreement shall be from date of final signature through June 30, 2020, unless sooner terminated as set forth in Section 3 herein. The Agreement will automatically renew for five (5) additional years unless either party provides sixty (60) days written notice prior to end of term.

Section 3. TERMINATION OF AGREEMENT. This agreement is subject to termination upon mutual agreement of both Parties upon thirty (30) days' written notice. The termination date must not fall within the College soccer season.

Section 4. USE.

- a. The Town and College have agreed to utilize the Mountain Valley Park Amphitheater, herein referred to as "Facility" located at 8600 East Nace Lane in Prescott Valley for College soccer practice/game use and youth soccer instruction.
- b. When using the Facility, or any portion thereof, the College agrees to comply with all applicable state, federal, or Town laws and regulations, and with the policies and regulations of the College pertaining to the use and occupancy of the Facility.
- c. The College agrees to take good care of the Facility and any equipment and furniture located therein, and to leave the Facility at all times in as good order and conditions as existed prior to the College's use thereof.
- d. The College reserves the right to cancel a soccer class or soccer practice or game if circumstances so require under current College policies. The College will notify the Town, in writing, of any changes affecting the times, dates, or places within the Facility.
- e. The College shall be entitled to use of scoreboard at the Facility.
- f. The College may store soccer goals at the Facility at an approved location during season; provided, however, that the Town shall not incur any liability for any items which are stolen or damaged.
- g. The Town reserves the right to restrict use of the Facility (excluding regularly scheduled games) due to weather and turf conditions as agreed by both Parties to avoid turf damage. The College's responsibility for repairing turf damage will be limited to any damage caused the College' use.
- h. The College shall oversee all locking and unlocking of the Facility gates during soccer practices and

games.

- i. The College shall have permission to display College signage at the field on game days.
- j. The College is responsible to pay for any damage that may occur to Town property from its use by the College pursuant to this Agreement.
- k. The College may not perform any act or carry on any practice which may damage, mar or deface the Facility being utilized or any structures thereof. The Town must provide written notification seven (7) calendar days of any damage that it believes is the responsibility of the College.
- l. Alterations and additions may not be made to Facility. Any alteration of addition, excepting movable fixtures, made with the consent of the Town shall become part of the realty and shall belong to the Town upon termination.

Section 5. SCHEDULING. The Town will make the Facility available at least thirty minutes prior to the time beginning time of any class, practice, or game. The College shall complete any forms required by the Town to establish the dates for any classes, practices, or games at Facility.

Section 6. INSURANCE. Pursuant to A.R.S. Section 15-1105 et seq., the College agrees to procure, at its expense, and maintain during the term thereof, a policy of general liability insurance, against claims for bodily injury, death and property damage occurring in connection with the College's use of any portion of the Facility. The College shall provide the Town with a certificate of evidencing such coverage in effect. The Town will also maintain its standard facility and liability insurance.

Section 7. INDEMNIFICATION. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

Section 8. ENTIRE AGREEMENT. This Agreement embodies the entire agreement between the Town and the College. The Parties shall not be bound by or be liable for any statement or representative of any nature not set forth in the Agreement. Changes of any provisions of this Agreement shall not be valid unless completed in writing and signed by both parties.

Section 9. SUSPENSION AND TERMINATION. A non-breaching Party may terminate this Agreement for failure of the other Party to comply with this Agreement by giving the other Party (30) thirty days' written notice of the failure to comply. College or Town may terminate this Agreement immediately if the other Party files for bankruptcy or receivership, or takes any action relating to insolvency, such as an assignment for the benefit of creditors. Either College or Town may terminate this Agreement under A.R.S. Section 38-511 for a violation of that statute.

Section 10. ASSIGNMENT AND SUBLETTING. Neither College nor Town shall have the right to assign this Agreement or allow any other person or entity to use or occupy this portion of Facility without prior written consent of both Parties.

Section 11. ARBITRATION. In the event of a dispute hereunder, the Parties agree to use arbitration insofar by Section 12-1518, Arizona Revised Statutes, and rules promulgated thereunder.

Section 12. GOVERNING LAW. The laws of the State of Arizona shall govern this Agreement, the courts of which state shall have jurisdiction of the subject matter hereof.

Section 13. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the Town and the College.

Section 14. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Yavapai College
Attn: Purchasing and Contracting Director
1100 E. Sheldon Street
Prescott, AZ 86301

Town: Town of Prescott Valley
Attn: Parks and Recreation Director
7501 E. Civic Circle
Prescott Valley, AZ 86314

Section 15. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, acknowledge and deliver to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 16. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

Section 17. CONFLICT OF INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict of interest as described therein.

Section 18. DISPOSITION OF PROPERTY. The parties do not contemplate the joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a party shall remain the property of that party, and any party having possession or use of the other party's property shall return such property to the owning party.

Section 19. NONDISCRIMINATION. The parties agree to comply with the nondiscrimination in government contract provisions of Executive Order No. 2009-09, and hereby incorporate by reference its terms into this Agreement as if fully set forth herein.

Section 20. RESOLUTIONS. Attached hereto are the authentic copies of each appropriate action by ordinance, resolution or otherwise of the governing body of each party authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives on this ___ day of _____ 2015.

YAVAPAI COUNTY COMMUNITY
COLLEGE DISTRICT

TOWN OF PRESCOTT VALLEY

Penelope H. Wills 12/3/15
Signature Date

Harvey C. Skoog 11/05/15
Signature Date

Penelope H. Wills, Ph.D.
Printed of Typed Name of Signatory

Harvey Skoog
Printed of Typed Name of Signatory

President
Title

Mayor
Title

Attested by:

Signature Date

Diane Russell 11-6-15
Signature Date

Dr. Patricia McCarver
Printed of Typed Name of Signatory

Diane Russell
Printed of Typed Name of Signatory

Chair, Board of Governors
Title

Town Clerk
Title

Determination of Counsel

In accordance with A.R.S. § 11-952 this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in an appropriate form and within the powers and authority granted to Yavapai County and Yavapai College.

By Shannon Mataele
Shannon Mataele,
College Attorney

Date 10/9/15

By Ivan Legler
Ivan Legler,
Town Attorney

Date 11/6/15

Presenter : Patricia McCarver

Start Time : 1:11 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 12/3/2015

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION

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

Attachments :

Title	Created	Filename
NARTA IGA.pdf	Dec 03, 2015	NARTA IGA.pdf

**INTERGOVERNMENTAL AGREEMENT
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY
(NARTA) ACADEMY SERGEANT
Yavapai College**

**City of Prescott, City Contract No. 2016-094
Exhibit A to Resolution No. 4309-1518**

THIS INTERGOVERNMENTAL AGREEMENT - NORTHERN ARIZONA REGIONAL TRAINING ACADEMY(NARTA) – ACADEMY SERGEANT (the "Agreement"), is entered into this 10 day of November, 2015, by and between the City Council of the CITY OF PRESCOTT, a municipal corporation of Arizona (hereinafter the "City"), for and on behalf of the City's Police Department, and the Governing Board of YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, doing business as YAVAPAI COLLEGE, a community college district of the State of Arizona (hereinafter the "College");

WITNESSETH:

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

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

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

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

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

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

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

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

Section 1. TERM. The term of this Agreement shall be from January 1, 2016 through June 30, 2017, unless sooner terminated as set forth in Section 5 herein.

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

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

The City shall-

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

The College shall:

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

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

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

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

The College shall pay to the City during the final six months of fiscal year 2016 half the cost of salary and benefits for a sergeant compensated at an annual rate of \$128,710.40. Beginning July 1, 2016 and throughout fiscal year 2017, ending June 30, 2017, the College shall pay to the City the full cost of salary and benefits for a sergeant compensated at an annual rate of \$142,521.60 and will not increase more than 7% during the term of this Agreement. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

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

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

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

officials, agents, employees, or volunteers. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by College to indemnify, defend and hold harmless the City shall be limited to, and payable only from, the

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

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

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

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

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

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

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

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

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

Section 12. DISPOSITION OF PROPERTY. The parties do not contemplate the

joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a party shall remain the property of that party, and any party having possession or use of the other party's property shall return such property to the owning party.

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

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

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

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



for Marlin D. Kuykendall, Mayor

ATTEST:



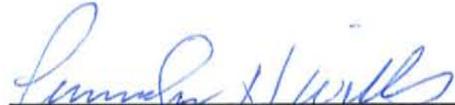
Dana DeLong, City Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott City Attorney for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the City under the laws of Arizona.



Jon Paladini, City Attorney

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



Penelope H. Wills, Ph.D., President
Yavapai College

Dr. Patricia McCarver, Chair
Yavapai College Governing Board

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.



Don Peters, Attorney for College

Presenter : Patricia McCarver

Start Time : 1:12 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:12 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/14/2015

Item Type : Information Item

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

Description : Sabbatical Report From Dr. Jeb Bevers, Professor of Biology in the Sciences, Health and Public Safety Division - INFORMATION AND/OR DISCUSSION

Details : Dr. Jeb Bevers, Biology Professor in the Sciences, Health and Public Safety Division, was awarded a sabbatical during Spring Semester 2015 to enhance his knowledge on Milk Creek Fossil Faunas of Arizona and the Early History of Evolutionary Biology. His sabbatical presentation will include:

- Science Education Outreach
- Paleontological Field and Comparative Museum Research and history of Milk Creek Fossil Surveys and Collections
- History of Paleontology and Evolutionary Biology in England

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:22 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/14/2015

Item Type : Information Item

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

Description : Information from the President Including: Buckey O'Neill Society; Winter Institute; American Association of Community Colleges (AACC) Commission on Leadership and Professional Development; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Buckey O'Neill Society
- Winter Institute - December 15 - 16, 2015
- American Association of Community Colleges - Commission on Leadership and Professional Development
- College Highlights - December 2015 - Attached, Information Only
- Facilities Management News - Attached, Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
December 2015 College Highlights.pdf	Dec 03, 2015	December 2015 College Highlights.pdf
Dec 2015 Facilities Management News.pdf	Dec 03, 2015	Dec 2015 Facilities Management News.pdf

December 2015 College Highlights

Sciences, Health & Public Services

- **Emergency Management Event**

On November 4th the Department of Emergency and Military Affairs (EMA) conducted their Statewide Exercise. **Ken Krebs**, Yavapai College FSC and EMA Director, and the Logistics Section Chief (FSC) for Yavapai County Emergency Management participated in this event. **Ron Sauntman**, Yavapai College FSC and EMA Instructor, developed the scenario for this Statewide Exercise.

Yavapai County Emergency Management took the lead for the State Exercise based on a recent earthquake centered in Yavapai County. (Exercise pictured below.) If you would like further information on this event, please contact **Ken Krebs** at (928) 717-7924.



- **Mike Pantalione**, YC Soccer Coach, received the prestigious NSCAA Bill Jeffrey Long-Term Service award, becoming the first Junior College Coach to receive such an honor.
- Yavapai College's first Athletic Director and original PE Instructor, **Dave Brown**, was recently honored at the Arizona Community College Athletic Conference by being inducted into the ACCAC Hall of Fame.
- YC Roughrider Volleyball Coach, **Zach Shaver**, was named the NJCAA District C Coach of the Year at the recent NJCAA Volleyball Championship Kick-Off Banquet (pictured below.)



Foundation Studies

- **Amber Davies-Sloan** and **Tina Luffman**, the co-coordinators for the First Year Experience Course at Yavapai College, attended the “OnCourse Workshop” at Paradise Community College on 11/6/2015. This workshop helped Amber and Tina gain some great new ideas for creating a more learner-centered classroom environment for the College’s FYE 103 course.
- On Thursday, November 5th, over 80 Communication students participated in the second “Speakers Corner” public speaking event. Student’s wrote and performed original speeches on a variety of informative and persuasive topics. Many students participated in one of four main historical events including; a suffrage rally, Greek debates, a Cesar Chavez farm worker rally and reenactments of the original Lincoln-Douglas debates. The event was patterned after the original Speakers Corner in London’s Hyde Park. The concept was developed by Communication professor **Mark Woolsey**, as part of a sabbatical project to study cultural speaking environments.

Business, Education and Social Sciences

- **Jan McFarland**, Psychology Adjunct Faculty, reports that she is now expanding the suicide prevention activities for the Mental Health Coalition of the Verde Valley, and is working with state-wide coalition members to learn how to coordinate and promote a unified action for prevention in our state. Jan is also working on coordinating an annual state-wide awareness walk. Activity highlights are on the Coalition's Facebook page <https://www.facebook.com/mentalhealthverdevalley>
- **Marla DeMarco**, Accounting Adjunct Faculty, reports that she recently attended a two-day seminar on 2015 Individual and Business Tax Updates in order to stay informed on the current tax law for the two tax courses she teaches for Yavapai College.
- **Dr. Karly Way**, Professor of Sociology and Psychology, recently piloted a new Service Learning Project in her Sociology 101 class. As a class, they collaborated to provide a free interactive workshop entitled, "*How Do I Use This Thing?*" Dr. Way's students each taught two YC Osher Lifelong Learning Institute (OLLI) students how to use features on their smart phones, laptops and/or tablets. After the session, students submitted a written report of their observations and experiences as they related to course content. Reports Dr. Way, "From all accounts, it was both fun and informative for all involved."

Computer Technologies & Instructional Support

- The Video Game Development (VGD) faculty assisted the Educational Talent Search TRIO Program in presenting a two hour workshop on Video Game Development. Twenty-eight students, between the ages of 11 and 14, attended this event. VGD Instructor, **Chris Fletcher**, led the session, while VGD Instructor, **Allan Jones**, and VGD Program Director, **Ruth Alsobrook-Hurich**, assisted students one-on-one when needed. **Gene Fougner** of ETS wrote, "The students appreciated seeing what the field of video game design is all about. Those who are interested will most likely keep working on their video game at home. It also helped them see the influence of math on this field. I especially appreciated the way the room was so organized with your helpers moving about the ranks to trouble shoot."
- YC library presented more than 36 library instructions to more than 365 YC students. During library instructions, students tour the facility and are provided with literacy and research tutorials. This year was the first year the Music department took advantage of this service. The First Year Experience students were the leaders, utilizing services more than any other class. Student response was outstanding. They appreciated the lessons and vocalized that they are much more apt to use the reference librarians and library services more often *after* the library instruction.
- The library will celebrate its 40th anniversary being designated as a Federal Depository Library on February 24, 2016. This designation means that the YC library houses government information, and provides free access to the public for this information. Our celebration event will include music, the ERAU rifle drill team and color guard, a gov docs specialist (keynote speaker), a treasure chest of surprising voter information, and even animal visitors from our local zoological sanctuary.

- Quality Matters is a nationally recognized peer review process that helps faculty design effective online courses. Yavapai College now has nearly 70 faculty who have attended the Applying the Rubric training, the first in a series of training workshops, and several have completed the Peer Reviewer course. College faculty, with the help of the GIFT Center, are currently engaged in developing a plan to further the use of the program at the college.
- The GIFT Center and TeLS are proud to announce the completion of our third annual 9x9x25 Challenge. This nationally recognized professional development opportunity has seen about 30 college faculty write over 600 posts about teaching and learning in the past three years. In a nutshell, the Challenge asks faculty to write about teaching and learning once a week over a nine week period. The writing is shared among the Yavapai College community and with faculty at other colleges.

Verde Valley Campus

- Yavapai College programming on the Verde Valley Campus has been selected for inclusion on the new National Geographic Sedona/Verde Valley website, one of 22 such NatGeo sites world-wide. Featured YC programs include the Southwest Wine Center, under the direction of Enology Director **Michael Pierce**, Verde Community Education, beginning with the Yoga Alliance Train-the-Trainer, under development by **Dr. Karly Way**, and College For Kids Summer 2016, under the direction of **Linda Buchanan**.

National Geographic's acclaimed mapmaking and sustainable tourism expertise helped produce the Geotourism website along with Verde Valley Chambers of Commerce and local business leaders. **Linda Buchanan**, Verde Community Education Coordinator, represented Yavapai College on the planning committee for this landmark project. Content created showcases to local, national and international audiences the unique geographic, cultural, educational, recreational, and historic attributes of the Verde Valley. This initiative was supported by **Dr. James Perey**, Verde Valley Campus Executive Dean and President-Elect for the Cottonwood Chamber of Commerce, which hosted the launch party attended by more than 200 guests at the Blazin' M Ranch in Cottonwood on November 12, 2015. "It's a natural match for our college programming unique to the Verde Valley and Sedona to be included," says Dr. Perey, "as we bring residents and visitors from near and far together in our learning community. From our youngest students grades K-12 exploring Verde Valley geology, biology and hydrology with fieldtrip-based summer classes, to wine country visitors discovering regional varietals, to those playing in, working on, and/or studying the Verde River watershed, we have educational experiences that can be perfectly tailored with vacation plans."

The website can be viewed at <http://sedonaverdevalley.natgeotourism.com/>, or view the **YC Yoga Teacher Training** at <http://sedonaverdevalley.natgeotourism.com/search?q=yoga>.

The NatGeo **Southwest Wine Center** feature can be viewed at <http://sedonaverdevalley.natgeotourism.com/search?q=southwest+wine+center>

- Yavapai College Southwest Wine Center Student Crafted wines won Silver Medals for the Viognier and Grenache and Bronze Medals for the Syrah and Petite Syrah at the Arizona Republic Wine Competition at Tarbell's in Phoenix, Arizona on October 26, 2015. Congratulations to all the winners at this year's competition!
<http://www.azcentral.com/story/travel/road-trips/2015/11/20/arizona-republic-wine-competition-winners/75533384/>

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

December 2015

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1b

Limited demolition and utility location is underway for the Regional Economic Development Center, Building 29 as design nears completion. Construction documents are expected to be complete on December 16. Construction is scheduled to begin January 11 and continue through June 1, 2016. REDC staff is housed in the REDC office suite at CTEC for the duration of the construction.

Site utility location and other civil engineering functions are underway for Lifelong Learning, Building 31. Lifelong Learning staff will be moving to Building 1 Room 200 on December 16 and will return to Building 31 on or about June 1, 2016 which is when construction is scheduled to be complete

The next few pictures show some before shots prior to the upcoming construction.



REDC



REDC



Lifelong Learning



Lifelong Learning



Lifelong Learning

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

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



Completed Ramada at Chino

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

SmithGroup/JJR

McCarthy Building Companies

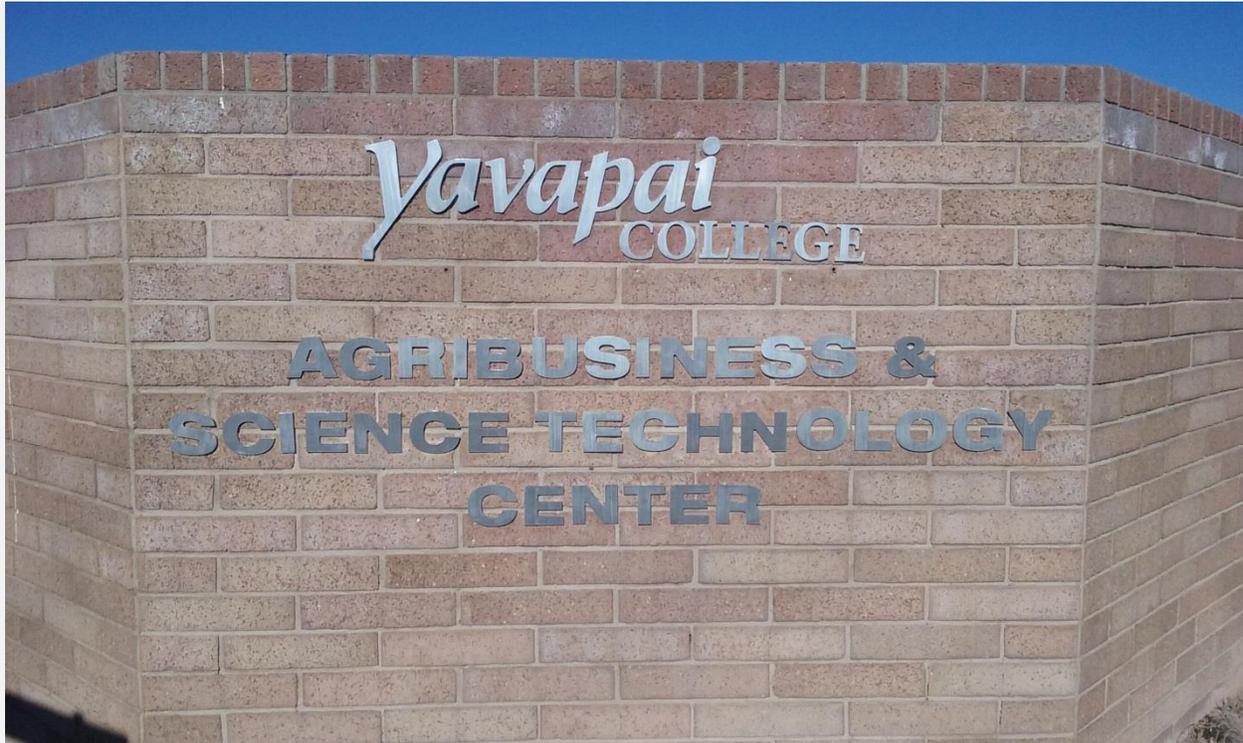
Project Manager: David Laurence

Logistics/Moving: Chris Larson

Construction/Project Updates

Chino Valley Agribusiness Center Projects

A new sign is installed at the approach to the campus entrance.



New Chino Valley Agribusiness and Science Technology Center Sign

PREVENTIVE MAINTENANCE PROJECTS

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

- Sedona Center Stucco Repair/ Painting – Completion November 13
- Roof Replacement – November 16 through December 15
- ADA Parking Lot Modifications at the Verde Valley Campus – In design
- Buildings 29/30/31 Pavement Rehabilitation – In design



Sedona Center Exterior Painting

Michael Taylor Architects, Inc.

Haley Construction

Project Manager: Bruce Hustedt

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

In November, Risk and Emergency Management continued to provide divisions throughout the district with an emergency preparedness update. Many of the resources presented can be found on the Risk and Emergency Management webpage found at www.yc.edu/risk. They include maps of blue-light phone locations, AED location maps,

building captain lists and the accident/incident reporting form. Copies of our Emergency Response Plan flipbooks may also be downloaded from the site.



Watch for the installation of emergency assembly area signs in campus parking lots. These signs designate areas where students, faculty and staff should meet if an evacuation is ordered. If the fire alarm in your building goes off, proceed directly to the assembly area and check-in with your building captain. This will help responders to determine if anyone might still be in the building. Please take all alarms seriously!

You may also have noticed “No Overnight Parking” signs at most of our Prescott parking lots. Beginning with the new semester, Campus Police will begin enforcing this rule. Resident students will receive parking permits (at no cost). More on this in next month’s newsletter.

Heard the Westminster chimes sound on campus every Friday at noon? No, you haven’t been transported to London. It’s just us testing the audible emergency alert system. In a real emergency the system, located on the roof of building 1 (bldg. M at Verde Valley), will start with a siren and be followed by an urgent message or instruction. It’s just one of several ways for the College to communicate in a crisis.



Have a safe and happy holiday season!

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Jiamie Hernandez as the new Technician II, Carpenter. Jiamie comes to Yavapai College with extensive construction experience and most recently a customer service representative in the Commercial Construction department at Lowe’s. Welcome Jiamie!

Facilities is looking to fill a HVAC Technician position.

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

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

Presenter : Patricia McCarver

Start Time : 1:32 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 35

Proposed : 8/14/2015

Item Type : Information Item

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

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

Details : Scott Farnsworth, Interim Vice President for Instruction and Student Development will report on the following:

- Faculty Senate Update, Dave Gorman
- Introduction of Verde Valley Campus Associate Dean, Dr. Kelly Trainor
- Mike Pantalione, Soccer Coach - Bill Jeffrey Award for Long-Term Service to Collegiate Soccer and NJCAA Review Article, "Behind the Whistle"
- 2015 Men's Soccer Season
- 2015 NJCCA Women's Volleyball Tournament
- Zach Shaver, Volleyball Coach - NJCAA District C Coach of the Year
- Online Course Open House at www.telswebletter.com/openhouse - Thatcher Bohrman, TeLS
- Adjunct Advisor - Attached, Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Bill Jeffrey Award.pdf	Dec 03, 2015	Bill Jeffrey Award.pdf
2016 Yavapai Soccer Overview.pdf	Dec 03, 2015	2016 Yavapai Soccer Overview.pdf
Volleyball.pdf	Dec 03, 2015	Volleyball.pdf
Coach of the Year.pdf	Dec 04, 2015	Coach of the Year.pdf
AA_Vol_5_Issue_5_December_2015.pdf	Dec 04, 2015	AA_Vol_5_Issue_5_December_2015.pdf



Yavapai College soccer coach Pantalione receives esteemed national honor

Yavapai College soccer coach Mike Pantalione was named the recipient of the prestigious National Soccer Coaches Association of America (NSCAA) Bill Jeffrey Award in late November for his longtime service and contributions to the collegiate game.

Pantalione, who has led the Roughriders to seven National Junior College Athletic Association (NJCAA) Division 1 national titles since 1990, becomes the first JUCO coach to garner the honor. He will officially receive the award at the NSCAA Awards Banquet, in Baltimore, on Jan. 15, 2016. "It's really a great, unbelievable honor," Pantalione said.

The Bill Jeffrey Award is named after the former Penn State coach who played a major role in shaping soccer and the NSCAA. Jeffrey was head coach of the 1950 U.S. World Cup team that defeated England, 1-0, in one of the greatest upsets in soccer history. He coached Penn State for 26 seasons, winning 10 college national championships, and is a member of the National Soccer Hall of Fame.

A founding member of the NSCAA, Jeffrey served as president of the Association in 1948. Each year, the NSCAA presents the Jeffrey award to a person who has raised intercollegiate soccer to new heights through his or her long-term dedication to the game. Founded in 1941, the National Soccer Coaches Association of America is the largest soccer coaches' organization in the world, dedicated to serving the needs of soccer coaches. It now has more than 30,000 members.

The NSCAA administers an extensive awards and recognition program designed to recognize excellence in soccer, academics and service to the game.

In 2015, Pantalione completed his 27th year as Yavapai's first and only head soccer coach. Under his guidance, Yavapai has developed the most successful junior college soccer program in the nation.

The Roughriders have captured a total of 73 championships, including the aforementioned seven national crowns, as well as 18 final four finishes, a combined 41 region and district championships, and 25 conference titles.

Pantalione currently has the best winning percentage of any collegiate men's soccer coach with a 574-50-27 overall record (.904) and is the all-time leader in JUCO wins (574).

In 1995, Pantalione received the NSCAA/NISOA National Merit Honor. The honor is awarded to one college coach, whether from a 2- or 4-year program in the men's or women's game, whose reputation is deemed praiseworthy and reflective of the highest standards of professional and ethical behavior.

Several years later, in 2006, Pantalione became the first active coach elected to the NJCAA Soccer Hall of Fame. In 2012, he received the esteemed NJCAA National Service Award. That award is given to those who have made significant contributions to junior college athletics.

Then, earlier in 2015, Pantalione was awarded the NSCAA Letter of Commendation. It is presented for unusual achievement that clearly exceeds performance requirements, expectations and contributions beneficial to the NSCAA and soccer in the United States.

Additional honors for Pantalione include seven NJCAA and five NSCAA National Coach of the Year Awards. He has also been named NSCAA West Region Coach of the Year 17 times.

A 38-year member of the National Soccer Coaches Association of America, Pantalione is in his 19th year serving as National Chair for both the NJCAA and NSCAA Soccer Rankings.

ROUGH RIDER SOCCER



A WINNING TRADITION

-  7-Time NJCAA National Champions
-  6-Time NJCAA National Runners-up
-  20 National Tournament Appearances since 1990 (102 Playoff Victories)
-  18 Final Four National Finishes, includes 13 National Championship Game Appearances
-  21 NJCAA Region One Championships
-  20 NJCAA West District Championships
-  25 Arizona Conference Titles (455-33-19 all-time league record)
-  27-year overall record **574-50-27** since program inception (.902 winning percentage/nation's best)
-  Ranked in the National Poll every week since 1990 (ranked #1/80 times)
-  20 Twenty-win seasons (average 21.3/wins season)
-  58 All-Americans/128 All-Region Players/6 National Players of the Year/22 NJCAA Hall of Famers
-  7 Players with National Team Caps, 3 FIFA World Cup and 8 Major League Soccer participants (numerous former players in other professional leagues)
-  Over 300 graduates on soccer scholarships at four-year schools
-  Best Junior College home attendance (all-time home record is 288-14-3)

For further information on Yavapai College and the soccer program, contact the following:

Soccer Office • Yavapai College • 1100 E. Sheldon Street • Prescott, AZ 86301
Soccer Phone: (928) 776-2242 • Soccer FAX: (928) 776-2243 • Soccer E-Mail: philly@yc.edu
All Offices: (928) 445-7300 • Toll Free: 1-800-922-6787 • www.groughriders.com/soccer



**Roughrider Volleyball Wins First Ever
Region 1 Championship**

Team Advanced to the NJCAA D1 National Championship

Zach Shaver – NJCAA District C Coach of the Year





Upcoming Adjunct Faculty Events:

- * December 2 - Last Prescott Small Group AF Meeting; GIFT Center Noon—1:30 pm
- * **December 11 - Last Payday for Adjuncts**
- * December 15 & 16 - TeLS Winter Institute
- * January 13, 2016 - New Adjunct Faculty Orientation; 5:15 - 8:30 pm; Bldg. 19

UPCOMING ACADEMIC CALENDAR ITEMS:

Dec 3 - NARTA Graduation

Dec 4 - Grading Window opened

Dec 11- Nursing Commitment & Pinning

Dec 12 - Fall Semester Ends

Dec 16 - Final Grades Due at Noon

Dec 21 thru Jan 1 - **Winter Break;** all campuses closed

Spring 2016 Calendar Items:

Jan 13 thru 15 -Convocation - Faculty Activities Week - Division Meetings; Planning; Get your courses ready!

Jan 19 - Spring Semester Begins!

Jan 21 - All regular (15 week) semester classes:

- Last day to add / or drop

Short Classes (5-8 weeks) - 6th day after displayed start date:

Classes less than 5 weeks - Last day to add or drop with refund :

- Day before first class meeting

[Link to Academic Calendar](#)



A special Christmas shout-out to all of our Academic Advisors, Answer Center, Financial Aid, Registration, Learning Center, Bookstore, Sodexo, Facilities, IT, and PTSS Staff -

~ You Rock!



Colleagues,

As we approach the end of another fall semester and the upcoming holidays, I always think of joy but also thankfulness. I am so proud of our students' accomplishments. I thought I had a challenging academic path as a first generation college student. I had it easy compared to their personal challenges. So a very genuine and instant smile is readily apparent as I think of our students.



But that's not the only reason why I smile . . . I smile because of my respect for all that you do to support our students' accomplishments! I am so very thankful for your dedication, professional expertise, and simply for being 'present' for them. Thank you!

Now please... in a few days... reacquaint yourself with your own families (!), relax, and enjoy the earned feeling that you truly made a positive difference in our students' lives.



~ Happy Holidays ~

Penny

From the Registrar... Sheila Jarrell, M.Ed., 928.776.2107

Dear Faculty,

Please note the information below:

Deadline to withdraw students	Thursday	December 3
Final Grading window available	Friday	December 4
Final Grades due	Wednesday	December 16 (at Noon)

If you have any questions about final grading, posting grades, accessing rosters, assigning incomplete grades or resolving grading issues, please contact me as soon as possible. I'm happy to help!

Thank you for a great semester ~ Happy Holidays!

Sheila

How to withdraw students: *It's easy!*

- Log into www.yc.edu with your username/password.
- Go to My Services/Faculty/Faculty Withdraw.

Questions? registrar@yc.edu or call 928.776.2107, or come visit me Office: I-111 ~ Prescott Campus. Let me know how I can help you!

Mandatory On-Line Training ~

Understanding Sexual Misconduct & Title IX

You should have already received an email with a link to on-line Title IX training. This is training mandated by the US Office of Civil Rights.

This training is **required** to be completed annually by **ALL** faculty and staff, including **Adjunct**

Faculty. Please complete this training **within 30 days** of receiving the email. Questions about the

content, requirements or Title IX in general?

Contact Terri Eckel at 928-776-2129, or

Terri.Eckel@yc.edu.

Learning Centers

CRAM JAM!

Your YC Learning Centers are here to help students review, refresh and de-stress! Content review sessions & activities to help students get into the right frame of mind for peak performance and to aim for higher grades.

Prescott Campus Activities:

Located in Building I, Room 207

~ December 7 - December 10 ~

Verde Campus Activities:

Located in Building M, Room 122

~ November 30 - December 10 ~

Check the [Learning Center website](#) for more details; content review & times will vary.

Please Tell Your Students!

Financial Aid Update

Satisfactory Academic Progress



Financial aid will be running **SAP** (Satisfactory Academic Progress) to determine student eligibility for the Spring 2016 semester on December 18th. We will then contact students via email if they are suspended.

Students will have until December 22nd to make **payment** arrangements or their classes will be dropped. They do have an opportunity to appeal, and these appeals are due on the Wednesday before classes begin.

Bookstore Charges

Students will be allowed to begin charging books at our YC bookstore on Monday, January 4th both online and in person.

We in the Financial Aid office and Answer Center want to take a moment to thank you. We appreciate all you do!

Diana Dowling,
Assistant Director of Financial Aid



From the Bookstore... Please Tell Students



Financial Aid Charging:

Students will be allowed to charge books at the bookstore, using PELL, if eligible, starting on **January 4**; both online & in person.

Best Time for Buy Back & Rental Returns:

- Buyback>Returns: November 30 - December 18th
- Rental returns are due Friday December 18th

Rentals can be returned via the online process:

- Log into your *eFollett* account (www.yavapaishop.com)
- Click the My Account link & view the order History
- Click Order # then click the Check Rental Status
- Click Check-In (return rental textbooks) & Create/Print shipping label

You can sell your books to the YC bookstore "online":

- Enter the book's ISBN number & get a price for it
- Print the shipping label, packing slip, & email confirmation
- Books ship free of charge; a check is mailed 7 days after book receipt

Phone: 928-776-2213

Toll Free: 855-303-5600

Fax: 928-776-2215

Email: yc@bkstr.com

From our Gen Ed Coordinator ... Suzanne Waldenberger, Ph.D.

Fall Gen Ed Assessment ...Yep, it is that time of year again. The smell of cinnamon and peppermint is in the air, and the **General Education Assessment link** opens on your Faculty Main Menu.

How do I know if My class is a Gen Ed class? Open the Faculty Main Menu (Login to YC Home Page); choose "Student Outcomes Assessment." If one or more of your classes are listed, lucky you! Please submit the requested data by the end of the semester.

Not sure how to do that? Videos are on your division's assessment Canvas site (*listed under your available classes in Canvas*). Check out the Module that says "General Education"; look for the *GECCO-matic* video. Or, if you're pressed for time (and/or have no sense of humor), you can access the quick, 5-minute *GECCO-matic* videos also listed there.

Still have questions? Seek out your SLOA rep or me — your friendly neighborhood Gen Ed coordinator. I'll be the one singing those seasonal assessment carols. ([SLOA Rep Link](#))

~ [Sukey Waldenberger](#)

WINTER INSTITUTE



The **10th Annual** Winter Institute will be held ~

December 15th & Wednesday, December 16th.

The Teaching & eLearning Support (TeLS) department, in partnership with the Great Ideas for Teaching (GIFT) Committee, will focused our Institute around *Canvas*, *Panopto*, *Turnitin* and *Quality Matters*. More Info to come very soon!



We hope to see you at the Institute!



TeLS & The GIFT Center





The Adjunct Advisor

Published for Yavapai College Adjunct Faculty
Yavapai College
1100 E. Sheldon Street— Prescott, AZ 86301
Chris Heyer, AF Coordinator, Editor
928-649-4568 (Verde) 928-776-2018 (Prescott)
Email: chris.heyer@yc.edu



Get in the Holiday Spirit!



~ Music - I Want Music!

Thursday, December 3 ~ COUNTING THE DAYS UNTIL CHRISTMAS ~ 7 pm; VERDE VALLEY CAMPUS

Commemorates the Holiday Christmas Season with "A Touch of Jazz, and it features the Yavapai College Trailblazer Big Band, and the Rough Riders Big Band, on the Yavapai College's Verde Campus. The performance styles of legendary jazz masters are explored through seasonal holiday music, as well as jazz standards. Free!

Sunday, December 6 ~ A FANFARE FOR CHRISTMAS CONCERT ~ 3pm; YPAC (Prescott)

Features all of the Yavapai College choirs: Women's Chorale, Renaissance Singers, Community Chorale and The Master Chorale. Each of these ensembles is comprised of students and community members from the Prescott area. The program will open with "Fanfare for a Christmas Day" and conclude with the popular "Gloria" by John Rutter featuring brass, percussion and organ. This concert will promise an exciting beginning for the season and will include popular and traditional holiday music to inspire your ear and your hearts. Tickets purchased in advanced are \$17, purchase at www.ycpac.com or call 928-776-2000.

Tuesday, December 8 ~ A JOYFUL SEASON CONCERT ~ 7pm; YPAC (Prescott)

Celebrates the winter Holiday Season with arrangements of traditional Holiday songs and original compositions by composers and performers who are staples in the standard academic instrumental music repertoire. Familiar holiday themes will be presented with both, traditional and contemporary styles, from the Yavapai College Concert Band, and the Yavapai College Symphonic Orchestra. Tickets purchased in advanced are \$9, purchase at www.ycpac.com or call 928-776-2000.

Saturday December 12 ~ Yavapai Youth Choirs - HOLIDAY TAPESTRY CONCERT ~ 4pm; YPAC (Prescott)

Celebrate the joy of the season experiencing the exciting debut performance of the Yavapai Youth Choirs. Led by Artistic Director, Arlene Hardy, the choirs of YYC and the Prescott Women's Chamber Choir will ring in the holidays with a variety of seasonal songs for treble voices. These performances are sure to put you in the holiday spirit. Tickets purchased in advanced \$7, the day of the concert \$9, purchase at www.ycpac.com or call 928-776-2000.

~ Parties - I Want Parties!

Friday, December 4th ~ Verde Valley Campus Annual Holiday Potluck ~ 12:00 Noon; M-137
Bring your Favorite Dish - Ugly Sweater Contest! RSVP to Teresa Schwickerath (Ext. 6575)

Monday, December 14th ~ Prescott Aloha! Annual Holiday Potluck ~ 11:30 am; Community Room
Bring your Favorite Appetizer, Salad, Side dish or Dessert! RSVP to Billie Norris (Ext. 7170)

Don't want to cook? A suggested \$5.00 donation can be made (either event).

Holiday Spirit

The Holidays are a time of reflection, celebration, happiness and spreading love with your family and loved ones. I await this day round the year, but not just for parties and fun. I believe Christmas is a time of peace, love and hope around the world, and that we should celebrate Christmas every day. Don't forget the reason for the season.

This year, be a Secret Santa. Give to your local shelters - both people and animal. Serve Christmas dinner to those in need; help where you can; pay it forward just because. It will mean Christmas.

Thanks for ALL you do. Have a warm, Wonderful Holiday and a Great New Year!

Chris



Presenter : Patricia McCarver

Start Time : 2:07 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/14/2015

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:17 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:17 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 10/15/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	560657

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

Details : Executive Limitation 2.1.2 Treatment of Students

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

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

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

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

If for Insufficient Evidence:

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

Attachments :

Title	Created	Filename
2 1 2 Treatment of Students.pdf	Nov 20, 2015	2 1 2 Treatment of Students.pdf
Compilation - 2 1 2.pdf	Dec 04, 2015	Compilation - 2 1 2.pdf

**President's Monitoring Report
Executive Limitations 2.1.2 - Treatment of Students
December 2015**

Executive Limitations 2.1.2 - Treatment of Students

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

President's Interpretation:

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

Alignment With the Strategic Plan:

The College implemented a five-year Strategic Plan in the Fall of 2015. This plan aligns with the District Governing Board's Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. The primary goal for Strategic Initiative 1 is: *Increase student completion rates without sacrificing academic quality.* The President's interpretation for this Executive Limitation directly supports this strategic goal.



Supporting Evidence and Strategic Progress:

POLICIES AND PROCEDURES

Yavapai College develops, implements, evaluates, and revises policies and procedures that affect students, faculty staff and function of the college. The policies and procedures comply with District Governing Board policies, as well as state and federal laws and regulations.

Policies and Procedures

Through the shared governance process, the College develops and maintains a variety of policies including specific academic policies.

The following college policies were updated in the past year grouped by category (hyperlinked to college site):

Human Resources (<http://www.yc.edu/v5content/policies/hr.htm>)

- 2.04 [Performance Management](#)
- 2.08 [College Holidays and other Business Closures](#)

- 2.09 [Vacations](#)
- 2.11 [Sick Leave](#)
- 2.29 [Recruitment and Selection](#)

Student Policies (<http://www.yc.edu/v5content/policies/student.htm>)

- 4.00 [Admission to Yavapai College](#)
- 4.01 [Sexual Misconduct \(Violence against Women Act\)](#)
- 4.02 [Athletic Department Drug Policy](#)
- 4.03 [Registered Sex Offender](#)

Academic Systems (<http://www.yc.edu/v5content/policies/academic.htm>)

- 3.11 [Credit for Prior Learning](#)
- 3.20 [Instructional Materials](#)

Administrative Services (<http://www.yc.edu/v5content/policies/administrative.htm>)

- 5.27 [Technology Resource Standards](#)
- 5.30 [Clean Desk and Clear Screen](#)
- 5.31 [Online Privacy](#)
- 5.32 [Remote Access](#)
- 5.33 [Mobile Device Policy](#)
- 5.34 [College Social Media Official Account Use](#)

General Operations (<http://www.yc.edu/v5content/policies/general.htm>)

- 6.5 [Use of College Facilities, Equipment and Materials](#)
- 6.13 [Filing Of Grievances Relating To Title IX, Title VI, And Section 504: Students Or Applicants For Admission](#)
- 6.20 [Identification Cards](#)

Faculty Committees

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

- Curriculum Committee
- Faculty Affairs Committee
- College Standards Committee
- Professional Growth Committee
- Student Learning Outcomes Assessment Committee
- Faculty Budget & Compensation Committee
- Faculty Peer Review Oversight Committee
- General Education Committee
- Developmental Education Committee
- Faculty Senate

Curriculum

Fundamental to the success of all students are the development of a vibrant curriculum, regular review of certificate and degree programs, and the articulation of meaningful student learning outcomes. Curriculum which has been updated and approved this fall include:

New Program:
Administrative Professional – Basic Certificate

New Permanent Courses:
AGS 197 Introduction to Service Dogs
CRW/THR 230 Playwriting
VGD 180 Game Theory and Design Principles
VGD 280 Game Design Documentation & Marketing
VGD 295 Video Game Design Project

Quick Starts:
MET 110 Manufacturing Technology
MUS 136 Singing for the Actor II
THR 134 Acting for Musical Theater II
THR 142 Stagecraft II

Links that students are referred to related curricular resources;
[Arizona Transfer Course Equivalency Guide- Higher Education 2015-2016 Annual Course Schedule](#)
[2015-2016 Degree & Certificate Programs at Yavapai College](#)

Links that faculty and staff utilize when dealing with curriculum;
[Yavapai College Curriculum Website](#)
[Arizona Revised Statute 15-1410 - Curriculum](#)

Assessment

Faculty measure outcomes within their courses and programs using assessment tools that provide both students and faculty with information about student progress towards the outcomes. Assessment facilitates discussion about academic and co-curricular programs and provides useful information to guide continuous improvement. Faculty engage in dialogue that allow them to share outcomes and data for both General Education and Program Assessment during Assessment Day held each September. During fall 2015, all Associate of Applied Science (AAS) degrees and Certificates created program rubrics and modified curriculum maps to align with revised General Education outcomes. Curriculum changes for degree and certificate programs are submitted through the Curriculum Committee. [YC assessment link](#)

Professional Growth

College resources are used to support professional growth for faculty and staff. The Faculty Professional Growth Committee evaluates and approves funding to subsidize expenses faculty incur when participating in professional development activities. These activities allow faculty to remain current in pedagogical practices as well as relevant in their disciplinary. This affords students a better class experience.

Annual Course Scheduling – Degree/Certificate Sequence Planning

The goal for creating an annual course schedule and sequencing is to provide students effective tools for planning their annual class schedule and completing their programs, and to assist our institution in retention and completion efforts. We are in the process of upgrading our degree audit system, which will provide students with improved educational planners and provide academic divisions and student services with additional reporting tools.

The third annual schedule was just launched for Summer/Fall 2015. Using the full annual schedule in concert with DegreeWorks, students can create an educational plan through summer of 2016.

Reviewing the purpose and timeline for an annual schedule assists in the verification that the schedule-building process is more transparent and logical with this approach. Yavapai College is able to provide an improved experience for our students due to the cooperation and efforts of faculty, academic divisions, Instructional Support and the Registrar's Office.

Accreditation and Federal Compliance demonstrate an environment of Student Success

Yavapai College is in compliance with Higher Learning Commission accreditation and federal compliance requirements. The College submitted its Annual Institutional Data Update (AIDU) on April 3, 2015. Yavapai College's next reaccreditation visit is a distance review scheduled for June of 2017.

In January 2015 the Joint Review Committee on Education in Radiology Technology (JRCERT) granted YC's Radiologic Technology program accreditation for a period of eight years, which is the maximum duration that may be awarded.

The following Yavapai College programs have third-party program-level accreditation and are in good standing with their accreditors: Nursing, Radiology, Fire Science, and Emergency Medical Services. These programs have a 96+% pass rate on their certifications.

[Higher Learning Commission Statement of Affiliation](#)

[Yavapai College Accreditation Website](#)

[Student-Right-to-Know and Higher Education Act \(HEA\) Consumer Information and Disclosures](#)



HLC 2013 Final Team
Report.pdf



HLC Contractual
Approval.pdf



JRCERT
Accreditation Letter 1



AIDU.pdf

Instructional Support:

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

Instructional Support areas include:

- [Instructional Support website](#)
- [Prescott Computer Commons & Verde Computer Commons website](#)
- [Library website](#)
- [Teaching and eLearning website](#)

Student Rights and Responsibilities

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

[Student Code of Conduct and Incident Reporting](#)

[Academic Complaint Process](#)

[Non Academic Complaint Process](#)

[Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty](#)

[Student Appeal of Academic or Instructional Decision by Faculty](#) YC Catalog, page 37

[Housing Handbook](#) Conduct Process and Behavioral Standards, page 21

Student Development:

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

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

First Year Experience (FYE) and New Student Orientation

- Student retention improves as students attend New Student Orientation and complete FYE103
 - More students are retained from Fall to Spring than are retained from Spring to Fall
- Students who attend New Student Orientation and FYE103 are more successful than students who are not engaged either way.
 - Students complete more credits
 - Students complete those credits with a significantly higher GPA

A	B	C	D	E	F	G	H	J	K
New Students	2014 FA	Earned Credits	GPA	2015 SP	Earned Credits	GPA	SP Retention	2015FA	FA Retention
1 - No Engagement	1725	4.93	2.48	1197	5.59	2.48	69%	689	40%
2 - NSO	295	8.21	2.67	233	8.78	2.72	79%	164	56%
3 - FYE103	99	10.22	2.89	78	8.91	2.29	79%	58	59%
4 - NSO and FYE103	94	11.52	3.05	89	10.32	2.71	95%	62	66%

Early College, Recruitment and Outreach Office

The Early College Office added an Early College Specialist and Academic Advisor to their staff in the Fall of 2015. In an effort to reflect our commitment to expanding access to a college education and helping to create a college going culture with Yavapai County High Schools, we have:

- LEAD Summer Bridge Program 2015. This program was piloted during the summer of 2015, which allowed recent High School graduates, from underserved communities, to be nominated by their respective school districts to attend YC during the summer. This program allowed these students to orient and acclimate to college life, experience college courses and participate as a cohort. The student's academic progress will be monitored each semester to assess the impact of this program.
- 10 Early College Day events were offered to prepare all Yavapai County High School students for the Dual, Concurrent and JTED Programs. These events will be held at the Verde and Prescott Campuses for the 2016-17 school year and include a campus tour, COMPASS testing session, campus activities and group advising presentation.
- Academic Advisors offer group and individual academic advising and career counseling sessions at 10 partner high schools in Yavapai County. Academic advising is being implemented as a strategy to increase persistence, retention and completion rates.
- The Ruff Rider Troop Program is a 1 ½ hour long program geared towards middle school students to introduce them to the college campus. This fall, 303 middle school students have visited at least one of our YC campuses.
- YC Early College Blog was created to target communications directly to parents of YC students. Parent Orientations are being offered at various locations and focus on preparing parents with the information & resources they need to help their students be successful in college classes.
- Dualenroll.com is new communications management software (CRM) that will be used to manage the Dual Enrollment and JTED Programs beginning Spring 2016. This system will allow us to share student information with high school staff, increase communication with students and parents and gather accurate data.

Academic Early Alert

This is a program that allows faculty to request an Academic Advisor contact a student who may be struggling in the class. When an early alert is received:

- An automated email is sent to the student letting them know a faculty member has sent a referral and that the student will be contacted by an advisor.

- If the student has not responded to this contact within two days, the advisor follows up with a phone call for an appointment.
- If no contact is made via phone, then a final email is sent encouraging the student to seek assistance from an advisor or their instructor.

Currently Early Alert is operating on a pilot program and is being used by FYE instructors, Science faculty, and other faculty who have requested access to the program. The full roll out to the entire campus will occur in Spring 2016, with a Winter Institute session offered to educate faculty about this resource scheduled for December 15th. The Early Alert process is executed using the SAGE component of our AdvisorTrac, a web-based advising software.

Learning Center Workshops

- 19 different workshops offered @ Prescott Learning Center with many of these available to students on the Verde campus via ITV.
- Workshops included: How to Thrive in Nursing School, Test Preparation, Engage your Brain for Learning, Note taking, Science Study Skills, Essay Writing, Time Management and Organization, Textbook and Literature Reading Strategies, Research Writing, and Calming Test Anxiety.
- Supplemental Instruction (Prescott) offered in 4 sections of BIO 181, 2 sections of BIO 201, and 4 sections of CHM 151, (Verde) BIO 181, 2 sections of MAT 122, and MAT 092. Early reports show at least one letter grade higher on exams for students that have participated in 3 or more SI sessions. Other benefits include students coming to the Learning Center for SI sessions are also using other resources in the LC that they normally would not (tutoring).

Title IX

- Much has been done to raise awareness about TIX and about sexual misconduct among our faculty/staff and students throughout the fall 2015 semester:
 - Title IX Coordinator met with all 4 athletic teams and FYE sections to discuss TIX in general; explain sexual misconduct; to raise awareness about resources related to sexual misconduct and to inform them of who the TIX Coordinator and Deputies are; and to explain concerns around consensual sex (Cup of Tea video re: Consent);
 - The Hunting Ground documentary was shown at both the Verde and Prescott campuses during the month of October and a special screening was also done for all of our athletes
 - Faculty and staff will receive mandatory on-line TIX training in mid-November Supervisors/Manager also received formal TIX training in July 2015

Residence Life Learning Outside the Classroom

Residence Life piloted themed housing for this academic year. When possible, residents were assigned rooms in hallways based on their academic area of study. These themed areas resulted in a notable increase in the use of study rooms in the Halls; so much so that a multipurpose space was reconfigured to be an additional study room. These themed hallways were convenient for hosting programs focused toward certain students. Nursing, Business, and Education faculty were guest presenters for these students. Additionally, Residence Life staff hosted 41 active events and 29 passive events for residence hall students during Fall of

2014. Each of these events focused on at least one of six learning outcomes. Although the final numbers are not in yet, there have been 31 active events and 42 passive events in spring of 2015. New for Fall 2015 is the inclusion of a Living Learning Community. The Honors program partnered with Residence Life to make the jump from themed housing to a true learning community.

Student Engagement and Activities

- 16 active clubs and organizations
- Policy/procedure manual developed
- Prescott Campus addition of student lounge and club room
- Cross training of student staff to include all departments/needs of division
- Support of classroom learning with out of classroom programming

Passport Program

- The Passport Program was launched Fall 2015 as a best practice and is intended to help students get engaged with many of the services that are offered by the college
- Students earn stickers in a ‘passport’ as they engage in activities; visit key offices around the district; participate in various extracurricular activities and embark in leadership opportunities.
- Students earn prizes for their engagement and participation
- Specific details on how the program works can be found at:
<https://www.yc.edu/v5content/student-services/passportevents.htm>

TRIO & Veteran Services

Federal TRIO Programs

- The Department of Education renewed our TRIO Student Support Services grant program in the amount of just over \$2 million over the next five-year grant cycle beginning September 1, 2015 through August 31, 2020.
- 2014-2015 fiscal year grant objectives related to student success were exceeded in both programs as shown below.

TRIO Student Support Services Federal Grant Program (306 students served during 2014-2015 fiscal year)		
Federal Grant Objective	Goal	Outcome
Persistence	65%	83%
Good Academic Standing	90%	98%
Associate Degree or Certificate Attainment	35%	48%
Associate Degree/Certificate Attainment AND Transfer to a 4-YR Institution	20%	50%

TRIO Educational Talent Search Federal Grant Program (697 students served during 2014-2015 fiscal year)		
Federal Grant Objective	Goal	Outcome
Secondary School Persistence	98%	100%

Secondary School Graduation (completed regular diploma in standard number of years)	92%	100%
Secondary School Graduation (completed regular diploma in standard number of years WITH rigorous coursework)	50%	73%
Postsecondary Education Enrollment	75%	90%

Veterans Education & Transition Services

- A new position shared by TRIO Veterans Upward Bound Grant Program (75%) and Veteran Services (25%) was implemented in June 2015 to assist veterans' successful transition into college as well as assist them with applying/managing VA education benefits while attending Yavapai College.
- The new position also allowed for an increase from monthly to weekly office hours at the Verde Valley Campus to better serve veterans attending that location. A new department name, Veterans Education and Transition Services (VET Services), was instituted in Fall 2015 to reduce confusion for veterans and promote a single-point-of-entry for veterans coming to Yavapai College.

The Democracy Commitment

<http://thedemocracycommitment.org/institution/yavapai-college/>

Engage the Election Project:

- August 2014 - voting information sent to all enrolled Yavapai College students
- Voter information links are now available via the Office of the Registrar web pages to support Yavapai College students and Yavapai College County residents
<https://www.yc.edu/v5content/registrar/vote.htm>
- Continue to collaborate on additional voter initiatives in preparation for the 2016 Elections, such as on-campus voter registration opportunities
<http://thedemocracycommitment.org/member-resources/electoral-engagement-resources/>

Course Availability Notification System (CANS)

As of April 15, 2014, a new notification system was made available to students who want to be contacted if a seat opens in a full class. Students access the system via their portal at www.yc.edu, and they can choose to be contacted via email or mobile text.

For Fall 2015:

- 1452 total requests
- 609 unique users
- 276 unique CRNs
- Most popular class was BIO181

Constituent Relations Management System (CRM):

The College purchased Simplicity's Ascend Constituent Relations Management (CRM) in the summer of 2014 and set up began in the fall of 2014. Campaigns have been developed for communicating with and engaging students via Ascend. Open and read rates for emails send are between 30%-70%. Below are examples of communication campaigns:

Prospective Students

- Campus Tours and Website Information Request follow up
- FAFSA reminders are sent weekly for students to complete their YC application

- Veterans Upward Bound emails sent weekly to applied, but not registered veterans
- Early College Days follow-up email sent
- LEAD program participation tracked

Admitted, Not Registered Students

- Admissions emails sent daily to all new admits, transfer email sent to those with prior college, and High School specific information sent to all HS students
- FYE class information sent to all new to college new admits
- Advising Email sent weekly during open registration to all low COMPASS score students
- Next Steps Email sent regularly to students admitted more than 2 weeks, but not yet registered

Registered Students

- Business Office reminder email sent to registered, not paid students
- Reminder Email sent to all newly registered students to check their YC email address
- NSO post-orientation evaluation sent to all participants
- Veterans Upward Bound email sent to all registered, not yet attended Veterans

Additional Email to Various Student Groups

- Financial Aid Scholarship emails sent as needed
- Email from the President's Office sent to formerly attending students, not yet registered

Business Contacts

- YC Wire email sent periodically, and contacts are able to subscribe from the High School page

STUDENT SUCCESS

Retention:

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project¹ and the federal Integrated Postsecondary Educational Data Survey². Retention measures link directly to Board End 1.1
- Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 63% for the fall 2013 cohort (source IPEDS).
- YC's fall13 to fall14 retention rate of all credit students was 49% which is above the national median average of 47%.



Retention Trends
1.1.xlsx



NCCBP
Fall13-to-Fall14 Reter

Source:

Career and Technical Success:

Career and Technical success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 10.5% for career and technical awards.

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate of Applied Science ¹	210	239	268	258	286	250
Certificates ¹	356	400	396	648	719	681
Total	566	639	664	906	1005	931

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ² (2014)	93%	82%	92%
First-time pass rate for Radiological Tech license ³ (2014)	100%	89%	82%
Pass rate for third-party industry certification ⁴ (2014-15)	97%	83%	92%



Career & Technical Awards 2009-10 - 20



2008-2014-statewide-nclx-results.pdf



ARRT ExamResults_RAD_20



Percent Occupational Earning Industry Cre



Career and Technical Division Enrollment Tr

Sources:

⁴Office of Institutional Effectiveness and Research (IER)

²National Council of State Boards, National Council Licensure Examination (NCLEX)

³American Registry of Radiologic Licensure Examination (ARRT)

Transfer Success:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate at Yavapai College for Associate Degrees is 2.4%. YC Students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.96¹. Comparing Yavapai College transfer students' first year GPA to the National Community College Benchmark cohort places YC transfer students in the 90th percentile. The transfer rate of Yavapai College students (2008-09 credential-seeking cohort) to universities reported in 2014 was 24%, which is comparable to the national average of 25%². Sixty seven percent of all 2010-11 full time transfer students to in-state public universities were able to earn a bachelor's degree within four years². YC students were slightly better than the state average when looking at all transfers to public, private, in and out of state institutions, 48% compared to 43% respectively².

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate Degrees ³	249	225	270	260	258	280
Arizona General Education Certificates ³	244	243	278	274	294	245

Average first-year grade point average (GPA) at transfer institutions⁴

2.95

3.14

3.15

3.12

3.10

3.29



Associates Degrees and Transfer Certificate



YC Transfers--First Year GPA.xlsx



Yavapai 2015 Student Progress and



YC Transfer Rate Summaries-2015.pdf

Sources:

¹National Community College Benchmark Project, 2015 Final Report

²AZ Community Colleges 2015 Outcomes Report (pages 7, 8)

³Office of Institutional Effectiveness and Research

⁴Arizona State System for Information on Student Transfer (ASSIST)

Non-Credit Students:

In the most recent President's Monitoring report 1.1.3, 2014-2015 non-credit enrollments grew by 8% from the previous year. The five year trend shows consistent growth and participation. This speaks to the ongoing satisfaction and success of these non-credit classes. For complete information refer to the 1.1.3 monitoring report, 2015.

Student Satisfaction and Engagement:

In an effort to provide an environment which fosters learning, excellent student support, and student engagement, the College surveys students to measure satisfaction and engagement. In recent years, two different forms of measurement have been used to survey students' satisfaction and engagement. In spring 2011 and again in spring 2014, the Noel-Levitz Satisfaction survey was administered to Yavapai College students and focused on student satisfaction with curriculum and services.

The second survey, Community College Survey of Student Engagement (CCSSE) was administered in spring 2012 and focused more on student engagement in their Yavapai College experience. The findings from these surveys support Board End 1.1. The next CCSSE will be administered in spring 2016.

Noel-Levitz Student Satisfaction Survey (2014 Results)

- When asked about overall satisfaction with their experience at Yavapai College, 83% of students reported satisfaction, which was statistically higher than the national average response of 77%.
- 83% of students reported yes when asked "All in all, if you had to do it over, would you enroll at Yavapai College again?" This finding was statistically higher than the national average of 79%.



Noel-Levitz SSI 2014.pdf



Noel-Levitz Satisfaction Character

Source:

2014 Noel-Levitz Student Satisfaction survey

Community College Survey of Student Engagement (CCSSE) (2012 Results)

The CCSSE survey focused primarily on student engagement. Research shows that the more actively engaged students are with college faculty and staff, with students, and the course subject matter; the more likely they are to persist in their college studies. The college will be conducting this survey again in the spring of 2016.

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



CCSSEE.pdf



CCSSE



CCSSE -

Use-Satis-Importance. Relationships & Skills

President's Conclusion:

I report compliance.



Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1.2 – Treatment of Students

Compilation - December 2015

Executive Limitation 2.1.2	Treatment of Students The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 4
Comments: McCarver: Very comprehensive data included. Nice to see the survey data, as well as the practices and guiding principles of the Assessment process, and the process for contacting wait-list students.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:27 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/14/2015

Item Type : Monitoring & Decision

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

Description : Board Evaluation of Governance Policy 3.2 - Board Job Description - RECEIPT, DISCUSSION, AND/OR DECISION

Details :

Governance Policy 3.2 - Board Job Description

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

- 3.2.1 - Ownership Linkage

And its Ownership shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.

- 3.2.1.1 - Commitment to Arizona Community College

Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:

- a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;
- b) Assist one another in meeting high standards of public accountability;
- and
- c) Build the capacities of all our institutions.

- 3.2.1.2 - Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:

- a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
- b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
- c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
- d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.

- 3.2.1.3 - Assurance

Shall monitor the President's performance in order to ensure successful fulfillment of Ends.

- 3.2.1.4 - Other Activities

Shall also approve names for District real property as recommended by the President.

Attachments :

Title	Created	Filename
3.2 Compilation.pdf	Dec 03, 2015	3.2 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board Policies
Policy 3.2 Board Job Description**

Compilation - December 2015

3.2 Board Job Description	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
<p>Comments:</p> <p>Sigafoos: The major heading of this policy should be evaluated after evaluating the sub headings. The scorecard should therefore be the last item on the worksheet in my opinion. It's hard, if not impossible, to do the evaluation otherwise. It might make sense to submit the entire policy in its original format so that the reader can make sense about how the subheadings fit into the whole policy and support the overarching policy statement. Then the scorecard could refer to the subheadings without repeating the verbiage of each section.</p> <p>McCasland: Nothing submitted.</p>		
3.2.1 Ownership Linkage	And its ownership link shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 4	NO
Is this policy still relevant or useful to the Board?	YES 5	NO
<p>Comments:</p> <p>McCasland: (This policy) Very important and not fully implemented. We need more opportunities for the board to have dialogues with our owners.</p> <p>McCarver: An ownership linkage plan for 2015-1016 was discussed at the October and November board meetings, and approved at the November 2015 meeting. Progress has already been made in some areas, such as the annual report, gathering feedback via the website, and beginning the process to schedule and implement focus group sessions throughout the county.</p>		
3.2.1.1 Commitment to Arizona Community Colleges	<p>Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:</p> <p>a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;</p> <p>b) Assist one another in meeting high standards of public accountability; and</p> <p>c) Build the capacities of all our institutions.</p>	

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

Comments:

Sigafoos: The ACCCC (the Presidents) and AADGB (the Trustees) fulfill this Board policy.

McCarver: Some dialog happened at the ACCT annual conference. Our Board Liaison to AADGB participates in regular state-wide meetings and represents the board in those discussions.

3.2.1.2 Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:
 a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
 b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
 c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
 d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.

Interpretation

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

Comments:

McCasland: The Board needs to actively and monthly evaluate.

McCarver: We have policies in all 4 areas, and have a regular schedule to monitor activity and progress in those areas on a monthly basis.

3.2.1.3 Assurance

Shall monitor the President's performance in order to ensure successful fulfillment of Ends.

Interpretation

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

Comments:

McCasland: The monitoring reports are too shallow.

McCarver: Monthly monitoring and annual Ends reports comprise the bulk of the President's performance. That monitoring happens each month, and the official review and evaluation is held in June each year.

3.2.1.4 Other Activities

Shall also approve names for District real property as recommended by the President.

Interpretation

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

Comments:

Sigafoos: The most recent example was the sculpture garden naming.

McCasland: Nothing was submitted.

McCarver: This doesn't come up often, but the Board did approve the naming of the sculpture garden at its October meeting. We also named the pavilion on the Clarkdale campus about a year or so ago.

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:37 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:37 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 8/14/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none"> 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson 	560681

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Arizona Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DECISION

Details : Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafos
 Association of Community Colleges Trustees (ACCT) - Mr. Ray Sigafos
 Verde Valley Board Advisory Committee (VVBAC) - Mr. Al Filardo
 Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

Title	Created	Filename
Letter to VVBAC Members.pdf	Nov 18, 2015	Letter to VVBAC Members.pdf
Minutes Oct 21 Approved.pdf	Nov 18, 2015	Minutes Oct 21 Approved.pdf
Minutes_DGB VVAC 2015 Nov 4 Final.pdf	Dec 02, 2015	Minutes_DGB VVAC 2015 Nov 4 Final.pdf

November 16, 2015

1100 East Sheldon Street • Box 6901 • Prescott, Arizona 86301-3297
(928) 776-2307 • FAX: (928) 776-2019

Verde Valley Board Advisory Committee

Dear Committee Member,

On behalf of the Yavapai College District Governing Board, I want to thank you for your work thus far, as part of the Verde Valley Board Advisory Committee (VVBAC). We appreciate the time and effort you have given to the task of providing feedback to the Board on the educational needs of Verde Valley residents.

Over the past several months, the District Governing Board has reviewed and discussed your recommendations, and also shared them with Dr. Wills, for consideration during the development of the college's new strategic plan. In September, as part of our Board retreat, we discussed the recommendations at length and incorporated some of that feedback into the revised Ends statements for the college. The Board Ends are the ultimate goals for the college—the product that we want to see, and the focus for the college's work over the next 3-5 years. In particular, your feedback regarding expanded access was incorporated into the Ends statements.

During our October, 2015 Board Meeting, the Board discussed and created its annual Ownership Linkage plan for the 2015-2016 fiscal year. We created a multi-pronged approach to interacting with our owners throughout the county, and the board scheduled a follow-up discussion related to the direction we would like to give the VVBAC in that regard for the remainder of the fiscal year.

The Ownership Linkage plan will include a series of focus groups throughout the county, and will center on a set of questions that the Board approved at its November meeting. At that meeting, the Board also discussed what input we need from the VVBAC for the remainder of this fiscal year. After discussing our plans and reiterating our intention for the VVBAC to continue to operate, the Board unanimously approved to task the committee with gathering ownership feedback from Verde Valley residents in your respective communities, focusing on the same set of questions that the Board will be using for its own focus groups, which I have included below. The feedback you gather can be submitted to the Board in the same manner as your previous reports, either at a District Governing Board meeting, or in writing through your Board Liaison, Al Filardo, or directly to the Board through our Board Assistant, Karen Jones. If you need assistance in creating opportunities to gather this feedback, please work through your Board Liaison. Your Town Hall format might be a good model to look at as a starting point.

Here are the focus group questions we will be using for all of the discussions:

- What do you value about YC?
- How does YC meet the educational, economic, and cultural needs of our communities?
- What do you believe will be the most significant challenges facing YC (higher education) in the next 5 years?
- Are there particular needs/issues you would like YC to address?

Finally, in order to provide some more specific follow-up to the 16 recommendations submitted to the District Governing Board by the VVBAC, Dr. Wills and her staff have created a document that summarizes each of your recommendations, with documentation on where they have been linked to the overall College Strategic Plan, and

also where they are linked to the College's Verde Valley Strategic Plan. We wanted you to be able to see that you are making a difference and that there will be action taken in a variety of ways, based on the information you have provided.

At this time, the document is a DRAFT, and as such should not be distributed widely. The Board will review and take action on the document again at our December meeting, but this is a work in progress. All of the projects will not be active at the same time, and some will take years to complete. The Board receives regular updates on the strategic plan at our Board meetings and will be kept up to date as the plan progresses.

Again, thank you for your service on the VVBAC. We hope that you can see that we value your participation on the committee, and we look forward to working with you on our latest ownership linkage project.

Sincerely

A handwritten signature in blue ink, appearing to read "Patricia McCarver".

Dr. Patricia McCarver
Chair
Yavapai College District Governing Board

Verde Valley Board Advisory Committee

Verde Valley Campus – Building M Room 137

Approved Minutes

October 21, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chairman Bill Regner; Janet Aniol; Carolyn Fisher; Randy Garrison; Steve King; Leona Wathogoma

DGB Members present: Al Filardo, DGB D3, VVBAC Liaison to DGB

College employees present: Linda Buchanan, Community Education Coordinator

Call to Order: Meeting called to order at 8:30 a.m. with Chair Chevalier presiding. Chair Chevalier requests guest Dick Dahl, President of Verde Valley Forum for Public Affairs (VVFPA) introduce himself, and co-presenter, Dr. Marshall Whitmire.

Approval of Meeting Minutes: On a motion by Fisher, with second by Garrison, Minutes of October 7, 2015 are unanimously approved with corrections noted.

Member updates: Chevalier calls for Committee input. Member Fisher reports that she attended Open House at CTEC Oct 10, where she visited with Dr. Ewell, Dr. Perey, and John Morgan, representing the College. Fisher took photos during the CTEC visit, and will share with Committee. Member Fisher reports that Dr. Perey stated he is working on a vision of a career and technology facility for the Verde Valley. Member Garrison reports that he gave a presentation to City of Cottonwood Council on Oct 20. Chair Chevalier, Vice Chair Regner, DGB Filardo also participated in the presentation. Garrison reports that Verde Valley Campus Executive Dean, Dr. James Perey, also made a presentation at the Cottonwood Council on Oct 20. The Council engaged in a 20 minute Q&A session regarding the College. Chair Chevalier and Vice Chair Regner agree the presentation was successful. DGB Filardo states that Member Garrison made it very clear that the Committee was not representing the DGB. Member Garrison attended the special meeting held by VACTE Oct 20, along with other members of the public and Verde Valley school principals, business managers, and superintendents. Member Garrison recounts key discussion points at the VACTE meeting from County School Superintendent, Tim Carter, regarding the structural models allowed for Arizona JTEDs. A centralized model, reducing duplication of programs, may be favored and better funded by the Arizona legislature over the current VACTE satellite model. Member Garrison provides overview of school board discussions past and present regarding VACTE's potential move to a centralized model. Member King states he recently held a meeting with Dr. Goodwin, Camp Verde Superintendent of Schools, regarding Goodwin's vision for partnership between K-12 and the College. Chair Chevalier states he would like to have Superintendent Goodwin present to the Committee on Dec 3. Member Fisher suggests all Verde Valley superintendents be invited to the Dec 3 meeting (note: correct date is W Dec 2). Member Aniol questions whether the co-mingling issue of adults and juveniles in the same classroom was covered. Member Garrison states the issue was covered, and the VACTE group is committed to seeking solutions to identified barriers. Member Garrison states that transportation between schools is a challenge, as VACTE does not have a bussing system. Member Garrison states this matter needs to be resolved cooperatively by the school

districts. Vice Chair Regner states that he gave his monthly report to the Town of Clarkdale Council. Regner states that he attempted to summarize Dr. Clint Ewell's financial report to the Council. Member Wathogoma reports that a College representative visited the Yavapai-Apache Nation to invite high school youth on a tour of campus.

Presentation: Verde Valley Forum for Public Affairs. Chair Chevalier introduces VVFPFA President, Dick Dahl, who introduces VVFPFA Researcher, Dr. Marshall Whitmire, of Camp Verde. Dahl states the VVFPFA is an a-political organization, which functions to bring together a cross-section of Verde stakeholders in a 3 ½ day conference to examine a topic in great depth. Dahl states the program and process is modeled after Arizona Town Hall. Dahl states that College President, Dr. Wills initially expressed concerns about the format of the conference, but is now supportive. The 2016 forum will be held at Cliff Castle Casino Hotel, April 3 – 6. Dr. Lattie Coor, former president of Arizona State University, will be the keynote speaker at the opening session. 100 participants will be invited to the conference, divided into demographically diverse groupings, with 4 panels held daily. The Yavapai-Apache Nation and Arizona Public Service are currently identified as major sponsors, with additional funding provided by the Arizona State University Foundation. Sessions and keynotes are open to the public for observation. Media will be invited, if practicing non-attribution during the sessions. Individuals may only be quoted when out of session. VVFPFA holds an orientation event prior to the conference. Morrison Institute at ASU will facilitate and provide background materials. Conference participants will be encouraged to complete The Arizona We Want online poll, prior to attending. The Conference will culminate in recommendations to improve higher education in the Verde Valley.

Dr. Whitmire introduces himself as the VVFPFA researcher, and states he is intent upon cooperatively evaluating and improving postsecondary education in the Verde Valley. This depends upon creating an independent, objective analysis of current conditions, with 10 year focus on future. The forum will provide evidence-based material for participant consideration. The Report for the forum will include quantitative and demographic information. The Report will also draw from qualitative information, seeking objectivity and balance. Dr. Whitmire states his professional focus on the power of collaboration, in this case between the 3 state universities, Coconino and Yavapai Community Colleges, and area high schools.

Vice Chair Regner inquires whether Dr. Whitmire has read the Committee recommendations to the DGB, and Dr. Whitmire acknowledges he has. Regner asks Dr. Whitmire how to make the progress of postsecondary education in the Verde Valley sustainable. Dr. Whitmire agrees that sustainability is key, and states his intent to be mindful of the sustainability component when framing final questions for the conference. DGB Liaison Filardo states that the attitude of ASU has been "build it and they will come." Filardo states the YC model is "find them, and we will build it." Filardo hopes to change the mindset at YC from donors to investors, intent upon developing programs and scholars. Dr. Whitmire agrees with Filardo on the importance of meta-articulation constantly being sought. Vice Chair Regner states the Committee feels the hemorrhaging of College resources from the Verde has been reversed as a result of the Committee's work, and desires Conference questions to reflect historical perspective. Dr. Whitmire states the background report will provide historical perspective.

VVFPFA President Dahl describes the participant selection process. He states a past challenge has been participation from the Hispanic community. VVFPFA has recently added a board

member from the Hispanic community to deepen engagement. Participant selection process begins within 10 census designations of the Verde Valley. Kent Jones of APS is heading the selection committee. A matrix will help determine the cross-section selected. Dahl states the selection process will be getting underway within the next few weeks, and will conclude in early February, 2016. DGB Filardo inquires how the VVFPFA defines "retired." Dahl responds that people self-select the categories they represent. Dahl states there is a significant challenge attracting working people, due to the time requirement. The discussion groups will be sorted demographically.

VVFLA President Dahl states that best practices in post-secondary education nationwide (identified by the Aspen Institute) will help identify potential keynote speakers for the conference. Target areas include growing trend seeking funding stability. Private/public partnerships are another strong trend in higher education. Dahl states higher education is trending away from bricks and mortar. Aspen Institute also recognizes "marketing" as a developing area. The final emerging area under consideration will be workforce development. DGB Filardo questions whether "free" community college will be a topic of the conference, and Dahl confirms that it will. President Dahl states that past Verde Valley Forum for Public Affairs have resulted in action-oriented outcomes. He states that the Forum is a process which builds consensus through thoughtful listening and discussion.

President Dahl states that the Gallup Poll "The Arizona We Want" will soon be administered to Verde Valley high schools. The poll is conducted online, and anyone may participate.

Ownership Linkage. Chair Chevalier calls for additional review of Vice President Clint Ewell's financial presentation to the Committee, October 7. Vice Chair Regner states he was thrilled that YC provided data in a meaningful way. Regner states that Dr. Ewell did not disagree with any of the assumptions Regner posed during the VP's presentation. DGB Filardo congratulates Chairman Chevalier on persisting in the Committee's request for financial data. Chair Chevalier finds VP Ewell to be candid. Chair Chevalier congratulates Vice Chair Regner and Member Fisher on their locally-published guest commentary. Vice Chair Regner suggests the commentary become some form of official Committee communique. Member Fisher wants it made clear that the commentary is a springboard for further discussion. Member King suggests it could be included as background info for the Verde Valley Forum for Public Affairs. Member Aniol suggests all articles published by Committee members become a part of the formal record. Chair Chevalier allows Dr. Whitmire to make a suggestion that the commentary be converted to a "white paper." DGB Filardo confirms that VP Ewell stated YC financial data will be reported annually in the format devised for the Committee. DGB Filardo cites example of closure of Sedona Film School which could have been prevented if the Committee had the relevant data at the time of closure. Vice Chair Regner suggests the Committee use the guest commentary as the basis for a white paper. Regner asks the Committee to accept the content of the document. Member Garrison suggests accepting it as a document "of the Committee." Garrison sees the white paper as a "state of postsecondary in the Verde Valley as provided by Yavapai College" to be updated annually. Member Fisher believes white papers are essential in framing the question. Member Fisher states some people may question the validity of the data. Vice Chair Regner believes individual or joint commentary by Committee members be subject to further scrutiny by the Committee before being adopted. **Chair Chevalier requests Members**

Fisher and Regner initiate the draft of a white paper based on the Fisher/Regner commentary. Chair Chevalier confirms that no one on the Committee objects to any of the content in the Fisher/Regner commentary.

Chair Chevalier requests that Committee members be present for the Sedona Town Hall by 5 p.m., for a 5:30 p.m. start time. The entire evening has been scripted by Chair Chevalier. Councilmembers from City of Sedona will assist in the facilitation of public comments. Chair Chevalier's wife, Florence, will present the approximate 7-minute Keynote. High school students will receive priority in speaking order; others will be taken in order of request to speak. Chair Chevalier suspects that most speakers will address issues impacting Sedona.

Member Regner confirms that the Yavapai College Regional Economic Development Center for Entrepreneurial Incubation CTEC Open House will be from 11 a.m. – 2 p.m., Friday, October 24 with lunch served.

DGB Filardo confirms that College President Dr. Penny Wills will present to the Sedona City Council on Tuesday, Oct 27.

Member Fisher made contact with Patricia Avilla, a volunteer at the Sedona Public Library, for feedback from the Hispanic community. One suggestion made was to publish more of the College documents in Spanish to meet the needs of the Hispanic community. Chair Chevalier suggests this matter come before the Committee on November 18.

Member Aniol requests that Dr. Perey present his materials to the Committee in advance of his presentation at the November 4 meeting.

Future Meeting Schedule

- Nov 4 8:30 a.m. w/NACOG (Garrison contact re: Workforce Development)
- Nov 18 8:30 a.m. Review past recommendations
- Dec 2 8:30 a.m. Dr. Dennis Goodwin, Superintendent, Camp Verde Unified School district
- Dec 13 TBD Social at Chevalier residence

Adjournment. Motion by Vice Chair Regner, second by Fisher to adjourn. Motion carries unanimously.

Meeting adjourns at 10:42 a.m.

Verde Valley Board Advisory Committee

Verde Valley Campus, Building M Room 137

Approved Minutes November 4, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chairman Bill Regner; Janet Aniol; Carolyn Fisher; Randy Garrison; Leona Wathogoma; Janet Aniol (8:45 a.m.)

VVBAC Members absent: Steve King

DGB Members present: Al Filardo, DGB D3, VVBAC Liaison to DGB; Deb McCasland, DGB D2

College employees present: Linda Buchanan, Community Education Coordinator

Guests: Lana Tolleson, Christian Oliva Del Rio, Teri Drew, Leah Cickavage

Call to Order: Meeting called to order at 8:32 a.m. with Chair Chevalier presiding.

Approval of Meeting Minutes: *On a motion by Fisher, with second by Regner, Minutes of October 21, 2015 are unanimously approved with corrections noted.*

Member updates: Chevalier calls for Committee input. Member Fisher reports that she had a good meeting with Dick Dahl, Verde Valley Forum for Public Affairs, and Jason Cabrera, a member of the Hispanic community regarding a greater level of Hispanic community participation in postsecondary education. Member Fisher wonders whether College outreach materials are printed in Spanish. Chair Chevalier reports that the Sedona Town Hall went well, and he was impressed with the eloquence of speakers. Chair Chevalier provided a DVD of the event to each VVBAC member, and requests that Committee members begin to prepare for Town Halls in their respective communities. Chair Chevalier states he was not able to incentivize high school students to participate in Sedona Town Hall. Vice Chair Regner states his biggest takeaway was that Yavapai College Foundation needs to establish a presence to capitalize on Sedona community enthusiasm and resources in creating and sustaining culinary, hospitality and film programs in Sedona. Vice Chair Regner appreciates Mrs. Chevalier's effort on the Keynote, but he would like another Committee member to help proof presentation materials before public viewing. Chair Chevalier states the video will be available on SedonaBiz and YouTube within one week. Public comments will be grouped in the DVD according to topic matter, rather than in order of presentation. Some public comments that were not in the form of recommendations have been edited out. Member Garrison states that passion and emotion are evident in public comment, but reminds Committee members to use data-driven decision making. Member Aniol states that Kiwanis has an Hispanic representative working in the Beaver Creek communities who has shared ideas about targeting outreach to Hispanic families. Member Steve King's emailed comments were read into the record by Buchanan, stating that Mr. King met with Camp Verde Mayor Charlie German, who would like to see greater expansion of collaboration between the College and the Town for the betterment of students. Mr. King's comments also reflect feedback from Camp Verde Unified School District Superintendent Dr. Goodwin regarding dual enrollment fees, and the potential burden of \$10K annually on the school district to cover those fees. Mr. King states that Verde Valley school superintendents plan on attending the Dec 2 meeting. Vice Chair Regner requests that Chair Chevalier contact Steve King directly to confirm superintendent participation at Dec 2 VVBAC meeting, and request

comments in advance. DGB Filardo states that he does not have current information regarding dual enrollment fees. Filardo states his appreciation of Sedona Chamber Director, Jennifer Wesselhoff's comments, circulated electronically after the Sedona Town Hall. DGB Filardo suggests Committee should focus on changing the model of Sedona to value programs such as the Sedona Film School as economic drivers, and not simply by tracking enrollment revenue. Filardo states Economic Ends are a Board commitment. Chair Chevalier recommends that all Committee members watch the Sedona City Council meeting online. Chair Chevalier states his impression that President Wills gave encouragement for the DGB to take formal action on Committee recommendations. Chair Chevalier suggests that Dr. Wills' statement be taken under consideration at the Nov 9 DGB meeting. Chair Chevalier requests Committee approval to proceed with a request for joint meeting between VVBAC/DGB w/President Wills, Dr. Ewell, Dr. Perey & Dean Garvey. DGB Filardo concurs, with cautionary advice that the request may dead end with Policy Governance, due to Committee focus on operations. Filardo wants to see the DGB define a process for responding to Committee recommendations. Member Fisher concurs with DGB Filardo and encourages realistic expectations from the Committee. Member Garrisons asks the Committee to set aside this discussion and follow the agenda to the scheduled presentation.

Presentation: Northern Arizona Council of Governments. Member Garrison introduces guests, Teri Drew and Leah Cickavage from NACOG, and Lana Tolleson and Christian Oliva Del Rio, from Cottonwood Chamber of Commerce. Garrison states that Sedona Chamber representative Jennifer Wesselhoff is not able to attend today, and requests that a future meeting date be identified for her input. Garrison further states that Wesselhoff is working with YC REDC to complete a study on hospitality workforce needs in Sedona. Ms. Drew, Executive Director of NACOG, states that she believes economic and workforce development are one in the same. Ms. Drew states the importance of not isolating Yavapai County nor Verde Valley/Sedona from the greater Northern Arizona region, for the benefit of all. Ms. Drew reports directly to Yavapai County Board of Supervisors, which contracts with NACOG for workforce development services under US Dept. of Labor federal funding distributed in Yavapai County as a Local Workforce Area. Ms. Drew states that over a 5-year period, 52% of the Yavapai County workforce has migrated out of the area, which is a higher percentage than the other NACOG counties. Ms. Drew states that most of the contracts in Yavapai County reflect a wage of \$12 to \$15 per hour, with \$43K annually representing the upper wage range. Chair Chevalier inquires whether NACOG looks at east vs. west Yavapai County data. Ms. Drew confirms that NACOG analyzes data by One Stop service areas throughout the region. NACOG offers wage subsidies from 50% to 100% depending on an individual's employability factors, for up to six months. Member Fisher inquires as to possible financial support for augmenting workforce in Sedona culinary and hospitality. Ms. Drew states that NACOG previously provided travel vouchers for workers commuting from Camp Verde, Rimrock and Cottonwood into Sedona area. NACOG provides customized training based on industry-specific requests for existing staff at a 50% subsidized rate. NACOG has a Tourism sub-committee of the Economic Development Committee, which also shares feedback regarding Sedona workforce needs. NACOG favors subsidizing group training, over underwriting student costs of books and tuition on an individual basis. NACOG doesn't currently have any industry training partnerships with Yavapai College. Vice Chair Regner inquires as to the barriers in initiating partnership training programs. Ms. Drew explains that YC has been recently requested to add curriculum, such as CTEC programs, to the

Eligible Trainings Provider List (ETPL). Ms. Drew states that President Wills recently indicated YC is taking action to have ETPL data loaded by Dec 1. Ms. Cickavage states that YC's Caregiver certification program in the Verde Valley is scheduled to be added soon. NACOG also partners with Arizona Commerce Authority in recruiting industry and labor from California. Member Fisher inquires how NACOG communicates training opportunities to workforce. Ms. Drew replies that the One Stop centers generate automatic referrals, and outreach from Head Starts to high schools to Northern Arizona University is also effective. Ms. Drew is aware of a community dynamic in which some families prefer students immediately enter workforce without engaging in higher education.

Leah Cickavage, Program Manager, NACOG Economic Workforce Development, introduces real time workforce intelligence, called Wanted Analytics, used by Department of Labor. Current job postings in Yavapai County take average of 46 days to fill, average salary of \$49K, with 2846 current openings, and approximately 22 applicants per opening. Top sought skills in Yavapai County include behavioral health, medical services, geriatric care, culinary, hospitality, quality assurance in manufacturing, IT and application software, and bilingual competency. Top certifications include Commercial Driver Licensure, Cardio-Pulmonary Resuscitation, Registered Nurse, fingerprint clearance, and health care fields. Ms. Cickavage states there are 61,000 current job seekers in Yavapai County, which includes under-employed, and a high percentage of mature workers, currently numbering approximately 40,000 age 55+. Chair Chevalier requests Ms. Cickavage share Wanted Analytics data broken out for east and west County. Ms. Cickavage cites manufacturing, healthcare, office administration, and IT are strong candidates for NACOG-subsidized training. Vice Chair Regner inquires about regional placement of nursing graduates. Ms. Drew states that Building L on Verde Valley Campus was developed as a NACOG Economic Development Agency project using \$2.5 million federal funding designated for a Skill Center, and could be repurposed now from Nursing to a vocational skill center. Ms. Drew confirms that NACOG could support development of culinary skill center in Sedona at a 60/40% match in distressed areas. Member Garrison recalls a recent NACOG Area Agency on Aging presentation, noting Yavapai County trending towards the greatest percentage (45%) statewide of residents over age 65 years. Garrison states that YC will experience significant workforce challenges as the population ages, and low-wage service positions become increasingly difficult to fill. Garrison cites the challenge of training workforce in one area to potentially become employed in a different area. Chair Chevalier states that Sedona employers are envisioning a local work-study program. Ms. Drew suggests that employers need to market their labor opportunities.

Lana Tolleson, President/CEO, Cottonwood Chamber of Commerce, now serves on the Yavapai County Workforce Development Board, and is seeking to connect people with resources so that local business and industry are better served. The Chamber recently completed a survey of Verde Valley business and industry workforce needs, and subsequently hosted a Verde Workforce Strategy meeting at Yavapai College Verde Valley Campus. Ms. Tolleson cites the construction industry as one that has suffered from the outflow of workforce. Customer Service and management training are other areas of identified need according to Tolleson. Finding an adequate pool of drug-screen eligible applicants, and "felony-friendly" hiring practices pose special challenges.

Christian Oliva Del Rio, Director of Operations, Cottonwood Chamber of Commerce, states the importance of the Verde Valley Job Fair, which has drawn from 200 to 600 job seekers in past years. The Chamber partners with NACOG, Goodwill, and the College to present the Job Fair. Mr. Oliva Del Rio states that many participants need support in areas of resume writing, interview skills, and appropriate business dress expectations, and this need could possibly be met by training sessions at the Job Fair. NACOG currently has three staff members located in Cottonwood at the Cherry Street Arizona Department of Economic Security site. Ms. Drew states the NACOG can proctor training and certification testing.

Future Meeting Schedule. Chair Chevalier resumes his review of Oct 28 Sedona City Council meeting with YC presentation. Chair Chevalier suggests inviting Dr. Wills to the Nov 18 VVBAC meeting, in a kind and gentle way. Vice Chair Regner favors extending the invitation, and cautions the Chair to ensure that any quotes attributed to Dr. Wills be accurate. Member Aniol recognizes the 1-year anniversary of the VVBAC, and feels the timing is good to initiate additional dialog with the DGB. Member Fisher agrees with Chair Chevalier making his proposed VVBAC request of the DGB at their Nov 9 meeting, pending review of the intended commentary by Committee. Chair Chevalier will send commentary to Vice Chair Regner and Member Fisher for review. Chair Chevalier shares his concern that the VVBAC is going to be axed if the Committee does not come up with some recommendations. Member Aniol wants recommendations on taxes and dual enrollment to be considered anew. Chair Chevalier states that Dr. Perey will not be asked to present to the VVBAC on the progress of the strategic plan at the Nov 18 meeting. DGB member Filardo reiterates his vision of forming the VVBAC as the voice of the people, and unique in the entire country. DGB Filardo suggests the Committee quit stating their expectation of being eliminated, less it become a self-fulfilling prophecy. DGB Filardo suggests inviting Steve Irwin to the Dec 2 VVBAC meeting. Chair Chevalier requests posting a possible VVBAC quorum at the DGB Nov 9 meeting, and he will be attending with the Vice Mayor of Sedona.

- TU Nov 9 1:30 p.m. District Governing Board meeting w/possible VVBAC Quorum
- W Nov 18 8:30 a.m. Review/formulate recommendations; Election of officers
- W Dec 2 8:30 a.m. Verde Valley K-12 school superintendents
- SU Dec 13 TBD Social at Chevalier residence

Adjournment. Motion by Vice Chair Regner, second by Fisher to adjourn. Motion carries unanimously.

Meeting adjourns at 10:32 a.m.

Presenter : Patricia McCarver

Start Time : 2:42 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/14/2015

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:42 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 8/14/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:47 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 8/14/2015

Item Type : Decision Item

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

Description : Dates and Places of Future Meetings - DISCUSSION, AND/OR DECISION

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

Board Members are invited to:

- The Nursing Pinning Ceremony on Friday, December 11, 2015 at 3:00 p.m. in the Performing Arts Center.

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Dec 02, 2015	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Dec 02, 2015	FY16-17- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2015-2016

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2015 – NO BOARD MEETING	
Regular Board Meeting	August 10, 2015, Monday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	August 31, 2015, Monday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 1, 2015, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 6, 2015, Tuesday, 1:00 p.m. Location: CTEC – Room 181
Regular Board Meeting	November 9, 2015, Monday, 1:00 p.m. Location: Chino Valley Agribusiness Center-Rm 120/121
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Bldg 3 Multi-Purpose Room
Regular Board Meeting	January 12, 2016, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Board Budget Workshop	February 9, 2016, Tuesday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 1, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 19, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting	May 10, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 14, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2016 – NO BOARD MEETING	

September 1, 2015 and October 6, 2015 (First Tuesday of the Month) changed due to scheduling conflicts
 *March 1, 2016 (First Tuesday of the Month) changed due to Spring Break scheduled for March 7–11, 2016

DATES AND PLACES OF EVENTS – FY 2015-2016

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
CTEC Tour	October 6, 2015, Tuesday, 4:30 p.m. Location: CTEC
CTEC Open House	October 10, 2015, Saturday, 10:00 a.m. Location: CTEC
Association of Community College Trustees (ACCT) Leadership Congress	October 13 – October 17, 2015 Location: San Diego, CA
Sculpture Garden Dedication	November 4, 2015, Wednesday – 2:00 p.m. – Prescott Campus
Northern Arizona Regional Training Academy (NARTA) Commencement	December 3, 2015, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2015, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 6, 2016, Friday, x:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 26, 2016, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2016-2017

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2016 – NO BOARD MEETING	
Regular Board Meeting	August 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	August TBD , 2016, 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 13, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 11, 2016, Tuesday, 1:00 p.m. Location: CTEC - Room 181
Regular Board Meeting	November 8, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting	December 13, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 10, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Annual Board Retreat	February 2017 – TBD Location: Prescott Campus – Rock House
Regular Board Meeting	February 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 14, 2017, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 11, 2017, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm120/121
Regular Board Meeting	May 9, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 13, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

*Spring Break **March 5-11, 2017**

Presenter : Patricia McCarver

Start Time : 2:52 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 8/14/2015

Item Type : Procedure Item

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

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments