



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, February 09, 2016
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	598294
2	Call to Order - PROCEDURAL	0	1:00 PM	598295
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	598296
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	598297
5	Approval of January 12, 2016 District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	598298
6	Adoption of Agenda - DECISION	1	1:05 PM	598299
7	Open Call - PROCEDURAL	20	1:06 PM	598300
8	CONSENT AGENDA - HEADING	0	1:26 PM	598301
9	Receipt of Report on Revenues and Expenditures - January 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:26 PM	598302
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - January 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:27 PM	598303

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - January 2016 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:28 PM	598304
12	For Consideration for Approval of Resolution 2016 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:29 PM	622858
13	For Consideration for Approval of the Third Amendment to an Intergovernmental Lease Agreement Between Northern Arizona Council of Governments (NACOG), Head Start and Yavapai College for Land at the Verde Valley Campus - RECEIPT, DISCUSSION AND/OR DECISION	2	1:30 PM	622093
14	INFORMATION - HEADING	0	1:32 PM	598307
15	Information from the President to Include: Yavapai College Smoking Policy; Community Outreach Letter; Yavapai Combined Trust Quarterly Report; College Highlights; Yavapai College Staff Association Update; Facilities Management News; and Other Related Information- INFORMATION AND/OR DISCUSSION	10	1:32 PM	598310
16	Information from Instruction and Student Development to Include: Faculty Senate; Business, Education, and Social Sciences Division; Student Leadership Council; FY 17-18 Academic Calendar; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION	25	1:42 PM	598311
17	POLICY - HEADING	0	2:07 PM	598316
18	Review and Summary of the February 9, 2016 Board Budget Workshop - INFORMATION AND/OR DISCUSSION	15	2:07 PM	598321
19	Receipt of the Independent Auditors' Report on Internal Controls and the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2015 - INFORMATION AND/OR DISCUSSION	15	2:22 PM	598308
20	SHORT RECESS - PROCEDURAL	10	2:37 PM	598312
21	POLICY - HEADING (CONTINUED)	0	2:47 PM	623161
22	Preliminary Capital Budget Presentation FY 2016-2017 - INFORMATION AND/OR DISCUSSION	45	2:47 PM	598317
23	Review of the District Governing Board - President Linkage Policy 4.2 - Accountability of the President and Related Employment Policies - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:32 PM	620708
24	MONITORING REPORTS - HEADING	0	3:42 PM	598313
25	Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITOR, DISCUSSION, AND DECISION	5	3:42 PM	598314
26	Board Self-Evaluation - Governance Process Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING AND DISCUSSION	5	3:47 PM	598315
27	OWNERSHIP LINKAGE - HEADING	0	3:52 PM	598320
28	District Governing Board Liaison Appointments - DISCUSSION AND/OR DECISION	5	3:52 PM	623232

Item No.	Item	Time Req.	Start Time	Ref No.
29	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:57 PM	598323
30	Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION	10	4:02 PM	604744
31	Review of the District Governing Board Response to The Verde Valley Board Advisory Committee (VVBAC) Recommendations - INFORMATION, DISCUSSION AND/OR DECISION	5	4:12 PM	622076
32	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	4:17 PM	620709
33	State of Arizona Constitutional Expenditure Limitations Legislative Proposals - INFORMATION, DISCUSSION AND/OR DECISION	5	4:17 PM	622079
34	Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND/OR DISCUSSION	30	4:22 PM	620710
35	OTHER INFORMATION - HEADING	0	4:52 PM	598324
36	Correspondence to the Board - RECEIPT	5	4:52 PM	598325
37	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	5	4:57 PM	598326
38	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	5:02 PM	598327

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 10/9/2015

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 : 10/9/2015

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 : 10/9/2015

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 : 10/9/2015

Start Time : 1:01 PM
Time Req : 1
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 : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 10/9/2015

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 January 12, 2016 District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the January 12, 2016 Regular District Governing Board Meeting. As part of the Board Agenda, the record and 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 the 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 - Jan12.pdf	Feb 02, 2016	Unapproved Regular Meeting Minutes - Jan12.pdf



Yavapai College District Governing Board

**Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, January 12, 2016
1:00 PM**

Prescott Valley Center, Room 110 and 111
6955 Panther Path
Prescott 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, attending via phone; left the meeting at 1:05 p.m.
Mr. Albert Filardo, Board Member Mr. Ray Sigafoos, Board Member attending via phone; left the meeting at 1:45 p.m.
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 December 8, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 6-9)

Member Filardo moved, seconded by Member Sigafoos, to approve the District Governing Board December 8, 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 with removal of items #22 and #30 to be placed on the February District Governing Board agenda, and move item #21 to follow consent agenda. Motion carried unanimously.

7. OWNERSHIP LINKAGE - HEADING

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

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Dr. Patricia McCarver, Chair, and Steve Irwin, Secretary are concluding the first year of their one-year term in these executive roles. The Board elected to continue the Chair and Secretary position as follows:

Member Sigafoos moved, Member Filardo seconded, in accordance with A.R.S §15-1443(B) that the Board elect Dr. Patricia McCarver as Board Chair and Mr. Steve Irwin as Board Secretary for the 2016 term. Motion carried unanimously.

9. Open Call - PROCEDURAL

The following owners addressed the Board:

District #2 Board member representation - Charles Leon

Town of Prescott Valley support of and collaboration with Yavapai College - Marnie Uhl, Mike Paredes, Harvey Skoog, and Larry Tarkowski

Dual Enrollment - Paul Chevalier and Paul Tighe

10. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda as written. Motion carried unanimously.

11. Receipt of Report on Revenues and Expenditures – Month of December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 13-22)

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 23-25)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

14. For Consideration for Approval of New Curriculum Proposals: Administrative Professional; Animation; Electronics; Industrial Machine Mechanics; and Medical Assistant AAS - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 29-123)

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

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

15. Approval of Faculty Sabbatical Requests for 2016-2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 124-156)

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

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

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

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

20. POLICY ISSUES - HEADING

21. Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION (refer to Board Handout: Environmental Analysis and FY17 Budget Planning Assumptions)

This agenda item was moved to follow the Consent Agenda per approval of the Agenda motion.

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the preliminary Fiscal Year 2017 Budget Planning Assumptions:

- Budget timeline
- Meeting the Board's Ends Statements and the College's Mission and Vision
- Environmental Analysis: Competition, Demographic, Economic, Education, and Technology
- Projected Revenue Risks
- Preliminary FY17 Budget Assumptions

Member Filardo suggests that employee salaries be linked to enrollment results, and requested additional information regarding Arizona Tax Research Association naming Yavapai College as the highest taxing community college in Arizona per full time student.

Member McCasland suggests the College consider new delivery methods based on the Verde Valley Advisory Committee's recommendations.

The Board requested that the February Budget Workshop include additional discussion and clarification of reduction in capital; increase in salary and benefits; and the aviation program loss in revenue.

16. INFORMATION - HEADING

17. Information from the President to Include: Spring 2016 Convocation; Strategic Plan Update; Yavapai College Staff Association Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 157-183)

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

- Spring 2016 Convocation will be held on Wednesday, January 13, 2016
- Strategic Plan Update - Tom Hughes, Director for Institutional Effectiveness and Research
- Yavapai College Staff Association Update - December 2015 - Attached, Information Only
- College Highlights - December 2015 - Attached, Information Only

– Facilities Management News- Attached, Information Only

18. Information from Instruction and Student Development to Include: Faculty Senate; NARTA Report; Dual Enrollment; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 184-194)

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

- Faculty Senate - David Gorman, Faculty Senate President, informed the Board that the faculty will be participating in Convocation discussions throughout this week regarding academic pathways to increase retention and completion. Also reported that YC meets the new Higher Learning Commission requirements for accredited faculty. YC full time faculty meeting qualifications with 28% have Doctoral Degrees; 53% have Master Degrees; the remainder have appropriate training/occupational skills, and most importantly are able to engage and teach the learning objectives. YC is able to retain these faculty members due to proper salaries and benefits.
- NARTA Report, Sergeant Corey Kasun presented Northern Arizona Regional Training Academy program to include the history, staff, curriculum, and community benefits.
- Dual Enrollment, Vice President Farnsworth informed the Board that beginning Fall 2016 the College will be charging \$10/credit hour for dual enrollment classes, which is 1/8th of the total tuition of the program. Additionally clarified that YC Administrators have met and communicated the new program with all school districts, YC is only 1 of 4 community colleges in Arizona that are not charging for dual enrollment, instructors will continue to receive stipends, and fees are to cover the College's costs to administer the program,
The Board requested the Dual Enrollment be included in the February Budget Workshop.

– Adjunct Advisor January 2016 - Attached, information only

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:35 p.m.; reconvened at 2:48 p.m.

19. Yavapai College Advancement and Foundation Report to Include: Grants Office Summary, Foundation Strategic Planning Process, Marketing and Communications, and Regional Economic Development Center (REDC) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 195-222)

Mr. Steve Walker, Vice President for College Advancement and Foundation provided a Yavapai College Advancement and Foundation report included:

- 2015 donations were 40% higher than previous year
- Grants Office Summary – Nicole Rossi, Grants Development Officer
- Yavapai Foundation Strategic Planning Process – Janice Soutee, Foundation Coordinator
- Marketing and Communications – Kim Kapin, Director of Marketing
- Regional Economic Development Center (REDC) – Alexandria Wright, Director of REDC

20. POLICY ISSUES – HEADING - CONTINUED

21. Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION

This agenda item was moved to follow the Consent Agenda per approval of the Agenda motion.

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

This agenda item is postponed to be included in the February District Governing Board meeting.

24. MONITORING REPORTS – HEADING

25. Receipt of President's Monitoring Report - Executive Limitation 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 225-229)

2.5 Communication and Support to the District Governing Board: The President shall not permit the board to be uniformed, misinformed, or unsupported in its work.

2.5.1 Compliance: The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies, particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

Member Filardo moved, seconded by Member McCarver that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, 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 2.5 and 2.5.1. Motion carried with 2 yes votes and 1 no vote from Member McCasland.

26. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 230-233)

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

Member Filardo moved, seconded by Member McCasland, that we have read the President's Monitoring Report regarding Policy 2.6, 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 2.6. Motion carried unanimously.

27. Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 234-239)

Refer to evaluation compilation and Board member comments.

28. Board Self-Evaluation - Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 240-241)

Refer to evaluation compilation and Board member comments.

29. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING

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

This agenda item was postponed to be included in the February District Governing Board meeting.

31. OWNERSHIP LINKAGE - HEADING

32. Planning of February 2016 District Governing Board Budget Workshop - DISCUSSION AND/OR DECISION

Board members discussed the planning of the February 9, 2016 District Governing Board Budget Workshop to be held in the Rock House from 9:30 a.m. to 12:00 noon.

33. 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) – No report
- Association Community College Trustees (ACCT) - No report
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the January 6th meeting was cancelled due to inclement weather and the next meeting will be January 20th.
- Yavapai College Foundation - Chair McCarver reported the December meeting was a holiday celebration/update on 2015 accomplishments, and the next meeting will be January 13th.

34. OTHER INFORMATION - HEADING

35. Correspondence to the Board – RECEIPT

Correspondence received included: Association of Community College Trust Advisor (newsletter); Spring 2016 Community Education catalog; Spring 2016 Osher Lifelong Learning Institute catalog; Prescott Valley 2016 Jobs listing; Invitation to Northern Arizona University hockey game; Invitation to Greater Prescott Area Prayer Breakfast; and Arizona Tax Research Association request.

The Board requested that Expenditure Limitations be included at the February 2016 District Governing Board meeting.

36. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 270-272)

37. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:35 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: February 9, 2016

_____/S/
Dr. Patricia McCarver, Chair

_____/S/
Mr. Steve Irwin, Secretary

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

Presenter : Patricia McCarver **Start Time :** 1:05 PM **Item No :** 6
Proposed By : Patricia McCarver **Time Req :** 1
Proposed : 10/9/2015 **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 :** 20
Proposed : 10/9/2015 **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 : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:26 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 10/9/2015

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 : 1:26 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 10/9/2015

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 - January 2016 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

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

Attachments :

Title	Created	Filename
Financial Update - Jan in Feb.pdf	Feb 04, 2016	Financial Update - Jan in Feb.pdf
YCFS Jan 2016 - Governing Board Budget Report.pdf	Feb 04, 2016	YCFS Jan 2016 - Governing Board Budget Report.pdf
YCFS Jan 2016_Summary.pdf	Feb 04, 2016	YCFS Jan 2016_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

January 2016

FY2014-2015 Close and Audit

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

FY 2015-2016 Budget

General Fund

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

Auxiliary Fund

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

Unexpended Plant Fund

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

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 Seven Months Ended January 31, 2016
Fiscal Year 2015-2016**

District Governing Board

Fiscal Year 2015-16 Budget:

\$ 169,084

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 21,678	\$ 13,128	\$ 34,806
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585
Assoc. of Community College Trustees	Conference Fees	4,810	-	4,810
Deborah McCasland	Travel	1,788	-	1,788
HF Group LLC	Printing	400	-	400
IPGA	Membership Dues	350	-	350
Karen Jones	Travel	134	-	134
Osborn Maledon PA	Legal Counsel	13,359	9,141	22,500
Ourboardroom Technologies	Software Maintenance	12,500	-	12,500
Patricia McCarver	Travel	1,190	-	1,190
Penelope Wills	Travel	1,329	-	1,329
Ray Sigafoos	Travel	1,855	-	1,855
Sodexo Inc.	Food Supplies	1,538	3,462	5,000
Steve Irwin	Travel	1,783	-	1,783
Supplies/Other	Various Vendors	441	-	441
The Governance Coach	Consulting	4,930	-	4,930
Yavapai Broadcasting	Board Meeting Broadcasts	1,250	1,750	3,000
YC Printing Services	Printing	1,575	-	1,575
				<u>103,976</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Legal Counsel	838	4,162	<u>5,000</u>
				<u>5,000</u>
Remaining Budget - January 31, 2016				<u><u>\$ 60,108</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 Seven Months Ended January 31, 2016 - 58.3% 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	\$ 19,033,721		\$ 19,033,721	\$ 32,875,800	57.9%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	9,788,236		9,788,236	12,273,000	79.8%	10,922,970	(1,350,030)
Tuition and Fees - Contingency	(320,833)		(320,833)	(550,000)	58.3%	-	550,000
State Appropriations	667,725		667,725	890,300	75.0%	890,300	-
Other Revenues	236,575		236,575	470,000	50.3%	450,000	(20,000)
Interest Income	21,772		21,772	50,000	43.5%	50,000	-
Fund Balance Applied to Budget	1,674,750		1,674,750	2,871,000	58.3%	2,871,000	-
General Fund Transfer Out	(3,103,392)		(3,103,392)	(5,320,100)	58.3%	(5,320,100)	-
TOTAL REVENUES	27,998,554		27,998,554	43,560,000	64.3%	42,608,467	(951,533)

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 15/16 Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 8,889,315	\$ 3,754,048	\$ 3,540,656	\$ 9,102,707	\$ 17,829,000	51.1%	\$ 17,561,565	\$ (267,395)
Academic Support	2,498,045	1,056,225	1,032,755	2,521,515	4,874,000	51.7%	4,825,260	(48,740)
Institutional Support	5,004,950	2,580,035	2,076,149	5,508,836	8,672,000	63.5%	8,541,920	(130,080)
Student Services	2,458,094	1,193,078	1,132,786	2,518,386	4,751,000	53.0%	4,703,490	(47,510)
Operation/Maintenance of Plant	3,163,727	1,570,593	1,134,891	3,599,429	6,125,000	58.8%	6,063,750	(61,250)
Scholarships	791,487	26,537	-	818,024	826,000	99.0%	819,392	(6,608)
Public Service	95,226	42,227	42,227	95,226	83,000	114.7%	130,000	47,000
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	22,900,844	10,222,743	8,959,464	24,164,123	43,560,000	55.5%	42,645,377	(914,583)
SURPLUS/(DEFICIT)				\$ 3,834,431	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2016.

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 99% of budget due to fall 2015 financial aid awards.

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

The Budget currently has a surplus of \$3,834,431.

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

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2016 - 58.3% 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	\$ 9,268,771		\$ 9,268,771	\$ 13,073,000	70.9%
State Grants and Contracts	88,091		88,091	201,000	43.8%
Private Gifts, Grants and Contracts	465,131		465,131	635,000	73.2%
Proposition 301 Funds	448,793		448,793	650,000	69.0%
State Appropriation - STEM Workforce	604,275		604,275	805,700	75.0%
Fund Balance Applied to Budget	-		-	50,000	0.0%
Reimbursement Due	129,761		129,761	N/A	N/A
TOTAL REVENUES	11,004,822		11,004,822	15,414,700	71.4%

	<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	\$ 1,424,498	\$ 325,896	\$ 203,397	\$ 1,546,997	\$ 2,756,400	56.1%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	648,496	281,459	274,197	655,758	1,107,800	59.2%
Scholarships	8,341,182	-	-	8,341,182	11,434,500	72.9%
Public Service	70,888	27,687	27,687	70,888	112,000	63.3%
TOTAL EXPENDITURES	10,485,064	635,042	505,281	10,614,825	15,414,700	68.9%
SURPLUS/(DEFICIT)				\$ 389,997		

COMMENTS:

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

Third quarter State STEM Workforce Aid was received in January 2016.

Scholarships at 72.9% of budget due to spring semester 2016 financial aid awards.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2016 - 58.3% 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	\$ 2,877,203		\$ 2,877,203	\$ 4,967,900	57.9%
Investment Income	5,083		5,083	12,000	42.4%
General Fund Transfer In	839,417		839,417	1,439,000	58.3%
Auxiliary Fund Transfer In	235,550		235,550	403,800	58.3%
Fund Balance Applied to Budget	61,433		61,433	100,000	61.4%
TOTAL REVENUES	4,018,686		4,018,686	6,922,700	58.1%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,447,083	\$ -	\$ 2,447,083	\$ 4,195,000	58.3%
Interest Payments	425,425	70,933	-	496,358	850,900	58.3%
Pledged Revenue Obligations						
Principal Payments	-	574,583	-	574,583	985,000	58.3%
Interest Payments	226,978	37,833	-	264,811	454,000	58.3%
Revenue Bonds						
Principal Payments	-	172,083	-	172,083	295,000	58.3%
Interest Payments	54,390	9,055	-	63,445	108,800	58.3%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	707,093	3,311,570	-	4,018,663	6,922,700	58.1%
SURPLUS/(DEFICIT)				23	-	

COMMENTS:

Through the seventh month, 57.9% of budget has been committed (excluding labor encumbrances) compared to 58.0% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:27 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 10/9/2015

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 Deviation - January 2016 - RECEIPT, DISCUSSION,
AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviation
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 Jan in Feb.pdf	Feb 04, 2016	Policy 2.3.1 Jan in Feb.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
January 2016**

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 seven months ended January 31, 2016, the General Fund has a surplus of \$3,834,400. This is primarily the result of tuition and fee revenues for the spring 2016 semester.

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

Auxiliary Fund



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

Unexpended Plant Fund



For the seven months ended January 31, 2016, the Unexpended Plant Fund has a deficit of \$22,400 due to various Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2016, the Unexpended Plant Fund is projected to be under budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the number of students and their financial need. As of January 31, 2016, no significant negative 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 seven months ended January 31, 2016, there were no variances from budget.

President's Conclusion:

I report compliance.

Policy 2.3.1 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment.

Presenter : Patricia McCarver

Start Time : 1:28 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 10/9/2015

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.2	The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1million without specific Board authorization and a realistic recovery plan.	560660

Description : Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - January 2016 - 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 Jan in Feb.pdf	Feb 04, 2016	Policy 2.3.2 Jan in Feb.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
January 2016**

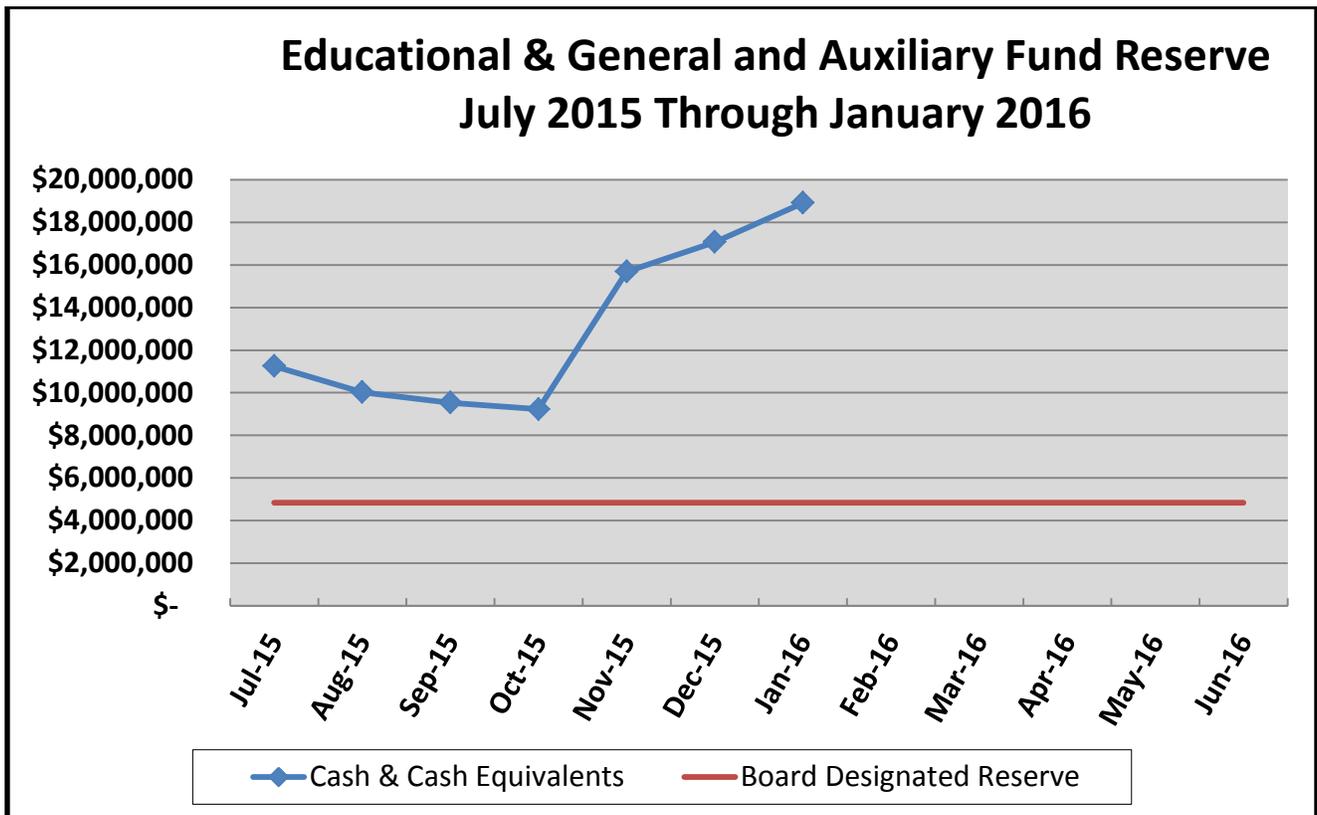
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

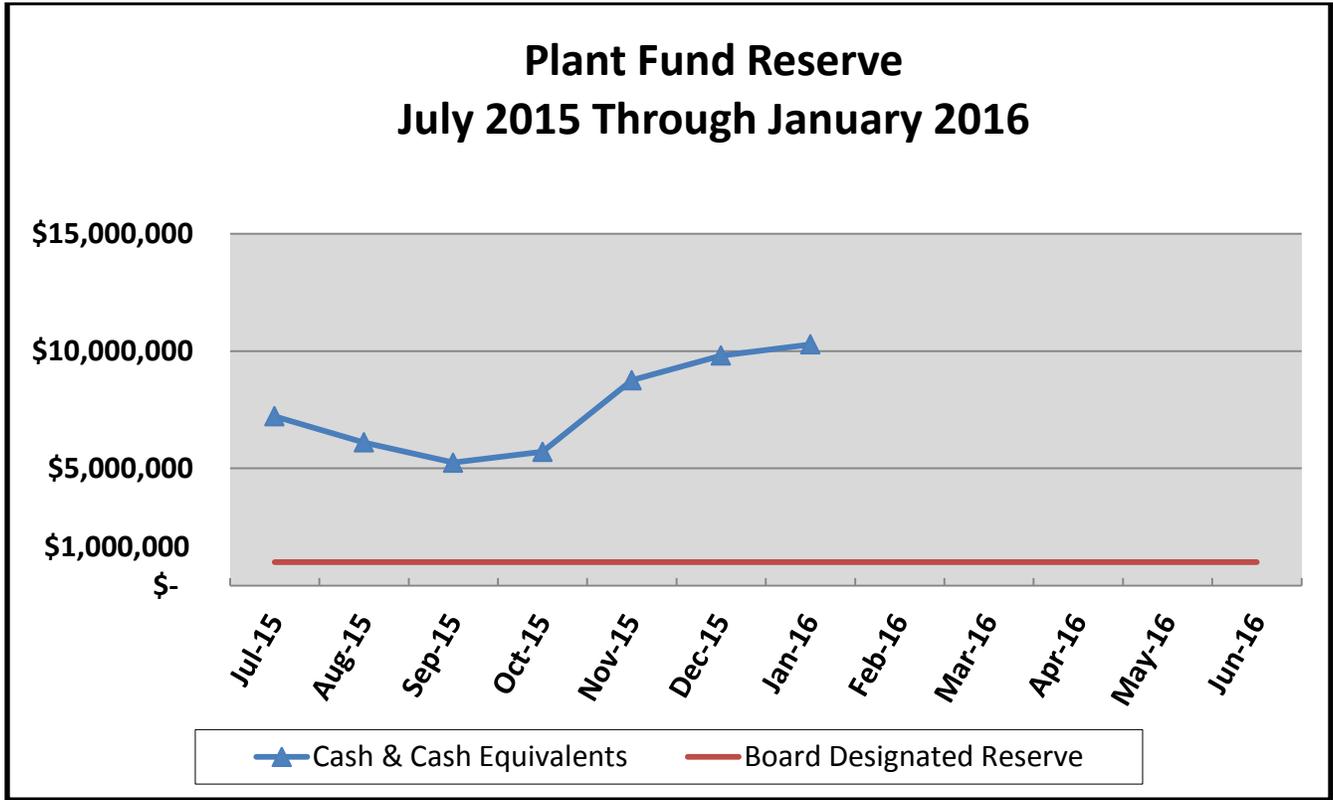
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 January 31, 2016, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2015, through January 31, 2016, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of January 31, 2016, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$9,284,000.

President’s Conclusion:

I report compliance.

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

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

Presenter : Patricia McCarver

Start Time : 1:29 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/28/2016

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 Resolution 2016 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Resolution 2016 - #01 - Capital Accumulation Account Contribution

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

Attachments :

Title	Created	Filename
Accumulation Resolution Number 1.pdf	Jan 28, 2016	Accumulation Resolution Number 1.pdf

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2016-#01

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$7,871,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$2,871,000 of unspent General Fund monies related to prior fiscal years, as budgeted by the District, and \$5,000,000 of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 9th day of February, 2016.

Dr. Patricia McCarver, Board Chair

ATTEST:

Mr. Steve Irwin, Board Secretary

Presenter : Patricia McCarver

Start Time : 1:30 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 1/26/2016

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 Third Amendment to an Intergovernmental Lease Agreement Between Northern Arizona Council of Governments (NACOG), Head Start and Yavapai College for Land at the Verde Valley Campus - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the third amendment to an intergovernmental lease agreement between Northern Arizona Council of Governments (NACOG), Head Start and Yavapai College whereas Head Start to lease .76 acres of land at the Verde Valley Campus. The amendment would extend the term from July 1, 2016 through June 30, 2021.

Attachments :

Title	Created	Filename
IGA NACOG Head Start.pdf	Feb 03, 2016	IGA NACOG Head Start.pdf
Original NACOG Head Start - 6-30-11.pdf	Feb 04, 2016	Original NACOG Head Start - 6-30-11.pdf

THIRD AMENDMENT TO LEASE AGREEMENT

This Third Amendment to Agreement is entered into by and between Yavapai County Community College District, 1100 E. Sheldon, Prescott, AZ, (hereinafter referred to as YC), and Northern Arizona Council of Governments, Head Start, 119 East Aspen Avenue, Flagstaff, AZ (hereinafter referred to as NACOG) .

Witnesseth:

Whereas, on July 24, 1996, YC and NACOG entered into a Lease Agreement of up to a maximum of .76 acres of land owned by YC's Verde Valley Campus for the period from July 1, 1996 through June 30, 2011, and;

Whereas, on July 2, 2002, YC and NACOG executed the First Amendment to Agreement to allow expansion of the Head Start facility and other additions to the existing Lease Agreement, and;

Whereas, on June 29, 2011, YC and NACOG executed the Second Amendment to Agreement (inadvertently written as the first amendment) to extend with an additional five (5) year period from July 1, 2011 through June 30, 2016, and;

Whereas, YC and NACOG, as written by Section 2 of the original Lease Agreement allowing for five year extensions, each desire to extend the agreement for an additional five (5) year period from July 1, 2016 through June 30, 2021, and;

Whereas, YC and NACOG agree to amend Section 2 and add Section 11 and;

NOW, THEREFORE, IT IS MUTUALLY AGREED BY YC AND NACOG THAT SAID AGREEMENT IS AMENDED AS FOLLOWS:

1. The term of the Agreement shall be extended for an additional five (5) year period from July 1, 2016 through June 30, 2021.
2. Section 2 of the original Lease Agreement shall be replaced with the following language:

The term of this lease shall be fifteen years from the date of execution by both parties. It can be renewed by mutual agreement of the parties for five year terms thereafter. This lease can only be terminated if NACOG or YC breaches the terms of this lease *or if either party provides ninety (90) days written notice to the other party.*

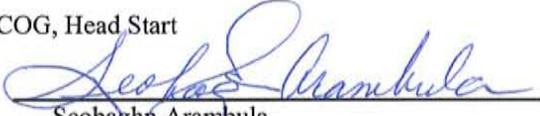
3. The addition of Section 11 stating:

In Kind: NACOG shall claim \$47,473.00 per year as an In Kind space donation to be recorded under non-federal share of the Head Start grant award for the period July 1, 2016 through June 30, 2021. This amount shall be considered the fair market value of the space as outlined in title 45 CFR part 92.24, Uniform administrative requirements-states and local governments.

4. Except as expressly amended herein, the pricing, terms and conditions set forth in said original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS THIRD AMENDMENT TO AGREEMENT TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

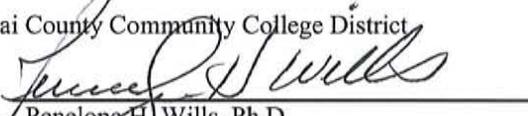
NACOG, Head Start

By: 
Seobagh Arambula

Title: Director

Date: _____

Yavapai County Community College District

By: 
Penelope H. Wills, Ph.D.

Title: President

Date: 2/3/2016

Yavapai College Governing Board

By: _____
Dr. Patricia McCarver

Title: Chair

Date: _____

Original

LEASE AGREEMENT

This agreement is entered into on this 1st day of July, 1996 by and between Yavapai College Governing Board (Y.C.) and Northern Arizona Council of Governments Head Start (NACOG). Y.C. will provide a location on the Verde Valley Campus, Clarkdale, Arizona for a facility and the operation of a Head Start Child Care Program by NACOG. Y.C. will remain the owner of the land upon which NACOG will operate the Head Start Child Care Program.

It is anticipated that NACOG will continue to operate the Head Start Child Care Program on the Verde Valley Campus under this lease until such time as the parties determine by mutual consent to terminate this lease agreement. As consideration for this lease, NACOG agrees to locate a Head Start facility within a dedicated parcel as determined by Y.C. Y.C. shall bear the cost of the infrastructure and site preparation for installation of a modular unit facility. The construction and location costs of the facility shall be the sole expense of NACOG.

1. Y.C. agrees to lease up to a maximum of .76 acres of land owned by the Verde Valley Campus as described in the attached Exhibit A for use by NACOG for a Head Start Child Care Program.
2. The term of this lease shall be fifteen years from the date of execution by both parties. It can be renewed by mutual agreement of the parties for five year terms thereafter. This lease can only be terminated if NACOG or Y.C. breaches the terms of this lease.
3. NACOG shall be obligated to pay for service utilities required (i.e., water, light, power, transportation) and all other services as required by NACOG to operate a licensed Head Start program.
4. If NACOG ceases to operate a Head Start Child Care Program on the premises or expands its services to other uses besides a Head Start Child Care Program without prior written approval of Y.C., this lease shall be terminated.
5. NACOG shall comply with all applicable laws, rules, and regulations and shall not engage in unlawful discrimination or civil rights violation.
6. NACOG agrees to indemnify and save harmless Y.C. from any and all loss, damage or expense which Y.C. may sustain or incur on account of loss of, or damage to, property, or injury to or death of persons arising in any manner out of the use of said premises and improvements, or out of the sole or contributing acts, omissions or negligence of NACOG or the employees or agents of NACOG on or about said premises.

7. NACOG shall maintain liability and property insurance in accordance with legal standards governing the Head Start Program and shall name Y.C. co-insured. Current levels of liability insurance are \$1,000,000 per occurrence and a total of \$1,000,000.
8. NACOG shall keep premises in good repair and maintenance and shall conduct any activity in a safe and prudent manner. No improvements or otherwise changes in the land shall take place without consent of Y.C. Any location given to Head Start by Y.C. within the dedicated parcel will be accessible and adequate for Head Start service with normal modular unit site preparation standards.
9. Y.C. shall have jurisdiction on where, relative to said parcel, NACOG shall have usage of property.
10. The parcel of land used by Head Start is leased space incurring a fee of \$1.00 per year for Head Start use.

Dated: 7/24/96

Dated: 7/18/96

YAVAPAI COLLEGE

Doreen Dailey 7/24/96
Dr. Doreen Dailey, President

Kay Dean
Kay Dean, Chair, Board of Governors

NACOG, HEAD START

Kenneth J. Sweet
Kenneth J. Sweet, Executive Director

YAVAPAI COUNTY

Victoria Witt
Victoria Witt, Deputy County Attorney,
Yavapai County

Presenter : Patricia McCarver

Start Time : 1:32 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 10/9/2015

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 : 1:32 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 10/9/2015

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 to Include: Yavapai College Smoking Policy; Community Outreach Letter; Yavapai Combined Trust Quarterly Report; College Highlights; Yavapai College Staff Association Update; Facilities Management News; and Other Related Information-
INFORMATION AND/OR DISCUSSION

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

- Yavapai College Smoking Policy
- Community Outreach Letter - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - February 2016 - Attached - Information Only
- Yavapai College Staff Association (YCSA) Update - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

Attachments :

Title	Created	Filename
Community Outreach.pdf	Feb 04, 2016	Community Outreach.pdf
YCT November 2015.pdf	Feb 04, 2016	YCT November 2015.pdf
February 2016 College Highlights.pdf	Feb 04, 2016	February 2016 College Highlights.pdf
YCSA Update-February 2016.pdf	Feb 04, 2016	YCSA Update-February 2016.pdf
February 2016 Facilities Management News.pdf	Feb 04, 2016	February 2016 Facilities Management News.pdf

YAVAPAI COLLEGE

COMMUNITY UPDATE



FROM THE DESK OF DR. PENNY WILLS

With the thaw of spring, and the rush of returning students, we see the world of higher education changing at a rapid pace.

So as we greet this semester, we are also focusing on ways to position YC for the future. We're already updating and incorporating best practices in evolving areas like developmental education, dual enrollment, career pathways, online courses, and business/industry standards.

Change is constant – and it can be intimidating – but it's easier when you strongly believe in your mission. At YC, our priority is our students. And the faculty and staff base our decisions on what will benefit our students, now and in the future.

Speaking of changes: Our search for a new Vice President for Instruction and Student Development continues to move forward. We hope to conclude the search in March, with a start date for our new Vice President near the end of the semester.

In 2015, Yavapai College embarked on year one of our new five-year strategic plan. This year's action plans focus heavily on strategies to increase student graduation rates and connect graduates to careers in their field of study. The College is also developing action plans to strengthen our marketing, recruiting, and community engagement capabilities. All these activities include measurable goals, so we can track and document our progress.

Keeping up with the pace of change also means expanding our ability to offer transferrable, effective online classes to our students. We've joined the National Council for State Authorization Reciprocity Agreements (SARA), to authorize reciprocity for online classes, so students can seamlessly take courses from Yavapai College.

This is just the tip of the iceberg at YC. As Yavapai County's academic and cultural center, we always have a lot going on and we want to continue improving our communication and outreach to the communities we serve. So please, stay connected! I encourage you to subscribe to our monthly YC e-Newsletter, follow us on social media and check in at yc.edu for the latest news, events and class schedules.

Let's continue the conversation:

If you want to know more about any of our projects at Yavapai College, please reach out. We're always happy to meet with you or your group to answer questions and hear ideas. Just call Karen Jones at 928-776-2307 to invite a Yavapai College rep to one of your meetings.



QUALITY

AFFORDABLE

EDUCATION



AROUND OUR DISTRICT

Here's what we're working on as we begin our Spring 2016 semester.

PRESCOTT CAMPUS

The Prescott campus is abuzz with activities and events this spring. The art gallery continues to attract the public with distinguished offerings including the upcoming Spring Faculty Exhibition. Our state-of-the-art library is preparing to celebrate its 40th anniversary as a member of the Federal Depository Library Program (FDLP), which means we offer free access to government library materials. The residence halls are thriving as busy students engage in a safe community where they can develop quality study skills and meet new people.

Building renovations to the Regional Economic Development Center will equip our REDC staff to engage more effectively with local businesses. Onsite improvements at the Osher Lifelong Learning department will make the building more functional for both the staff and our growing number of lifelong learners.



Prescott Campus Aerial

VERDE VALLEY CAMPUS

Yavapai College will continue its collaboration with the University of Arizona at the DK Ranch. If you haven't seen it, the ranch is an ideal setting for hands-on, experiential learning. And YC and the University of Arizona are developing curricula in a variety of areas, including animal science, fisheries, and natural resources and conservation.

In the coming year, the Verde Valley Campus will partner with local high schools and the Valley Academy for Career and Technical Education to expand opportunities for students seeking skills to enter the workforce.



Verde Valley Campus

The Southwest Wine Center tasting room is now open to the public. We proudly offer five types of student-crafted wines for sampling – Viognier, Grenache, Syrah, Merlot and Petite Syrah – and we'd love you to drop by for a taste.

SEDONA CENTER

The Sedona Center is scheduled for renovation in 2016-17. Physical improvements will include exterior painting, roof replacement and more.

On the programming side, the College is conducting focus groups and stakeholder meetings to discuss community needs and refine our offerings at the center. We want to review and improve our credit and non-credit courses, and develop programs that better meet the area's educational and economic priorities.



Sedona Center Courtyard

CAREER & TECHNICAL EDUCATION CENTER (CTEC)

Our Career & Technical Education (CTE) programs continue to attract students from all over the state and even the nation! Drawn by YC's strong 90.5% job placement percentage, Tech Ed programs have become an attractive option for many. By pairing high job placement with career coaching assistance, CTE gives our students a competitive edge in Arizona's job market.

CTE Highlight Programs



Unmanned Aircraft Systems (UAS)

Launched this spring, the Unmanned Aircraft Systems program quickly reached capacity as students are eager to learn about this emerging industry. In the United States, unmanned flight is projected to become a multi-billion dollar, private-sector industry over the next ten years. YC's program is both online and airborne, with flights conducted in FAA-approved airspace at the Chino Valley Agribusiness Center.



Motorcycle Technology

CTEC's popular motorcycle classes are back, with a remodeled building and new instructor: Bill Hamm, of CycleZona. The initial class has filled to capacity for spring, and Bill is excited to teach a curriculum that will include Ultra Terrain Vehicles (UTVs), as well. The UTV industry has exploded in recent years as drivers and tourists gravitate to four-wheel adventure vehicles.

CHINO VALLEY AGRIBUSINESS CENTER

Spring is a very busy time at the Agribusiness Center. Our lineworker students are honing their job skills and prepping their résumés as graduation nears. The greenhouse is humming as horticulture students learn entrepreneurial skills by growing, harvesting, and selling produce at the Prescott Farmers Market and the upcoming Spring Plant Sale. Our aquaculture students are redesigning and installing new tanks in their fisheries lab, and our equine program is working with the Yavapai Humane Society to integrate the new CV Equine Rescue Center into its offerings. Keep up the great work, Chino Valley!

PRESCOTT VALLEY CENTER

The Prescott Valley Center has realigned its staff to provide more streamlined and efficient student services. The Emergency Management and Fire Science (FSC) degree programs have enhanced their partnership with Central Yavapai Fire District; and the Firefighter Certification Academy has moved into the center, providing better classroom facilities for its students. FSC has also increased its marketing initiatives to expand its student base.

REGIONAL ECONOMIC DEVELOPMENT CENTER (REDC)

The REDC has expanded capacity to include Career Coaches and Adult Basic Education, areas that utilize economic and labor research to both train and place individuals.

The Center also unveiled a new [Employment Services webpage](#) that will serve as a portal for students to connect with jobs. The site's interactive features include online bulletin boards where employers can place inquiries and list opportunities for internships and apprenticeships.

EVENTS AT THE PAC AND ON THE VERDE

This spring, the Performing Arts Center's popular YCPAC Presents series includes renowned performers like Brian Regan (Feb. 28), the Women of Ireland (March 21), Jackson Browne (May 9) and Alton Brown (May 14). We're also looking forward to the upcoming art gallery exhibition, "Issues in Print: Published Works by Brian Stauffer."

In addition to great live acts, both the Verde and Prescott campuses offer satellite broadcasts of productions from the New York Metropolitan Opera, Moscow's Bolshoi Ballet and the National Theatre in London. Find out more by visiting the PAC's website: www.ycpac.com.

In other news, the Music Department announced its spring musical, "The Music Man," at the Yavapai College Performing Arts Center, March 17-20.

FINANCIAL AID / RECRUITING

In this day and age, with education so critical in the job market, too many students never reach college because they lack the funds. That's why YC's Financial Aid Office and Student Development Division seek to assist every high school senior in the county. Our Early College Days events, held this spring at the Prescott and Verde campuses, offer assessments, tours, and college readiness briefings to an estimated 1,000 Yavapai County high school students. We are increasing early recruiting efforts as well, with more than 700 tours scheduled for middle and elementary school students.

We continue to expand our academic advising in Yavapai County high schools, with one-on-one services available at Mingus, Camp Verde, Sedona, BMHS, Bagdad, Ashfork, Mayer, Tri-City Prep, Chino Valley and AAEC, and group advising and program presentations at Prescott High School.



Chino Valley Center Greenhouse



Prescott Valley Center



REDC Employment Services



Brian Regan in Concert



High School Tours

ATHLETICS

In 2015, YC placed 44 student athletes on the Athletic Director's Honor Roll (3.0 GPA or higher), the baseball team competed in the NJCAA World Series; the Roughrider volleyball squad advanced to the NJCAA National Championship for the first time in YC history; and the soccer team won their 27th ACCAC Championship. Congratulations to all our athletes!

On deck for spring: YC's baseball and softball teams. The first softball home game and conference doubleheader of the season will be Tuesday, February 2, against Paradise Valley Community College. Baseball's home opener is on Monday, February 15, against Salt Lake Community College. We encourage everyone to support our Roughriders!

IN CLOSING

I hope this brings you up-to-speed on YC's Spring 2016 plans. And I'd like to leave you with a small infographic (below) that reminds us why Yavapai College is the best place to receive a high-quality education through both credit and non-credit programming.

As always, if there's anything you'd like to know more about, please call Karen Jones at (928) 776-2307. We look forward to hearing from you.



Dr. Penny Wills
President
Yavapai College



YC By the Numbers

1,510	Number of YC degrees and certificates awarded in the 2014-2015 academic year
No. 1	Arizona ranking of Yavapai College for its overall affordable online offerings and the affordability of its online Paralegal Studies program
24	Percent of YC full-time faculty members who have Ph.Ds vs. national community college average of 13 percent.
90.5	Average job placement percentage/rate of graduates/completers of Yavapai College tech ed programs (Aviation, Diesel, Electrical & Instrumentation, etc.)
82	Percent of Yavapai County residents who agree with the statement, "YC makes Yavapai County a better place to learn, to work and to live."
3.29	Cumulative GPA of YC students who transferred to universities like U of A, ASU & NAU, ranking them in the 90th percentile of all community college transfer students nationwide
5-star	Quality rating of Yavapai College's Del E. Webb Family Enrichment Center (FEC), the only center in Northern AZ to attain the highest rating from Quality First (QF)

FOLLOW US TODAY.





Yavapai Combined Trust

Monthly Report

Reporting Period: July 2015 through June 2016

(Updated November 2015)

 Segal Consulting

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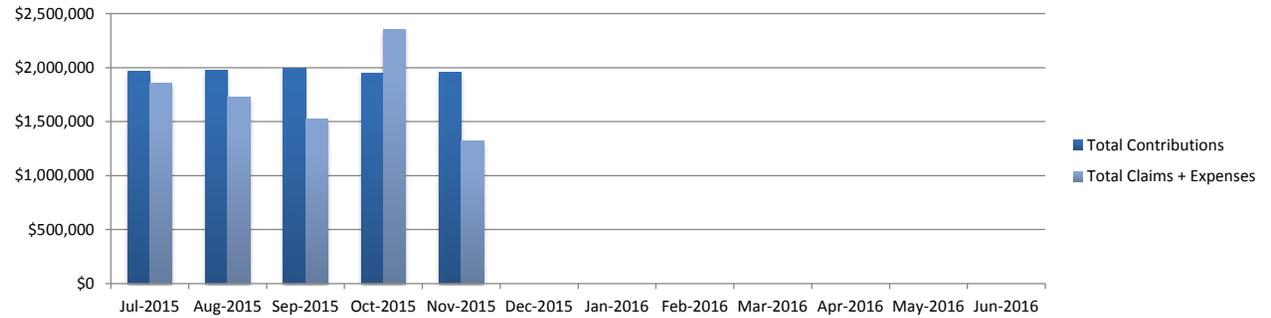


Yavapai Combined Trust Monthly Contributions vs. Expense Report



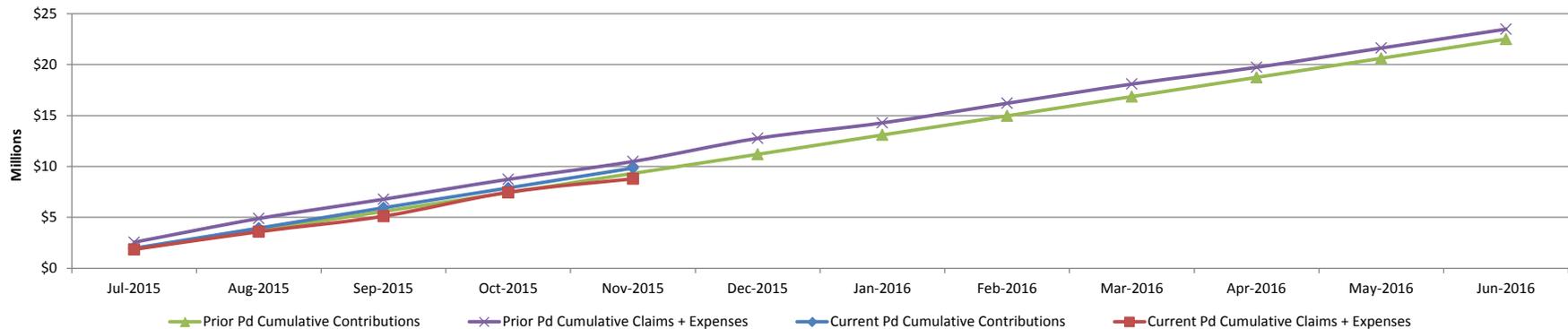
Total Paid claims during the period July 2015 through November 2015 are 18.4% less than total paid claims during the same period in the prior plan year.

The overall paid loss ratio is 89.2% for the current plan year to date, demonstrating an improvement from last year's plan year loss ratio of 104.3%.



	Medical Enrollment	Contributions ⁽¹⁾	Paid Claims					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical	Pharmacy	Dental	Vision	STD				
Jul-2015	2,342	\$1,967,638	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$1,660,411	\$198,860	\$108,367	94.5%
Aug-2015	2,355	\$1,975,331	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$1,548,803	\$182,553	\$243,975	87.6%
Sep-2015	2,355	\$1,997,564	\$888,747	\$285,240	\$117,807	\$27,411	\$10,768	\$1,329,973	\$191,253	\$476,338	76.2%
Oct-2015	2,369	\$1,950,246	\$1,677,335	\$253,662	\$199,951	\$35,459	\$5,086	\$2,171,492	\$180,136	(\$401,381)	120.6%
Nov-2015	2,372	\$1,953,241	\$709,970	\$260,327	\$98,439	\$21,188	\$8,549	\$1,098,471	\$221,369	\$633,400	67.6%
Dec-2015											
Jan-2016											
Feb-2016											
Mar-2016											
Apr-2016											
May-2016											
Jun-2016											
TOTAL	11,793	\$9,844,020	\$5,483,709	\$1,289,943	\$777,940	\$202,378	\$55,180	\$7,809,151	\$974,171	\$1,060,699	89.2%
Average	2,359	\$1,968,804	\$1,096,742	\$257,989	\$155,588	\$40,476	\$11,036	\$1,561,830	\$194,834	\$212,140	89.2%
Prior Pd (5 month) Avg	2,303	\$1,863,353	\$1,407,327	\$306,537	\$149,929	\$40,356	\$8,919	\$1,913,067	\$184,606	(\$234,321)	112.6%
Change from Prior Pd	2.4%	5.7%	-22.1%	-15.8%	3.8%	0.3%	23.7%	-18.4%	5.5%	n/a	n/a
Prior Plan Year Avg	2,323	\$1,875,676	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$1,744,911	\$212,150	(\$81,385)	104.3%
Change from Prior PY Avg	1.6%	5.0%	-10.2%	-25.5%	15.4%	25.8%	2.1%	-10.5%	-8.2%	n/a	n/a

(1) Includes COBRA contributions

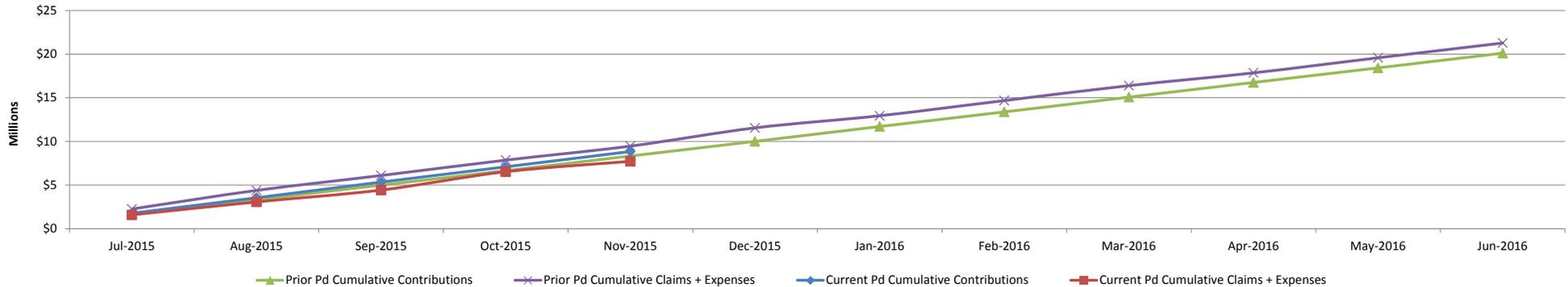


Medical claims during the current plan year to date are 21.8% below the Medical/Rx claims of the same period in the prior plan year, and Rx claims are 14.1% below that of the prior same period of the prior year. The medical/rx loss ratio is improved from the prior plan year to 87.3% vs the prior plan year of 105.8%.



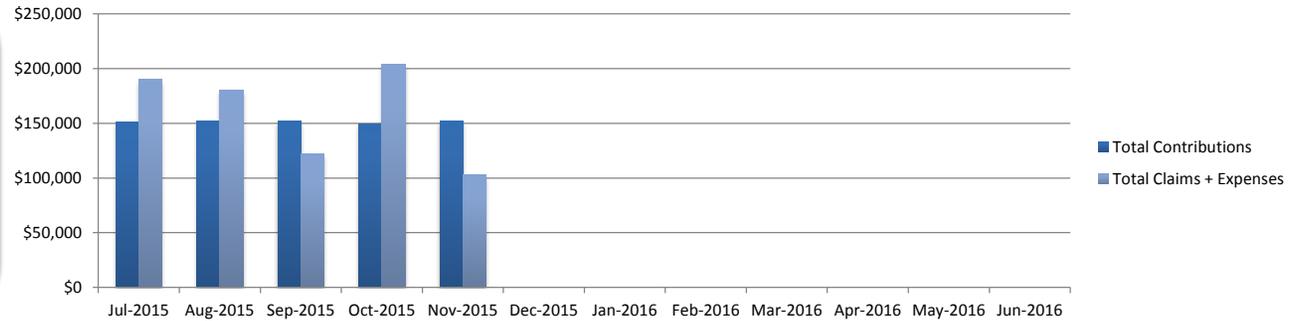
	Enrollment	Contributions ⁽¹⁾	Paid Claims					Stop Loss Refunds	Rx Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Rx						
Jul-2015	2,342	\$1,766,631	\$680,304	\$428,357	\$57,522	\$1,166,182	\$222,972	\$0	\$0	\$192,019	\$1,581,173	\$185,458	89.5%
Aug-2015	2,355	\$1,773,152	\$691,387	\$317,644	\$59,282	\$1,068,314	\$267,743	(\$26,838)	\$0	\$175,672	\$1,484,890	\$288,262	83.7%
Sep-2015	2,355	\$1,796,278	\$428,796	\$321,243	\$138,708	\$888,747	\$285,963	\$0	(\$723)	\$184,378	\$1,358,365	\$437,913	75.6%
Oct-2015	2,369	\$1,750,900	\$1,296,237	\$347,376	\$79,442	\$1,723,054	\$279,235	(\$45,720)	(\$25,573)	\$173,267	\$2,104,263	(\$353,363)	120.2%
Nov-2015	2,372	\$1,750,939	\$490,908	\$196,975	\$22,086	\$709,970	\$260,327	\$0	\$0	\$214,424	\$1,184,720	\$566,219	67.7%
Dec-2015													
Jan-2016													
Feb-2016													
Mar-2016													
Apr-2016													
May-2016													
Jun-2016													
TOTAL	11,793	\$8,837,900	\$3,587,633	\$1,611,594	\$357,040	\$5,556,267	\$1,316,240	(\$72,558)	(\$26,297)	\$939,759	\$7,713,411	\$1,124,489	87.3%
Average	2,359	\$1,767,580	\$717,527	\$322,319	\$71,408	\$1,111,253	\$263,248	(\$14,512)	(\$5,259)	\$187,952	\$1,542,682	\$224,898	87.3%
Prior Pd (5 month) Avg	2,303	\$1,664,637	\$666,526	\$725,761	\$29,124	\$1,421,412	\$306,537	(\$14,085)	\$0	\$177,793	\$1,891,656	(\$227,020)	113.6%
Change from Prior Pd	2.4%	6.2%	7.7%	-55.6%	145.2%	-21.8%	-14.1%	3.0%	n/a	5.7%	-18.4%	n/a	n/a
Prior Plan Year Avg	2,323	\$1,675,621	\$707,744	\$534,369	\$46,105	\$1,288,218	\$346,113	(\$67,204)	\$0	\$205,291	\$1,772,418	\$1,470,330	105.8%
Change from Prior PY Avg	1.6%	5.5%	1.4%	-39.7%	54.9%	-13.7%	-23.9%	-78.4%	n/a	-8.4%	-13.0%	n/a	n/a

(1) Includes COBRA contributions

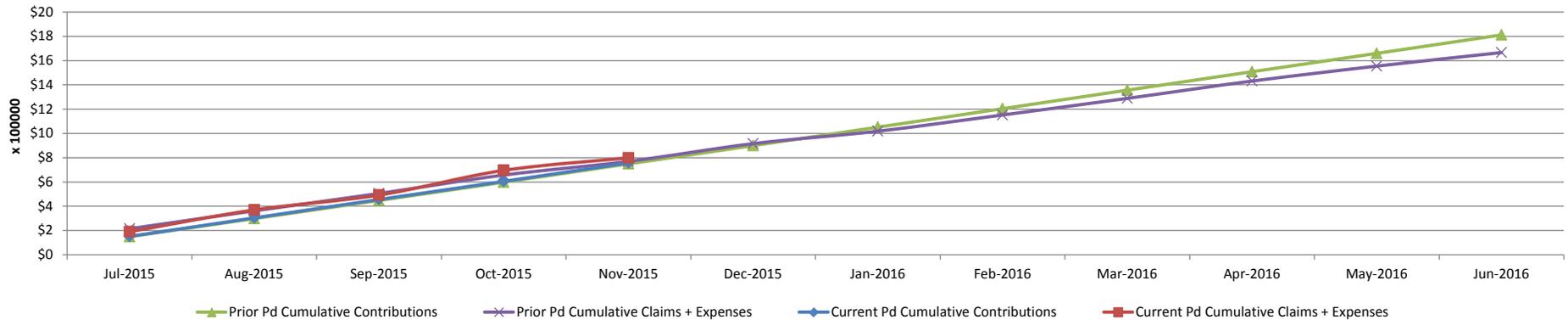


Total Dental claims during the period July 2015 through November 2015 have increased 3.8% compared to total dental claims of the same period in the prior plan year, and increased 15.4% over the average during the 2014-2015 plan year.

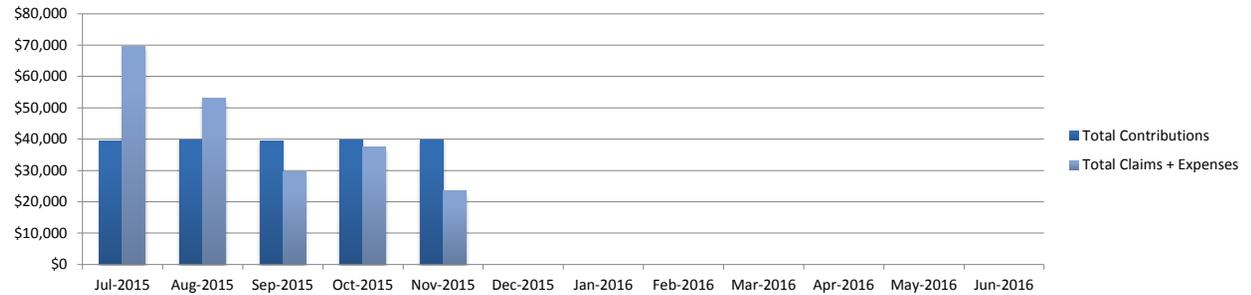
The loss ratio for the first five months of the current plan year is 105.4%.



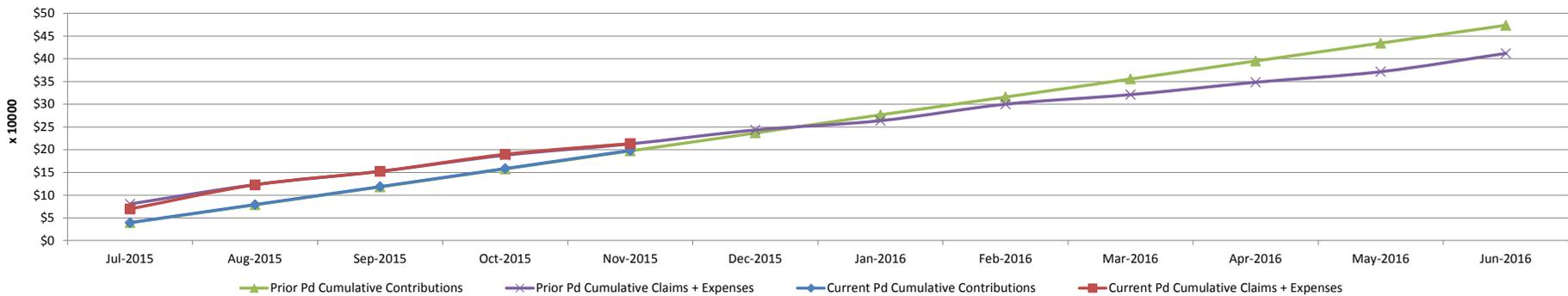
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2015	2,294	\$151,373	\$180,405	\$5,446	\$185,851	\$4,015	\$189,866	(\$38,493)	125.4%
Aug-2015	2,307	\$152,350	\$169,377	\$6,515	\$175,892	\$4,037	\$179,930	(\$27,580)	118.1%
Sep-2015	2,307	\$151,723	\$115,123	\$2,683	\$117,807	\$4,037	\$121,844	\$29,879	80.3%
Oct-2015	2,290	\$149,472	\$191,657	\$8,294	\$199,951	\$4,008	\$203,959	(\$54,487)	136.5%
Nov-2015	2,327	\$152,299	\$95,110	\$3,329	\$98,439	\$4,072	\$102,511	\$49,788	67.3%
Dec-2015									
Jan-2016									
Feb-2016									
Mar-2016									
Apr-2016									
May-2016									
Jun-2016									
TOTAL	11,525	\$757,217	\$751,673	\$26,267	\$777,940	\$20,169	\$798,109	(\$40,892)	105.4%
Average	2,305	\$151,443	\$150,335	\$5,253	\$155,588	\$4,034	\$159,622	(\$8,178)	105.4%
Prior Pd (5 month) Avg	2,278	\$149,743	\$144,537	\$5,392	\$149,929	\$3,986	\$153,915	(\$4,173)	102.8%
Change from Prior Pd	1.2%	1.1%	4.0%	-2.6%	3.8%	1.2%	3.7%	n/a	n/a
Prior Plan Year Avg	2,300	\$150,950	\$129,744	\$5,063	\$134,807	\$4,024	\$138,831	\$12,118	92.0%
Change from Prior PY Avg	0.2%	0.3%	15.9%	3.8%	15.4%	0.2%	15.0%	n/a	n/a



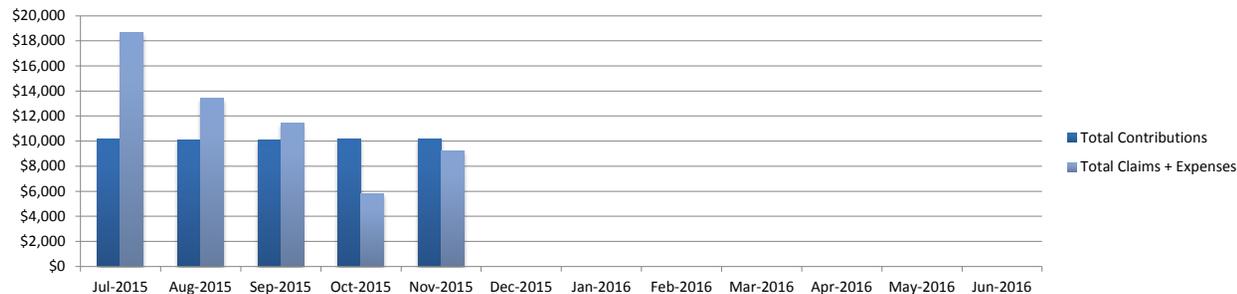
The loss ratio for the first five months of the current plan year is 107.5%. In the month of November 2015, the loss ratio was 58.7% compared to 94.7% in the month of October 2015, showing some improvement.



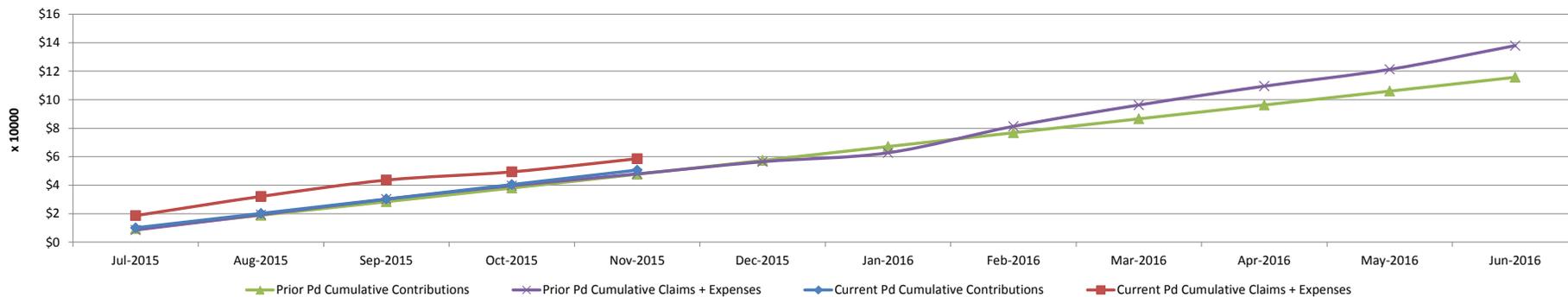
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2015	1,716	\$39,495	\$67,403	\$2,145	\$69,548	(\$30,053)	176.1%
Aug-2015	1,727	\$39,723	\$50,918	\$2,159	\$53,077	(\$13,354)	133.6%
Sep-2015	1,722	\$39,480	\$27,411	\$2,153	\$29,564	\$9,916	74.9%
Oct-2015	1,737	\$39,726	\$35,459	\$2,171	\$37,630	\$2,096	94.7%
Nov-2015	1,744	\$39,831	\$21,188	\$2,180	\$23,368	\$16,464	58.7%
Dec-2015							
Jan-2016							
Feb-2016							
Mar-2016							
Apr-2016							
May-2016							
Jun-2016							
TOTAL	8,646	\$198,255	\$202,378	\$10,808	\$213,186	(\$14,931)	107.5%
Average	1,729	\$39,651	\$40,476	\$2,162	\$42,637	(\$2,986)	107.5%
Prior Pd (5 month) Avg	1,722	\$39,436	\$40,356	\$2,153	\$42,509	(\$3,073)	107.8%
Change from Prior Pd	0.4%	0.5%	0.3%	0.4%	0.3%	n/a	n/a
Prior Plan Year Avg	1,724	\$39,462	\$32,163	\$2,155	\$34,318	\$5,144	87.0%
Change from Prior PY Avg	0.3%	0.5%	25.8%	0.3%	24.2%	n/a	n/a



STD claims are exceeding last year's average policy year claims by 2.1%. The overall loss ratio continues to exceed 100% on average.

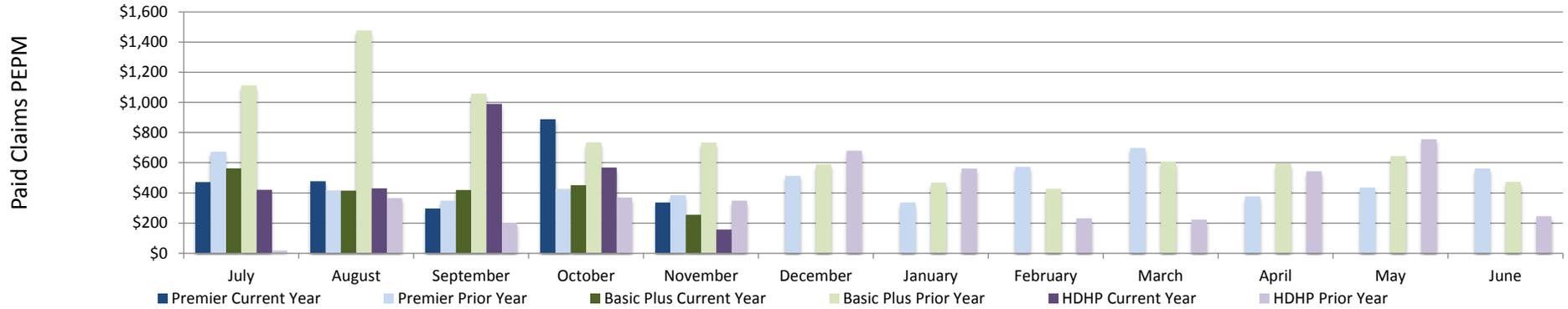


	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2015	2,273	\$10,139	\$18,003	\$682	\$18,685	(\$8,546)	184.3%
Aug-2015	2,285	\$10,107	\$12,775	\$686	\$13,460	(\$3,354)	133.2%
Sep-2015	2,282	\$10,083	\$10,768	\$685	\$11,453	(\$1,370)	113.6%
Oct-2015	2,302	\$10,148	\$5,086	\$691	\$5,776	\$4,372	56.9%
Nov-2015	2,310	\$10,172	\$8,549	\$693	\$9,242	\$930	90.9%
Dec-2015							
Jan-2016							
Feb-2016							
Mar-2016							
Apr-2016							
May-2016							
Jun-2016							
TOTAL	11,452	\$50,648	\$55,180	\$3,436	\$58,616	(\$7,968)	115.7%
Average	2,290	\$10,130	\$11,036	\$687	\$11,723	(\$1,594)	115.7%
Prior Pd (5 month) Avg	2,248	\$9,538	\$8,919	\$674	\$9,593	(\$55)	100.6%
Change from Prior Pd	1.9%	6.2%	23.7%	1.9%	22.2%	n/a	n/a
Prior Plan Year Avg	2,267	\$9,644	\$10,814	\$680	\$11,494	(\$1,851)	119.2%
Change from Prior PY Avg	1.0%	5.0%	2.1%	1.0%	2.0%	n/a	n/a



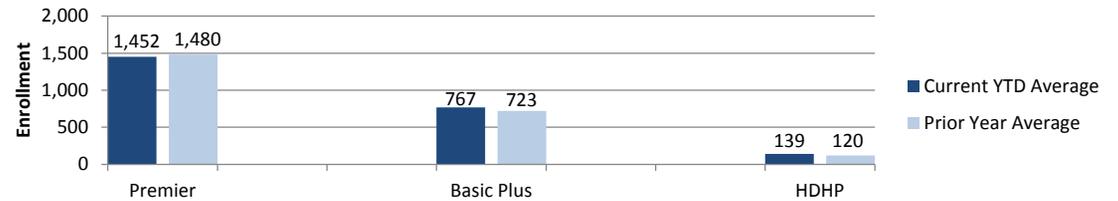


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan

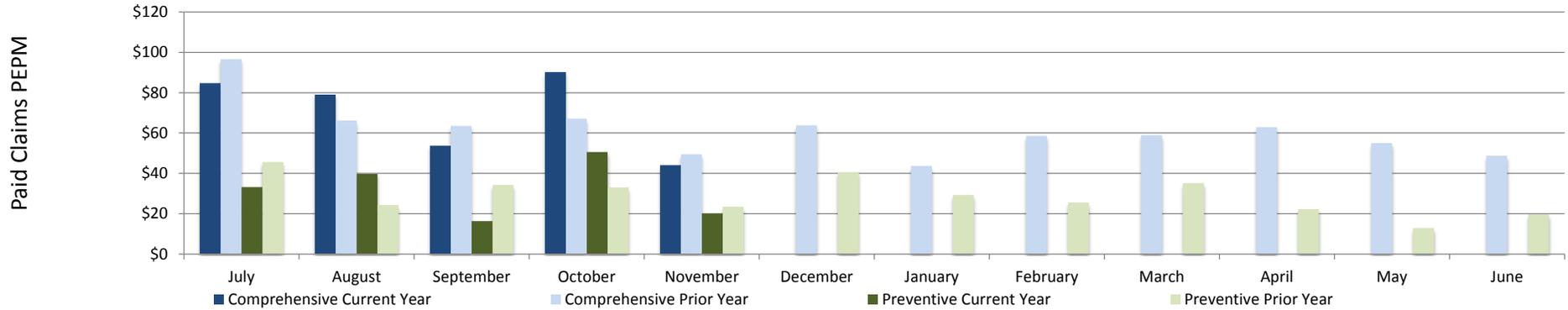


	Premier	Basic Plus	HDHP
Current YTD PEPM	\$494.03	\$420.23	\$512.99
Prior Average PEPM	\$478.34	\$739.10	\$384.21
% Change	3.3%	-43.1%	33.5%

Minimal changes have occurred between the three medical plan offerings policy year over policy year in enrollment. The Basic Paid Claim PEPM has improved significantly for the new policy year. The HDHP appears to have some adverse experience occurring, driving the claims up by 33.5% on average this policy year.

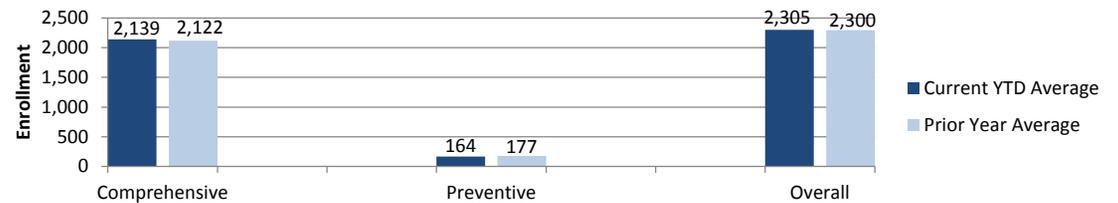


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2015	1,443	762	137
Aug-2015	1,451	766	138
Sep-2015	1,449	766	140
Oct-2015	1,459	770	140
Nov-2015	1,460	771	141
Dec-2015			
Jan-2016			
Feb-2016			
Mar-2016			
Apr-2016			
May-2016			
Jun-2016			
Average	1,452	767	139
% of Total	61.6%	32.5%	5.9%
Prior Year Average	1,480	723	120
Change	-1.8%	6.1%	16.0%

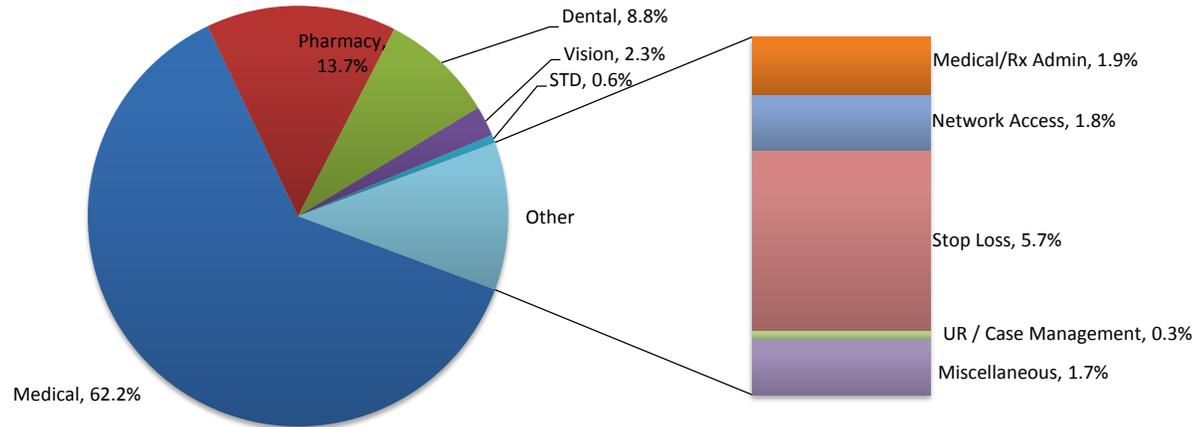
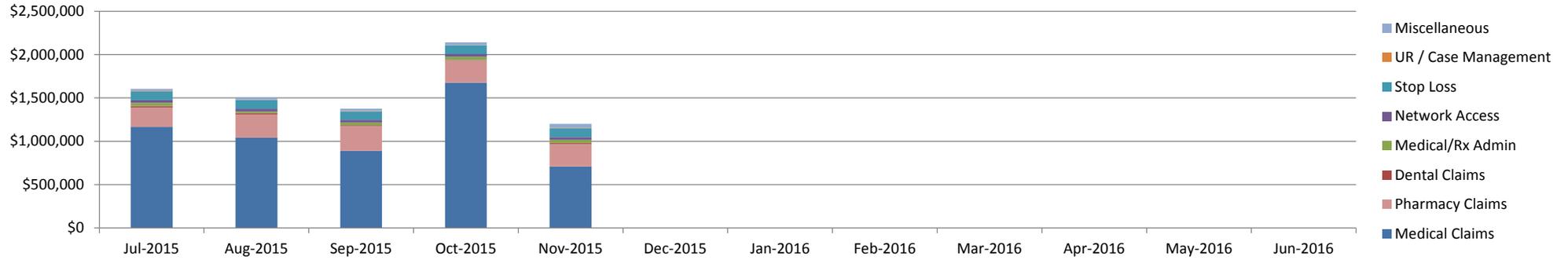


	Comprehensive	Preventive	Overall
Current YTD PEPM	\$70.23	\$31.95	\$67.50
Prior Average PEPM	\$61.13	\$28.58	\$58.62
% Change	14.9%	11.8%	15.1%

Consistent with the prior plan year, most dental participants are enrolled in the Comprehensive plan option. The increase overall in Dental experience is exceeding industry trends of 5-8%.



	Comprehensive	Preventive	Overall
Jul-2015	2,130	164	2,294
Aug-2015	2,143	164	2,307
Sep-2015	2,143	164	2,307
Oct-2015	2,126	164	2,290
Nov-2015	2,161	166	2,327
Dec-2015			
Jan-2016			
Feb-2016			
Mar-2016			
Apr-2016			
May-2016			
Jun-2016			
Average	2,141	164	2,305
% of Total	46.4%	3.6%	50.0%
Prior Year Average	2,122	177	2,300
Change	0.9%	-7.2%	0.2%

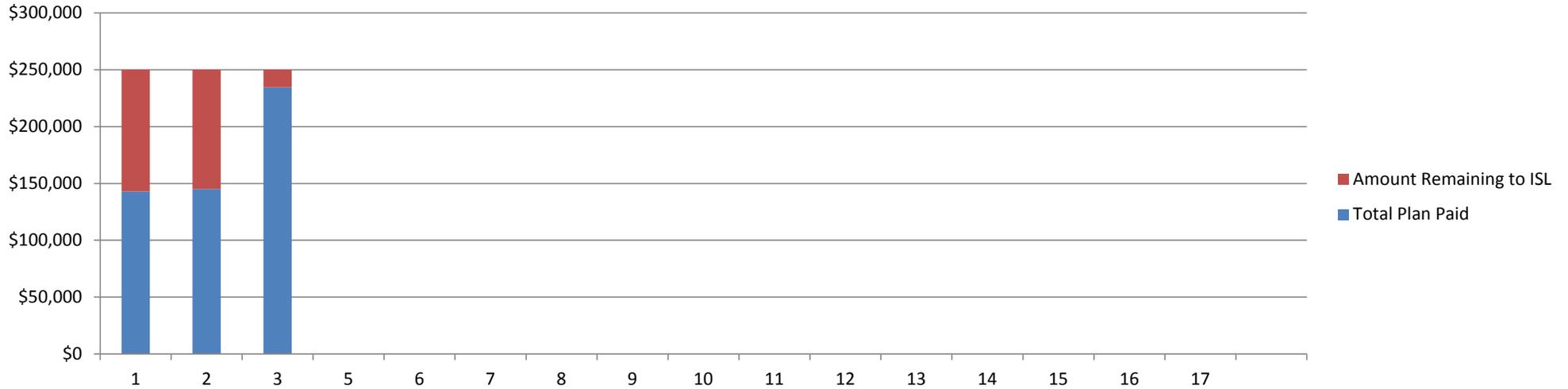


Overall experience has improved for the current policy year vs. the prior policy year for Medical and Rx claims. The Dental experience is struggling to demonstrate positive experience with an increase of 13.7%. Overall, the non-claim expenses are 9% higher than the prior year, primarily due to the increased cost of Stop Loss.

	Medical Enrollment	Paid Claims					Non-Claim Expenses				
		Medical	Pharmacy	Dental	Vision	STD	Medical/Rx Admin	Network Access	Stop Loss	UR / Case Management	Miscellaneous
Jul-2015	2,342	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$37,501	\$31,124	\$100,708	\$4,463	\$25,064
Aug-2015	2,355	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$21,007	\$31,100	\$100,682	\$4,461	\$25,302
Sep-2015	2,355	\$888,747	\$285,240	\$117,807	\$27,411	\$10,768	\$30,085	\$31,177	\$100,466	\$4,471	\$25,776
Oct-2015	2,369	\$1,677,335	\$253,662	\$199,951	\$35,459	\$5,086	\$37,791	\$31,336	\$101,009	\$4,494	\$31,079
Nov-2015	2,372	\$709,970	\$260,327	\$98,439	\$21,188	\$8,549	\$37,699	\$31,310	\$101,111	\$4,490	\$46,760
Dec-2015											
Jan-2016											
Feb-2016											
Mar-2016											
Apr-2016											
May-2016											
Jun-2016											
Average	2,359	\$1,096,742	\$257,989	\$155,588	\$40,476	\$11,036	\$32,817	\$31,210	\$100,795	\$4,476	\$30,796
PEPM Avg		\$465.00	\$109.38	\$65.97	\$17.16	\$4.68	\$13.91	\$13.23	\$42.74	\$1.90	\$13.06
Prior Plan Year Avg	2,323	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$34,071	\$30,276	\$86,662	\$4,308	\$56,833
PEPM Avg		\$525.71	\$149.02	\$58.04	\$13.85	\$4.66	\$14.67	\$13.04	\$37.31	\$1.86	\$24.47
% Change	1.6%	-11.5%	-26.6%	13.7%	23.9%	0.5%	-5.2%	1.5%	14.5%	2.3%	-46.6%



Yavapai Combined Trust Claimants over \$125,000 through November 2015



No claimants have exceeded the \$250,000 Individual Stop Loss deductible during the current plan year through November 2015.

Claimant #	Status	Major Diagnosis	Medical Paid	Rx Paid	Total Plan Paid
1	Active	SEPTICEMIA NOS	\$134,442	\$0	\$134,442
2	Active	TWIN-MATE LB-IN HOS W CS	\$142,959	\$0	\$142,959
3	Terminated	MITRAL VALVE DISORDER	\$145,062	\$0	\$145,062
5	Active	PRIM CARDIOMYOPATHY	\$234,599	\$0	\$234,599
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
Total			\$522,620	\$0	\$522,620
% of Medical/Rx Claims			7.7%	0.0%	7.7%



Yavapai Combined Trust Estimated Fund Balance



Calculation as of November 30, 2015

	Recommended Funding Policy	Fund Balance as of 11/30/15 ⁽⁴⁾
Estimated Expenses/Claims For One Month ⁽¹⁾	\$1,815,000	
	+	
Estimated Risk Corridor ⁽²⁾	<u>\$4,801,000</u>	
	=	
Total Estimated Fund Balance	<u>\$6,616,000</u>	
Total Equity		<u>\$11,692,481</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁽³⁾	\$2,068,000	
IBNR Liability		\$2,381,000
	+	+
Current Liabilities Other Than IBNR		<u>\$267,011</u>
	=	=
Total Recommended Reserves	<u>\$8,684,000</u>	
Total Liabilities and Equity		<u>\$14,341,080</u>
Reserve Surplus/(Shortage)	<u>\$5,657,080</u>	

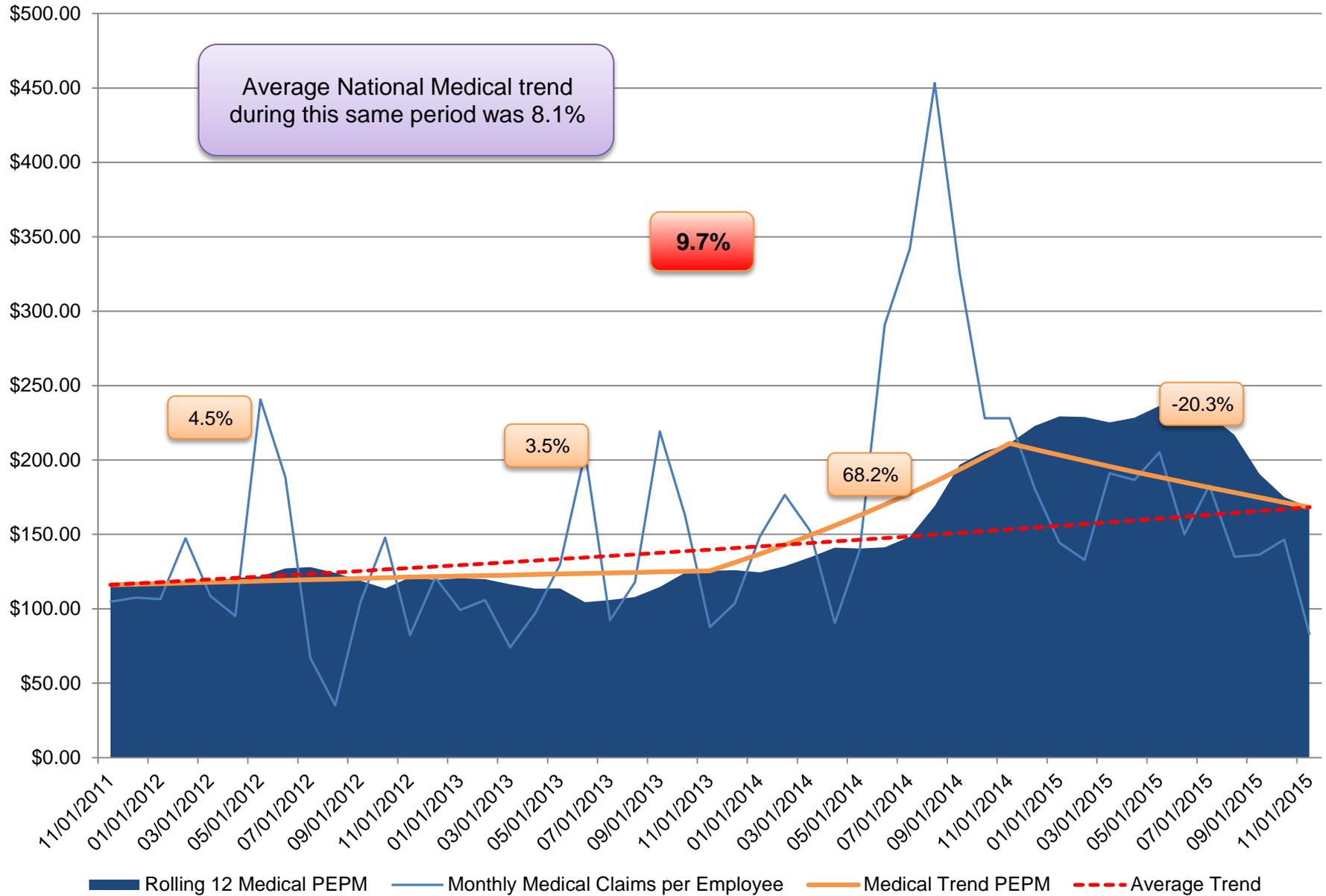
(1) One month average claims and expenses based on 12 month period ending November 30, 2015.

(2) Based on 25% of total paid claims for the past 12 months (excluding stop loss refunds).

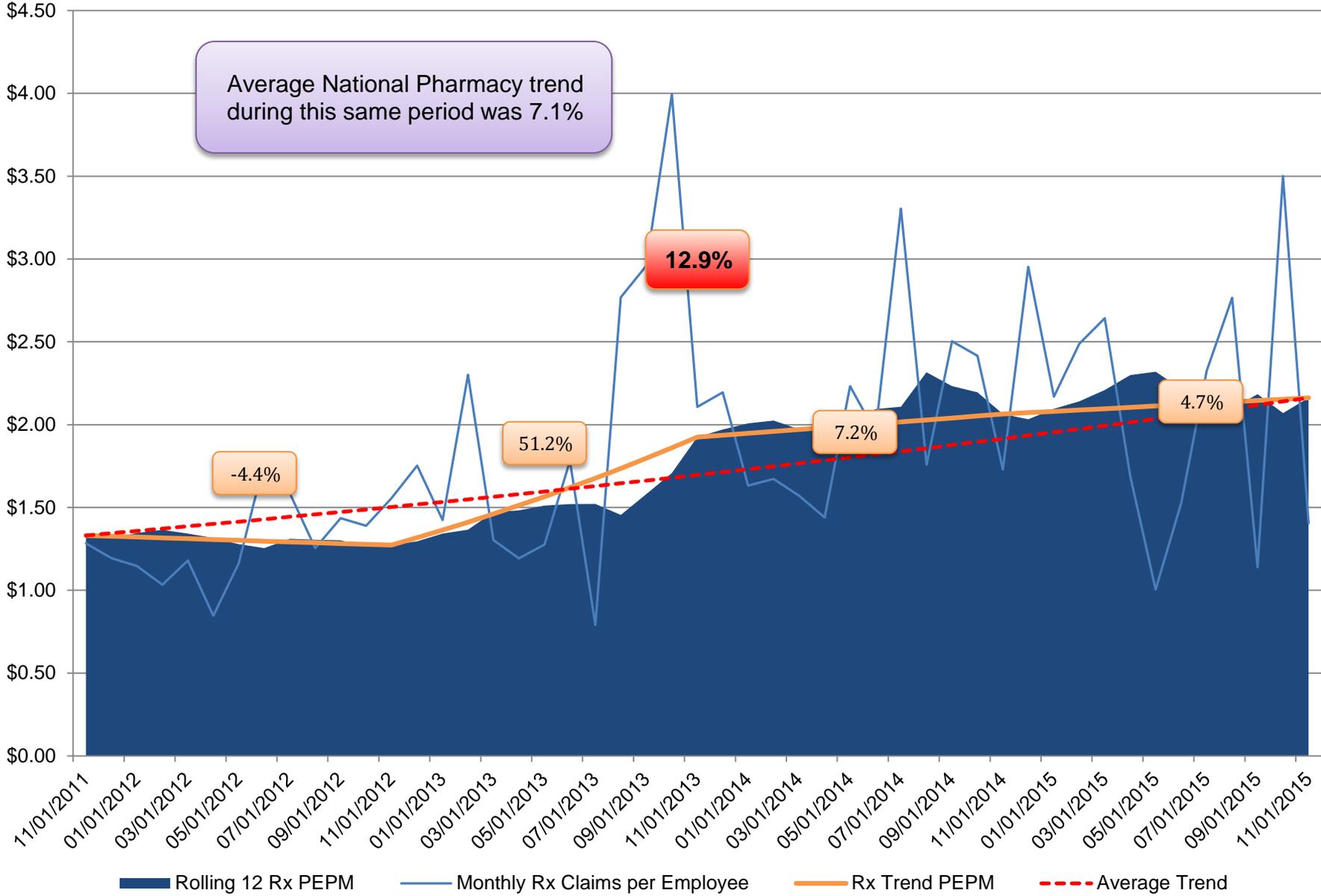
(3) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2014 certification and paid claims during the 12 month period ending November 30, 2015.

(4) 'Total Equity' and 'Total Liabilities and Equity' reflect Balance Sheet provided by Summit.

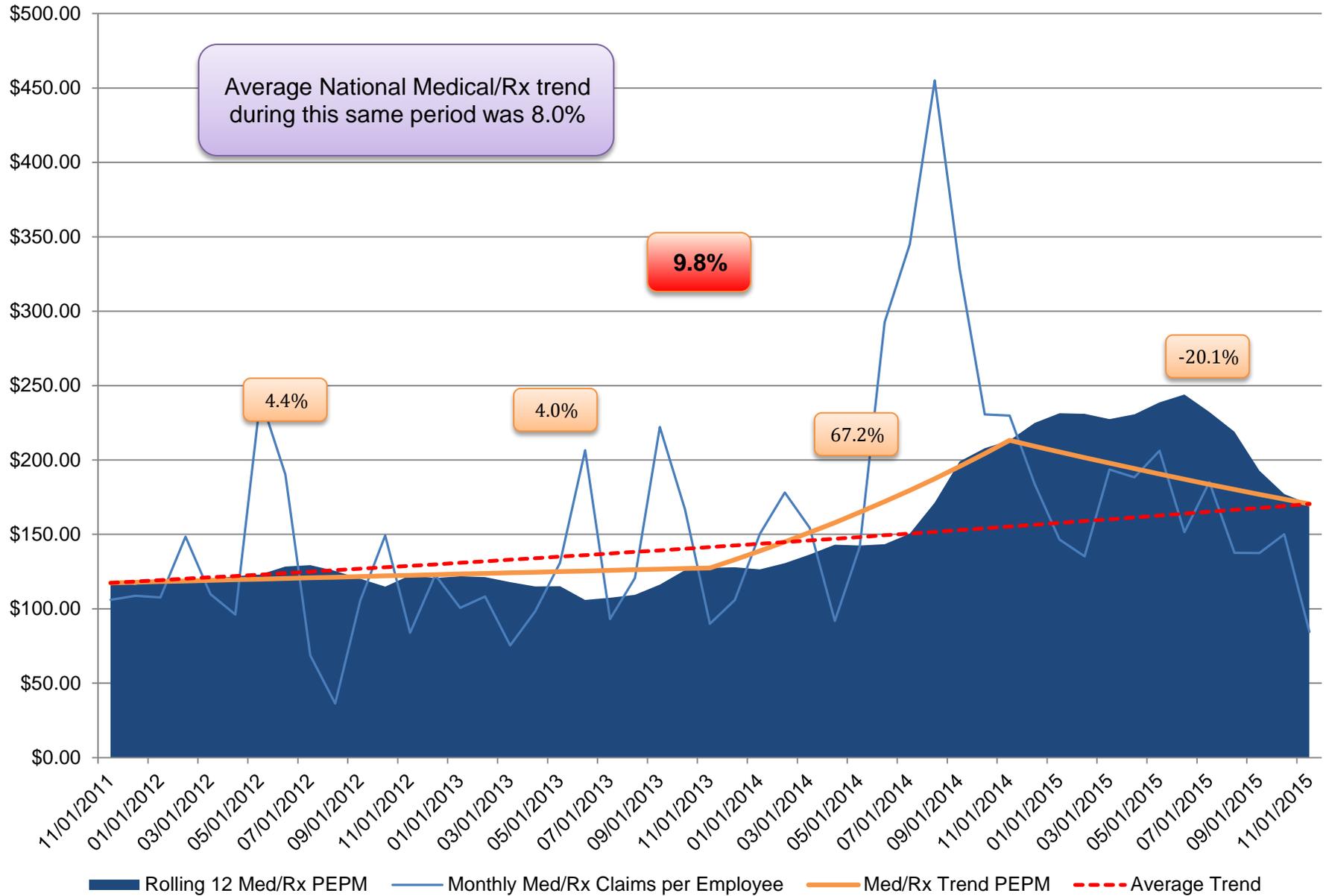
Medical Paid Trend PEPM



Pharmacy Paid Trend PEPM



Medical/Rx Paid Trend PEPM



February 2016 College Highlights

Arts and Humanities

- **Robert Church** MS, CEM, Administration of Justice Adjunct Faculty, reports that he is currently participating in the Emergency Management Institute's Master Exercise Practitioner Program (MEPP), a series of three courses focused on advanced exercise design, conduct, and evaluation practices in each phase of the Homeland Security Exercise and Evaluation Program. Out of hundreds of applicants each year, EMI selects 90 students to participate in three to thirty student cohort groups, which travel to EMI's main campus in Emmitsburg, Maryland for three one week sessions during a nine month period to complete the program. The Master Exercise Practitioner Program assigns candidates to an Exercise Planning Team where they are challenged to demonstrate their expertise at all levels of exercise design and conduct through in-class and take-home proficiency demonstrations. Candidates apply best practices and lessons learned from their organizations and experiences as well as key learning concepts from the MEPP curriculum to their exercise planning team assignments. For more information, visit <http://www.training.fema.gov/mepp/>
- The YC Art Gallery will be displaying artwork and published works from **Brian Stauffer**. **Brian Stauffer** is a former Prescott High School and Yavapai College student whose illustrations have appeared in over 200 magazines worldwide including *Rolling Stone*, *Time*, *The New Yorker*, and *The New York Times*.

In 2004, Brian's cover of *The Nation* was named one of the "Top 40 Magazine Covers of The Last 40 Years," by the Association of Magazine Editors. His conceptual illustrations often accompany articles that explore social issues from the modern world. The show officially opens in the YC art gallery Feb 9th, but the opening reception is Feb 26th, and Brian will be attending and lecturing in classes that week. The title of the show is: "Issues In Print, published works by Brian Stauffer." This show will be advertised with the partnership of American Institute for Graphics (AIGA) of Arizona.

Sciences, Health, and Public Safety

- **Brad Clifford**, Director of Athletics, reports 44 YC student athletes earned the Athletic Director's Honor Roll (those with a 3.0 GPA or higher) for the Fall 2015 Semester.

Spring sports will kick off the season as follows:

- January 29th for softball and baseball in Henderson, Nevada

First home games for our spring sports will be:

- Softball – February 2nd
- Baseball – February 15th

Business, Education and Social Sciences

- **Marla De Marco**, Accounting Adjunct Faculty, reports that over the holiday break she completed a four hour online course in "Real World Ethics for CPAs" through Western CPE. Marla completed this course in order to renew her CPA license. In addition, she completed this course to better instruct her accounting students on the topic of ethics as a result of the corporate scandals and the resulting Sarbanes Oxley Act of 2002 regulating the accounting profession.
- **Jan McFarland**, Psychology Adjunct Faculty, reports that she wrote an article on Mental Health/Suicide Prevention which was published in two local papers over the winter break. She also joined the state chapter of the American Foundation for Suicide Prevention, and is pursuing a local chapter that will aid in Gatekeeper Community Trainings/Programs for the Verde Valley to aid in prevention. Two additional signs and barricades are in progress for Midgley Bridge, scenic bridge in Oak Creek Canyon which has had some tragic events. Jan's dream is to coordinate state walks in conjunction with the American Foundation for Suicide Prevention walk in September, 2016. She is also developing a community service project with a substance abuse recovery house in Cottonwood, and is one course away from obtaining her paralegal degree so that she may better assist individuals and families with mental illness issues!
- **Dr. Michael Davis**, Professor and Administration of Justice and Paralegal Program Director, reports that he will be making a one-hour presentation to the Yavapai County Bar Association entitled "My Brain Made me Do It: Neuroscience and the Law" on January 27th. Typically, 70 to 80 lawyers attend the presentations which qualify as Continuing Legal Education with the State. Davis notes, "Criminal Law is premised on justifying punishment for evil that we decide or choose to do, but brain scans and advancements in neuroscience are putting into serious question traditional notions of free will. There is clear evidence of an unconscious operating system that governs many decisions without our even being aware of it." Davis' talk will focus on the new science around the development of the adolescent brain, which has already caused significant changes in how youthful offenders are punished. Davis further notes that, "Many offenders' brains show dysfunction in the reasoning and control centers of the brain (prefrontal cortex) suggesting they literally do not have the same capacity to control their behavior. Interestingly, many offenders' brains look exactly like the brain of an adolescent – unfinished, and the implications for the law are huge. Fascinating stuff!"
- **Lauri Dreher**, Adjunct Accounting and Business Faculty, reports a CHAMPIONSHIP SHOWING for the Prescott High School Future Business Leaders of America (FBLA) at the 2016 FBLA Region 4 Conference on Saturday, January 23rd at Estrella Mountain Community College. Twenty-eight high schools competed, while 27 Prescott High School FBLA members participated and 29 individual medals came home. This is the best year ever in terms of award winners for Prescott's FBLA chapter. In fact, they swept the accounting awards. The Prescott High School FBLA chapter will have the opportunity to attend and compete at the Arizona State FBLA Conference in Tucson on April 4-6 at which more than 2,500 students from across Arizona will be in attendance. From there, chances are they'll be competing at the National Leadership

Conference this summer in Atlanta, GA, June 27 - July 3, where over 10,000 young leaders will come together for competition. Prescott FBLA members have competed at the National Conference every summer for the past 9 years. Many of these students have been or are enrolled in Yavapai College Business or Accounting classes through the Dual Enrollment Program.

- **Ritchie Hernandez**, Administrative Assistant for the Business, Education, and Social Sciences Division, reports that he wrote a thank you note to NuStep, the makers of an exercise machine that that he has been using since April 2015 at the YRMC fitness center in Prescott Valley. Due to a spinal injury, many other forms of exercise and exercise machines were not possible for Ritchie to use. Between using the NuStep machine and adhering to a diet, Ritchie was able to lose 80 pounds in eight months, 12 waist sizes, two shoe sizes, and he is currently at pre-diabetic A1C levels. An hour after Ritchie sent his thank you to NuStep, they contacted him and asked to put him on their blog at the following link: <http://www.nustep.com/blog/80ibs-weight-loss-success/>

Computer Technologies and Instructional Support

- The Spring 2016 districtwide New Adjunct Faculty Orientation was held on January 13, 2016. The fifteen new adjunct faculty members in attendance were provided an overview of support services and resources available to them at Yavapai College. In addition, **Dr. Mark Shelley** and **Nichole Wilson**, both Professors in the Psychology Department provided classroom management and student engagement techniques.

Chris Heyer, Adjunct Faculty Coordinator and District Assessment Director, provided the dates for small group meetings with adjunct faculty over the course of the semester. There are currently 16 meetings scheduled districtwide throughout the spring semester ranging in ways to improve teaching and learning, provide important and timely college information, discuss pedagogy, campus services and resources, class management, technology and assessment information.

- **Todd Conaway**, Instructional Designer in the Teaching and eLearning Support (TeLS) department, presented a workshop at the Glendale Community College Tech Conference on January 8, 2016. The presentation focused on the ideas and concepts behind the 9x9x25 Blogging Challenge that our TeLS department hosts annually for our faculty. For the challenge, faculty pledge to write one 25-sentence blog post once a week for 9 weeks. Todd received very positive feedback from his presentation, including a message from the keynote speaker at the conference on how she was going to include some of the language and structure from his presentation into a Professional Development Challenge that they hold at the University of Arizona.

Fall 2015

Yavapai College Library



► CALENDAR REMINDERS

► DID YOU KNOW? CELEBRATING OUR EMPLOYEES

► LEARNING CENTER — MORE THAN JUST A PLACE TO STUDY

► NEW YEAR! NEW BEGINNINGS!

► YCSA COMMITTEE UPDATES
SOCIAL EVENTS COMMITTEE
COMMUNITY SERVICE COMMITTEE

YCSA *update*



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Happy New Year Everyone!

Welcome back to another fabulous year at Yavapai College. I hope everyone had a wonderful winter break and have come back rejuvenated and ready to make 2016 the best year yet! Before addressing the New Year though, I would like to thank everyone that helped, participated, or brought food for our Annual Holiday Potluck. It was truly fantastic. Looking ahead, we are beginning the process for hiring the new VP of Instruction and Student Development; something I believe we are all excited about.

I would also like to thank everyone that attended the YCSA General Meeting during Convocation Day. It is wonderful to see so many people excited about our organization. Be sure to follow up with the committees if you have an idea or would like to volunteer for one of their events.

Looking forward to a great year with all of you,

James Elphick, Trio Veterans Upward Bound

Calendar Reminders



- 2/5 [First Friday trainings](#): “Professional Development: Leadership;” “Preparing your family for a disaster;” and “Relax and Revitalize with Essential Oils”
- 2/9 Sciences Talk: Fossiling in 19th Century England (4-102)
- 2/11 [YCT Wellness](#) Spin class
- 2/17 [YCT Wellness](#) Stress Management Class
- 3/1 Deadline for May Graduation application

For more information, click on the links above or visit ycsablog.wordpress.com.

For information on Student Success Workshop dates, please visit yc.edu/v5content/learning-center/successworkshops.htm.

Did You Know?

Celebrating Our Employees

by Gina Hutchison

There are so many exceptional people that work at Yavapai College. Some may have just started working here and others have put in many years of service. I wanted to highlight some of the employees who have worked at YC for 15 years and longer by sharing some fun facts about them.

Did you know that...

- ◆ **Stacey Hilton** started her employment at YC on October 20, 2000, **15 years ago**, as an Instructional Designer in the Distributed Learning Department. While attending college, she was homecoming queen for her sophomore class. Although Stacey lives in Arizona and enjoys working at YC, her happy place is at the beach, collecting sea shells and soaking up the sun.
- ◆ **Billie Norris** began her employment at YC on August 30, 1999, **16 years ago**, in Residence Life and loved being the “Campus Mom” to the students living in the Residence Halls. Billie loves to bake, garden, and spend time with her cat “Lil” and her dog “Mickey.”
- ◆ **Patrick Burns** started his full-time employment at YC on July 1, 1998, **17 years ago**. Prior to that, he worked part-time in the Computer Lab and the ITS Department. Patrick lived by the shore of Lake Ontario while attending SUNY Oswego. He welcomes the annual snowfall of 13 inches in Prescott over the 12 feet annual snowfall of Oswego, New York.

(Continued on page 2)

Did You Know? — Celebrating Our Employees

(Continued from page 1)

- ◆ **Alexandra Helm-Correa** began her employment at YC on July 6, 1998, **17 years ago**, and has worked in the Dean's Office on the Verde Valley Campus for the entire duration. Alex's first summer job was working as a mate on a deep sea fishing party boat on the eastern seaboard. That work entailed setting up fishing poles, cutting bait, cleaning the boat, helping customers catch fish, filleting the catch and selling beverages.
- ◆ **Alice Burroughs** started her employment at YC on September 16, 1996, **19 years ago**, part-time on the Verde Valley Campus. She spent nine years in facilities before transferring to the Sedona Center in 2004. She was the Instructional Specialist for the Digital Media Arts Program, Zaki Gordon Film School and instructional support (there were over 50 adjuncts in Sedona at that time). Funny story! In January, one wing of Sedona Center was flooded. All the film people and a business instructor had to relocate their offices to one classroom. The business instructor was very particular about his desk and bookcase; he didn't want film students touching any of his "stuff." One weekend it was time for students to go out and shoot their films. They needed props, so the students moved the bookcase off property, used it in their film, then relocated it back to its original spot. The business instructor had no idea his bookcase was used in a film. Alice says "I cherish the time I spent in Sedona. It was amazing to work with such creative, imaginative people!"
- ◆ **Thomas Schumacher** began his employment at YC on September 12, 1977, **38 years ago**, and is currently teaching ceramics in the Art department at the Verde Valley campus. Thomas had a small, non-speaking, part in a movie called, "Blood into Wine." This movie is a 2010 documentary about Northern Arizona wine.

These folks seem to have a lot in common: stability, great work ethics, passion, positive attitudes, and hard work. Thank you for your years of service and exemplary work!

Learning Center — More Than Just a Place to Study

The welcoming environment in the Learning Centers begins with an amazing staff with years of customer service experience. Your first contact is often Frankie Cardamone (alias Juggling Advisor) on the Prescott Campus and Kim Stuit (alias Yoga Instructor) on the Verde Campus. The Learning Center is where many successful students go for tutoring, meeting with classmates, using the computers or just studying on their own. The Prescott Campus is sponsoring Student Success workshops from January through April. Open this [flyer](#) for workshop details.

One service that many staff may not know about is Supplemental Instruction (SI). This academic assistance program utilizes peer assisted study sessions facilitated by students who have previously done well in the course. The SI Leader attends all class lectures, takes notes and acts as model students. The program has been in progress for a number of years in math classes. Currently, the Verde Campus utilizes SI for MAT 092 and 122. The Prescott Campus is now targeting courses that have traditionally had a high fail/withdraw rate. This semester, SI services are offered for CHM 151, BIO 201 and BIO 181. The U.S. Department of Education has validated the claim of effectiveness for the SI program including SI participants earning a higher mean final course grade than students who do not participate. And, SI participating students persist at the institution at higher rates than non-participants.

Another highly used service in the Learning Center is tutoring, helping our students become independent learners. Our tutors are recommended by instructors and go through a rigorous

training program to help them learn to be effective. This program leads to CRLA certification, a nationally recognized tutor certification credential.

Tutoring is free to Yavapai College students for classes they are currently enrolled in. This includes most general education courses like math, writing and science. Tutors do not do homework for students; they assist in gaining a better understanding of the material. For example, they may cover various stages in the writing process, pointing out recurring errors and helping students write more effectively. Tutors may go over exams and determine what areas the student needs to spend more time learning and how to prepare differently to do better on the next exam.

No appointment is necessary. Drop-in tutors rotate through all waiting students. To reduce the wait time, it is recommended to visit during slower hours, such as before 10:00am, after 3:00pm or on Fridays. Students can drop-in, skype, e-mail or use the online writing tutor. The Verde Campus also offers tele tutoring. The Schedule by Subject is available online by campus.

Questions? Call: Prescott 928-776-2085
Verde: 928-634-6562

Other services located within the Learning Center areas include: Disability Resources, SSS TRIO, Prescott Campus Adult Basic Education (GED/ESL) and Verde Campus computer lab.

NEW YEAR! NEW BEGINNINGS!

Welcome to our new employees and congratulations to those who transferred to new positions. Get inspired by their New Year Resolutions!

Brandon Biro, *Carpenter, Facilities*

Michael Burgoyne, *Stage Specialist, PAC*

Jesus Chavez, *Director, Residence Halls*

Daintry Donovan, *Testing Specialist, Testing Services*

Julia Ford, *Human Resources Technician*

Miguel Garza, *Financial Aid Specialist*

Shane Gibson, *Faculty, Mathematics*

Shelly Gilliam, *Interim Manager, Library*

Aaron King, *Custodian, Facilities*

Mandi Lopez, *Arts & Humanities Technician*

Killian Lord, *Teacher, FEC*

Francesca Mallamo, *Nursing Specialist*

Anthony Nixon, *Custodian, Facilities*

Erika Reese, *FEC Specialist*

Aaron Rizzieri, *Philosophy Faculty*

Nicole Rossi, *Grants & Development Coordinator*

Robert Schlegel, *Facilities*

Maurice Terrell, *Instrumental Faculty*

Kelly Trainor, *VV Campus Associate Dean*

Marty Zoeteman, *Accounting Tech, Foundation*

“Make this the year of me – to finally get out and do things for me – to actually get a life now that I’ve shaken off the monumental responsibility that burdened me back East!” — Julie Bartz, *Testing Services Coordinator*

“Reduce sugar consumption.” — Petra Bresee, *Assistant II, Center For Successful Aging*

“Develop positive lasting memories for each of our guests who visit the SWC. Focusing on our educational programs and the fun, interactive, events held here!” — Philip Brown, *Assistant II, Viticulture*

“Explore more nature on my mountain bike.” — Brandi Fabian, *Early College Program Specialist*

“Grow awesome grapes that become awesome wine...oh...and hike more too.”
— Theodore Ferring, *Vineyard Foreman, Viticulture*

“Make more healthy meals at home and use the takeout menus less.” — Cindy Heath, *Testing Specialist, Testing Services*

“STAY CALM & BREATHE DEEP J.” — Nanette Hofer, *Director of Musical Theater*

“Find better balance in my life. To find more time for myself, while still enjoying my job, helping and spending time with family and friends, focusing on my health and continuing my education.”
— Shannon Johns, *Answer Center Representative Lead*

“Be more intentional with my time – living on purpose so that my time, energies and activities reflect my core values and goals in life.” — Keryn Lafferty, *Administrative Assistant, Nursing*

“To go on a trip to Europe with my friends.” — Meghan Paquette, *Academic Advisor*

“Learn how to use my camera, using more than the ‘auto’ button now that I have moved to beautiful Prescott. Attend one of YC’s fabulous classes...and try to keep my mouth shut as my daughter plans her wedding.”
— Clare Peckham, *Purchasing Specialist*

“Decrease screen time and increase outdoor time! Hard to achieve but progress, not perfection!”
— Stephanie Scovill-Bronsky, *Nursing Faculty*

“Organize and simplify.” — Barbara Stencel, *Nursing Specialist*

“Don’t be afraid to stand for what I believe in, even if that means standing alone.” – Andy Biersack”
— Danyl Tomerlin, *Assistant III, Center For Successful Aging*

YCSA Committee Updates

Social Events Committee: Holiday Potluck

The annual Employee Holiday Potluck was such a festive and delightful event, and a huge success. About 140 faculty and staff were greeted with “aloha” and leis, and many graciously brought a dish or dessert platter to share with others. And, in keeping with the holiday spirit, faculty and staff donated nonperishable food items or a toy (or both) to the Prescott Food Bank. Many thanks to all for your generous donations!

Also, a big “mahalo” goes out to Sodexo for providing the food, beverages, paper products, and tablecloths, Facilities for helping set-up/take down the holiday decorations, the Sand Fleas Ukulele Band for their awesome performance and adding to the Hawaiian Luau theme, Thatcher Bohrman for doing a great job as our Master of Ceremonies, Santa Claus for making us all laugh, and for the committee who put a lot of love into organizing this event.



Update — The Food Bank was able to adopt 66 families and gave toys to over 400 children. This is the first year the Food Bank did not have to buy any of the toys that were distributed due to the amount of generous donations received. In addition to the toys, the food bank distributed 13,000 food boxes to individuals and families on December 23 and 24 for the holidays.

Community Service Committee: Earth Day

This will be the first of our Community Service Events, and we would like to have a strong showing!



Celebrating Earth Day

Friday, April 22, 2016 – National (traditional) Earth Day

Prescott and Verde Campuses

Lunch hour(s) 11:00am – 1:00pm

Educate and Inform

Make a poster, give a demonstration, write an exposé or entertain with a poem or song or dance celebrating Earth Day. Students, faculty, and staff can participate...anyone can attend. Share what you know with the community! Volunteer! Participate!

International Earth Day

Saturday, April 23, 2016

Clean-Up and Restore

Many hands will make light work! Lots of different jobs with all different skill and physical levels will be required to demonstrate to the community that the Yavapai College Staff Community cares about the Earth. Civic organizations are being contacted to determine where we could best serve the Prescott and Verde communities...a park, waterway system, trail system, lake shore...as soon as we know we will get the word out.

Be sure to SAVE THE DATE!

Contact wendy.weiland@yc.edu if you have suggestions or want to participate in any capacity. We need your involvement!

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

February 2016

Greetings from Facilities!

The February 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

Full demolition and utility re-location is underway for the Regional Economic Development Center (REDC). Construction is scheduled to continue through June 1, 2016. REDC staff are housed in the Rural Center for Entrepreneurship at CTEC for the duration of the construction.

Interior demolition is underway for Lifelong Learning, Building 31. Lifelong Learning staff are temporarily residing in Building 1 Room 200 and will return to Building 31 on or about June 1, 2016 which is when construction is scheduled to be complete.



Building 29 Regional Economic Development Center Interior Demolition



Building 31 Life Long Learning Onset of Demolition

During the last three months, the Verde Valley Campus and Prescott Campus Wayfinding and Open Space Committees have worked 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.

There will be open houses on February 18 for members of the college community to review design concepts for wayfinding and open space.

Verde Valley Campus

M-137 9:00 – 11:00 am

Prescott Campus

19-137 1:00 – 3:00 pm

As part of the open space improvements, Chino, CTEC, Prescott Valley and Verde Valley Campus will be receiving ramadas for use as outdoor seating. With the Chino ramada complete, work is underway to construct the foundations for these units at other

sites with assembly expected to be complete and ready for use by the end of February due to weather delays.



Ramada Foundation at CTEC

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

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

CONSTRUCTION PROJECTS



Verde Valley Campus Student Services Improvements



Grounds Team - Ken Lindley Soccer Field Improvements

PREVENTIVE MAINTENANCE PROJECTS

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

Sedona Center Stucco Repair/ Painting – Complete

Sedona Center Roof Replacement – Complete

ADA Parking Lot Modifications at Verde Valley Campus – May 2016 Construction

Buildings 29/30/31 Pavement Rehabilitation – In design/May 2016 Construction

CTEC Parking Lot Replacement – In design/Summer 2016 Construction

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

Verde Building I Restroom Revovation – In planning stage

Michael Taylor Architects, Inc.

Haley Construction

Project Manager: Bruce Hustedt

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

In last month's newsletter, we presented a quiz to familiarize everyone with the terms used by the National Weather Service to describe severe conditions. This month we'll take it a step further and talk about the hazards of winter weather.

Everyone is familiar with Arizona's heat, but we rarely talk about the cold and its associated dangers. Falls on snow or ice are fairly obvious, as are slippery roads and frozen pipes. Unfortunately, some of the worst cold weather hazards are often overlooked. Hypothermia and frostbite can, in extreme situations, lead to the loss of extremities or death.

What is hypothermia?

The earliest stage of hypothermia is classified as having a core body temperature of 95° F. It most often occurs because of prolonged exposure to cold weather or inadequate clothing for the conditions. Since hypothermia develops gradually, and since it affects thinking and reasoning, it may go unnoticed.

Warning Signs

Initial signs that hypothermia might be setting in are hunger, nausea, and shivering. The body will shiver to increase muscle activity to promote heat generation. As the body temperature drops, hunger and nausea will give way to apathy, confusion, slurred speech and eventually a loss of consciousness. In the most serious cases, the affected person will lie down, fall asleep and die.

Treatment

A hypothermic individual should be removed from the cold and placed in a warm shelter away from the wind. Any wet clothing should be removed immediately and replaced by dry, warm clothes or blankets. The individual's breathing should also be monitored, and if it becomes dangerously slow or stops, CPR should be initiated.

Frostbite

Frostbite is when the skin literally becomes frozen. Although any area of the body is susceptible to frostbite, fingers, toes, ears and the nose are most at risk. Beyond the discomfort associated with frostbite, it can cause permanent damage to the skin, and in the most severe cases, can even lead to the loss of limbs and appendages.

Identification and Treatment

A person with early signs of frostbite may notice fingers or toes turning bright red. As blood gets pulled from the extremities, small patches of white skin will begin to develop. That's because the moisture directly below the skin is freezing. Immediate action should be taken before the effects become any worse. Move the individual into a warmer area and allow the affected area to return to its normal temperature gradually. Running warm water or rubbing the frostbitten area can actually make the damage worse. The affected skin layer will die, peel off like a scab, and leave a "pockmark." The only safe solution is to allow the skin temperature to rise gradually.

Don't fall for the myth that you can avoid frostbite or hypothermia by developing a tolerance for the cold. Humidity and wind play major factors in the likelihood of developing these conditions, and what may not seem like dangerous conditions could fool you. Don't take chances. When kids that are playing in the snow become uncomfortably cold, they head inside to warm up before going back out. Hardworking adults would be wise to follow their lead, instead of convincing themselves that they can manage to work for 15 or 30 more minutes.

Stay safe and warm!

FACILITIES MANAGEMENT NEW TEAM MEMBERS

No new team members for the month of February, however Facilities is looking to fill the vacant Technician III, HVAC 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 : 1:42 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 25

Proposed : 10/9/2015

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 to Include: Faculty Senate; Business, Education, and Social Sciences Division; Student Leadership Council; FY 17-18 Academic Calendar; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - David Gorman
- Update from Business, Education, and Social Sciences Division - Jill Fitzgerald, Division Dean
- Student Leadership Council - Nichole Wilson, Student Leadership Council (SLC) Faculty Coordinator and students, Justice Ramos and Jennifer Kelly
- FY17-18 Academic Calendar - Attached
- Adjunct Advisor - Attached - Information only
- Other Related Information

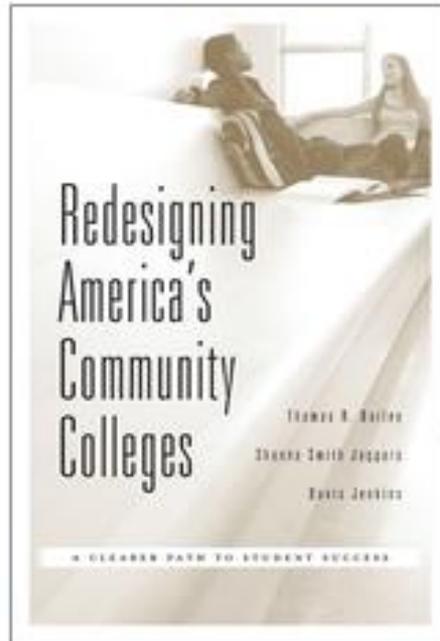
Attachments :

Title	Created	Filename
Guided Pathways.pdf	Feb 05, 2016	Guided Pathways.pdf
Student Leadership Council.pdf	Feb 05, 2016	Student Leadership Council.pdf
2017-18 ACADEMIC CALENDAR.pdf	Feb 05, 2016	2017-18 ACADEMIC CALENDAR.pdf
AA_Vol_5_Issue_6_January_2016.pdf	Feb 05, 2016	AA_Vol_5_Issue_6_January_2016.pdf
AA_Vol 6_Issue 7_February_2016.pdf	Feb 05, 2016	AA_Vol 6_Issue 7_February_2016.pdf

GUIDED PATHWAYS

THE BEGINNING

WHAT WE READ ON OUR SUMMER VACATIONS



THE BIG PICTURE

Nationwide

- Approximately 1,200 community colleges
- Enroll over 10 million students each year
- Nearly half the nation's undergraduates
- Fewer than 40% of entrants complete a degree in six years

Yavapai College

- 38% of students in Yavapai College's 2008 Credential-Seeking Cohort achieved a degree or certificate within 6 years

IT'S ABOUT STUDENT SUCCESS

Cafeteria College

- Excess credits
- No clear path to bachelor's degree
- Credits don't transfer
- Confusing transfer process

Guided Pathways College

- Begin with the end in mind program design
- Monitor student progress along the way
- Provide support and feedback
- Transfer agreements

SUGGESTED TIMELINE FOR IMPLEMENTATION AND CHANGE

YEAR 1 - Engagement and planning

YEAR 2 – Laying groundwork for implementation

YEAR 3 – Initial implementation

YEAR 4 - Large-scale implementation

YEAR 5 – Continuous improvement

ACTIONS TO DATE

- Day of Conversation – Friday, September 25, 2015
- ASU Partnership Programs Progress Report - Monday, November 16, 2015
 - 56 specific associate's degree to bachelor's degree pathways (TAGs)
- Spring Convocation – Wednesday, January 13, 2016

CURRENT WEBPAGE

Yavapai College Degrees

Associate Degrees

- [Associate of Arts](#) ✓
- [Associate of Arts in Elementary Education](#) ✓
- [Associate of Arts in Fine Arts](#)
- [Associate of Business](#) ✓
- [Associate of General Studies](#) ✓
- [Associate of Science](#)

Associate of Applied Science

- [AAS in Accounting](#) ✓
- [AAS in Administration of Justice](#) **Updated** ✓
- [AAS in Agriculture Technology Management](#)
- [AAS in Applied Pre-Engineering](#)
- [AAS in Automotive Technology](#)
- [AAS in Aviation Technology \(Airplane/Helicopter/Ops/UAS\)](#) **Updated** ✓
- [AAS in Computer Networking Technology](#)
- [AAS in Computer Systems and Applications](#)
- [AAS in Diesel Technician](#)
- [AAS in Early Childhood Education](#)
- [AAS in Electrical and Instrumentation Technology](#)
- [AAS in Emergency Management Applications](#) ✓
- [AAS in Fire Science](#)
- [AAS in Graphic Design](#)
- [AAS in Gunsmithing](#)
- [AAS in Health Information Technology](#)

Certificates

AGEC Certificates

- [AGEC-A](#) ✓
- [AGEC-B](#) ✓
- [AGEC-S](#)

Certificates

- [Accounting Assistant](#) ✓
- [Administrative Professional](#) **Updated** ✓
- [Advanced Bookkeeping](#) **New!** ✓
- [Animal Care and Management](#)
- [Athletic Coaching](#)
- [Auto Body Paint and Collision Technology](#)
- [Automotive Master Technician](#)
- [Automotive Technician](#)
- [Basic Tax](#) **New!** ✓
- [Bookkeeping](#) **New!** ✓
- [Canine Care and Handling](#)
- [Cisco Networking Specialist](#)
- [Computed Tomography](#) **New!**
- [Computer Application Specialist](#) ✓
- [Computer Networking Technician](#)
- [Computer Numerical Controlled \(CNC\) Machining](#)
- [Creative Writing](#) ✓
- [Criminal Justice and Security](#) ✓
- [Culinary Arts Fundamentals](#) **New!**

POSSIBLE REVISION

Programs By Interest Programs By Name Degrees & Certificates

 ARTS, COMMUNICATIONS AND LANGUAGES	 BUSINESS, FINANCE AND MARKETING	 EDUCATION	 FOOD, HOSPITALITY AND TOURISM
 HEALTHCARE AND WELLNESS	 HISTORY AND HUMANITIES	 HUMAN AND SOCIAL SERVICES	 INFORMATION TECHNOLOGY
 JUSTICE AND PUBLIC SAFETY	 MANUFACTURING, DISTRIBUTION AND ENERGY	 SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS	 Career & Transfer Center ESTRELLA MOUNTAIN COMMUNITY COLLEGE DISCOVER YOUR POTENTIAL

CURRENT PROGRAM PLAN

Course	Course Title	Credit Hours
A. Foundation Studies (12 credits)		
1. College Composition or Applied Communication - Select Option a or b:		
a. Writing (8 credits)		
Choose two courses from list - If preparing for transfer, choose College Comp I & II		
b. Writing AND Communication (8 credits)		
Choose one course from each list		
2. Numeracy (3 credits)		
Choose from approved list - If preparing for transfer, choose MAT 152		
3. Critical Thinking (3 credits)		
AJS123	Ethics & Criminal Justice	3
B. Area Studies (7 credits)		
1. Physical and Biological Science (4 credits)		
Choose from Approved List - GLG100 must be taken with one other 2 credit GLG course		
2. Behavioral OR Social Science (3 credits)		
Strongly Recommended: SOC 142, SOC 212 or SOC 260		
Choose one course from either list		
II. Administration of Justice Requirements		
AJS101	Intro Admin of Justice	3
AJS109	Substantive Criminal Law	3
AJS170	Forensic Science	3
AJS200	Curr Issue/Criminal Just	3
AJS212	Juvenile Justice Procedure	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS260	Procedural Criminal Law	3
AJS290	Constitutional Law/Civil Lib	3
Select and complete 12 credits from the following courses:		
AJS103	Public Safety Report Writing	3
AJS192	Serial Killers and Mass Murder	3
AJS226	Victimology and Crisis Interv	3
AJS252	Homeland Security	3
AJS256	Terrorism	3
AJS275	Criminal Investigations	3
AJS278	Neuroscience and the Law	3

POSSIBLE PROGRESSION PLAN

Administration of Justice		
AAS Degree Program		
Sample Schedule Sequence with Certificates (Based on a student who may wish to transfer)		
Course	Suggested Courses	Credit Hours
1st Semester-Fall 2016		
1 st Gen Ed English	ENG 101 College Composition I	3
Gen Ed Mathematics	MAT 152 College Algebra	3
Gen Ed Critical Thinking and Program Requirement Course	AJS 123 Ethics & Criminal Justice	3
Program Requirement Course	AJS 101 Intro Admin of Justice	3
Program Requirement Course	AJS 109 Substantive Criminal Law	3
Semester Credits		15
2nd Semester-Spring 2017		
2 nd Gen Ed English	ENG 102 College Composition II	3
Gen Ed Science	BIO 100 Biology Concepts	4
Program Requirement Course	AJS 170 Forensic Science	3
Program Requirement Course	AJS 200 Current Issues in Criminal Justice	3
Program Elective	AJS Serial Killer and Mass Murder	3
Semester Credits		16
3rd Semester-Fall 2017		
Gen Ed Behavioral Science OR Social Science	PSY 101 Introductory Psychology OR SOC 101 Introduction to Sociology	3
Program Required Course	AJS 212 Juvenile Justice Procedures	3
Program Requirement Course	AJS 225 Criminology	3
Program Requirement Course	AJS 230 The Police Function	3
Program Elective	AJS 103 Public Safety Report Writing	3
Semester Credits		15
4th Semester-Spring 2018		
Program Requirement Course	AJS 240 The Correction Function	3
Program Requirement Course	AJS 260 Procedural Criminal Law	3
Program Requirement Course	AJS 290 Constitutional Law: Civil Liberties and Civil Rights	3
Program Elective	AJS 226 Victimology and Crisis Intervention	3
Program Elective	AJS Neuroscience and the Law	3
Semester Credits		15
Total AJS Credits		61

WHY ELSE MAKE THE INVESTMENT?

- Financial aid restrictions – satisfactory academic progress
- Performance funding – improved completion rates
- Need for improved student recruitment and retention – more competition from other institutions



Justice



Jennifer



Kylie



Courtney



Breanna

Student Leadership Council 2016



Darragh



Ryan



Micayla



Justin

SLC Projects

Fall

- Campus Tours
- Canned Food Drive
- Stress Management during Finals Week
- Prescott Lights Parade

Spring

- Campus Tours
- Student Survey
- Donate For Life
- Blood Drive
- YC Food Bank

Prescott Lights Parade



YAVAPAI COLLEGE 2017-18 ACADEMIC CALENDAR

Fall Semester 2017: August 21 – December 8

Convocation	August 14
Faculty Activities Week	August 14-18
Fall Regular Semester Begins	August 21 (Monday)
Labor Day Holiday (no classes, offices closed)	September 4
Veterans Day (no classes, offices closed)	November 10
Thanksgiving Holiday	November 22-25
Northern Arizona Regional Training Academy Completion Ceremony	December 7
Fall Regular Semester Ends at 5:00 PM	December 8 (Friday)
Nursing Pinning Ceremony	December 8
Final Grades Due to Registrar	December 13

Holiday Break - Offices Closed

Tuesday, December 19, 2017, through Monday, January 1, 2018

Spring Semester 2018: January 16 – May 4

Convocation	January 10
Faculty Activities Week	January 8-12
Martin Luther King Day Holiday (no classes, offices closed)	January 15
Spring Regular Semester Begins	January 16 (Tuesday)
Spring Break (no classes, offices closed)	March 11-17
Northern Arizona Regional Training Academy Completion Ceremony	May 3
Spring Regular Semester Ends at 3:00 PM	May 4 (Friday)
Verde Valley Graduation	May 4
Nursing Pinning Ceremony	May 5
Prescott Graduation	May 5
Final Grades Due to Registrar	May 12

Summer Session 2018: June 4 – July 26 Monday-Thursday

Summer Session begins	June 4
Independence Day Observed (no classes, offices closed)	July 4
Summer Session Ends	July 26
Final Grades Due to Registrar	Aug 2

Upcoming Adjunct Faculty Events

January-February:

- **Wednesday, January 13 - New Adjunct Faculty Orientation;** Prescott; Bldg. 19; 5:15 –8:30 pm
- Wed, Jan. 27; Prescott Small Group Meeting; Noon-1:30 pm; 3-105
- Wed, Feb 3; Chris at CTEC; 9:00 am - Noon; location TBA
- Wed, Feb 3; Chris at Chino 2:00 pm - 6:00 pm; conference room
- Friday, Feb 5; Verde Adjunct Meeting; Noon—1:30 pm; Rm. M 203
- Tues, Feb 9; Prescott Small Group Meeting; Noon-1:30 pm; 3-105
- Wed, Feb 17; Prescott Small Group Meeting; Noon-1:30 pm; 3-105
- Wed, Feb 24; Chris at PV Noon - 6:00 pm; location TBA

Updates from the Registrar. . . Sheila Jarrell – 776-2107

Faculty Support Page: <http://www.yc.edu/v5content/registrar/faculty-support.htm>

~ Add/Drop/Refund Dates for Spring 2016 ~



Add Students:

- The deadline for students to add full semester classes:
 - ◊ Thursday, **January 21**
 - ◊ For short classes: the deadline to add is 4th day after displayed start date.

Drop Students:

- The deadline for students to drop full semester classes (*dropped classes do not appear on the transcript*):
 - ◊ Sunday, **January 24**
 - ◊ For short classes: the deadline to drop is the 6th day after displayed start date.

Refunds:

- The deadline for students to drop and receive a refund:
 - ◊ Sunday, **January 24**
 - ◊ For short classes: deadline is the 6th day after displayed start date.

No Shows ~ January 19-24:

- If you have “no shows” in your class, use the **Faculty Withdraw** link to drop students as “no shows”

NOTE: Federal financial aid and Veteran’s Administration regulations require this reporting. Log into www.yc.edu with username/password; click on My Services, then Faculty;

choose a link:

- **My Class Rosters** – use this link to verify current enrollment and to contact students
- **Faculty Withdraw** – use this link to drop students as “no shows” or as they quit attending.

Enrollment during the First Week:

- Enrollment will shift through January 24 as students add and drop classes, and as faculty identify “no shows”.
- As the “no shows” are processed, those seats are made available for other students.

Timeline:

- January 19-24: Report no shows
 - ◊ Students disappear from the roster
 - ◊ All charges for the class are reversed
- Beginning January 25: Withdraw students who have quit participating!
 - ◊ Students remain on the roster as “Withdrawn”
 - ◊ There is no refund

FTSE: Full-time student enrollment:

- FTSE calculations are completed every semester on the 45th day for YC enrollment reported. Even though we don’t get a lot of money these days, it is still *required by the Auditor General*. **FTSE for Spring is March 3**. If you monitor rosters weekly and report no shows & students who quit participating, completing your FTSE roster is simple.



Add / Drops / Refunds / Rosters / Enrollment / FTSE:

See the Registrar’s Update On This Page

Jan. 13-15; Faculty Activities/ Division Meetings; Get courses ready!

Jan. 13 - Convocation Day Events:
 ♦ 8:00-9:30 am - Prescott Welcome & College Updates - Performing Arts Center

♦ 10:00-11:30 am - Verde /Prescott ITV Meetings

♦ 12:00-1:00 pm - Lunch To-Go on both campuses
 * Faculty Association ITV Meeting: 3-119 (Prescott) and G-106 (Verde)
 * Staff Association ITV Meeting: 19-215 (Prescott) and G-107 (Verde)

♦ 1:30-3:00 pm - Verde Welcome & College Updates; M-137

Jan. 19 - Spring Semester Begins!

[Link to Academic Calendar](#)

Is your Canvas LMS ready for the Spring semester?

Teaching & eLearning Support **TeLS**

If not, check out TeLS! The TeLS staff will help you get ready ~ Copy ~ Import ~ Merge courses in Canvas, add videos, and more!

Questions? Don’t hesitate to contact the Teaching & eLearning Support (TeLS) office at (928) 771-6120 or rels@yc.edu.

The Adjunct Advisor

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

\$\$ Money—Money—Money \$\$

Compensation Rate for 2015-16
\$739 per load hour

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

Pay dates for Spring 2016:

- * February 5, 19 * March 4, 18
- * April 1, 15, 29

Please note that the final pay date for the spring semester will be Friday, April 29.

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

News from the Library

(Rooms, actually)



The Prescott Campus Library's Collaborative Study & Media Rooms now have a splash of color just in time to ring in the New Year!

These rooms seat 2-5 people and include a computer, Blu-Ray/DVD/VHS player as well as a white board.

A perfect setting for you and your students to tackle group projects!

For more information on Library Spaces:

Prescott -
<https://www.yc.edu/v5content/library/prescott-spaces.htm>

Verde Valley -
<https://www.yc.edu/v5content/library/verde-spaces.htm>

Money Matters Financial Aid Update Spring 2016 . . .

~ Diana Dowling



Reporting No Shows and Students who Stop Participating

Please make sure to report students that:

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

At the beginning of every semester, we ask that faculty drop students as "no-shows" before the end of the drop period so that Financial Aid does not disburse aid to students who do not qualify. In most instances this creates a debt to the student!

Refunds and Bookstore Charges

- Students can begin charging books, if eligible, at our bookstore January 4th.
- Bookstore opt out form – students who need to use financial aid to buy their books that do not wish to use the bookstore can ask for a bookstore opt out form:
 - * Bookstore opt out deadline January 13th, checks cut to students January 15th
- **First refund to students** is January 29th

Questions? Contact financial.aid@yc.edu or call the Financial Aid office nearest you ~
Prescott: Bldg 1-Lobby (928) 776-2152
Verde: Bldg I (928) 634-6502

Welcome Back...From the Prescott Learning Center!

As you get ready for the spring semester remember that the Learning Center is here to support you.



Services Offered:

Drop-In Tutoring, Online Writing Tutor, Supplemental Instruction, Study Skills Tips and Workshops, Computer Lab, Group/Individual Study Rooms, WEPA Printing

Hours of Operation:

Monday – Thursday 8:00am-8:00pm
Friday 9:30am-5:00pm

Important Dates to Remember:

Tutors return on Tuesday, January 19th, 2016
Supplemental Instruction begins the first day of class (select classes only)
Student Success Workshops begin week of February 1st

Contact Us:

Click: www.yc.edu/learningcenter
Email: prescott.lc@yc.edu
Call: (928)776-2085
Visit: I-207

Hey Faculty! Remember, your students may need help with:

- Researching paper
- Using library databases
- Searching the web for relevant, authoritative & reliable information

Your friendly Library Instruction Team can help!

Schedule a Library Instruction and tour for your students. We'll style a lesson plan just for your students' needs. It's fun and educational!

Scheduling is easy! Call the Library's Reference Desk - Ext. 2261 for Prescott Campus or Ext. 6540 for Verde Campus; or just click the link below to schedule a class for your students for an academic-enhancing library instruction.



See you soon at the library!

~ Shelly Gilliam, Library Instruction ~

shelly.gilliam@yc.edu

[Library Instruction & Tours Link](#)



Coming Soon!

Collage Goal FAFSA 2016

- February 13th Prescott Campus
~ 2:00 - 4:00 pm, Bldg. 19

Transfer Day Events

- March 2nd Verde Campus
~ 10:00am -1:00pm
- March 3rd Prescott Campus
~10:30am -1:00pm

More information in the February Newsletter.

Spring 2016 Adjunct Faculty Meetings. . . Chris Heyer



Prescott - Small Group Meetings: (Meets in the GIFT Center 3-105)

January 27 (Weds.)	Noon - 1:30 pm	Getting Students Started /Canvas Info
February 9 (Tues.)	Noon - 1:30 pm	Campus Resources - Disability Resources
February 17 (Weds.)	Noon- 1:30 pm	Class Management - Campus Resources
March 16 (Weds.)	Noon - 1:30 pm	Class Management - "Hooks"
April 6 (Weds.)	3:30 - 5:00 pm	Class Management - "Good" Questioning
April 20 (Weds.)	Noon - 1:30 pm	Ending the Semester

Verde Meetings:

February 5 (Friday)	Noon - 1:30 PM	M-203	Campus Updates / Meet Dr. Trainor/Transfer Day Info / Class Management - "Hooks"
March 8 (Friday)	Noon - 1:30 PM	M-203	Campus Updates/ Class Management - "Good" Questioning
April 6 (Friday)	Noon - 1:30 PM	M-203	Campus Updates / Class Management - Keeping them until the end
April 29 (Friday)	Noon - 1:30 PM	M-203	Ending the Semester

CTEC Meetings:

February 3 (Weds.)	9:30 am - Noon	TBA
March 15 (Tues.)	2:00 - 6:00 pm	TBA
April 13 (Weds.)	Noon - 1:30 PM	TBA

Chino Meetings:

February 3 (Weds.)	2:00 - 6:00 pm	Conference Room
March 15 (Tues.)	2:00 - 6:00 pm	Conference Room
April 13 (Weds.)	9:30 am - Noon	Conference Room

Prescott Valley Meetings:

February 24 (Weds.)	Noon - 6:00 PM	TBA
March 15 (Tues.)	9:00 am - 1:00 PM	TBA
April 5 (Tues.)	Noon - 4:00 PM	TBA

- Meetings have updates and training from campus departments & resources / TeLS / Administration / and you!
- Remember, Adjunct Faculty professional development requires three (3) hours per semester of professional development activities related to the discipline area and student learning. This can be training provided in adjunct faculty meetings, or professional development opportunities provided on campus by your division, TELS, or the faculty GIFT Center.

New Adjunct Faculty - do you need to take EDU-150?

EDU-150, *Instruction, Management & Assessment in the Classroom*, is required for all adjunct faculty within two years of hire. It is a CLOSED class and not in the college catalog. You will need to complete a Tuition Waiver and register for course sections (there are four) using the course section CRN.

Please contact **Chris Heyer**, Adjunct Faculty Coordinator, for instructions to register.
928-649-4568 (Verde); 928-776-2018 (Prescott); chris.heyer@yc.edu.



**Upcoming Adjunct
Faculty Events:**

- Feb. 3 - Wed.; 9:30am-Noon - Chris at CTEC Campus; Room 185; make appointment
- Feb. 3 - Wed.; 2:00-6:00pm - Chris at Chino Valley Campus; Conference Room; make appointment
- Feb. 5 - Fri.; Verde AF Meeting; Noon; Room M-203
- Feb. 9 - Tues; Prescott Small Group Meeting; Noon - 1:30; GIFT Ctr. 3-105
- Feb. 17- Wed.; Prescott Small Group Meeting; Noon - 1:30; GIFT Ctr. 3-105
- Feb. 24- Wed.; Chris at Prescott Valley Campus; Noon - 6:00pm; Room 143; make appointment

See Page 3 for meeting days & times.

[YC Training Website / Adjunct Faculty](#)

Spring 2015

Academic Calendar Items:

See Registrar's info this page...

Feb. 5 - First Friday - Sign up for some great workshops on the [YC Training Site](#)

Feb. 5 - HASSAYAMPA INSTITUTE *Literary Southwest evening*; Bernard Cooper; 7 PM; Prescott Campus Community Room

Feb 13 - College Goal FAFSA - 2:00 - 4:00 pm; Prescott Campus; See page 2

Feb. 14 - Valentine's Day!



**It's Valentine
Month ~**

**Smooch your
Pets!**



Updates from the Registrar. . . Sheila Jarrell – 776-2107

Updates from the Registrar. . . Sheila Jarrell – 928.776.2107



Faculty Support Page -

<http://www.yc.edu/v5content/registrar/faculty-support.htm>

Manage Enrollment

Access your rosters at least once a week throughout the semester to view enrollment.

Withdraw students who have quit attending/participating.

- Login to www.yc.edu
- My Services/ Faculty/**My Class Rosters** (view enrollment)
- My Services/Faculty/**Faculty Withdraw** (withdraw students)

FTSE: Full-Time Student Enrollment

- FTSE verifications are completed every semester on the 45th day
- FTSE date for Spring: **March 3**

If you monitor rosters weekly and withdraw no shows & students who quit participating, completing your FTSE roster on March 3 will be simple. Do not wait until then to withdraw students who have quit attending or participating! FTSE details and reminders will be sent mid-February.

Questions? Call 776.2107 or email sheila.jarrell@yc.edu.

Happy February from Office of the Registrar!

Updates from YC Library...Ustadza Ely - 776-2264

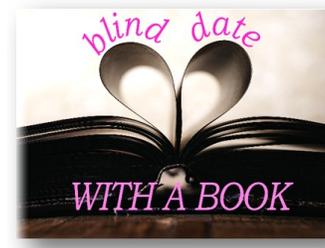
Blind Dates in the Library!

For the first two weeks in February, the Yavapai College Libraries (Prescott & Verde Valley Campus) will be offering blind dates!

More specifically, a **Blind Date with a Book.**

Through our front doors, check out our display of gift wrapped books for you to check out.

The identities of the books are hidden, until you check them out and unwrap them. Maybe you'll end up reading and falling in love with a book you never thought you'd like before!



The Adjunct Advisor

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



\$\$ Money—Money—Money \$\$

Compensation Rate for 2014-15

\$739/ load hour

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

Pay dates for Spring 2015:

- * February 5, 19 * March 4, 18
- * April 1, 15 & 29

Please note the final pay date for the spring semester will be Friday, April 29th

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



Saturday, February 13,
2 - 4pm ~ Prescott
Campus, Building 19

Financial Aid Advisors will be present to help all prospective and continuing students of any institution fill out the Free Application for Federal Student Aid (FAFSA).

This event is free and open to all prospective and continuing students of any institution.

For what to bring, or additional information, contact Adrienne Rodriguez at 928-776-2081; or adrienne.rodriquez@yc.edu. To learn more, go online www.collegegoalaz.gov.

University Transfer Day

It's time to plan ahead! Students meet university representatives



Transfer Day Events

- March 2nd Verde Campus
~ 10:00am -1:00pm
- March 3rd Prescott Campus
~10:00am -1:00pm

Transfer Resources webpage ~ www.yc.edu/transfer

Financial Aid Update February 2016 . . . Diana Dowling

Disbursements:

Happy February! Financial aid made our 1st disbursement on Friday, January 29th. From here on out, we will disburse funds to students (who get their financial aid in late) every Wednesday.

We will also continue to disburse funds throughout the semester for late start classes.



Scholarships:

The YC Foundation scholarship is now available for students to fill out. I need your help in spreading the word! The Foundation offers more than \$100,000 in scholarship opportunities to our students. To apply, students need to log into our YC webpage, click on my services, students and then my financial aid. The scholarship application is in their financial aid portal. I appreciate your help in getting the word out.

No Shows and Students who Stop Participating:

Please continue to report no show's for your late start classes and students who stop participating. We do not want to disburse funds to students who were never there! Please see the Registrar's highlights for dropping students.

Thank you for the wonderful work you do with our students! If students have questions, please have them visit the answer center at the following campuses: Prescott, Verde, CTEC and Prescott Valley.

Students can also call 928.776.2149 or email answercenter@yc.edu.
More Info - [Financial Aid Website Link](#)

A Note from Disability Resources . . . Robb Ferguson, Director, x2079, Petra Bennett, Specialist, x2057

As spring semester begins, it's a good time for Disability Resources (DR) to remind /inform you of **Testing Accommodation** procedures for students with disabilities.

- You may receive an **Instructor Notification Form** from a student which outlines their accommodations for the semester.
- Accommodations that can be made for testing/quizzes are: extended time, scribe, reader, assistive technology, private room, and large print. All students with testing accommodations need to test either in the *Out of Classroom Testing Center*, Bldg. 1, room 224 (if the only accommodation is extended time or large print) or proctored in the *Disability Resources Testing Lab*, Bldg. 1, room 207 (for all other accommodations.) **YOUR** procedure for both of these options is **IDENTICAL**, which is to complete the **Out of Classroom Test Form** required from the Testing Center. If a test needs to be proctored by Disability Resources, the test is signed-out from the Testing Center by DR, proctored by DR, and then signed back in to the Testing Center and returned to you. It is the **students'** responsibility to arrange testing times with Disability Resources. **Please note: we take every precaution in order to ensure the integrity of your exams/quizzes.**
- Student's receive the accommodation for extended time on exams/quizzes for various reasons. Many disabilities make it difficult for students to have time constraints on exams; for example, difficulties with focus and concentration, a learning disability of some kind, a processing deficit, or even a psychological disability. It is extremely important that these students complete their exam in the Out of Classroom Testing Lab or the Disability Resources Testing Lab since it may not be just an issue with time, it could also be an environmental issue.
- **It is the students' responsibility to know what their accommodations are and communicate with you about them. They are encouraged to use the accommodations that have been set up for them but ultimately it is their choice to use them or not.** Please contact Disability Resources at any time with your questions or concerns. We are here to help.

Spring 2016 Adjunct Faculty Meetings. . . Chris Heyer

Prescott - Small Group Meetings: (Meets in the GIFT Center 3-105)

February 9 (Tues.)	Noon - 1:30 pm	Campus Resources - Disability Resources
February 17 (Weds.)	Noon- 1:30 pm	Class Management - Campus Resources
March 16 (Weds.)	Noon - 1:30 pm	Class Management - "Hooks"
April 6 (Weds.)	3:30 - 5:00 pm	Class Management - "Good" Questioning
April 20 (Weds.)	Noon - 1:30 pm	Ending the Semester



Verde Meetings:

February 5 (Friday)	Noon - 1:30 PM	M-203	Campus Updates / Meet Dr. Trainor; Transfer Day Info / Class Management - "Hooks"
March 18 (Friday)	Noon - 1:30 PM	M-203	Campus Updates/ Class Management - "Good" Questioning
April 8 (Friday)	Noon - 1:30 PM	M-202	Campus Updates / Class Management - Keeping them until the
April 29 (Friday)	Noon - 1:30 PM	M-203	Ending the Semester

CTEC Meetings:

February 3 (Weds.)	9:30 am - Noon	185	Make an appointment with
March 15 (Tues.)	9:30 am - Noon	180	Chris - 928-776-2018 or 649-4568
April 13 (Weds.)	2:00 pm - 6:00 pm	122	

Chino Meetings:

February 3 (Weds.)	2:00 - 6:00 pm	Conference Room	Make an appointment with
March 15 (Tues.)	2:00 - 6:00 pm	Conference Room	Chris - 928-776-2018 or 649-4568
April 13 (Weds.)	9:30 am - Noon	Conference Room	

Prescott Valley Meetings:

February 24 (Weds.)	Noon - 6:00 PM	Room 143	Make an appointment with
March 15 (Tues.)	9:00 am - 1:00 PM	Room 143	Chris - 928-776-2018 or 649-4568
April 5 (Tues.)	Noon - 4:00 PM	Room 143	

- Meetings have updates and training from campus departments & resources / TeLS / Administration / and you!
- Remember, Adjunct Faculty professional development requires three (3) hours per semester of professional development activities

Recent work from Yavapai College

Verde Art Faculty

Through March 3rd, 2016



The **HASSAYAMPA INSTITUTE** presents

The LITERARY SOUTHWEST

Readings and Conversations with the
Finest Writers in the West and Beyond

Friday

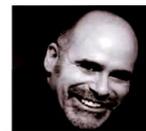
Yavapai College
Community
Room

February 5th, 7:00 pm

An Evening With

**Bernard
Cooper**

Memoirist, novelist, &
short story writer



Events are **FREE** - A great event for students!

Presenter : Patricia McCarver **Start Time :** 2:07 PM **Item No :** 17
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 10/9/2015 **Item Type :** Heading

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

Description : POLICY - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 2:07 PM **Item No :** 18
Proposed By : Patricia McCarver **Time Req :** 15
Proposed : 10/9/2015 **Item Type :** Information Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Board's own process and performance through: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	560668

Description : Review and Summary of the February 9, 2016 Board Budget Workshop - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services will summarize the February 9, 2016 morning Board Budget Workshop, followed by Board discussion.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:22 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 10/9/2015

Item Type : Policy Information

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	560658

Description : Receipt of the Independent Auditors' Report on Internal Controls and the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2015 - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Frank D'Angelo, Controller, will provide a brief presentation and address questions from the Board regarding the Independent Auditors' Report on Internal Controls, the Financial Audit, the status of the Federal Single Audit and other communications.

Attachments :

Title	Created	Filename
YCC_CAFR_6-30-15.pdf	Jan 27, 2016	YCC_CAFR_6-30-15.pdf



COMPREHENSIVE ANNUAL FINANCIAL REPORT

For the fiscal year
ended June 30, 2015

PRESCOTT • VERDE VALLEY • PRESCOTT VALLEY • CHINO VALLEY • SEDONA

Yavapai
COLLEGE

**Yavapai County Community College District
Comprehensive Annual Financial Report
Fiscal Year Ended June 30, 2015**

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COMPREHENSIVE ANNUAL FINANCIAL REPORT

Published and distributed by

The Office of Business Services

Yavapai College
1100 East Sheldon Street
Prescott, Arizona 86301
www.yc.edu

For the fiscal year
ended June 30, 2015

INTRODUCTORY SECTION

December 9, 2015

The District Governing Board of Yavapai County Community College District:

The Comprehensive Annual Financial Report (CAFR) of the Yavapai County Community College District (the "District"), Prescott, Arizona for the fiscal year ended June 30, 2015, is submitted herewith.

Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the District. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the District. All disclosures necessary to enable the reader to gain an understanding of the District's financial activities have been included. Please read the management's discussion and analysis in conjunction with the Vice President of Finance and Administrative Services and Director of Business Services/Controller's transmittal letter.

This report is prepared in accordance with generally accepted accounting principles (GAAP) and in conformance with standards of financial reporting as established by the Government Accounting Standards Board (GASB) using the guidelines as recommended by the Government Finance Officers Association of the United States and Canada (GFOA).

The District is required to undergo a single audit in conformity with the provisions of the Single Audit Act Amendments of 1996; the U.S. Office of Management and Budget Circular A-133; and Government Auditing Standards issued by the Comptroller General of the United States. Information related to this report, including the Schedule of Expenditures of Federal Awards and auditors' reports on internal controls and compliance with applicable laws and regulations will be available at a future date by contacting the Vice President of Finance and Administrative Services.

THE REPORTING ENTITY

The District is an independent reporting entity within the criteria established by GAAP and the GASB. Although the District shares the same geographic boundaries with Yavapai County, financial accountability over all activities related to public community college education in Yavapai County is exercised solely by the District. In accordance with GASB Statement No. 39, the financial reporting entity consists of a primary reporting entity and its component unit. The District is a primary government because it is a special-purpose political subdivision that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments.

The accompanying financial statements present the activities of the District and its component unit, the Yavapai College Foundation (Foundation). The Foundation is a legally separate, tax-exempt organization. Although the District does not control the timing or amount of receipts from the Foundation, the Foundation's restricted resources can only be used by, or for the benefit of, the District. Consequently, the Foundation is considered a component unit of the District and is discretely presented in the District's financial statements.

HISTORY

The District was established in 1966 under the Arizona Community College Law of 1966. During the first year of instruction, 1969-70, classes were held at various sites in Prescott. The first buildings were dedicated in February, 1970 on 100 acres in Prescott that were once part of historic Fort Whipple. To better serve the growing communities on the east side of Yavapai County, the Verde Valley Campus was established in 1975 on 120 acres in Clarkdale. Yavapai College education centers are located in Chino Valley, Prescott Valley, Sedona, and Cordes Junction, and include the Career & Technical Education Center, located near the Prescott Airport.

The District is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and has been throughout its history. In March 2013, the District went through a full reaccreditation by the Higher Learning Commission and its status was reaffirmed with no recommendations reported. The next reaccreditation will be in 2023.

SERVICE AREA

Yavapai County, named for the Yavapai Native Americans ("Yavapai" means "The People of the Sun") is a land of extremes with a blend of the Old West and the contemporary. Yavapai County, one of the state's oldest counties, was among the original four counties created when Arizona was still a territory. The provisional seat of the Arizona territorial government was established at Fort Whipple on January 22, 1864. Yavapai County offers many local attractions ranging from natural to cultural to educational. Scenic pine forests provide year-round recreational opportunities. Museums, monuments, and rodeos reflect Arizona's tribal and territorial past.

The District serves a diverse student population in a rural area covering approximately 8,123 square miles (which is larger than the state of Massachusetts) with the 2014 estimated population (provided by the US Census Bureau) of 218,844 and a population density of 27 people per square mile.

ECONOMIC OUTLOOK

Yavapai County is located in the west central portion of the state. Its boundaries include the incorporated cities and towns of Camp Verde, Chino Valley, Clarkdale, Cottonwood, Dewey-Humboldt, Jerome, Prescott, Prescott Valley, and Sedona. The larger

unincorporated areas of the county include the communities of Ashfork, Bagdad, Black Canyon City, Congress, Crown King, Mayer, Paulden, Seligman, and Yarnell. Small business, light industry, service trades, ranching, mining, and tourism all contribute to the economy of Yavapai County. A growing retiree population will continue to produce population growth in Yavapai County over the next decade.

The state's revenue collections for fiscal year 2014-15 are approximately \$350 million greater than expected. It's believed that at least \$250 million is recurring and can be used to off-set the potential increased K-12 funding should the state lose the K-12 inflation litigation ruling. The consensus among Arizona economists continues to be for slow growth in regards to construction spending, population, and personal income which are all needed for the Arizona economy to grow. While Arizona may be better off than other states, economic growth remains well below previous recovery levels.

Yavapai County's economic condition is similar to the state. The county is experiencing continued growth, albeit slow, in construction spending, employment and population. Property taxes provide the majority of funding for the District. We expect the growth in total assessed values to increase modestly into next fiscal year and the primary property tax levy to increase moderately due to new construction. Continued improvement in the housing market is expected but at a slower rate than in the past.

The District's operating funding from the state has remained stable for the past few years and is currently less than 3% of the total operating budget. For fiscal year 2014-15 the District received an additional \$802,900 for STEM and Workforce Programs, and received a similar amount for fiscal year 2015-16.

MAJOR PROGRAM INITIATIVES

Yavapai College has made strides during the past year in the areas of capital improvements, enrollment, and student achievement.

Capital Improvement Projects/Planned Maintenance

The District completed the replacement of the Tennis Courts and Low Water Crossing on the Prescott campus. The existing tennis courts were nearly 40 years old and well beyond their useful life. The new courts were completed in the fall of 2014 and will provide students and community members many years of quality playtime. The Tennis Courts and Low Water Crossing projects were funded from a combination of private contributions and the District's Future Capital Projects Accumulation account.



The District is in the initial stages of implementing its long-range Capital Improvement Plan. A master site plan for each of the campuses/centers was developed which included facility, infrastructure and land development improvements to accommodate projected growth over the next ten to fifteen years. The District's Capital Improvement Plan is a living document which will evolve over time to continually align academic, strategic, and physical visions.

Three major projects that were substantially completed by the beginning of the fall 2015 semester included the renovations of Buildings 1 and 3 on the Prescott campus and the Career and Technical Education Center (CTEC) building. The renovations of Buildings 1 and 3 included the addition of the university transfer center, 100 seat classroom, complete fire sprinkler system, student life/activities areas and the expansion of the student learning center. At CTEC over 30,000 square



feet of space, mostly unimproved warehouse, was renovated for the purpose of carrying out Career and Technical Education programs. The projects were primarily funded with the District's Future Capital Projects Accumulation monies.

During the fiscal year the District completed a land-swap with the owner of the Sedona Cultural Park which was necessary to provide permanent parking adjacent to the Sedona Center for Arts & Technology facility. In addition to building a parking lot the District expended monies to construct an access road from Highway 89A to the Sedona Center for Arts & Technology. The projects were funded with the District's Future Capital Projects Accumulation monies.

Enrollment

Total enrollment for the fiscal year exceeded 15,000 students including both credit and non-credit classes. Individual programs with FTSE growth of 14% or greater include Agriculture Equine, Agricultural Science, American Sign Language, Computer Numerical Control, Electronics Technology, Health Information Management, Nutrition, and Viticulture and Enology.

Student Achievement

Student accomplishments continue to be our most important gauge of success. Four students were named to the 2015 All-Arizona Academic Team. All-Arizona Academic Team members receive tuition waivers to an Arizona University of their choice, courtesy of the Arizona Board of Regents. A total of 1,474 students earned degrees or certificates. Throughout the course of the academic year, 55 students received the Law Enforcement

and Corrections certificate, 112 students received an Emergency Medical Technician certificate, 141 students received the Nursing Assistant certificate, and 89 students completed all requirements of the Nursing Program. In addition, approximately 14 students completed studies and passed the exam to earn a high school equivalency diploma.

STRATEGIC PLANNING

The District is currently in the process of finalizing the 2015 – 2020 Strategic Plan. The District engages in strategic planning to assure that it's forward looking in meeting students and community needs. The strategic plan is a continuous process that guides the future direction of the institution and operationalizes the District Governing Board Ends, College Mission, Vision, and Values.

Strategic planning at the District is an inclusive and collaborative process that involves internal and external stakeholders and is grounded on evidence-based data and information. The District's strategic plan is the guiding document that drives and informs the academic master plan, campus master plan, and budgeting process.

FUTURE PROGRAM INITIATIVES

Beginning in the fall of 2015 the District began offering several new certificates including Advanced Bookkeeping, Bookkeeping, Basic Tax, Computed Tomography, Culinary Arts Fundamentals, Enology, Hotel and Restaurant Management, Integrated Systems Engineering Technician, Magnetic Resonance, Media Production and Media Writing and Producing. These new certificate programs will prepare students for various careers in these industries through a combination of lecture, group discussion and hands on skill building experiences. Academic program reviews will be performed in all instructional degree and certificate programs.

FINANCIAL INFORMATION

Effective management of these funds through internal controls, budgetary controls, cash management, and financial reporting fulfills the District's responsibilities for stewardship, safeguarding of assets, and accountability to resource providers.

Internal Controls

In developing and evaluating the District's accounting system, consideration is given to the adequacy of internal controls. Internal controls are designed to provide reasonable, but not absolute assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and that the evaluation of costs and benefits requires estimates and judgments from management.

All internal control evaluations occur within the above framework. We believe that the District's internal controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Budgetary Controls

The District maintains budgetary controls in the form of detailed budgets and budget transfer restrictions by fund, department and account. On a monthly basis the District presents various financial reports to the District Governing Board including a report of revenues, expenditures and budgets by fund, a narrative discussing budget deviations by fund and a report comparing the current reserve levels to the District's required reserves. The objective of these budgetary controls is to ensure compliance with the annual budget and to fulfill the requirements of the District Governing Board's monitoring reports.

The District complies with state statutes requiring that a report of the District's adopted budget be published annually with the prescribed format as required by the State of Arizona, Office of the Auditor General. The District also demonstrates compliance by issuance of an annual budgeted expenditure limitation report that is examined by the Office of the Auditor General. The expenditure limitation calculation determines the maximum allowable expenditure supported by state appropriations and property tax levies.

Cash Management

The District is governed by the Arizona Revised Statutes relating to the overall investment of idle public funds. The fiduciary responsibility of such investments is entrusted to the District Governing Board and facilitated through the Vice President of Finance and Administrative Services.

The District invests idle funds in a prudent, conservative, and secure manner for the highest yield as prescribed by Arizona Revised Statutes. The principal investment vehicle used during the fiscal year has been the County Treasurer's investment pool and a collateralized savings account with Wells Fargo. Both have provided the District with safe liquid investments.

Financial Reporting

The Comprehensive Annual Financial Report (CAFR) for the District was formulated with data from several sources including District records and the Yavapai County Treasurer and Assessor Offices. These statements present information on the financial condition of the District and determine whether resources were adequate to cover the costs of providing services during the reporting period. The District's CAFR is distributed to the District Governing Board and executive management, Federal and State agencies, and financial institutions, as well as others throughout the general public. Internal management reports are customized and provided to meet the information and decision-making needs at all levels of the organization and to aid management in the allocation of resources.

The Notes to the Financial Statements are an integral part of this Comprehensive Annual Financial Report and should be read for a full understanding of the financial information presented within.

RISK MANAGEMENT

The District maintains a full complement of insurance coverage in accordance with Arizona Revised Statutes. Liability coverage is carried on a broad basis, including errors and omissions and “wrongful acts” coverage and is maintained with the policy limits in excess of \$50,000,000. Property coverage is maintained on a replacement value basis in accordance with an agreed upon schedule of values. Additional coverage includes: auto fleet liability, crime and fidelity coverage, cyber liability, boiler and machinery insurance, workers’ compensation, and student accident coverage.

District Finance, Facilities and Human Resources are dedicated to the risk management function and are actively working to minimize the cost of funding risks through the implementation of safety and loss procedures.

INDEPENDENT AUDIT

The Office of the Auditor General for the State of Arizona conducts the annual financial audit for the District. Testing procedures determine whether the financial statements are free of material misstatement and ensure compliance with Arizona Revised Statutes that require an annual audit of the District’s financial statements. The Auditor General’s Independent Auditors’ Report is included in this document. For the fiscal year ending June 30, 2015, the District received an unmodified opinion.

GFOA CERTIFICATE OF ACHIEVEMENT

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Yavapai County Community College District for its comprehensive annual financial report for the fiscal year ended June 30, 2014. This was the fifteenth consecutive year that the District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

The preparation of this report could not be accomplished without the efficient and dedicated efforts of the Business Office staff. We would like to express our appreciation to all those who assisted in, and contributed to, the preparation of this report.

Respectfully submitted,



Clint Ewell
Vice President of Finance and Administrative
Services



Frank D'Angelo
Director of Business Services/Controller



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Yavapai County
Community College District
Arizona**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2014

Executive Director/CEO

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

PRINCIPAL OFFICERS

June 30, 2015

DISTRICT GOVERNING BOARD

Dr. Patricia McCarver, *Chair, District 4*

Mr. Steve Irwin, *Secretary, District 5*

Mr. Albert Filardo, *District 3*

Ms. Deb McCasland, *District 2*

Mr. Ray Sigafos, *District 1*

PRESIDENT

Dr. Penelope Wills

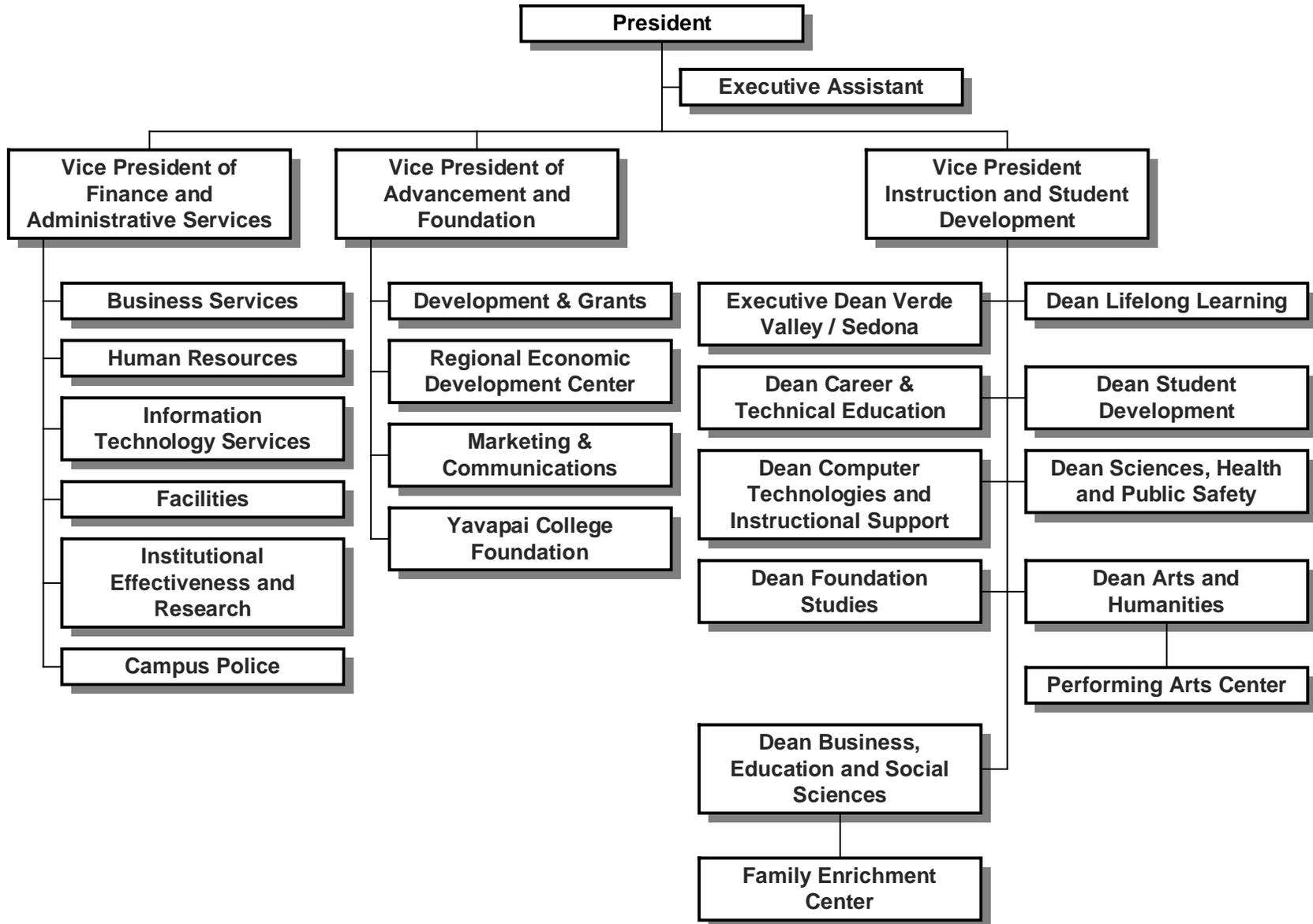
ADMINISTRATION

Scott Farnsworth, *Interim Vice President of Instruction and Student Support Services*
(Effective July 20, 2015)

Dr. Clint Ewell, *Vice President of Finance and Administrative Services*

Yavapai County Community College District

Organizational Chart as of June 30, 2015



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FINANCIAL SECTION



DEBRA K. DAVENPORT, CPA
AUDITOR GENERAL

STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

Independent Auditors' Report

Members of the Arizona State Legislature

The Governing Board of
Yavapai County Community College District

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and discretely presented component unit of the Yavapai County Community College District as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the discretely presented component unit. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of the discretely presented component unit were not audited by the other auditors in accordance with *Government Auditing Standards*.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component unit of Yavapai County Community College District as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with U.S. generally accepted accounting principles.

Emphasis of Matter

As discussed in Note 1 to the financial statements, for the year ended June 30, 2015, the District adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

U.S. generally accepted accounting principles require that the Management's Discussion and Analysis on pages 16 through 24, Proportionate Share of Net Pension Liability on page 53, and Schedule of Pension Contributions on page 54 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory and statistical sections listed in the table of contents are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we will issue our report on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters at a future date. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Debbie Davenport
Auditor General

December 9, 2015

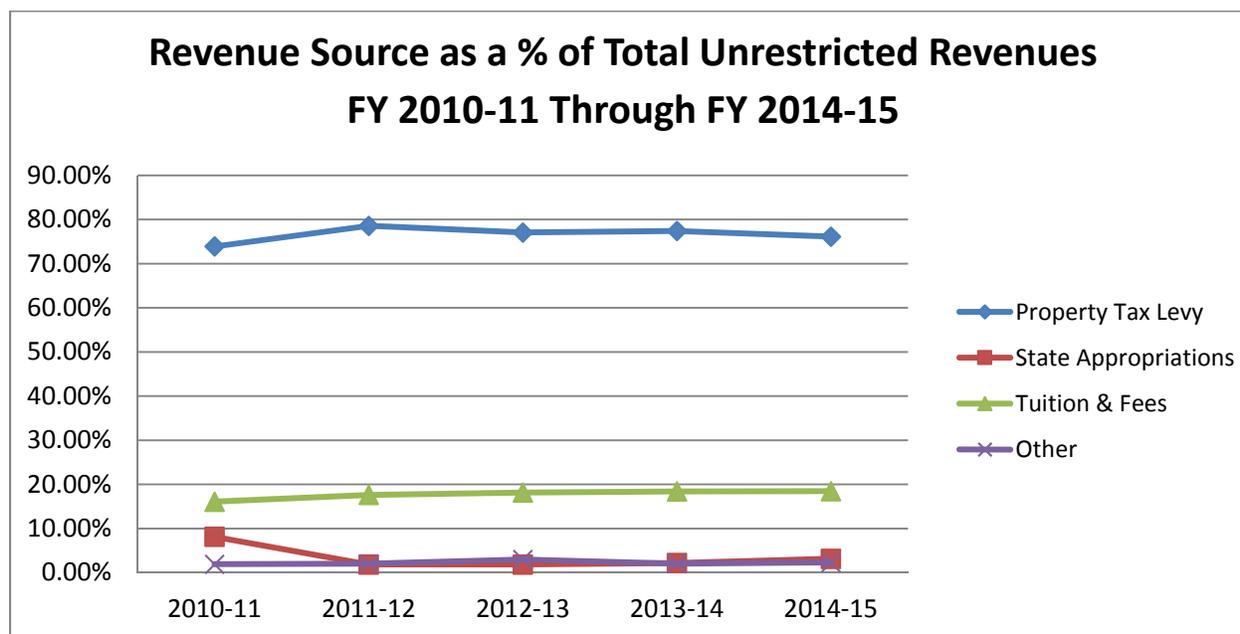
MANAGEMENT’S DISCUSSION and ANALYSIS

This section of the Yavapai County Community College District (the “District”), Comprehensive Annual Financial Report (CAFR) presents management’s discussion and analysis of the District’s financial performance during the fiscal year ended June 30, 2015. This management’s discussion and analysis is designed to focus on current activities, resulting change and current known facts. Please read it in conjunction with the Vice President of Finance and Administrative Services and Director of Business Services/Controller’s letter of transmittal beginning on page 1 and the basic financial statements beginning on page 25.

The accompanying financial statements present the activities of the District and its component unit, the Yavapai College Foundation (Foundation). The Foundation is a legally separate, tax-exempt organization. Although the District does not control the timing or amount of receipts from the Foundation, the Foundation’s restricted resources can only be used by, or for the benefit of, the District. Consequently, the Foundation is considered a component unit of the District and is discretely presented in the District’s financial statements.

Financial Highlights

Consistent with its mission to provide effective learning environments, instruction is the primary function of the District. Major funding sources supporting all functions include property taxes and tuition and fees. The District exercises primary and secondary tax levy authority for generation of funds for operating, capital equipment and improvements, and debt retirement purposes. Total Unrestricted Revenues and the mix of funding sources have been fairly consistent over the last few years, subsequent to the state’s significant appropriation reduction beginning in fiscal year 2011-12.



The assets of the District exceeded its liabilities at the close of the fiscal year by \$88,925,710. The most significant impact to net position for the District was the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. The new GASB statements relate to accounting and financial reporting issues and how pension costs and obligations are measured and reported. The new guidance establishes a shift from a funding-based approach to an accounting-based approach. This shift was designed to improve pension information and increase the transparency, consistency, and comparability of pension information across public entities. For the District, this resulted in the reduction of net position of \$31,285,107 effective July 1, 2014. Under the new guidance the District reported a liability on its financial statement that is equivalent to its proportionate share of the net pension liability of all the employers who participate in the cost-sharing plan administered by the Arizona State Retirement System (ASRS). For additional information, please refer to the Change in Accounting Principle (Note 2) and Pension and Other Postemployment Benefits (Note 8), which directly follows the presentation of the basic financial statements.

The District's total net position decreased from the prior year by \$19,484,246. Net investment in capital assets increased by \$11,336,484 (13.1%). Restricted net position increased by \$36,766 (2.0%) and unrestricted net position decreased by \$30,857,496 (153.4%).

The condensed financial information that follows highlights the main categories of the Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position.

Basic Financial Statements

The basic financial statements consist of the following:

The Statement of Net Position reflects the financial position of the District at June 30, 2015. It shows the various assets owned or controlled, deferred outflows of resources, related liabilities and other obligations, deferred inflows of resources, and the various categories of net position. Deferred outflows of resources represent consumption of net position that applies to a future reporting period(s) and so will not be recognized as outflows of resources (expense) until then. Deferred inflows of resources represent the acquisition of net position that applies to a future reporting period(s) and so will not be recognized as inflows of resources (revenue) until that time.

Net position is an accounting concept defined as the difference between 'assets and deferred outflows of resources' and 'liabilities and deferred inflows of resources'. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Net Position reflects the results of operations for the fiscal year ended June 30, 2015. It shows the various revenues and expenses, both operating and nonoperating, reconciling the beginning net position amount to the ending net position amount. This is shown on the Statement of

Net Position described above.

The Statement of Cash Flows reflects the cash inflows and outflows of cash and cash equivalents for the year ended June 30, 2015. It shows the various cash activities by type, reconciling the beginning cash and cash equivalents amount to the ending cash and cash equivalent amount – which is shown on the Statement of Net Position described above. In addition, this statement reconciles cash flows from operating activities to operating loss on the Statement of Revenues, Expenses, and Changes in Net Position described above.

Condensed Financial Information

The condensed financial information below highlights the main categories of the Statement of Net Position. Assets are distinguished between capital and current or noncurrent assets and liabilities are distinguished between long-term liabilities and other liabilities. Net position is divided into three categories reflecting the institutional equity in assets by broad characteristics. In addition to the District's capital assets, the District holds resources that have been restricted by external parties for specific programs or purposes. The remaining portion of net position is unrestricted and dedicated to the primary mission of the District.

Condensed Statement of Net Position

	<u>6/30/2015 *</u>	<u>6/30/2014</u>
Assets:		
Current assets	\$ 28,084,395	\$ 31,418,367
Noncurrent assets, other than capital assets	275,148	262,573
Capital assets, net of depreciation	<u>144,928,363</u>	<u>134,918,140</u>
Total assets	<u>173,287,906</u>	<u>166,599,080</u>
Deferred Outflows of Resources	<u>4,974,461</u>	<u>1,685,875</u>
Liabilities:		
Other liabilities	8,130,973	7,714,546
Long-term liabilities	<u>75,789,192</u>	<u>52,160,453</u>
Total liabilities	<u>83,920,165</u>	<u>59,874,999</u>
Deferred Inflows of Resources	<u>5,416,492</u>	<u>-</u>
Net Position:		
Net investment in capital assets	97,808,266	86,471,782
Restricted net position	1,864,284	1,827,518
Unrestricted net position	<u>(10,746,840)</u>	<u>20,110,656</u>
Total net position	<u>\$88,925,710</u>	<u>\$108,409,956</u>
<p><i>* The implementation of GASB No. 68 during fiscal year 2015 required the District to record a beginning net pension liability, and a restatement of deferred outflows of resources and beginning net position.</i></p>		

Current assets decreased by \$3,333,972 primarily as a result of cash and cash equivalents used for capital renovations projects. The increase in capital assets, net of depreciation, was attributable to spending capital accumulation account monies and other funds budgeted for capital assets on construction in progress, building renovations and equipment, offset by depreciation.

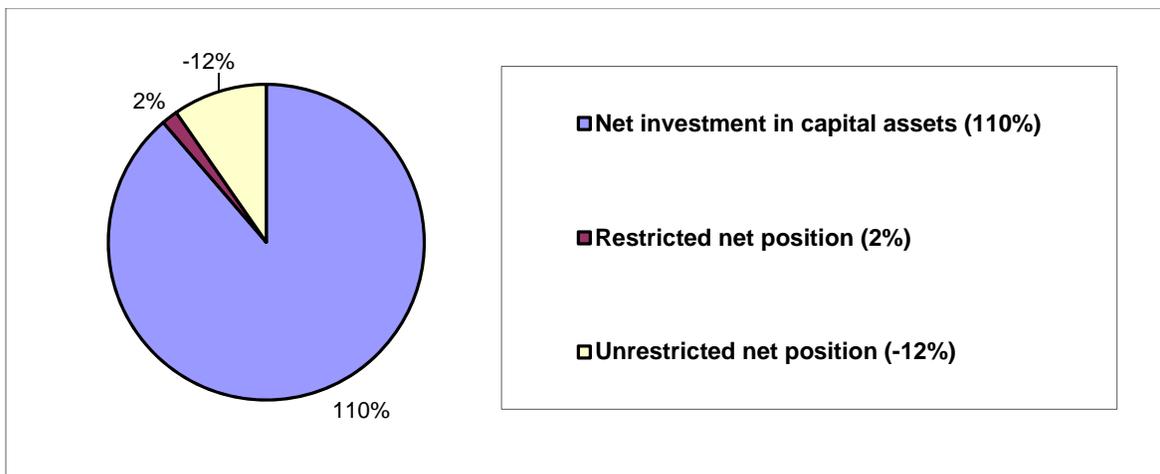
The deferred outflows of resources, after the restatement of the beginning balance, increased \$3,288,586 during the current fiscal year. The increase in deferred outflows of resources was due to the District's contributions to the Arizona State Retirement System (ASRS) after the pension liability measurement date. The measurement date used by the ASRS to calculate the District's net pension liability and related deferred outflow of resources was June 30, 2014.

The increase in other liabilities was accredited to an increase in accounts payable related to construction contracts and accrued payroll at year-end. Long-term liabilities increased \$23,628,739 due to recording the net pension liability, off-set by principal payments made on debt.

The deferred inflow of resources resulted from the implementation of GASB No. 68. The majority of the \$5,416,492 of deferred inflows of resources was the District's portion of the net difference between projected and actual earnings on pension plan investments.

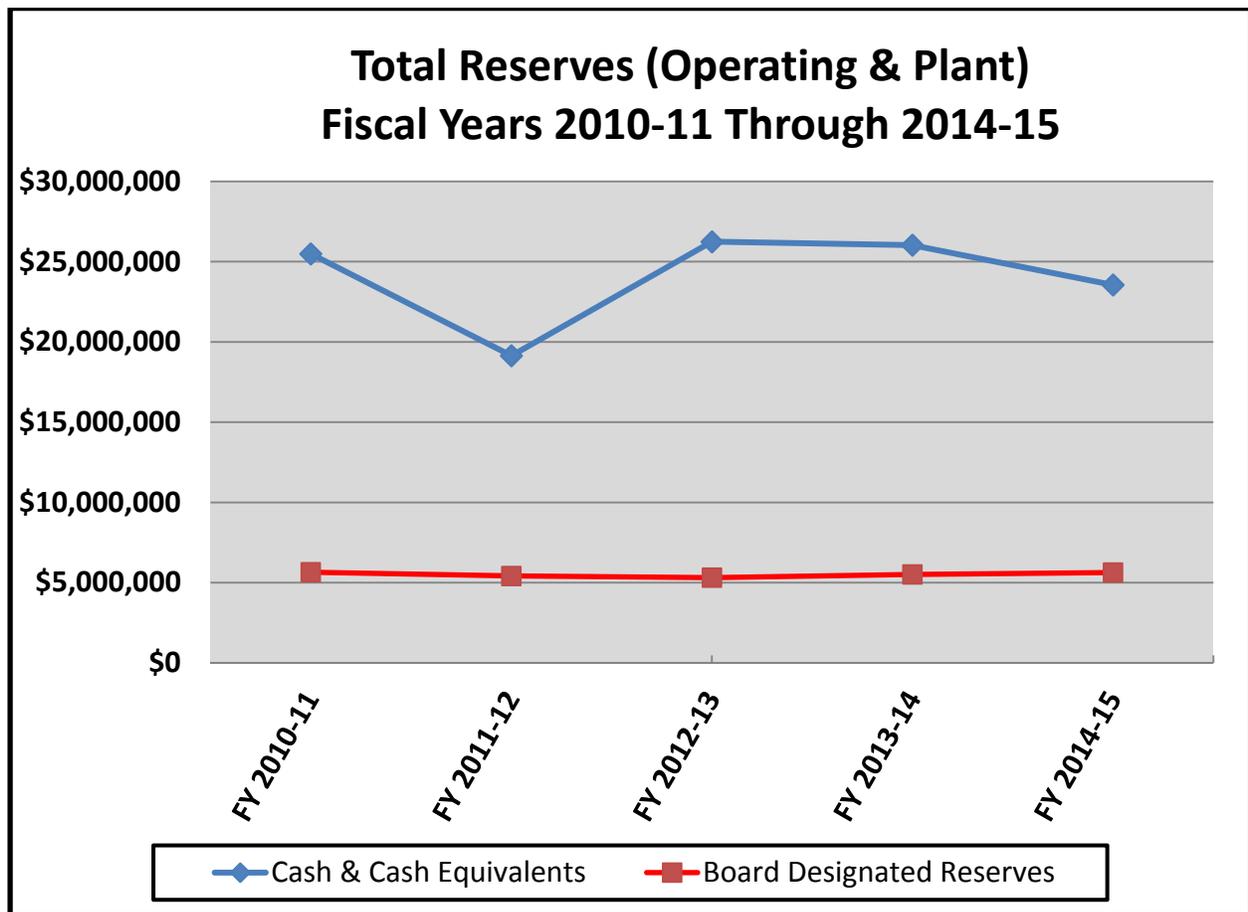
The District's net investment in capital assets increased by \$11,336,484 over the previous fiscal year. This increase was attributable to the addition of equity in the District's capital assets over the previous year and the reduction of debt acquired to pay for these assets. Restricted net position remained fairly flat from the prior year. The decrease in unrestricted net position of \$30,857,496 was primarily attributed to the implementation of GASB Statements Nos. 68 and 71 which changed the accounting for pensions, as discussed previously.

Net Position As of June 30, 2015



As noted earlier, net position reflects the financial position of the District. The largest portion of the District's net position (110 percent) reflects the investment in capital assets (e.g., land, buildings, improvements other than buildings, etc.), net of depreciation and less any related debt used to acquire those assets still outstanding. The District uses these assets to provide services to students; consequently, these assets are not available for future spending.

An additional portion of the District's net position (2 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of net position is in a deficit position and resulted from recording a \$29,124,740 net pension liability required by the implementation of GASB No. 68. Although the unrestricted net position is a deficit balance of (\$10,746,840) at June 30, 2015, the District's cash reserves, as seen in the following chart, were not affected by this accounting change and continue to be healthy.



The condensed financial information below highlights the main categories of the Statement of Revenues, Expenses, and Changes in Net Position.

Condensed Statement of Revenues, Expenses, and Changes in Net Position

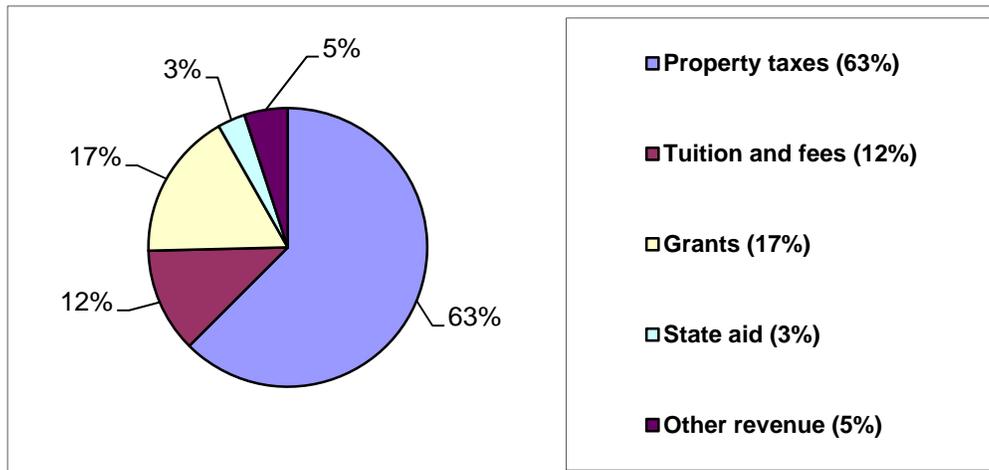
	<u>Year Ended</u>	
	<u>6/30/2015 *</u>	<u>6/30/2014</u>
Revenues		
Operating:		
Tuition and fees	\$ 8,930,193	\$ 8,799,116
Other	2,231,007	1,900,331
Nonoperating:		
Property taxes	45,967,654	45,571,425
Government grants	12,610,675	13,241,015
State aid	2,356,164	1,491,121
Private grants and gifts	1,056,495	761,844
Investment earnings	93,256	91,630
Gain on disposal of capital assets	10,766	8,389
Total revenues	<u>73,256,210</u>	<u>71,864,871</u>
Expenses		
Operating:		
Educational and general:		
Instruction	18,066,535	17,783,284
Public service	1,474,787	1,499,841
Academic support	4,268,016	4,211,551
Student services	6,116,857	5,886,627
Institutional support	8,670,047	8,759,934
Operation and maintenance of plant	6,527,970	6,177,478
Scholarships	7,611,455	8,180,284
Auxiliary enterprises	1,752,743	1,472,356
Depreciation	<u>5,731,591</u>	<u>5,780,151</u>
Total operating expenses	60,220,001	59,751,506
Nonoperating:		
Interest expense on debt	<u>1,544,711</u>	<u>1,695,668</u>
Total expenses	<u>61,764,712</u>	<u>61,447,174</u>
Income before other revenues, expenses, gains, or losses	11,491,498	10,417,697
Capital revenues	<u>309,363</u>	<u>724,370</u>
Increase in net position	11,800,861	11,142,067
Net position, restated, beginning of year	<u>77,124,849</u>	<u>97,267,889</u>
Net position, end of year	<u>\$ 88,925,710</u>	<u>\$108,409,956</u>
<p>* Net position as of July 1, 2014, was restated as a result of the implementation of GASB Statement No. 68. See Notes to Financial Statements – Note 2 on page 35 for more information.</p>		

Revenues are separated into two categories -- operating and nonoperating. For a description of the difference between operating and nonoperating, please refer to the Summary of Significant Accounting Policies (Note 1).

The District shows an operating loss reflective of the fact that three of the four main revenue sources -- property taxes, government grants and state aid -- are considered nonoperating revenues.

Overall revenues increased from the previous fiscal year by \$1,391,339. Tuition and fee revenues increased slightly by 1.5% due to a modest tuition rate increase being offset by lower enrollment and less aviation program revenue. Aviation program revenue decreased as a result of the Veterans Administration’s decision to change how they apply the 85-15 rule from the program level to the major level, thus limiting our ability to enroll new students in the summer 2015 term. State aid increased by \$865,043 primarily due to the new Science, Technology, Engineering and Mathematics (STEM) and Workforce Program state appropriation. Private grants and gifts increased by \$294,651 as a result of increased donations from the Foundation for scholarships and other contributions made by private donors. Property taxes increased slightly due to new construction. These revenue increases were off-set by a decrease in government grants due to less federal Pell awards made to students. Lastly, capital revenues decreased by \$415,007 due to less capital donations and the discontinuance of the state capital outlay appropriation.

**Revenues by Source
Fiscal Year 2015**

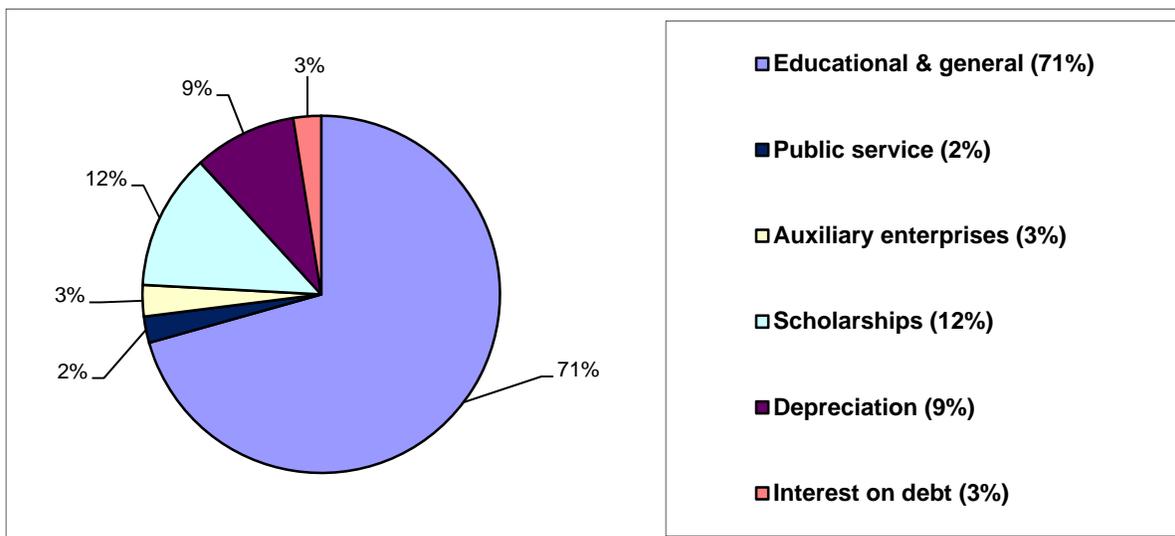


Depreciation expense is recorded in accordance with the adoption of the full accrual basis of accounting. The construction and acquisition of capital assets, although budgeted and tracked as an expenditure in the accounting system, is not reflected as an expense in these statements. Such transactions are reported as an asset with the systematic allocation of such costs expensed over the useful life of the asset constructed or acquired.

Overall, expenses increased slightly over the previous fiscal year by \$317,538. The majority of this increase was due to annual salary and related fringe increases being off-set by various cost reductions throughout the District and less Pell awards made to students. In addition to annual salary/fringe increases, Student Services experienced higher expenditures for travel and supplies and Operation and Maintenance spent

substantially more on non-capital equipment, repairs and maintenance. Lastly, Auxiliary Enterprises increased \$280,387 as a result of the Edventures Spain trip costing more than the previous fiscal year's international trip, increased room and board scholarships for resident assistants, and increased part-time wages related to conference services.

Expenses by Function Fiscal Year 2015



Capital Assets and Debt Management

The District had a few major capital projects in progress at the end of the fiscal year including the renovations of Buildings 1 and 3 on the Prescott campus and the Career and Technical Education Center (CTEC) building. All of the projects were completed by the beginning of the fall of 2015 semester. The projects were primarily funded with the District's Future Capital Projects Accumulation monies.

Equipment, along with all other capital assets (except land and construction in progress), is reported net of accumulated depreciation in accordance with the reporting standards issued by GASB. This has the effect of reducing the book value of capital assets. Depreciation totaled \$5,731,591 for the year and is shown as an operating expense on the Statement of Revenues, Expenses, and Changes in Net Position. Additional information on the District's capital assets can be found in Note 5 to the basic financial statements.

The District's general obligation (GO) bond debt issues are rated Aa2 by Moody's Investors Service and AA- by Standard & Poors. These high quality ratings were affirmed during the current fiscal year and are the result of the District's diverse tax base, solid financial policies, history of operating surpluses and a low debt burden. The District's pledged revenue obligations 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 affirmed its A rating on the pledged revenue obligations.

During fiscal year 2014-15, the District reduced its outstanding long-term debt by \$5,540,743. Long-term debt outstanding at June 30, 2015, is as follows:

<u>Description</u>	<u>Original Amount</u>	<u>Maturity Ranges</u>	<u>Interest Rates</u>	<u>Outstanding Principal</u>
General obligation bonds				
GO Refunding 2011	9,640,000	7/1/16-21	3.00–5.00%	5,135,000
GO Refunding 2012	28,450,000	7/1/16-24	2.00–4.25%	23,465,000
Pledged revenue obligations				
Series 2011	14,000,000	7/1/16-25	4.00–5.00%	10,325,000
Revenue Bond				
Series 2013	5,000,000	7/1/16-28	2.45%	4,400,000

Additional information on the District's outstanding debt can be found in Note 6 to the basic financial statements.

Request for Information

This discussion and analysis is designed to provide a general overview of the finances for the Yavapai County Community College District to all those with an interest in such matters. Questions concerning any of the information provided in this Comprehensive Annual Financial Report or requests for additional financial information should be addressed to the Office of Business Services, Yavapai College, 1100 East Sheldon Street, Prescott, AZ 86301.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Net Position - Primary Government
June 30, 2015**

	Business Type Activities
ASSETS:	
Current assets:	
Cash and cash equivalents	\$ 24,133,032
Receivables (net of allowances for uncollectibles)	
Accounts	645,163
Property taxes	1,227,494
Government grants and contracts	501,288
Student loans, current portion	171,148
Other	393,343
Prepaid expenses	933,683
Prepaid insurance	79,244
Total current assets	28,084,395
Noncurrent assets:	
Restricted assets:	
Property taxes receivable (net of allowances for uncollectibles)	178,605
Student loans receivable	92,076
Other receivables	4,467
Capital assets, not being depreciated	16,517,854
Capital assets, being depreciated, net	128,410,509
Total noncurrent assets	145,203,511
Total assets	173,287,906
Deferred Outflows of Resources:	
Deferred charge on debt refunding	1,517,288
Deferred outflows related to pensions	3,457,173
Total deferred outflows of resources	4,974,461
LIABILITIES:	
Current liabilities:	
Accounts payable	4,388,371
Retainage payable	468,606
Accrued payroll and employee benefits	1,800,453
Deposits held in custody for others	193,019
Unearned revenues	1,216,024
Dormitory deposits	64,500
Current portion of compensated absences payable	137,265
Current portion of long-term debt	5,675,236
Current portion of other long-term liabilities	19,203
Total current liabilities	13,962,677
Noncurrent liabilities:	
Compensated absences payable	1,366,616
Long-term debt	39,394,670
Net pension liability	29,124,740
Other	71,462
Total noncurrent liabilities	69,957,488
Total liabilities	83,920,165
Deferred Inflows of Resources:	
Deferred inflows related to pensions	5,416,492
Total deferred inflows of resources	5,416,492
NET POSITION:	
Net Investment in capital assets	97,808,266
Restricted:	
Nonexpendable:	
Student loans	495,124
Expendable:	
Grants and contracts	476,990
Debt service	892,170
Unrestricted	(10,746,840)
Total net position	\$ 88,925,710

See accompanying notes to financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Financial Position - Component Unit
June 30, 2015**

	Yavapai College Foundation
ASSETS:	
Current assets:	
Cash and cash equivalents	\$ 290,890
Restricted cash	71,628
Accounts receivable	9,038
Promises to give, current portion	62,779
Prepaid expenses	28,525
Total current assets	462,860
Promises to give, net of current portion	12,730
Property and equipment, net	238,524
Investments	12,083,298
Other assets	7,305
Beneficial interest in perpetual trust	407,384
Total assets	<u>\$ 13,212,101</u>
LIABILITIES AND NET ASSETS:	
Accounts payable	\$ 55,964
Due to Yavapai College	194,024
Scholarships payable	347,617
Deferred revenue	10,000
Total current liabilities	607,605
NET ASSETS	
Unrestricted:	
Undesignated	550,707
Designated	513,939
Total unrestricted	1,064,646
Temporarily restricted	2,894,350
Permanently restricted	8,645,500
Total net assets	12,604,496
Total liabilities and net assets	<u>\$ 13,212,101</u>

See accompanying notes to financial statements.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Revenues, Expenses, and Changes in Net Position - Primary Government
For the Fiscal Year Ended June 30, 2015

	Business Type Activities
Operating revenues:	
Tuition and fees (net of scholarship allowances of \$3,356,095)	\$ 8,930,193
Bookstore income	209,632
Dormitory rentals (net of scholarship allowances of \$296,705)	779,073
Other	1,242,302
Total operating revenues	11,161,200
Operating expenses:	
Educational and general:	
Instruction	18,066,535
Public service	1,474,787
Academic support	4,268,016
Student services	6,116,857
Institutional support	8,670,047
Operation and maintenance of plant	6,527,970
Scholarships	7,611,455
Auxiliary enterprises	1,752,743
Depreciation	5,731,591
Total operating expenses	60,220,001
Operating income (loss)	(49,058,801)
Nonoperating revenues (expenses):	
Property taxes	45,967,654
State appropriations	1,689,900
Government grants	12,610,675
Share of state sales taxes	666,264
Private grants and gifts	1,056,495
Investment earnings	93,256
Interest expense on debt	(1,544,711)
Gain on disposal of capital assets	10,766
Total nonoperating revenues (expenses)	60,550,299
Income before other revenues, expenses, gains or losses	11,491,498
Capital grants and gifts	309,363
Increase in net position	11,800,861
Net position, beginning of year, as restated	77,124,849
Net position, end of year	\$ 88,925,710

See accompanying notes to financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Activities - Component Unit
For the Fiscal Year Ended June 30, 2015**

	Yavapai College Foundation
Revenue and other support:	
Contributions and grants	\$ 1,537,674
Program service income	650
YCPAC events	605,766
Rental income	124,980
Investment return	336,829
Change in fair value of perpetual trust	17,651
Asset Impairment Loss	(11,195)
Gain on sale of property	17,000
	<u>2,629,355</u>
Special events:	
Revenues from special events	15,682
Costs of direct donor benefits	(4,810)
	<u>10,872</u>
Gross profit on special events	10,872
Total revenue and other support	<u>2,640,227</u>
Operating expenses:	
Program expenses	
Grants and scholarships	391,467
YCPAC events	701,757
Osher Endowment for Osher Lifelong Learning Institute	99,871
Yavapai College tennis courts improvement project	29,415
Vineyard/winery project	274,550
Foundation Auxiliaries	42,392
Other programs	555,219
Total program expenses	<u>2,094,671</u>
Supporting expenses	
Administration	160,319
Fundraising	107,266
Depreciation of rental property	8,808
Total supporting expenses	<u>276,393</u>
Total operating expenses	<u>2,371,064</u>
Change in net assets	269,163
Net assets - beginning of year	12,335,333
Net assets - end of year	<u>\$ 12,604,496</u>

See accompanying notes to financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Cash Flows - Primary Government
For the Fiscal Year Ended June 30, 2015**

CASH FLOWS FROM OPERATING ACTIVITIES:	Business Type Activities
Tuition and fees	\$ 9,029,327
Bookstore receipts	208,918
Dormitory rentals	788,073
Collection of loans to students	39,779
Other receipts	1,187,872
Payments to suppliers and providers of goods and services	(12,089,208)
Payments for employee wages and benefits	(34,941,765)
Loans issued to students	(1,000)
Scholarship payments to students	(7,611,455)
Net cash used for operating activities	(43,389,459)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Property taxes	45,870,106
Grants	12,705,904
State appropriations	1,689,900
Share of state sales taxes	666,264
Private gifts	1,056,495
Federal direct lending receipts	6,447,421
Federal direct lending disbursements	(6,522,471)
Deposits held in custody for others received	526,853
Deposits held in custody for others disbursed	(542,627)
Net cash provided by noncapital financing activities	61,897,845
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Capital grants and gifts	305,604
Proceeds from sale of capital assets	10,766
Principal paid on capital debt	(5,340,505)
Interest paid on capital debt	(1,573,702)
Purchases of capital assets	(15,663,578)
Net cash used for capital and related financing activities	(22,261,415)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest received on investments	93,256
Net cash provided by investing activities	93,256
Net increase in cash and cash equivalents	(3,659,773)
Cash and cash equivalents, beginning of year	27,792,805
Cash and cash equivalents, end of year	\$ 24,133,032
	(Continued)

See accompanying notes to financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Statement of Cash Flows - Primary Government
For the Fiscal Year Ended June 30, 2015
(Continued)**

Reconciliation of operating loss to net cash used for operating activities:	Business Type Activities
Operating loss	\$ (49,058,801)
Adjustments to reconcile operating loss to net cash used for operating activities:	
Depreciation expense	5,731,591
Provision for uncollectible accounts	133,963
Changes in assets, deferred outflow of resources, liabilities and deferred inflows of resources:	
Increase in other receivables	(71,697)
Increase in prepaid expenses	(489,212)
Increase in deferred outflow of resources related to pensions	(1,558,650)
Increase in compensated absences	59,408
Increase in unearned revenues	53,902
Increase in accrued payroll and employee benefits	143,616
Increase in accounts payable	231,013
Increase in dormitory deposits	9,000
Increase in deferred inflow of resources related to pensions	5,416,492
Decrease in accounts receivables	44,694
Decrease in student loan receivables	38,778
Decrease in other liabilities (accrued retiree)	(14,666)
Decrease in net pension liability	(4,058,890)
Net cash used for operating activities	<u>\$ (43,389,459)</u>

Noncash investing, capital, and noncapital financing activities:

Amortization of prepaid bond insurance costs

The District amortized \$7,924 of prepaid bond insurance costs.

Gifts of depreciable assets

The District recorded the receipt of gifts of depreciable assets of \$3,759.

Amortization of premium on bonds and deferred charges

The District amortized \$187,905 of bond premiums, \$12,331 of pledged revenue obligation premiums and (\$168,588) of deferred charges.

See accompanying notes to financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Note 1 - Summary of Significant Accounting Policies

Yavapai County Community College District's accounting policies conform to Generally Accepted Accounting Principles (GAAP) applicable to public institutions engaged only in business-type activities adopted by the Governmental Accounting Standards Board (GASB).

For the year ended June 30, 2015, the District implemented the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. GASB Statement Nos. 68 and 71 establish standards for measuring and recognizing net pension liabilities, deferred outflows of resources, deferred inflows of resources, and expenses related to pension benefits provided through defined benefit pension plans. In addition, Statement No. 68 requires disclosure of information related to pension benefits.

Reporting Entity

The District is a special-purpose government that is governed by a separately elected governing body. It is legally separate and fiscally independent of other state and local governments. The accompanying financial statements present the activities of the District (the primary government) and its discretely presented component unit, the Yavapai College Foundation.

The Yavapai College Foundation (the Foundation) is a legally separate, tax-exempt organization, formed in the State of Arizona in 1971. The Board of Directors for the Foundation is elected from the general membership at the annual meeting. The term of office for each board member is three years with overlapping terms. It acts primarily as a fund-raising organization that receives gifts and bequests, administers those resources, and disburses payments to or on behalf of the District for scholarships and capital contributions. Beginning in November 2006, the Foundation also began receiving revenue from and making specified payments for the District's Community Events Program which provides a variety of theatrical and musical productions for the community. Although the District does not control the timing or amount of receipts from the Foundation, the Foundation's restricted resources can be used only by or for the benefit of, the District or its constituents. Consequently, the Foundation is considered a component unit of the District and is discretely presented in the District's financial statements.

For financial reporting purposes, the Foundation follows the Financial Accounting Standards Board standards for not-for-profit organizations. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Foundation's financial information included in the District's financial report. Accordingly, those financial statements have been reported on separate pages following the District's respective counterpart financial statements. For financial reporting purposes, only the Foundation's statements of financial position and activities are included in the District's financial statements as required by GAAP for public colleges and universities. The Foundation has a June 30 year end.

During the year ended June 30, 2015, the Foundation gifted property and distributed funds in the amount of \$887,806 to or on behalf of the District for both restricted and unrestricted purposes. Complete financial statements for the Foundation can be obtained from the Yavapai College Foundation, 1100 East Sheldon Street, Prescott, Arizona 86301.

Basis of Presentation and Accounting

The financial statements include a statement of net position; a statement of revenues, expenses, and changes in net position; and a statement of cash flows.

A statement of net position provides information about the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at the end of the year. Assets and liabilities are classified as either current or noncurrent. Net position is classified according to external donor restrictions or availability of assets to satisfy the District's obligations. Net investment in capital assets represents the value of capital assets, net of accumulated depreciation, less any outstanding debt incurred to acquire or construct the assets. Nonexpendable restricted net position consists of federal contributions for the Federal Perkins Loan Program, the corpus of which cannot be expended. Expendable restricted net position represents grants, contracts, gifts, and other resources that have been externally restricted for specific purposes. Unrestricted net position consists of all other resources, including those that have been designated by management to be used for other than general operating purposes.

A statement of revenues, expenses, and changes in net position provides information about the District's financial activities during the year. Revenues and expenses are classified as either operating or nonoperating, and all changes in net position are reported, including capital contributions and additions to endowments. Operating revenues and expenses generally result from exchange transactions. Accordingly, revenues such as tuition, bookstore and dormitory charges, in which each party receives and gives up essentially equal values, are considered operating revenues. Other revenues, such as property taxes, state appropriations, and government grants, result from transactions in which the parties do not exchange equal values and are considered nonoperating revenues. Operating expenses include the costs of sales and services, administrative expenses, and depreciation on capital assets. Other expenses, such as interest expense, are considered nonoperating expenses.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

A statement of cash flows provides information about the District's sources and uses of cash and cash equivalents during the year. Increases and decreases in cash and cash equivalents are classified as either operating, noncapital financing, capital financing, or investing.

The financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenue in the year for which they are levied. State appropriations are recognized as revenue in the year in which the appropriation is first made available for use. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met. The District eliminates all internal activity.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Investments

For the statement of cash flows, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, cash and investments held by the County Treasurer, and only those highly liquid investments with a maturity of 3 months or less when purchased. All investments are stated at fair value.

Capital Assets

Capital assets are reported at actual cost. Donated assets are reported at estimated fair value at the time received.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the financial statements are as follows:

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Land	\$5,000	None	n/a
Buildings	5,000	Straight line	40 years
Improvements other than buildings	5,000	Straight line	15 years
Equipment	5,000	Straight line	5 years
Intangibles	5,000	Straight line	30 years
Library books	1	Straight line	10 years

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Deferred Outflows and Inflows of Resources

The statement of net position includes separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense in future periods. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will be recognized as a revenue in future periods.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Investment Earnings

Investment earnings is composed of interest, dividends, and net changes in the fair value of applicable investments.

Compensated Absences

Compensated absences payable consists of vacation leave and a calculated amount of sick leave employees earned based on services already rendered.

Employees may accumulate up to twice their annual entitlement amount of vacation. The payroll system stops accruing vacation hours once an employee reaches their limit. Annual leave balances remaining when employees separate from service are paid and therefore are accrued as a liability in the financial statements.

Employees may accumulate a maximum of 560 sick leave hours. Generally, sick leave benefits provide for ordinary sick pay and are cumulative but employees forfeit them upon terminating employment. Because sick leave benefits do not vest with employees a liability for sick leave benefits is not accrued in the financial statements. However, for employees who have at least 15 years of service with the District, and are eligible for retirement under the standards set by the Arizona State Retirement System, sick leave benefits do vest, and they may receive payment for up to 70 days of accumulated sick leave at \$60 a day. Accordingly, these benefits are accrued as a liability in the financial statements.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Scholarship Allowances

A scholarship allowance is the difference between the stated charge for goods and services the District provides and the amount that the student or third parties making payments on the student's behalf pays. Accordingly, some types of student financial aid, such as Pell grants and scholarships the District awards, are considered scholarship allowances. These allowances are netted against tuition and fees and dormitory rental revenues in the statement of revenues, expenses, and changes in net position.

Note 2 – Change in Accounting Principle

Net position as of July 1, 2014, has been restated as follows for the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*.

	<u>Business-Type Activities</u>
Net position as previously reported at June 30, 2014	\$108,409,956
Prior period adjustment-implementation of GASB 68:	
Net pension liability (measurement date as of June 30, 2013)	(33,183,630)
Deferred outflows-district contributions made during fiscal year 2014	<u>1,898,523</u>
Total prior period adjustment	<u>(31,285,107)</u>
Net position as restated, July 1, 2014	<u>\$ 77,124,849</u>

Note 3 - Deposits and Investments

Arizona Revised Statutes (A.R.S.) requires the District to deposit special tax levies for the District's maintenance or capital outlay with the County Treasurer. Although not statutorily required, the District has chosen to deposit other public monies in its custody with the County Treasurer. A.R.S. requires collateral for deposits at 102 percent of all deposits not covered by federal deposit insurance. A.R.S. does not include any requirements for credit risk, concentration of credit risk, interest rate risk, or foreign currency risk for the District's investments.

Deposits – At June 30, 2015, the carrying amount of the District's deposits was \$6,050,155, and the District's bank balance was \$7,136,573. The District does not have a formal policy with respect to custodial credit risk for deposits.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Investments – The District’s investments at June 30, 2015 were as follows:

<u>Investment Type</u>	<u>Amount</u>
County Treasurer’s investment pool	<u>\$18,078,427</u>
Total	<u>\$18,078,427</u>

The County Treasurer has a fiduciary responsibility to administer the District’s monies under the Treasurer’s stewardship. The County Treasurer’s investment pool is not registered with the Securities and Exchange Commission as an investment company, and there is no regulatory oversight of its operations. The pool’s structure does not provide for shares, and the County has not provided or obtained any legally binding guarantees to support the value of the participants’ investments.

Credit risk – The District does not have a formal policy with respect to credit risk. At June 30, 2015, credit risk for the District’s investments was as follows:

<u>Investment Type</u>	<u>Rating</u>	<u>Rating Agency</u>	<u>Amount</u>
County Treasurer’s investment pool	Unrated	Not applicable	<u>\$18,078,427</u>
Total			<u>\$18,078,427</u>

Interest rate risk – The District does not have a formal policy with respect to interest rate risk. At June 30, 2015, the District had the following investments in debt securities:

<u>Investment Type</u>	<u>Amount</u>	<u>Weighted Average Maturity (Months)</u>
County Treasurer’s investment pool	<u>\$18,078,427</u>	14.7
Total	<u>\$18,078,427</u>	

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

A reconciliation of cash, deposits and investments to amounts shown on the Statement of Net Position follows:

<u>Cash, Deposits, and Investments</u>	<u>Amount</u>	<u>Statement of Net Position</u>	<u>Amount</u>
Cash on hand	\$ 4,450	Cash and cash equivalents	<u>\$24,133,032</u>
Deposits	6,050,155	Total	<u>\$24,133,032</u>
Investments	<u>18,078,427</u>		
Total	<u>\$24,133,032</u>		

Note 4 – Receivables

A summary of receivables and the related allowances for uncollectibles follow:

<u>Account Name</u>	<u>Gross Receivable</u>	<u>Allowance for Uncollectibles</u>	<u>Net Receivable</u>
Accounts - current	\$ 1,160,619	\$ (515,456)	\$ 645,163
Government grants and contracts - current	501,288	-	501,288
Property taxes			
Current	1,382,605	(155,111)	1,227,494
Noncurrent	198,725	(20,120)	178,605

Property Taxes Receivable - The Yavapai County Treasurer is responsible for collecting property taxes for all governmental entities within the County. In August of each year, the County levies the property taxes due the District. Two equal installments, payable in October and March, become delinquent after the first business day in November and May. A lien assessed against real and personal property attaches on the first day of January preceding the assessment and levy. Delinquent taxes are subject to a penalty of 16% per annum.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Note 5 - Capital Assets

Capital asset activity for the year ended June 30, 2015, was as follows:

	<u>Balance July 1, 2014</u>	<u>Increases</u>	<u>Decreases</u>	<u>Reclassification</u>	<u>Balance June 30, 2015</u>
Capital assets not being depreciated:					
Land	\$ 5,415,888	\$ 1,221,536	\$1,008,898	\$ -	\$ 5,628,526
Construction in progress	<u>6,072,505</u>	<u>11,197,242</u>	-	<u>(6,380,419)</u>	<u>10,889,328</u>
Total capital assets not being depreciated	<u>11,488,393</u>	<u>12,418,778</u>	<u>1,008,898</u>	<u>(6,380,419)</u>	<u>16,517,854</u>
Capital assets being depreciated:					
Buildings	146,564,885	1,037,724	-	5,516,747	153,119,356
Improvements other than buildings	17,367,536	1,800,840	-	863,672	20,032,048
Equipment	12,570,131	1,397,566	75,061	-	13,892,636
Intangibles	273,587	-	-	-	273,587
Library books	<u>2,931,383</u>	<u>95,804</u>	<u>115,653</u>	-	<u>2,911,534</u>
Total capital assets being depreciated	<u>179,707,522</u>	<u>4,331,934</u>	<u>190,714</u>	<u>6,380,419</u>	<u>190,229,161</u>
Less accumulated depreciation for:					
Buildings	34,060,482	3,574,189	-	-	37,634,671
Improvements other than buildings	9,956,359	922,079	-	-	10,878,438
Equipment	10,058,745	1,080,223	75,061	-	11,063,907
Intangibles	36,478	9,120	-	-	45,598
Library books	<u>2,165,711</u>	<u>145,980</u>	<u>115,653</u>	-	<u>2,196,038</u>
Total accumulated depreciation	<u>56,277,775</u>	<u>5,731,591</u>	<u>190,714</u>	-	<u>61,818,652</u>
Total capital assets being depreciated, net	<u>123,429,747</u>	<u>(1,399,657)</u>	-	<u>6,380,419</u>	<u>128,410,509</u>
Capital assets, net	<u>\$ 134,918,140</u>	<u>\$11,019,121</u>	<u>\$1,008,898</u>	<u>\$ -</u>	<u>\$ 144,928,363</u>

The District has active construction projects as of June 30, 2015. At year end, the District's commitments with contractors are as follows:

<u>Project</u>	<u>Source of Payment</u>	<u>Costs-to-date Including Capitalized Interest</u>	<u>Remaining Commitment</u>
CTEC renovation	Capital Projects Accumulation Account	\$ 5,449,395	\$ 934,498
Building 1 renovation	Capital Projects Accumulation Account	1,913,200	219,475
Building 3 renovation	Capital Projects Accumulation Account	2,031,536	193,706
Performing Arts Center	Capital Projects Accumulation Account	1,053,031	286,194
Chino Valley parking	Capital Projects Accumulation Account	-	74,600
Other projects	Capital Projects Accumulation Account	105,562	82,756

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Note 6 - Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2015, was as follows:

	Balance July 1, 2014, as restated	Additions	Reductions	Balance June 30, 2015	Due Within One Year
Long-term debt:					
General obligation bonds	\$ 32,670,000	\$ -	\$ 4,070,000	\$ 28,600,000	\$ 4,195,000
Premium on general obligation refunding	1,769,498	-	187,905	1,581,593	187,905
Pledged revenue obligations	11,270,000	-	945,000	10,325,000	985,000
Premium on pledged revenue obligations	135,646	-	12,333	123,313	12,331
Revenue bonds	4,725,000	-	285,000	4,440,000	295,000
Capital leases payable	40,505	-	40,505	-	-
Total long-term debt	<u>50,610,649</u>	<u>-</u>	<u>5,540,743</u>	<u>45,069,906</u>	<u>5,675,236</u>
Net pension liability	33,183,630	-	4,058,890	29,124,740	2,025,283
Compensated absences payable	1,444,473	807,757	748,349	1,503,881	137,265
Other	105,331	18,084	32,750	90,665	19,203
Total long-term liabilities	<u>\$ 85,344,083</u>	<u>\$ 825,841</u>	<u>\$10,380,732</u>	<u>\$ 75,789,192</u>	<u>\$ 7,856,987</u>

Bonds and Pledged Revenue Obligations – The District’s debt consists of various issues of general obligation bonds, pledged revenue obligations and revenue bonds that are generally callable with interest payable semiannually. Debt proceeds primarily pay for acquiring or constructing capital facilities, remodeling existing facilities, furnishing buildings and facilities and purchasing land adjacent to existing facilities. The District repays general obligation bonds from voter-approved property taxes. Pledged revenue obligations and revenue bonds are repaid from tuition, fees, rentals, and other charges to students, faculty, and others. The original amounts of outstanding general obligation bonds, pledged revenue obligations and revenue bonds were \$38,090,000, \$14,000,000, and \$5,000,000, respectively.

In June 2012, the District issued \$28,450,000 of general obligation refunding bonds with an average interest rate of 2.06 percent to advance refund general obligation bonds. The general obligation refunding bonds of 2012 are subject to early redemption prior to their stated maturity dates. The net proceeds were placed in the Depository Trust Fund and will be held uninvested or used to acquire Government Obligations, the maturing principal of and interest income with respect to which are calculated to be sufficient to pay, when due, the principal of and interest on the bonds being refunded. As a result, the refunded debt liability as of June 30, 2015 for those refunded bonds is considered to be defeased and the liability for those bonds is not included in the financial statements. The principal amount of the defeased bonds outstanding at June 30, 2015 was \$26,850,000.

In February 2011, the District issued \$9,640,000 of general obligation refunding bonds to advance refund \$9,640,000 of general obligation bonds, Series 2001(A). The District defeased the Series 2001(A) bonds which were paid in full on July 1, 2011. The

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

general obligation refunding bonds of 2011 are not subject to early redemption prior to their stated maturity dates.

The general obligation bond issues are subject to the federal tax code arbitrage requirements. Excess earnings resulting from arbitrage will be rebated to the federal government. The District's general obligation bond legal debt limit is 15% of the secondary assessed value of real and personal property within Yavapai County. The District's total general obligation bond debt capacity was \$383,020,974 as of June 30, 2015. Of this amount, the District has \$28,600,000 in general obligation bond debt applicable to the debt limit, leaving a legal debt margin of \$354,420,974.

In April 2011, the District issued \$14,000,000 of pledged revenue obligations of which \$4,564,513 was used to prepay a capital lease with SunTrust Bank. The remaining \$9,435,487 was used to construct the Prescott Chiller Water Plant and Clarkdale Central Plant. Obligations maturing on or before July 1, 2021, are not subject to early redemption. Obligations maturing on or after July 1, 2022, are subject to early redemption.

On June 13, 2013, the District issued \$5,000,000 of revenue bonds with a fixed interest rate of 2.45 percent to construct, renovate, furnish and equip the residence halls on the Prescott Campus and to make related site improvements. Obligations maturing on or before July 1, 2023, are not subject to early redemption. Obligations maturing on or after July 1, 2024, are subject to early redemption.

The District has pledged future tuition, fees, dormitory rentals, bookstore income and other charges to students, faculty and others to repay the April 2011 pledged revenue obligations and the June 2013 revenue bonds. The pledged revenue obligations and revenue bonds are payable solely from these revenue sources and are payable through 2025 and 2028, respectively. Annual principal and interest payments on the pledged revenue obligations and bonds are expected to require less than 16.4% of tuition, fees, dormitory rentals, bookstore, and other income. In the current year, total revenues of \$11,214,479 were pledged to cover the principal and interest paid of \$1,837,518.

Bonds and pledged revenue obligations outstanding at June 30, 2015, were as follows:

<u>Description</u>	<u>Original Amount Issued</u>	<u>Maturity Ranges</u>	<u>Interest Rates</u>	<u>Outstanding Principal</u>
General obligation bonds				
GO Refunding 2011	\$ 9,640,000	7/1/16-7/1/21	3.00-5.00%	\$ 5,135,000
GO Refunding 2012	28,450,000	7/1/16-7/1/24	2.00-4.25%	23,465,000
Pledged revenue obligations				
Series 2011	14,000,000	7/1/16-7/1/25	4.00-5.00%	10,325,000
Revenue bond				
Series 2013	5,000,000	7/1/16-7/1/28	2.45%	4,400,000

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

The following schedule details debt service requirements to maturity for the District's bonds payable and pledged revenue obligations at June 30, 2015:

Year Ending June 30,	<u>General Obligation Bonds</u>		<u>Pledged Revenue Obligations</u>		<u>Revenue Bonds</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2016	\$ 4,195,000	\$ 850,850	\$ 985,000	\$ 453,956	\$ 295,000	\$ 108,780
2017	4,295,000	756,750	1,025,000	414,556	300,000	101,553
2018	4,395,000	660,800	1,070,000	370,306	310,000	94,202
2019	4,545,000	500,600	1,110,000	327,506	315,000	86,608
2020	4,480,000	396,650	1,160,000	283,106	325,000	78,890
2021 – 25	6,690,000	617,275	4,975,000	668,888	1,740,000	271,460
2026 – 28	-	-	-	-	1,155,000	57,085
Total	<u>\$28,600,000</u>	<u>\$3,782,925</u>	<u>\$10,325,000</u>	<u>\$2,518,318</u>	<u>\$4,440,000</u>	<u>\$ 798,578</u>

Note 7 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for all such risks of loss, including workers' compensation, employees' health, and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

In addition, the District purchases health care insurance from the Yavapai Combined Trust (Trust), a public entity risk pool formed to provide health care benefits to employees of participating governmental units. The Trust is funded by irrevocable contributions from the District for employee coverage and from the District and employees for dependent coverage. The District's contributions are reported as expenses in the financial statements. The Trust provides coverage for claims up to \$250,000 for each insured's health claims. The Trust purchases commercial insurance coverage for claims in excess of these limits. The commercial insurance is sufficient to cover the maximum plan limits so the District is not liable for claims in excess of coverage limits and the District cannot be assessed supplemental premiums. The Trust's assets are managed by a separate board of directors.

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June 30, 2015**

Note 8 - Pension and Other Postemployment Benefits

District employees participate in the Arizona State Retirement System (ASRS) or one of three defined contribution plans which are described below. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its Web site at www.azasrs.gov.

Defined Benefit Plan

Plan description - The ASRS administers a cost-sharing multiple-employer defined benefit pension plan, a cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plan, and a cost-sharing multiple-employer defined benefit long-term disability (OPEB) plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS is a component unit of the State of Arizona.

Benefits provided - The ASRS provides retirement, health insurance premium supplement, long-term disability, and survivor benefits. State statute establishes benefit terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Retirement	
	<u>Initial membership date:</u>	
	<u>Before July 1, 2011</u>	<u>On or after July 1, 2011</u>
Years of service and age required to receive benefit	Sum of years and age equals 80 10 years age 62 5 years age 50* any years age 65	30 years age 55 25 years age 60 10 years age 62 5 years age 50* any years age 65
Final average salary is based on	Highest 36 consecutive months of last 120 months	Highest 60 consecutive months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

*With actuarially reduced benefits.

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
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June 30, 2015**

earnings. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member's death. For retired members, the survivor benefit is determined by the retirement benefit option chosen. For all other members, the beneficiary is entitled to the member's account balance that includes the member's contributions and employer's contributions, plus interest earned.

Contributions - In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2015, active ASRS members were required by statute to contribute at the actuarially determined rate of 11.6 percent (11.48 percent for retirement and 0.12 percent for long-term disability) of the members' annual covered payroll, and the District was required by statute to contribute at the actuarially determined rate of 11.6 percent (10.89 percent for retirement, 0.59 percent for health insurance premium benefit, and 0.12 percent for long-term disability) of the active members' annual covered payroll. In addition, the District was required by statute to contribute at the actuarially determined rate of 9.57 percent (9.31 percent for retirement, .20 percent for health insurance premium benefit, and 0.06 percent for long-term disability) of annual covered payroll of retired members who worked for the District in positions that would typically be filled by an employee who contributes to the ASRS. The District's contributions to the pension plan for the year ended June 30, 2015, were \$1,976,968. The District's contributions for the current and 2 preceding years for OPEB, all of which were equal to the required contributions, were as follows:

<u>Years ended June 30,</u>	<u>Health Benefit Supplement Fund</u>	<u>Long-Term Disability Fund</u>
2015	\$107,123	\$21,257
2014	106,862	41,298
2013	115,147	41,721

Pension liability - At June 30, 2015, the District reported a liability of \$29,124,740 for its proportionate share of the ASRS' net pension liability. The net pension liability was measured as of June 30, 2014. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of June 30, 2013, to the measurement date of June 30, 2014. The District's proportion of the net pension liability was based on the District's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2014. The District's proportion measured as of June 30, 2014, was .1968 percent, which was a decrease of .0028 from its proportion measured as of June 30, 2013.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
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Pension expense and deferred outflows/inflows of resources - For the year ended June 30, 2015, the District recognized pension expense for ASRS of \$1,775,920. At June 30, 2015, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,480,205	\$ -
Net difference between projected and actual earnings on pension plan investments	-	5,093,018
Changes in proportion and differences between district contributions and proportionate share of contributions	-	323,474
District contributions subsequent to the measurement date	<u>1,976,968</u>	<u>-</u>
Total	<u>\$3,457,173</u>	<u>\$5,416,492</u>

The \$1,976,968 reported as deferred outflows of resources related to ASRS pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to ASRS pensions will be recognized in pension expense as follows:

<u>Years ended June 30,</u>	
2016	\$ (770,328)
2017	(770,328)
2018	(1,122,377)
2019	(1,273,254)

Actuarial assumptions - The significant actuarial assumptions used to measure the total pension liability are as follows:

Actuarial valuation date	June 30, 2013
Actuarial roll forward date	June 30, 2014
Actuarial cost method	Entry age normal
Investment rate of return	8%
Projected salary increases	3–6.75%
Inflation	3%
Permanent benefit increase	Included
Mortality rates	1994 GAM Scale BB

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Actuarial assumptions used in the June 30, 2013, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2012.

The long-term expected rate of return on ASRS pension plan investments was determined to be 8.79 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity	63%	7.03%
Fixed income	25%	3.20%
Real estate	8%	4.75%
Commodities	4%	4.50%
Total	<u>100%</u>	

Discount rate - The discount rate used to measure the ASRS total pension liability was 8 percent, which is less than the long-term expected rate of return of 8.79 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board's funding policy, which establishes the contractually required rate under Arizona statute. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's proportionate share of the ASRS net pension liability to changes in the discount rate - The following table presents the District's proportionate share of the net pension liability calculated using the discount rate of 8 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (7 percent) or 1 percentage point higher (9 percent) than the current rate:

	<u>1% Decrease (7%)</u>	<u>Current Discount Rate (8%)</u>	<u>1% Increase (9%)</u>
District's proportionate share of the net pension liability	\$36,812,177	\$29,124,740	\$24,953,919

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June 30, 2015**

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued ASRS financial report.

Pension contributions payable - The District's accrued payroll and employee benefits included \$108,574 of outstanding pension contribution amounts payable to ASRS for the year ended June 30, 2015.

Defined Contribution Plans

Plan description - In accordance with A.R.S. §15-1451, defining the authority under which benefit terms are established or may be amended, District faculty, service professionals, and administrative staff have the option of participating in defined contribution pension plans instead of the Arizona State Retirement System. These plans are administered by independent insurance and annuity companies. Beginning in fiscal year 1998-99, the District offered defined contribution plans by Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF), Variable Annuity Life Insurance Company (VALIC), and VOYA Financial. Benefits under these plans depend solely on the contributed amounts and the returns earned on the investment of those contributions. Contributions made by employees vest immediately, and District contributions vest after three years of full-time employment. Employee and District contributions and associated returns earned on investments may be withdrawn starting upon termination of employment, death, or retirement. The distribution of employee and District contributions and associated investment earnings are made in accordance with the employee's contract with the applicable insurance and annuity companies.

Funding policy - The Arizona State Legislature allows the District to establish contribution rates each year that are at least as much as the ASRS contribution amounts. For the year ended June 30, 2015, the District and employees contributed at the rate of 11.54 percent of the member's annual covered payroll. Amounts collected from both employees and the District are remitted to the three plans on a bi-weekly basis.

Pension expense – For the year ended June 30, 2015, the District recognized pension expense for defined contribution plans of \$566,966. For the year ended June 30, 2015, forfeitures reduced the District's pension expense by \$28,387.

Pension contributions payable - The District's accrued payroll and employee benefits included \$31,949 of outstanding pension contribution amounts payable to TIAA/CREF, VALIC, and Voya Financial for the year ended June 30, 2015.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
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Note 9 - Operating Expenses

The District's operating expenses are presented by functional classification in the Statement of Revenues, Expenses, and Changes in Net Position – Primary Government. The operating expenses can also be classified into the following:

Salaries and benefits	\$ 34,943,741
Contract services	2,992,206
Supplies and other services	2,239,457
Communications and utilities	2,266,590
Scholarships	7,611,455
Depreciation	5,731,591
Other	<u>4,434,961</u>
Total	<u>\$60,220,001</u>

A.R.S. §35-391, requires the disclosure of the amount of any reward, discount, incentive or other financial consideration received resulting from the use of credit card payments by governmental entities. During the current fiscal year, the District received \$34,168 in rebates from the use of credit cards.

Note 10 - Contingencies

A former employee has filed a lawsuit against the District seeking reimbursement, on behalf of the federal government, of tuition payments the District received from the Veteran's Administration. The employee claims that the District erroneously received payment in the millions of dollars. The District contests liability and intends to vigorously defend the lawsuit.

Note 11 - Discretely Presented Component Unit Disclosure

Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

The Yavapai College Foundation (the "Foundation") was formed in 1971 as an Arizona not-for-profit Corporation. The Foundation's mission and purpose is to support the programs and activities of Yavapai College (the "College"). The Foundation supports student scholarships, faculty development and programs that enrich both campus and community life.

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June 30, 2015**

The major activities of the Foundation include providing scholarships to College students, capital additions to the College, administrative and financial services to the Yavapai College Performing Arts Center (“YCPAC”) program for the College and financial resources for many academic and career and technical programs offered at the College. Resources to fund these activities are provided mainly from investment income, contributions, grants and rents.

The bylaws of the Foundation allow for the creation of auxiliaries when a group of people demonstrate a need and desire to support the Foundation’s mission in a particular area of interest. There are five auxiliaries as follows:

- FRIENDS of Yavapai College Art – The purpose of this group is to assist Yavapai College art department programs, including the art gallery functions and Sculpture Garden, as a cultural benefit to the students and to the community at large.
- FRIENDS of Yavapai College Music – The purpose of this group is to support Yavapai College music programs and students, including student scholarships, instrumental and choral needs.
- FRIENDS of the Yavapai College Library – The purpose of this group is to support the Yavapai College library, providing programs and services that connect the community to the library as a cultural and literary center.
- FRIENDS of the Family Enrichment Center – The purpose of this group is to support and raise funds for the Family Enrichment Center (FEC). The FEC offers quality learning experiences to a diverse group of children while providing invaluable hands-on teacher training to the College’s early and elementary education students.
- FRIENDS of the Southwest Wine Center – The purpose of this group is to support the viticulture and enology program and raise capital funds for the development of the Southwest Wine Center.

In addition, program expenses include activities relating to the following fund:

- Performing Arts Center – The Performing Arts Charitable Endowment (PACE) through its annual disbursements makes it possible to continue to offer spectacular seasons of music, dance and theater in the Yavapai College Performing Arts Center.

Basis of Accounting and Financial Statement Presentation

The financial statements of the Foundation have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

The Foundation reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
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June 30, 2015**

net assets and permanently restricted net assets. Temporarily restricted net assets are composed of assets that have been restricted by the donors and contain either time or purpose restrictions plus unspent accumulated investment income on the permanently restricted endowments.

Fair Value Measurements

A framework for measuring fair value has been established by Accounting Standards and provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy under Accounting Standards are as follows:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified contractual term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement, and usually reflect the Foundation's own assumptions that market participants would use in pricing the assets (i.e. real estate valuations, broker quotes).

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Investments

Investment income or loss (including realized and unrealized gains and losses) is included in the change in unrestricted net assets in the accompanying statement of activities, unless the income or loss is restricted by donor or law.

The Foundation invests most of the endowments in an investment pool which is managed by an investment advisor to the Foundation. Investment return and investment fees within the investment pool are allocated monthly to the individual funds based on the relationship of the market value of each fund to the total market value of the pool as adjusted for additions to or distributions from those funds.

Endowment Funds

The Foundation's endowment funds consist of approximately 131 funds established for a variety of purposes. The endowment funds include both donor-restricted endowment funds and funds designated by the Board of Directors as endowments. Net assets associated with these endowment funds, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Foundation follows Arizona's Management of Charitable Funds Act (MCFA) and its own governing documents. MCFA requires the preservation of endowment funds. When a donor's intent is not expressed, MCFA directs the Foundation to spend an amount that is prudent, consistent with the purposes of the fund, relevant economic factors and the donor's intent that the fund continue in perpetuity.

The Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for the expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by MCFA.

In accordance with MCFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) the Foundation's other resources, and (7) the Foundation's investment policies.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

Investment Return Objectives, Risk Parameters and Strategies. The Foundation has adopted investment and spending policies, approved by the Board of Directors, for endowment assets that attempt to provide a predictable stream of funding for programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. The Foundation's primary objective is to obtain the best possible return on investments with the appropriate degree of risk and to meet the priorities of the Foundation and Yavapai College over time. Endowment assets are invested in a well-diversified asset mix that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution of 3.5%, while growing the funds if possible. Therefore, the Foundation expects its endowment assets, over time, to produce results that exceed the price and yield results of a custom index made up of approximately 60% equities and 40% fixed income. Actual returns may vary from year to year. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

Spending Policy. The Foundation appropriates for distribution each year up to 3.5% of its endowment funds' average fair value of the prior 28 quarters through December 31 for any funds that are above the historic dollar value. The Foundation may elect, on a case by case basis, to approve an allocation expenditure in excess of 3.5% but not exceeding 7% for selected funds. In establishing this practice, the Foundation considered the long-term expected return on its investment assets, the nature and duration of the individual endowment funds, many of which must be maintained in perpetuity because of donor restrictions, and the possible effects of inflation. The Foundation expects the current spending practice to allow its endowment funds to grow over time as described above.

Investments

The following is a summary of the value of investments at June 30, 2015:

Cash	\$ 66
Fixed income	4,835,468
Equity funds	4,332,025
International equity funds	2,827,437
Mutual funds - held with Arizona Community Foundation (ACF)	88,302
	<u>\$12,083,298</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
Notes to Financial Statements
June 30, 2015**

The following schedule summarizes the investment return for the year ended June 30, 2015:

Interest and dividend income	\$ 278,210
Net realized gains	12,585
Net unrealized gains	56,608
Income distribution from perpetual trust	12,254
Investment fees	<u>(22,828)</u>
	<u>\$ 336,829</u>

Fair Value of Financial Instruments

Investments with readily determinable fair values are measured at fair value in the statement of financial position as determined by quoted market prices in active markets (Level 1) or measured based on prices for identical assets in non-active markets (Level 3). Investments in mutual funds held with Arizona Community Foundation (ACF) are valued based on the fair value and types of the underlying assets held by ACF and the Foundation's percentage interest in ACF's investments (Level 3).

The following is a summary of these fair values at June 30, 2015:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Measured at fair value on a recurring basis:				
Cash	\$ 66	\$ -	\$ -	\$ 66
Fixed income	4,835,468	-	-	4,835,468
Equity funds	4,332,025	-	-	4,332,025
International equity funds	2,827,437	-	-	2,827,437
Mutual funds - held by ACF	<u>-</u>	<u>-</u>	<u>88,302</u>	<u>88,302</u>
Total investments	11,994,996	-	88,302	12,083,298
Beneficial interest in perpetual trust	-	-	407,384	407,384
Other assets	<u>-</u>	<u>7,305</u>	<u>-</u>	<u>7,305</u>
	<u>\$11,994,996</u>	<u>\$ 7,305</u>	<u>\$ 495,686</u>	<u>\$12,497,987</u>

REQUIRED SUPPLEMENTARY INFORMATION SECTION

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 PROPORTIONATE SHARE OF NET PENSION LIABILITY
 June 30, 2015

	Reporting Fiscal Year (Measurement Date)	
	2014/15 (2013/14)	2013/14 through 2005/06
District's proportion of the net pension liability	0.1968%	Information not available
District's proportionate share of the net pension liability	\$ 29,124,740	
District's covered-employee payroll	\$ 17,941,570	
District's proportion share of the net pension liability as a percentage of its covered-employee payroll	162.33%	
Plan fiduciary net position as a percentage of the total pension liability	69.49%	

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PENSION CONTRIBUTIONS
 Last Five Fiscal Years

	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10 through 2005/06
Contractually required contributions	\$ 1,976,968	\$ 1,905,579	\$ 1,816,850	\$ 1,824,631	\$ 1,580,602	Information not available
Contributions in relation to the contractually required contribution	(1,976,968)	(1,905,579)	(1,816,850)	(1,824,631)	(1,580,602)	
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	
District's covered-employee payroll	\$ 18,258,682	\$ 17,941,570	\$ 17,883,995	\$ 18,148,403	\$ 16,956,379	
Contributions as a percentage of covered-employee payroll	10.83%	10.62%	10.16%	10.05%	9.32%	

STATISTICAL SECTION

STATISTICAL SECTION

This part of the Yavapai County Community College District's Comprehensive Annual Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall financial health.

<u>Contents</u>	<u>Page</u>
Financial Trends	56
These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.	
Revenue Capacity	59
These schedules contain trend information to help the reader assess the District's most significant revenue sources, property tax and tuition.	
Debt Capacity	65
These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the District's ability to issue additional debt in the future.	
Demographic and Economic Information	71
These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.	
Operating Information	75
These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.	

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
NET POSITION BY COMPONENT
Last Ten Fiscal Years

	2014/15	2013/14 (2)	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06 (1)
Net Investment in capital assets	\$ 97,808,266	\$ 86,471,782	\$ 78,147,428	\$ 67,896,379	\$ 52,993,496	\$ 47,354,377	\$ 44,715,778	\$ 40,432,861	\$ 33,700,448	\$ 30,615,411
Restricted - expendable	1,369,160	1,310,624	1,254,116	1,277,411	1,766,629	1,463,530	1,332,000	1,171,953	1,493,545	1,193,320
Restricted - nonexpendable	495,124	516,894	536,143	555,540	581,183	608,637	617,676	559,175	553,992	554,901
Unrestricted	(10,746,840)	(11,174,451)	18,010,422	15,980,102	21,245,920	15,862,969	11,571,245	9,529,847	6,863,655	5,728,035
Total net position	\$ 88,925,710	\$ 77,124,849	\$ 97,948,109	\$ 85,709,432	\$ 76,587,228	\$ 65,289,513	\$ 58,236,699	\$ 51,693,836	\$ 42,611,640	\$ 38,091,667

Source: Audited financial statements for the past ten fiscal years.

Note 1: FY2005/06 amounts were reclassified between net investment in capital assets, restricted - expendable and unrestricted to improve the classification of assets and liabilities within these categories.

Note 2: Balances prior to FY 2013/14 have not been adjusted for the implementation of GASB Statements No. 65, *Items Previously Reported as Assets and Liabilities* and No. 68, *Accounting and Financial Reporting for Pensions*.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
CHANGES IN NET POSITION
 Last Ten Fiscal Years

	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10 (1)	2008/09	2007/08	2006/07	2005/06
Operating expenses:										
Educational and general:										
Instruction	\$ 18,066,535	\$ 17,783,284	\$ 17,655,723	\$ 17,698,239	\$ 18,775,348	\$ 18,706,094	\$ 17,525,630	\$ 16,216,739	\$ 15,175,652	\$ 14,063,388
Public service	1,474,787	1,499,841	1,319,994	468,221	417,983	422,084	445,716	482,123	469,694	427,283
Academic support	4,268,016	4,211,551	4,114,700	5,506,885	5,163,892	5,305,978	3,877,549	3,550,891	3,431,924	3,360,252
Student services	6,116,857	5,886,627	5,139,128	4,717,637	4,799,851	4,488,132	4,423,646	4,423,089	3,799,884	3,632,561
Institutional support	8,670,047	8,759,934	8,161,909	8,322,159	8,048,375	8,040,029	10,472,894	9,680,826	9,007,831	8,413,195
Operation and maintenance of plant	6,527,970	6,177,478	5,847,012	5,658,989	5,085,259	4,929,835	5,241,506	5,699,368	6,054,495	6,678,206
Scholarships	7,611,455	8,180,284	7,792,260	6,972,898	8,246,942	6,880,339	3,244,248	2,385,237	2,142,681	2,235,781
Auxiliary enterprises	1,752,743	1,472,356	2,795,291	2,958,145	3,272,931	3,156,306	3,149,945	4,087,342	5,735,654	5,928,988
Depreciation	5,731,591	5,780,151	5,113,014	4,964,260	4,747,968	4,667,983	4,251,835	4,009,537	3,524,995	2,648,059
Other	-	-	68,974	42,246	-	-	-	-	-	-
Total operating expenses	60,220,001	59,751,506	58,008,005	57,309,679	58,558,549	56,596,780	52,632,969	50,535,152	49,342,810	47,387,713
Operating revenues:										
Tuition and fees pledged as security for revenue bonds	8,930,193	8,799,116	8,610,225	7,749,248	7,453,699	6,853,199	5,395,124	6,402,070	7,063,707	6,543,317
Bookstore income	209,632	211,418	216,100	212,952	99,668	105,060	127,093	127,202	122,752	109,525
Food service sales pledged as security for revenue bonds	-	-	-	-	40,077	33,454	189,630	196,719	185,637	256,930
Dormitory rentals pledged as security for revenue bonds	779,073	619,166	609,362	661,380	706,427	615,223	311,967	308,994	253,497	289,668
Other	1,242,302	1,069,747	1,545,639	991,467	990,130	865,619	802,981	883,519	969,866	1,343,169
Total operating revenues	11,161,200	10,699,447	10,981,326	9,615,047	9,290,001	8,472,555	6,826,795	7,918,504	8,595,459	8,542,609
Operating loss	(49,058,801)	(49,052,059)	(47,026,679)	(47,694,632)	(49,268,548)	(48,124,225)	(45,806,174)	(42,616,648)	(40,747,351)	(38,845,104)
Nonoperating revenues (expenses):										
Property taxes	45,967,654	45,571,425	45,270,751	43,701,144	43,357,697	41,853,443	40,242,345	38,126,821	35,439,097	33,086,999
Government grants	12,610,675	13,241,015	13,332,275	11,892,501	12,132,545	9,945,752	7,764,046	5,567,413	4,965,960	4,705,133
State appropriations	1,689,900	893,900	957,600	899,200	4,196,000	4,196,000	4,523,974	4,820,400	4,738,700	4,738,700
Share of state sales taxes	666,264	597,221	533,514	524,433	504,545	525,705	575,637	645,345	661,207	527,127
Private grants and gifts	1,056,495	761,844	841,367	710,239	866,820	691,196	368,773	1,036,345	258,992	358,063
Investment earnings	93,256	91,630	61,214	100,030	96,181	85,984	327,532	726,726	958,016	817,166
Interest expense on debt	(1,544,711)	(1,695,668)	(1,737,933)	(1,533,223)	(2,388,920)	(2,442,999)	(2,554,248)	(2,726,727)	(2,475,647)	(2,539,812)
Settlement of litigation	-	-	-	-	1,800,000	-	-	-	-	-
Gain (loss) on disposal of capital assets	10,766	8,389	2,432	17,477	1,395	3,590	1,035,796	-	(2,911)	(6,007)
Total nonoperating revenues	60,550,299	59,469,756	59,261,220	56,311,801	60,566,263	54,858,671	52,283,855	48,196,323	44,543,414	41,687,369
Income before other revenues, expenses, gains or losses	11,491,498	10,417,697	12,234,541	8,617,169	11,297,715	6,734,446	6,477,681	5,579,675	3,796,063	2,842,265
Capital appropriations	-	248,600	-	-	-	-	-	703,900	678,500	686,900
Capital grants and gifts	309,363	475,770	4,136	505,035	-	318,368	65,182	2,798,621	45,410	-
Increase in net position	\$ 11,800,861	\$ 11,142,067	\$ 12,238,677	\$ 9,122,204	\$ 11,297,715	\$ 7,052,814	\$ 6,542,863	\$ 9,082,196	\$ 4,519,973	\$ 3,529,165

Source: Audited financial statements for the past ten fiscal years.

Note 1: The increases in instruction and academic support expenses and decrease in institutional support expenses from FY2008/09 to FY2009/10 were due to functional category changes made when the District set up the new chart of accounts in the new finance system.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
EXPENDITURE LIMITATION
STATUTORY LIMIT TO BUDGETED EXPENDITURES
Last Ten Fiscal Years

FISCAL YEAR	STATUTORY EXPENDITURE LIMITATION (1)	BUDGETED EXPENDITURES SUBJECT TO LIMITATION (2)	UNUSED LEGAL LIMIT
2005/06	29,756,503	29,756,502	1
2006/07	31,866,200	31,866,199	1
2007/08	35,640,999	35,640,998	1
2008/09	37,614,068	37,614,067	1
2009/10	40,285,827	40,285,826	1
2010/11	40,776,721	40,776,720	1
2011/12	47,208,739	47,208,738	1
2012/13	43,278,034	43,278,033	1
2013/14	43,747,725	43,747,724	1
2014/15	42,036,867	42,036,866	1

Source: Audited Reports on Audit of Annual Budgeted Expenditure Limitation.

Note 1: The Statutory Expenditure Limitation is calculated by the Arizona Department of Revenue Economic Estimates Commission and applies to Current (General, Auxiliary Enterprises, and Restricted) and Plant Funds (Unexpended and Retirement of Indebtedness).

Note 2: Budgeted expenditures are net of allowable exclusions.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
PROPERTY TAX LEVIES AND COLLECTIONS
Last Ten Fiscal Years

Fiscal Year	Original Tax Levy	Adjustments	Adjusted Levy	Collections Initial Tax Year	Percentage of Original Tax Levy	Collections in Subsequent Years	Total Collections To Date	Percent of Total Tax Collections to Adjusted Levy
2005/06	\$ 33,156,877	\$ (169,162)	\$ 32,987,715	\$ 32,138,159	96.93%	\$ 838,804	\$ 32,976,963	99.97%
2006/07	35,540,928	(168,620)	35,372,308	34,480,667	97.02%	881,336	35,362,003	99.97%
2007/08	38,296,828	(193,788)	38,103,040	36,874,670	96.29%	1,212,788	38,087,458	99.96%
2008/09	40,572,257	(114,138)	40,458,119	38,855,855	95.77%	1,577,294	40,433,149	99.94%
2009/10	42,031,687	(117,680)	41,914,007	40,105,227	95.42%	1,777,663	41,882,890	99.93%
2010/11	43,495,629	(228,881)	43,266,748	41,545,863	95.52%	1,688,931	43,234,794	99.93%
2011/12	43,804,957	(214,552)	43,590,405	41,965,795	95.80%	1,586,907	43,552,702	99.91%
2012/13	45,420,203	(330,129)	45,090,074	43,997,586	96.87%	1,039,227	45,036,813	99.88%
2013/14	45,703,933	(236,973)	45,466,960	44,576,740	97.53%	783,929	45,360,669	99.77%
2014/15	46,090,787	(84,307)	46,006,480	44,829,589	97.26%	-	44,829,589	97.44%

Source: Yavapai County Treasurer's Office and District records.

Note 1: Includes both primary and secondary taxes.

Note 2: Amounts collected are on a cash basis.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
 Last Ten Fiscal Years

Fiscal Year	Primary Assessed Value				Total Direct Tax Rate (2)	Estimated Actual Value	Assessed Value as a Percentage of Actual Value
	Residential and Vacant Property	Commercial Property	Unattached Personal Property	Total Taxable Assessed Value			
2005/06	\$ 1,322,060,791	\$ 506,417,682	\$ 49,368,952	\$ 1,877,847,425	1.7514	\$ 15,045,533,581	12.48%
2006/07	1,511,362,543	566,635,332	47,712,332	2,125,710,207	1.6573	17,098,083,909	12.43%
2007/08	1,754,125,017	664,163,807	51,977,047	2,470,265,871	1.5225	20,111,624,109	12.28%
2008/09	2,094,798,703	803,911,861	55,888,168	2,954,598,732	1.3394	23,973,791,761	12.32%
2009/10	2,373,124,327	841,667,070	59,286,950	3,274,078,347	1.2617	26,993,826,530	12.13%
2010/11	2,357,527,484	767,441,706	62,608,487	3,187,577,677	1.3609	26,602,931,420	11.98%
2011/12	2,007,011,632	623,434,540	81,731,709	2,712,177,881	1.6175	22,580,984,308	12.01%
2012/13	1,748,825,220	573,976,929	82,671,574	2,405,473,723	1.8875	20,142,814,909	11.94%
2013/14	1,819,990,776	325,100,587	87,538,236	2,232,629,599	2.0468	19,088,929,991	11.70%
2014/15	1,840,982,742	295,068,513	81,221,556	2,217,272,811	2.0837	19,418,863,184	11.42%

Source: Yavapai County Assessor's Office.

Note 1: Property in the County is reassessed each year. Tax rates are per \$100 of assessed value.

Note 2: Includes both primary and secondary tax rates. See Property Tax Rates, Direct and Overlapping Governments schedule.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
PROPERTY TAX RATES, DIRECT AND OVERLAPPING GOVERNMENTS
Last Ten Fiscal Years (Per \$100 of Assessed Value)

Fiscal Year	Yavapai College			Overlapping Rates (2)						
	Primary Levy	Secondary Levy	Total	Yavapai County	Cities and Towns From To		Fire and Special Districts From To		School Districts From To	
2005/06	1.4900	0.2614	1.7514	2.1042	0.5658	1.1134	0.1894	3.4285	1.8496	10.4246
2006/07	1.4308	0.2265	1.6573	2.0450	0.5275	1.1281	0.2523	3.4491	1.8190	9.4606
2007/08	1.3397	0.1828	1.5225	1.8860	0.4973	0.8977	0.2130	3.4108	1.3621	9.4004
2008/09	1.1989	0.1405	1.3394	1.7148	0.4235	0.7600	0.0711	3.4200	1.2310	8.4913
2009/10	1.1250	0.1367	1.2617	1.9627	0.3697	0.9120	0.0401	7.3600	1.1824	8.1837
2010/11	1.2046	0.1563	1.3609	2.1083	0.0109	1.4401	0.0492	9.6600	0.2436	7.7525
2011/12	1.4274	0.1901	1.6175	2.3431	0.0142	1.4400	0.0642	11.4000	1.2605	7.9313
2012/13	1.6725	0.2150	1.8875	2.6766	0.4083	1.4400	0.0437	13.6892	1.2727	7.2224
2013/14	1.8241	0.2227	2.0468	2.9084	0.3351	1.6000	0.0622	16.2403	1.1401	7.8940
2014/15	1.8606	0.2231	2.0837	2.9305	0.3149	1.5739	0.0627	16.5100	2.4776	7.7759

Source: Yavapai County Assessor's Office.

Note 1: Overlapping rates are those of local and county governments that apply to property owners within the District. Not all overlapping rates apply to all District property owners (e.g., the rates for fire districts apply only to the proportion of the District's owners whose property is located within the geographic boundaries of the fire district).

Note 2: Rates include primary and secondary.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 ASSESSED VALUATION, TAX RATE AND LEVY HISTORY
 Last Ten Fiscal Years

Fiscal Year	Primary			Secondary		
	Assessed Valuation	Tax Rate	Tax Levy	Assessed Valuation	Tax Rate	Tax Levy
2005/06	\$ 1,877,847,425	1.4900	\$ 27,979,927	\$ 2,020,575,209	.2614	\$ 5,281,784
2006/07	2,125,710,207	1.4308	30,414,662	2,302,712,940	.2265	5,215,645
2007/08	2,470,265,871	1.3397	33,094,152	2,853,059,731	.1828	5,215,393
2008/09	2,954,598,732	1.1989	35,422,684	3,746,625,208	.1405	5,264,008
2009/10	3,274,078,347	1.1250	36,833,381	3,824,935,514	.1367	5,228,687
2010/11	3,187,577,677	1.2046	38,397,561	3,350,111,921	.1563	5,236,225
2011/12	2,712,177,881	1.4274	38,713,627	2,753,690,772	.1901	5,234,766
2012/13	2,405,473,723	1.6725	40,231,548	2,414,825,073	.2150	5,191,874
2013/14	2,232,629,599	1.8241	40,725,397	2,279,676,521	.2227	5,076,840
2014/15	2,217,272,811	1.8606	41,254,578	2,267,389,484	.2231	5,058,546

Source: Yavapai County Assessor's Office and District records.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 PRINCIPAL PROPERTY TAXPAYERS
 Current Year and Nine Years Ago

Taxpayer	2014 Primary Assessed Valuation	Rank	Percent of Yavapai County's 2014/15 Primary Assessed Valuation	2005 Primary Assessed Valuation	Rank	Percent of Yavapai County's 2005/06 Primary Assessed Valuation
Phelps Dodge Bagdad Copper Company	\$ 105,831,088	1	4.77%	\$ 26,681,234	2	1.42%
Arizona Public Service	87,864,730	2	3.96%	59,285,991	1	3.16%
Transwestern Pipeline Company	23,358,318	3	1.05%	6,460,392	9	0.34%
Phoenix Cement Co. / Salt River Materials	23,220,413	4	1.05%	-	-	-
Unisource Energy Corporation	15,424,834	5	0.70%	11,589,889	5	0.62%
Burlington Northern Santa Fe Railroad	11,970,497	6	0.54%	10,378,881	6	0.55%
Drake Cement	10,577,856	7	0.48%	-	-	-
Kinder Morgan	8,070,754	8	0.36%	-	-	-
Qwest	7,805,694	9	0.35%	21,841,674	3	1.16%
Sturm Ruger & Co. Inc.	5,483,546	10	0.25%	-	-	-
Salt River Pima-Maricopa Indian Community	-	-	-	21,617,377	4	1.15%
El Paso Natural Gas Company	-	-	-	9,593,756	7	0.51%
TWC II - Prescott Mall LLC	-	-	-	8,210,401	8	0.44%
New Enchantment LP	-	-	-	6,022,671	10	0.32%
Total Top Ten	<u>\$ 299,607,730</u>		<u>13.51%</u>	<u>\$ 181,682,266</u>		<u>9.67%</u>

Source: Yavapai County Assessor.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 TUITION SCHEDULE
 Last Ten Fiscal Years

Fiscal Year	Annual Tuition Rates (1)	Tuition per Credit Hour
2005/06	\$ 1,320	\$ 44
2006/07	1,350	45
2007/08	1,470	49
2008/09	1,560	52
2009/10	1,740	58
2010/11	1,860	62
2011/12	2,010	67
2012/13	2,100	70
2013/14	2,100	70
2014/15	2,160	72

Source: District records.

Note 1: Tuition based on one year of full-time equivalent credit for in-state students at District's base tuition rate. Beginning fiscal year 2012-13, the District implemented a differentiated tuition model. For FY 2014-15, tier 1 classes were \$83 per credit hour and tier 2 classes were \$92 per credit hour.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds (1)	Revenue Bonds (1)	Pledged Revenue Obligations (1)	Capital Lease Obligations	Total Outstanding Debt	Percentage of Personal Income (2)	Per Capita (2)
2005/06	\$ 59,235,000	\$ 1,280,000	-	\$ 2,148,280	\$ 62,663,280	1.19%	\$ 321
2006/07	56,425,000	1,125,000	-	8,089,092	65,639,092	1.13%	322
2007/08	53,510,000	965,000	-	10,952,114	65,427,114	1.03%	313
2008/09	50,470,000	795,000	-	9,140,549	60,405,549	0.91%	286
2009/10	47,310,000	615,000	-	7,912,310	55,837,310	0.93%	264
2010/11	46,329,967	420,000	14,082,639	1,787,090	62,619,696	1.04%	297
2011/12	42,615,307	-	13,225,308	260,918	56,101,533	0.90%	265
2012/13	38,567,403	5,000,000	12,332,977	118,471	56,018,851	0.90%	263
2013/14	34,439,498	4,725,000	11,405,646	40,505	50,610,649	0.75%	235
2014/15	30,181,593	4,440,000	10,448,313	-	45,069,906	0.64%	206

Source: District Records, Bureau of Economic Analysis and Arizona Department of Economic Security.

Note 1: Presented net of original issuance discounts and premiums.

Note 2: See the Population and Personal Income Schedule for Yavapai County on page 74 for data.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 LEGAL DEBT MARGIN
 Last Ten Fiscal Years

	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Secondary Assessed Value	\$ 2,553,473,159	\$ 2,279,676,521	\$ 2,414,825,073	\$ 2,753,690,772	\$ 3,350,111,921	\$ 3,824,935,514	\$ 3,746,625,208	\$ 2,853,059,731	\$ 2,302,712,940	\$ 2,020,575,209
Legal Debt Margin										
Debt limit - 15% of secondary assessed value	383,020,974	341,951,478	362,223,761	413,053,616	502,516,788	573,740,327	561,993,781	427,958,960	345,406,941	303,086,281
Amount of debt applicable to debt limit:										
General obligation bonded debt	(28,600,000)	(32,670,000)	(36,610,000)	(40,470,000)	(43,935,000)	(47,310,000)	(50,470,000)	(53,510,000)	(56,425,000)	(59,235,000)
Legal debt margin	\$ 354,420,974	\$ 309,281,478	\$ 325,613,761	\$ 372,583,616	\$ 458,581,788	\$ 526,430,327	\$ 511,523,781	\$ 374,448,960	\$ 288,981,941	\$ 243,851,281
Total general obligation bonded debt as a percentage of legal debt limit	7.47%	9.55%	10.11%	9.80%	8.74%	8.25%	8.98%	12.50%	16.34%	19.54%

Source: Yavapai County Assessor's Office and District records.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
RATIO OF NET GENERAL OBLIGATION BONDED DEBT TO
ASSESSED VALUE AND NET GENERAL BONDED DEBT PER CAPITA
Last Ten Fiscal Years

Fiscal Year	Estimated Population (Yavapai County) (1)	Secondary Assessed Value of Real Estate	General Obligation Bonds (2)	Amount Available For Retirement of General Obligation Bond Debt	Net Bonded Debt	Percentage of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2005/06	195,424	\$ 2,020,575,209	\$ 59,235,000	\$ 583,290	\$ 58,651,710	2.90%	\$ 300.13
2006/07	204,082	2,302,712,940	56,425,000	664,470	55,760,530	2.42%	273.23
2007/08	208,773	2,853,059,731	53,510,000	907,674	52,602,326	1.84%	251.96
2008/09	211,211	3,746,625,208	50,470,000	929,506	49,540,494	1.32%	234.55
2009/10	211,172	3,824,935,514	47,310,000	948,903	46,361,097	1.21%	219.54
2010/11	211,144	3,350,111,921	46,329,967	1,171,570	45,158,397	1.35%	213.87
2011/12	211,888	2,753,690,772	42,615,307	945,695	41,669,612	1.51%	196.66
2012/13	212,637	2,414,825,073	38,567,403	947,064	37,620,339	1.56%	176.92
2013/14	215,133	2,279,676,521	34,439,498	964,317	33,475,181	1.47%	155.60
2014/15	218,844	2,267,389,484	30,181,593	892,170	29,289,423	1.29%	133.84

Source: District Records, Yavapai County Assessor's Office, and Arizona Department of Economic Security.

Note 1: See the Population and Personal Income Schedule for Yavapai County on page 74 for data.

Note 2: Presented net of original issuance discounts and premiums.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR GENERAL BONDED DEBT TO OPERATING
EXPENSES/EXPENDITURES
Last Ten Fiscal Years

Fiscal Year	Principal	Interest	Total Debt Service	Total Operating Expenses/ Expenditures	Percentage of Debt Service to Operating Expenses/ Expenditures
2005/06	\$ 2,490,000	\$ 2,697,539	\$ 5,187,539	\$ 47,387,713	10.95%
2006/07	2,810,000	2,404,983	5,214,983	49,342,810	10.57%
2007/08	2,915,000	2,299,651	5,214,651	50,535,152	10.32%
2008/09	3,040,000	2,187,883	5,227,883	52,632,969	9.93%
2009/10	3,160,000	2,067,833	5,227,833	56,596,780	9.24%
2010/11	3,375,000	1,859,646	5,234,646	58,558,549	8.94%
2011/12	3,465,000	1,183,518	4,648,518	57,309,679	8.11%
2012/13	3,860,000	1,328,668	5,188,668	58,008,005	8.94%
2013/14	3,940,000	1,109,600	5,049,600	59,759,430	8.45%
2014/15	4,070,000	965,400	5,035,400	60,220,001	8.36%

Source: District records.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 COMPUTATION OF DIRECT AND OVERLAPPING DEBT
 GENERAL OBLIGATION BONDS
 June 30, 2015

Jurisdiction	Debt Outstanding
<u>Direct Debt(1):</u>	
Yavapai County Community College District GO Bonds	\$ 30,181,593
Total direct debt	<u>30,181,593</u>
<u>Overlapping Debt(2):</u>	
School Districts	118,920,048
City of Prescott	355,000
Fire Districts	<u>17,383,400</u>
Total overlapping debt	<u>136,658,448</u>
Total direct and overlapping debt	<u>\$ 166,840,041</u>

Source: Yavapai County Treasurer's Office and City of Prescott.

Note 1: Net of original issuance discounts and premiums.

Note 2: Excludes improvement districts.

Note 3: All jurisdictions are within the boundaries of the District.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 REVENUE BOND AND PLEDGED REVENUE OBLIGATIONS COVERAGE
 Last Ten Fiscal Years

Fiscal Year	Pledged Revenues (1)	Debt Service Requirements (2)		Total	Coverage
		Principal	Interest		
2005/06	\$ 8,942,844	\$ 145,000	\$ 80,418	\$ 225,418	39.67
2006/07	9,137,014	155,000	71,755	226,755	40.29
2007/08	8,092,973	160,000	62,580	222,580	36.36
2008/09	7,025,586	170,000	52,800	222,800	31.53
2009/10	8,521,468	180,000	42,300	222,300	38.33
2010/11	9,290,001	285,000	158,529	443,529	20.95
2011/12	9,644,951	1,265,000	613,256	1,878,256	5.14
2012/13	10,864,393	880,000	560,406	1,440,406	7.54
2013/14	10,751,131	1,190,000	656,981	1,846,981	5.82
2014/15	11,214,479	1,230,000	607,518	1,837,518	6.10

Source: District records.

Note 1: Pledged revenues include tuition and fees, bookstore revenues, food service sales, dormitory rentals, and other income and are reported net of scholarships and allowances per GASB Statement Number 35.

Note 2: Pledged revenue obligations issued April 16, 2011 and revenue bond issued June 13, 2013.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 ECONOMIC INDICATORS FOR YAVAPAI COUNTY
 June 30, 2015

Employment by Sector	Employees
Trade, Transportation and Utilities	13,100
Education and Health Services	11,700
Government	10,200
Leisure and Hospitality	8,400
Mining and Construction	4,600
Manufacturing	3,500
Professional and Business Services	3,500
Other Services	3,200
Financial Activities	1,800
Information	600

Employment by Occupation	Percent of Total
Office and Administrative	15.9%
Sales and Related	11.8%
Food Preparation and Serving Related	11.2%
Education, Training, and Library	6.9%
Transportation and Material Moving	6.5%
Other	6.0%
Healthcare Practitioners and Technical	5.9%
Construction and Extraction	5.6%
Installation, Maintenance, and Repair	4.6%
Building, Grounds and Maintenance	4.3%
Management	4.2%
Production	4.2%
Personal Care and Service	3.6%
Protective Service	3.5%
Healthcare Support	3.3%
Business and Financial Operations	2.4%

Unemployment Rate	5.7%
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Labor Force	98,751
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Source: Arizona Department of Commerce and United States Department of Labor.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 PRINCIPAL EMPLOYERS IN YAVAPAI COUNTY
 Current Year and Nine Years Ago

Major Employers	FY 2014/15			FY 2005/2006		
	Employees	Rank	Percent of Total County Employment	Employees	Rank	Percent of Total County Employment
Yavapai County	1,462	1	1.48%	1,739	1	2.03%
Yavapai Regional Medical Center	1,405	2	1.42%	1,599	2	1.87%
Veterans Medical Center	1,128	3	1.14%	682	7	0.80%
Cyprus Bagdad Copper Mine	870	4	0.88%	720	6	0.84%
Walmart	840	5	0.85%	1,035	3	1.21%
Verde Valley Medical Center	825	6	0.84%	655	8	0.77%
Humboldt Unified School District	750	7	0.76%	-	-	-
Sturm Ruger & Company	630	8	0.64%	-	-	-
State of Arizona	583	9	0.59%	440	10	0.51%
Yavapai College (1)	564	10	0.57%	732	5	0.86%
Prescott Unified School District	-	-	-	808	4	0.94%
City of Prescott	-	-	-	587	9	0.69%
Total	9,057		9.17%	8,997		10.52%

Source: District and the listed employers records.

Note 1: For FY 2005-06 the District reported the number of employees on a head-count basis and for FY 2014-15 the District reported the number of employees on a full-time equivalent basis.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 MISCELLANEOUS STATISTICS
 June 30, 2015

Established	July 1, 1966
Geographical Location	West Central portion of Arizona
County Seat	Prescott

Population	2000	2010	2014
Yavapai County	167,517	211,144	218,844
State of Arizona	5,130,632	6,392,017	6,731,484

Age Distribution*	% of Total
0-14	15.2%
15-24	10.3%
25-44	18.2%
45-64	30.9%
65+	25.4%

Population Composition *	% of Total
<u>RACE</u>	
White	79.5%
Hispanic	14.2%
African American	0.9%
Native American	2.1%
Asian or Pacific Islander	1.1%
Other	2.2%
TOTAL	100.0%

Source: US Census Bureau and Arizona Department of Economic Security.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 POPULATION AND PERSONAL INCOME FOR YAVAPAI COUNTY
 Last Ten Fiscal Years

Fiscal Year	Population	Personal Income (amounts expressed in thousands)	Per Capita Personal Income (1)
2005/06	195,424	\$ 5,278,898	\$ 27,013
2006/07	204,082	5,816,674	28,502
2007/08	208,773	6,332,616	30,333
2008/09	211,211	6,627,607	31,379
2009/10	211,172	6,034,069	28,574
2010/11	211,144	6,015,150	28,488
2011/12	211,888	6,248,490	29,490
2012/13	212,637	6,227,459	29,287
2013/14	215,133	6,759,031	31,418
2014/15	218,844	7,070,663	32,309

Source: Bureau of Economic Analysis and US Census Bureau.

Note 1: Personal Income and Per Capita Personal Income were not available for fiscal year 2014/15. Amounts were estimated based upon the prior 5 year average net change.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
STUDENT ENROLLMENT, DEGREE AND DEMOGRAPHIC STATISTICS
Last Ten Fiscal Years

Fiscal Year	Attendance		Gender		Residency			
	Full-Time	Part-Time	Male	Female	Resident	Out of County	Out of State	Foreign
2005/06	17.8%	82.2%	38.1%	61.9%	82.5%	4.5%	12.6%	0.4%
2006/07	15.3%	84.7%	38.9%	61.1%	82.9%	4.2%	12.5%	0.4%
2007/08	16.3%	83.7%	39.0%	61.0%	90.2%	4.3%	5.0%	0.5%
2008/09	17.7%	82.3%	40.2%	59.8%	82.4%	4.4%	12.8%	0.4%
2009/10	23.2%	76.8%	40.7%	59.3%	90.4%	4.9%	4.7%	0.0%
2010/11	22.9%	77.1%	42.9%	57.1%	87.5%	6.9%	5.5%	0.1%
2011/12	26.9%	73.1%	43.0%	57.0%	86.4%	6.9%	6.6%	0.1%
2012/13	21.0%	79.0%	43.7%	56.3%	85.9%	11.5%	2.5%	0.1%
2013/14	20.0%	80.0%	44.0%	56.0%	85.9%	11.4%	2.6%	0.1%
2014/15	22.0%	78.0%	43.0%	57.0%	85.6%	11.6%	2.7%	0.1%

Fiscal Year	Degrees Awarded	Certificates Awarded
2005/06	340	210
2006/07	344	183
2007/08	404	307
2008/09	423	399
2009/10	458	594
2010/11	454	623
2011/12	518	608
2012/13	486	823
2013/14	536	933
2014/15	535	939

Fiscal Year	Age		Ethnic Background					
	Median	Mean	American Indian	Asian American	Hispanic	African American	White	Other/Unknown
2005/06	35	39	2.7%	1.0%	5.9%	0.8%	76.2%	13.4%
2006/07	36	39	2.5%	1.2%	6.6%	0.8%	74.4%	14.5%
2007/08	31	37	2.5%	1.5%	6.9%	1.1%	81.7%	6.3%
2008/09	30	36	3.0%	1.4%	8.2%	1.0%	80.4%	6.0%
2009/10	30	36	2.2%	1.2%	6.5%	0.9%	76.5%	12.7%
2010/11	26	33	2.6%	0.9%	8.9%	0.9%	65.5%	21.2%
2011/12	27	33	2.2%	0.9%	10.2%	0.9%	62.7%	23.1%
2012/13	26	32	2.1%	1.1%	11.4%	0.8%	57.4%	27.2%
2013/14	25	33	2.0%	0.9%	12.4%	0.9%	53.3%	30.5%
2014/15	26	33	2.0%	0.9%	12.4%	0.9%	53.2%	30.6%

Source: District records.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
HISTORIC ENROLLMENT
Last Ten Fiscal Years

	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Headcount	10,970	11,518	11,764	11,616	12,973	13,493	14,139	15,582	16,312	15,936

FTSE by Campus	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Prescott	1,357	1,446	1,479	1,605	1,894	2,396	2,317	2,137	2,096	1,942
Verde	271	278	289	337	453	652	690	658	685	687
Sedona	1	21	42	25	40	90	102	107	135	129
Prescott Valley	135	208	175	198	220	265	330	307	316	260
Chino Valley	85	79	101	106	120	108	114	113	117	120
Elderhostel (1)	-	-	-	-	-	-	-	-	72	112
CTEC (2)	298	305	250	196	152	138	137	111	-	-
Online (3)	1,183	1,162	1,143	1,095	915	-	-	-	-	-
Dual enrollment	323	331	321	245	200	140	170	167	125	33
Other (4)	153	173	184	167	212	131	25	90	71	69
Total District	3,806	4,003	3,984	3,974	4,206	3,920	3,885	3,690	3,617	3,352

Source: District records.

Note 1: The Elderhostel program was terminated in 2006/07.

Note 2: The Career Technology Education Center began operations in 2007/08.

Note 3: Beginning in Fiscal Year 2010-11 FTSE from online classes is being counted as a separate campus. In previous years online courses were credited to the campus that originated the course.

Note 4: Other primarily includes courses held at non-campus locations.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
 FACULTY AND STAFF STATISTICS
 Last Ten Fiscal Years

	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Faculty										
Regular	104	106	111	111	107	104	104	101	102	97
Adjunct (1)	96	99	97	405	394	448	476	523	474	330
Staff										
Regular	300	297	298	295	303	334	329	318	317	284
Temporary (1)	64	58	58	119	119	160	182	180	177	188

Source: District records.

Note 1: Beginning FY 2012-13 Adjunct and Temporary are calculated on a full-time equivalent basis.
 The FTE for Adjuncts is based upon a full-time teaching load of 30 credit hours per year.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
CAPITAL ASSET INFORMATION
Last Ten Fiscal Years

Asset Type	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06
Computers and Peripherals	\$ 1,233,762	\$ 1,196,160	\$ 1,238,803	\$ 1,279,780	\$ 1,316,755	\$ 1,316,755	\$ 1,225,045	\$ 1,452,005	\$ 1,161,346	\$ 1,173,513
Network Equipment	2,677,376	2,359,675	2,255,702	1,979,635	1,568,339	1,056,006	754,356	1,127,448	1,118,033	1,155,303
Audio Visual Equipment	1,225,266	831,455	755,579	624,112	503,250	396,971	175,567	480,767	481,299	506,007
Office Equipment & Furniture	4,904,479	4,435,695	4,397,372	4,216,286	4,163,415	3,680,275	3,773,462	3,652,534	2,876,657	2,638,552
Software	2,149,148	2,149,148	2,149,148	2,149,148	2,149,148	2,022,682	1,918,654	1,286,076	-	-
Vehicles	1,702,607	1,597,998	1,383,983	1,220,435	1,295,120	1,224,785	1,182,290	1,214,607	1,136,409	1,094,994
Intangibles	273,587	273,587	273,587	273,587	273,587	273,587	-	-	-	-
Library Books	2,911,534	2,931,383	3,038,624	3,087,336	3,116,031	3,055,742	2,981,169	2,916,756	2,762,515	2,647,200
Buildings	153,119,356	146,564,885	137,801,065	108,127,652	103,095,447	102,836,523	98,435,112	98,123,350	93,591,763	78,882,085
Construction in Progress	10,889,328	6,072,505	3,515,542	22,042,850	4,427,807	613,644	2,927,638	834,346	12,239	7,779,699
Site Improvements	20,032,047	17,367,536	16,836,358	16,573,720	15,973,540	15,630,928	14,981,222	14,607,058	14,231,150	12,710,508
Land	5,628,526	5,415,888	5,415,888	5,415,888	5,015,888	5,015,888	5,015,888	3,597,041	1,975,535	1,975,535
	\$ 206,747,016	\$ 191,195,915	\$ 179,061,651	\$ 166,990,429	\$ 142,898,327	\$ 137,123,786	\$ 133,370,403	\$ 129,291,988	\$ 119,346,946	\$ 110,563,396

Source: District records.

Presenter : Patricia McCarver

Start Time : 2:37 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 10/9/2015

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 : 2:47 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/3/2016

Item Type : Heading

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

Description : POLICY - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:47 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 45

Proposed : 10/9/2015

Item Type : Discussion

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	560658

Description : Preliminary Capital Budget Presentation FY 2016-2017 - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present Capital Budget Information including a Capital Improvement Plan for consideration by the Board. These assumptions provide information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2106-2017.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:32 PM

Item No : 23

Proposed By : Albert Filardo

Time Req : 10

Proposed : 1/25/2016

Item Type : Policy Information

Policy No.	Description	Ref No
2.2	The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	344130
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.2.1	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	560685
4.2.3	The Board shall not evaluate, either formally or informally, any staff other than the President.	26272
4.3.3	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	396334

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:42 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 10/9/2015

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 : 3:42 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/9/2015

Item Type : Decision Item

Policy No.	Description	Ref No
2.3.3	The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	344134

Description : Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITOR, DISCUSSION, AND DECISION

Details : Executive Limitation 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3.

2. If Board intends to not accept Monitoring Report:

a. If for Unreasonable Interpretation:

We have read the President's monitoring report regarding policy 2.3.3 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 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [at the X board meeting] [within X amount months] that includes a new interpretation.

b. If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.3.3 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 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Policy 2.3.3 President's Monitoring Report Executive Limitations.pdf	Jan 29, 2016	Policy 2.3.3 President's Monitoring Report Executive Limitations.pdf
2.3.3 Compilation.pdf	Feb 04, 2016	2.3.3 Compilation.pdf

President's Monitoring Report
Executive Limitations 2.3.3 – Certification Financial Records
February 2016

Executive Limitations 2.3.3 – Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.

President's Interpretation:

All of the financial records will be monitored by the College's Controller and Vice President of Finance and Administrative Services on a monthly basis. These same records will also be certified by the Controller and Vice President as well as a third party auditor on an annual basis.

Supporting Evidence:

The Comprehensive Annual Financial Report (CAFR) provides a broad overview of the District's financial activity for the prior fiscal year. It contains comments from management in regard to the District's financials, the audited financial statements of the District, the 2015 – 2020 strategic plan, and a statistical section containing financial and demographic information.

The following is a general description of the three financial statements presented by the District, along with several highlights from the CAFR:

- Statement of Net Position – this statement used to be called the balance sheet. It reflects the overall financial position of the District at a given moment in time (assets – liabilities = net position). Net position is essentially the “net worth” of the District and it is broken down between restricted and unrestricted.
 - Total net position as of June 30, 2015, equaled \$88,925,710, a decrease of \$19,474,246 (18.0%) over the prior year. This decrease is the result of recording \$31,084,059 of net pension liabilities, off-set by various increases, as required by the implementation of GASB Nos. 68 & 71. These pension liabilities indicate the District's funding status of its proportionate share of the AZ State Retirement system's unfunded liabilities. The amounts are not legal claims on the District's resources. The new guidance establishes a shift from a funding-based approach to an accounting-based approach. This shift was designed to improve pension information and increase the transparency, consistency, and comparability of pension information across public entities. Excluding the required pension liabilities, total net position would have increased by \$11,599,813 to \$120,009,769.
 - Unrestricted net position as of June 30, 2015, was (\$10,746,840), a decrease of \$30,857,496 over the prior year. Excluding the required pension liabilities as discussed above, unrestricted net position would have increased \$226,563 to 20,337,219. Note, the District's cash reserves were not affected by this accounting change and continue to be healthy.

- Long-term debt decreased by \$5,540,743 due to principal payments made on bonds.
- Statement of Revenues, Expenses, and Changes in Net Position – this statement is essentially the income statement. It shows the revenue and expenses for a specific period of time, the results which either increase or decrease the District’s net position.
 - Revenues exceeded expenses by \$11,800,861 (increase in net position).
 - Revenues increased by \$1,391,339 from the previous year primarily due to increased property taxes (new construction), higher tuition revenues, and STEM monies received from the State.
 - Overall, expenses increased by .5% from the previous year primarily as result of annual salary and related fringe increases, offset by various cost reductions and less Pell awards made to students.
- Statement of Cash Flows – this statement describes the cash flows into and out of the District. Over time, on a cumulative basis, it’s important that an organization have a net increase in cash.
 - Net cash decreased by \$3,659,773 due to the significant amount of capital improvement projects accomplished during the year.
 - Total cash and cash equivalents were \$24,133,032 at June 30, 2015.

The Controller and Vice President of Finance and Administrative Services are responsible for monitoring the financial records of the District and preparing the annual financial statements. A certification of financial records is attached.

An independent audit is performed annually which includes testing financial transactions and internal controls, assessing the accounting principles used and significant estimates made, and verifying that the financial statements present fairly the financial position of the District. The Arizona Auditor General’s Office issued an unmodified opinion dated December 9, 2015, on the District’s June 30, 2015, financial statements. This is the best type of report an auditee can receive.

The District’s Comprehensive Annual Financial Report has earned the Certificate of Achievement for Excellence in Financial Reporting award for the past fifteen years from the Government Finance Officers Association.

CAFR – [FY 2014-15 Reports](#)

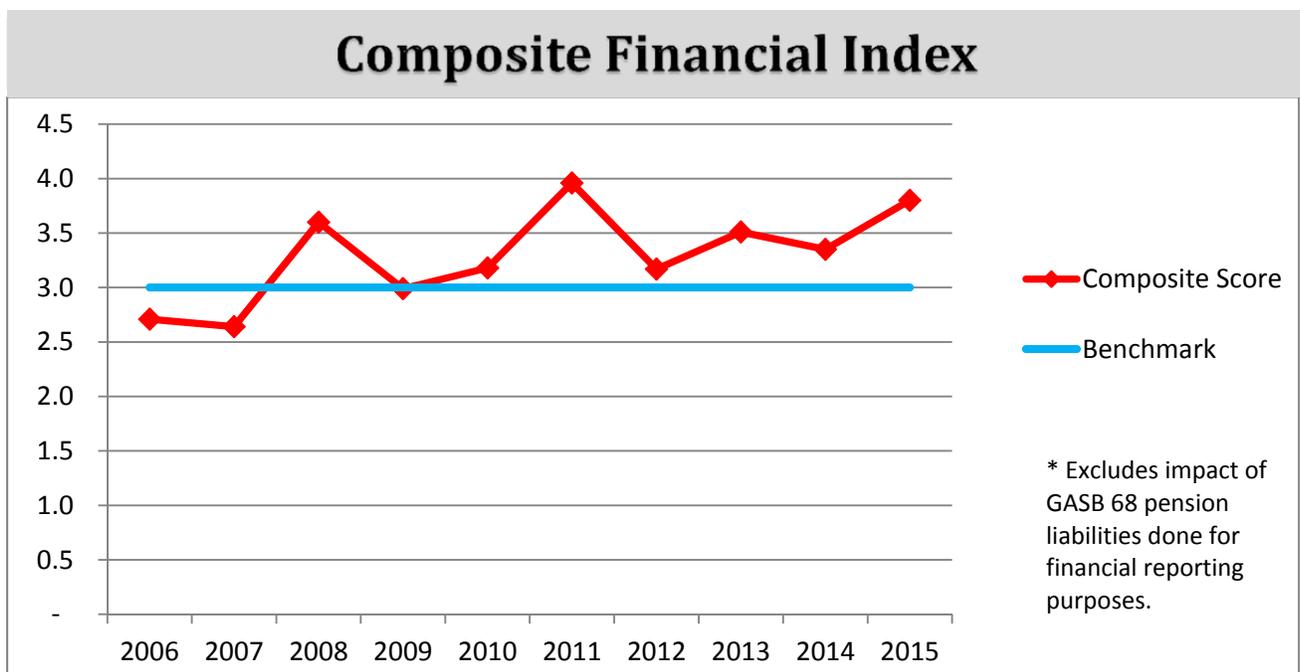
Composite Financial Index (CFI)

The CFI is a combination of the four core ratios using a prescribed weighting that is an indicator of the overall financial health of an institution. The ratios help to evaluate the

District in regards to sufficiency and flexibility of resources, adequacy of operating results, financial asset performance, and debt management. The four core ratios are as follows:

- Primary Reserve Ratio - measures total available resources that an institution could spend on operations as a percentage of total expenses. This is the portion of an entire year the institution could meet financial obligations with assets readily available.
- Viability Ratio - measures capability to meet debt obligations with expendable assets. Also measures an institution's ability to fund new initiatives through debt and is a factor in determining the District's level of credit risk.
- Return on Net Assets - measures whether the District's assets (restricted and unrestricted) are increasing or decreasing.
- Net Operating Revenues Ratio - measures the ability of an institution to operate within available resources in basic day-to-day functions. It measures the surplus or deficit resulting from institutional operations.

A CFI of 3 or greater generally indicates that an institution is in good financial health. The District's CFI increased from 3.4 to 3.8 from the prior fiscal year. The CFI should always be evaluated in context with other factors relevant to the institution.



Executive Limitation 2.3.3 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. Executive Limitation 2.3.3 supports the Strategic Initiative “Fiscal Stewardship” by specifically meeting target goals of having an unqualified/unmodified annual fiscal audit report and by exceeding the CFI financial ratio greater than 3.

President’s Conclusion:

I report compliance.

Executive Limitations 2.3.3 – Certification of Financial Records

In connection with Monitoring Report 2.3.3, for the fiscal year ended June 30, 2015, I certify that the District's financial records are accurate and that all financial records and related data have been provided to the auditors as requested.



Clint Ewell, Vice President of Finance & Administrative Services

1/26/2016



Frank D'Angelo, Controller

1/26/2016

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3.3 – Certification Financial Records

Compilation - February 2016

Executive Limitation 2.3.3	Certification Financial Records The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments:		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:47 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/9/2015

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

Description : Board Self-Evaluation - Governance Process Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING AND DISCUSSION

Details : Governance Process Policy

3.3 - Board Member Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

3.3.1 Discipline Needed to Govern

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.

3.3.2 Conflict of Interest

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

3.3.2.1 Self-Dealing

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

3.3.2.2 Employment

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

3.3.2.3 Acceptance of Employment

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

3.3.2.4 Personal Gain

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

3.3.2.5 Voting

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

3.3.2.6 Conflict of Interest Agreement

Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

3.3.3 Individual Authority

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:

3.3.3.1 Interaction with President or Staff

Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.

3.3.3.2 Interaction with Public, Press, or other Entities

Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

3.3.3.3 Judgments of President Performance

Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.

3.3.3.4 Board Operates with One Voice

Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.

3.3.4 Understanding the College as a Whole

Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.

3.3.4.1 Contact for Complaints

Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed: The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.

The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the Board. The Board also recognizes

that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.

Attachments :

Title	Created	Filename
3.3 Compilation.pdf	Feb 04, 2016	3.3 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board Policies
Policy 3.3 Board Member Code of Conduct and Ethics**

Compilation - February 2016

3.3 Board Member Code of Conduct and Ethics	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments: Sigafoos: Much of the data to support my conclusions is based on my personal experiences. The same will be true for all other Board members. Whether we as individuals adhere to these policies will not necessarily be obvious to others. The policies are in place and we should be guided by them if we are to do our best for the College.		
3.3.1 Discipline Needed to Govern	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.2 Conflict of Interest	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO

Comments:		
3.3.2.1 Self-Dealing	There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.2.2 Employment	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.2.3 Acceptance of Employment	Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		

3.3.2.4 Personal Gain	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.2.5 Voting	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.2.6 Conflict of Interest Agreement	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO

Comments:		
3.3.3 Individual Authority	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.3.1 Interaction with President or Staff	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		
3.3.3.2 Interaction with Public, Press, or other Entities	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO

Comments:

3.3.3.3 Judgments of President Performance Board members will make no formal evaluations of the President’s performance except in compliance with the official evaluation process, and the President’s performance shall be assessed only against explicit Board policies.

Interpretation

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO

Comments:

3.3.3.4 Board Operates with One Voice Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.

Interpretation

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO

Comments:

3.3.4 Understanding the College as a Whole Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.

Interpretation

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 2	NO
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 3	NO

Comments:		
3.3.4.1 Contact for Complaints	Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:	
	The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.	
	The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 2	NO
Is there sufficient evidence to indicate compliance with this Governance Process policy?	YES 2	NO
Is this policy still relevant or useful to the Board?	YES 2	NO
Comments:		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver **Start Time :** 3:52 PM **Item No :** 27
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 10/9/2015 **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 :** 3:52 PM **Item No :** 28
Proposed By : Patricia McCarver **Time Req :** 5
Proposed : 2/4/2016 **Item Type :** Policy & Decision

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 : District Governing Board Liaison Appointments - DISCUSSION AND/OR DECISION

Details : Chair McCarver will appoint the following Board liaison positions for 2016:

Yavapai College Foundation Liaison

Arizona Association for District Governing Boards (AADGB) Liaison

Verde Valley Board Advisory Committee (VVBAC)

Board Spokesperson

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:57 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/9/2015

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> <ul 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); Association of Community Colleges Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

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

Attachments :

Title	Created	Filename
Minutes_DGB VVAC 2015 Dec 2 Approved.pdf	Feb 05, 2016	Minutes_DGB VVAC 2015 Dec 2 Approved.pdf
Approved Minutes_DGB VVAC 2016 Jan 20.pdf	Feb 05, 2016	Approved Minutes_DGB VVAC 2016 Jan 20.pdf

Verde Valley Board Advisory Committee

Verde Valley Campus Building M Room 137

**Approved Minutes
December 2, 2015**

VVBAC Members present:

Mr. Paul Chevalier, Chair, Sedona
Mr. Bill Regner, Vice Chair, Clarkdale
Ms. Janet Aniol, D2 Unincorporated
Ms. Carolyn Fisher, D3 Unincorporated
Mr. Randy Garrison, Cottonwood
Mr. Steve King, Camp Verde
Ms. Leona Wathogoma, Yavapai-Apache Nation

DGB Members present:

Mr. Al Filardo, D3, VVBAC Liaison to DGB

College employees present:

Ms. Linda Buchanan, Community Education Coordinator

I. CALL TO ORDER – PROCEDURAL. Meeting called to order at 8:30 a.m. with Chair Chevalier presiding.

II. APPROVAL OF MINUTES – DISCUSSION AND/OR DECISION. *Chair Chevalier requested revisions to the November 18, 2015 minutes on page 2, paragraph 1, third and last sentences as presented.* On a motion by Garrison, with second by Regner, Minutes of November 18, 2015 are unanimously approved as amended.

III. MEMBER UPDATES – INFORMATION, DISCUSSION AND/OR DECISION.

Chevalier calls for Committee input. Chair Chevalier, Vice Chair Regner, and DGB Filardo provide commentary regarding observations and recent past activities:

- DGB clarification regarding focus group questions
- Intergovernmental Meeting w/college discussion

IV. VERDE VALLEY K-12 SUPERINTENDENTS. Member King introduces Superintendents Scott Jacobsen from Clarkdale-Jerome K-8 School District and Ms. Lois Lamer, Valley Academy for Career & Technical Education. Superintendents share perspective on challenges and how the educational entities Pre-K-20 can better collaborate on issues including outreach to Hispanic families, career & technical education, JTED funding and centralized programming, teacher certification at the Master's level for dual credit, teacher shortages in K-12, and online programming. Member King introduces Superintendents Mr. David Lykins, Sedona-Oak Creek School District, and Ms. Barb U'Ren, Cottonwood-Oak Creek School District as they join the meeting, with each suggesting proactive opportunities and

responsibilities between educational districts to create a pipeline of successful students. Member King relays comments from Superintendent Karin Ward, Beaver Creek K-8 School District regarding shared resources available to support community education needs.

Chair Chevalier requests Ms. U'Ren provide the Committee a written copy of her commentary.

V. OWNERSHIP LINKAGE. Committee discusses recommendations to the District Governing Board, based on a presentation by Chair Chevalier.

Chair Chevalier requests Member King draft a recommendation regarding dual enrollment for Committee approval.

VI. FUTURE MEETING SCHEDULE– DISCUSSION AND/OR DECISION.

- SU Dec 13 5:30 p.m. Social at Chevalier residence/Sedona
- W Jan 6 8:30 a.m.
- W Jan 20 8:30 a.m. w/Dr. Penny Wills & DGB Steve Irwin

VII. ADJOURNMENT - PROCEDURAL. Motion by Member Fisher, second by Member Wathogoma to adjourn. Motion carries unanimously.

Meeting adjourns at 9:38 a.m.

Verde Valley Board Advisory Committee

Verde Valley Campus Building M Room 137

Approved Minutes

January 20, 2016

VVBAC Members present:

Mr. Paul Chevalier, Chair, Sedona
Mr. Bill Regner, Vice Chair, Clarkdale
Ms. Janet Aniol, D2 Unincorporated
Carolyn Fisher, D3 Unincorporated
Randy Garrison, Cottonwood
Steve King, Camp Verde

DGB Members present:

Mr. Al Filardo, D3, VVBAC Liaison to DGB

College employees present:

Dr. James Perey, Executive Dean, Verde Valley Campus; Dr. Dennis, Dean of Lifelong Learning; Ms. Linda Buchanan, Verde Community Education Coordinator; Alexandra Helm, Executive Coordinator, Verde Valley Campus

I. CALL TO ORDER – PROCEDURAL. Meeting called to order at 8:30 a.m. with Chair Chevalier presiding. Member Garrison notes that Jan 6 2016 VVBAC meeting was cancelled due to College's weather-delayed schedule.

II. APPROVAL OF MINUTES – DISCUSSION AND/OR DECISION. On a motion by Fisher, with second by Garrison, Minutes of December 2, 2015 are unanimously approved as amended.

III. YAVAPAI COLLEGE PRESENTATION: Culinary and Hospitality Programs.

Executive Dean Perey advises the Committee regarding the background and current status of Culinary program, presently operating from teaching kitchen at Camp Verde High School. Culinary launched in FA15. SP16 culinary classes are at full enrollment. Hospitality programming is under development. Dean Garvey provides brief explanation of Sedona Center program planning, under four newly organized teams: Culinary & Hospitality, Arts & Music, Community Education, and Gen Ed. Dean Perey states that YC Arts & Humanities Dean, Dr. Craig Ralston, is exploring future performances at existing venues, such as Sedona Performing Arts Center.

Committee requests Dean Perey keep Committee informed regarding cost analysis and design phase of Sedona Center planning.

IV. MEMBER UPDATES – INFORMATION, DISCUSSION AND/OR DECISION. Staff Buchanan announces that Yavapai-Apache Nation representative to Committee, Leona Wathogoma, has resigned. Ms. Wathogoma encourages the Committee to seek another tribal representative. Chair Chevalier states that he read Committee recommendation regarding no-fee dual enrollment into Jan 9 District Governing Board meeting. DGB Liaison Filardo provides update of recent Mingus Union High School Governing Board meeting he attended. Member Garrison comments on nomination process for Verde Valley Forum of Public Affairs, April 2016. Member Aniol states displeasure with proposed dual enrollment fees. Vice Chair Regner expresses support for localized Foundation fundraising to support student success. No updates provided by Members Fisher and King.

Chair Chevalier requests DGB Filardo seek Yavapai-Apache Nation representative replacement.

V. OWNERSHIP LINKAGE. Committee discusses 4-point query from District Governing Board in gathering community feedback:

- *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?*

Chair Chevalier will prepare text to be printed (with staff support) on College letterhead with DGB questions (bulleted above) and space for additional comments, for the purpose of distribution in the community, seeking return of minimally 20 responses per Committee member by April.

RECOMMENDATIONS TO THE DISTRICT GOVERNING BOARD.

Chair Chevalier calls for Committee members to individually and independently research components of administrative college, prior to making recommendation regarding Verde action.

Vice Chair Regner calls for discussion of Verde Valley Foundation on future agenda.

VI. FUTURE MEETING SCHEDULE– DISCUSSION AND/OR DECISION.

- W Feb 3 8:30 a.m. w/Dr. Penny Wills & DGB Steve Irwin
- W Mar 2 8:30 a.m. w/ YC Marketing & Recruitment
- W Apr 13 8:30 a.m.

Committee changes standard meeting date to 2nd Wednesday monthly, beginning April 13 2016.

VII. ADJOURNMENT - PROCEDURAL. Motion by Vice Chair Regner, second by Member Garrison to adjourn. Motion carries unanimously.

Meeting adjourns at 10:30

Presenter : Patricia McCarver

Start Time : 4:02 PM

Item No : 30

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 11/20/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Board's own process and performance through: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	560668

Description : Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will review the quarterly status report of the 2015-2016 Ownership Linkage Plan.

- Annual Report
- Webpage Survey
- Focus Forums

Attachments :

Title	Created	Filename
Ownership linkage plan quarterly update.pdf	Feb 05, 2016	Ownership linkage plan quarterly update.pdf

OWNERSHIP LINKAGE PLAN QUARTERLY UPDATE

PURPOSE

The Board has committed itself to being the link with the owners of Yavapai College whom it has defined as “the residents of Yavapai County and those who are affected by Yavapai College.” The Board will connect with Owners through in person meetings, public presentations, topic specific forums, focus groups, and quantitative and/or qualitative research.

Ownership Linkage Tools and Techniques	
2015-2016 Annual Plan	News Releases
	Monthly Meetings (held in various locations within the county) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
	Website includes: Minutes and agendas Online comments News and Information
	Verde Valley Board Advisory Committee
	Community Outreach Communication (bi-annual letter)
	“How the Board Works” brochure
	Annual Report
	Board Liaisons for AADGB, ACCT, YC Foundation
	Budget process
	Election process
	Focus groups

DISTRICT GOVERNING BOARD 2015 ANNUAL REPORT

The District Governing Board 2015 Annual Report has been completed, and is currently in the printing process with an expected release date of Mid-February 2016. The electronic distribution will include Yavapai County municipalities, government agencies, strategic partners, school districts, and various civic groups. The hard copy distribution will be included at all District Governing Board meetings, focus forums, community outreach presentations, and other applicable gatherings.

DISTRICT GOVERNING BOARD WEBPAGE SURVEY

The District Governing Board Web Survey was highlighted on the YC home Webpage for 8 weeks, and featured the following Ownership Linkage question:

WHAT ARE YOUR PERSONAL OR COMPANY/ORGANIZATION'S GOALS AND HOW CAN YAVAPAI COLLEGE ASSIST YOU TO ACHIEVE THESE GOALS?

Summary of Feedback

Sixteen responses were received (operational concerns were forwarded to the appropriate division)

- Affordable education
- Evening child care
- More courses and cultural offerings in Verde Valley
- Better cultural offerings at the Performing Art Center
- Move culinary to the Sedona Center
- YC Online courses are meeting need of non-traditional student (work fulltime, over age 25) and would request more courses
- Good Student Services and Excellent Faculty
- Better connection with Verde Valley high schools (on-site advising, recruiting, and courses)
- Strengthen relationship with Yavapai Nation
- Future (i.e. 20 year) planning for resources and needs
- Strong dual enrollment program
- Outstanding OLLI, SSS TRIO, viticulture/enology programs
- YC doing a fantastic job in education

The next 8 weeks will highlight the following Ownership Linkage question:

ARE THERE PARTICULAR EDUCATIONAL, ECONOMIC, CULTURAL NEEDS OR ISSUES YOU WOULD LIKE YAVAPAI COLLEGE TO ADDRESS?

FOCUS FORUMS

Focus Forums will engage 6 to 8 participants for each 90 minutes session led by a facilitator to acquire the participants' preferences, recommendations, and insights related to the long term expectations and values of Yavapai College. The Forums will be conducted at the following locations and dates:

Location	Date	Time
District 1: Prescott Campus	Wednesday, April 20, 2016 (tentative)	TBD
District 2: Town of Dewey-Humboldt Meeting facilities	Thursday, March 3, 2016 (tentative)	TBD
District 3: Verde Valley Campus	Wednesday, March 16, 2016 (tentative)	TBD
District 4: Chino Valley Center	Thursday, April 7, 2016 (tentative)	TBD
District 5: Prescott Valley YC/NAU	Wednesday, February 10, 2016	2 to 3:30 pm

Presenter : Patricia McCarver

Start Time : 4:12 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/26/2016

Item Type : Discussion

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

Description : Review of the District Governing Board Response to The Verde Valley Board Advisory Committee (VVBAC) Recommendations - INFORMATION, DISCUSSION AND/OR DECISION

Details : Further discussion of the Board's Response to the Verde Valley Board Advisory Committee (VVBAC) recommendations, which was presented in November 2015. The recommendations were reviewed and discussed for consideration during the development of Board Ends and the College's Strategic Plan. Dr. Wills and her staff provided specific follow-up by creating a matrix representing the appropriate link of the VVBAC recommendations to the 2015-2020 Strategic Plan.

Attachments :

Title	Created	Filename
VVBAC Nov 2015.pdf	Feb 04, 2016	VVBAC Nov 2015.pdf
DGB response to VVBAC Recommendation.pdf	Feb 04, 2016	DGB response to VVBAC Recommendation.pdf

November 16, 2015

Dear Verde Valley Board Advisory 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



Dr. Patricia McCarver
Chair
Yavapai College District Governing Board

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

VVBAC Recommendation	Current Information	Strategic Plan	Goals	Strategy
1. Allocate a far greater percentage of financial resources generated in the Verde to the Verde.	In a review of the expenditures of the past five year period, 87% of property taxes collected from the Verde region have been expended in the Verde Valley. The College addresses the needs of the communities through needed programs as well as facilities improvements. As programs are initiated/sustained, facilities will be built and/or remodeled to accommodate this program growth and a corresponding percentage of financial resources can be expended as needed.	Strategic Initiative 5: Fiscal Stewardship	A: Model Fiscal Stewardship throughout the district	5. A.1: Ensure that YC's resources are used responsibly and efficiently to meet the needs of its students, taxpayers, and investors.
			B: Evaluate and revise the Capital Improvement Plan	5. B.3: Evaluate current and future educational needs at each location (VV Campus/Sedona Center).
		Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality	1. A.3: In collaboration with faculty develop and implement coherent sequences for general education and all YC programs of study with guaranteed course availability.
				1. A.17: Create and implement a robust and strategic enrollment management model.
2. Establish effective and efficient local decision-making through a Verde Advocate structure rather than through Prescott.	In July 2014, the Dean of the Verde Valley Campus/Sedona Center was promoted to Executive Dean. He is responsible for all coordination of programs, course schedules, and budget development for the Verde Valley region. For the past year, the executive dean has had an advisory committee to solicit community input. In Fall, 2015 a new position, Verde Valley Associate Dean was created and funded to assist in program development for the area. In addition the Dean of Lifelong Learning is working closely with the Sedona community to develop a strategic plan for the Sedona Center.	Strategic Initiative 3: Engaged Community	D: Improve community engagement	3. D.3: Explore and develop plan for increased advocacy.
3. Implement an on-going Verde marketing and recruitment program of continuous and direct interaction with Verde lower and secondary education student and their parents.	During FY 2014-15 increased marketing measures were focused on the Verde Valley. To continue the increased efforts in this region, recurring marketing budgets were increased by \$55,000. Our campaign targets, working age adults, primarily through modern mediums such as Facebook and Google. Traditional channels such as radio, cable, and newspapers are used to a lesser degree. As you know, there are very few billboards in the region.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality	1. A.16: Develop strategies to communicate with students and parents within K-12 system.
		Strategic Initiative 2: Economic Responsiveness	B: Improve district-wide awareness of YC Education and Training opportunities	2. B.1: Establish marketing plan for student recruitment that outlines: funding for education, job demand, available training options, and job placement resources. 2. B.3: Design quarterly communication for distribution to public officials, employers, and economic development organizations.
		Strategic Initiative 3: Engaged Community	A: Increase credit enrollment	3. A.1: Strengthen Marketing, Recruiting, and Communication district-wide.
				3. A.3: Develop criteria for achieving successful "strengthening" of Marketing and Communication.

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

				3. A.4: Evaluate and explore increased presence in schools and communities.
4. Focus on increasing student numbers in the Verde.	YC has always been committed to increasing enrollment throughout the district and in particular at the VV Campus. The present decrease in district-wide enrollment is attributed to two major factors: a rebounding economy and decreased high school graduation classes. New programs initiated in the Verde in the past five years include: Viticulture and Enology; Culinary; Digital Film and Media; and Hospitality. Programs in development include Retail Management, Veterinary Technology, Animal Science/Aquaculture/Fisheries, Agriculture/Food Production, Conservation and Natural Resource Management, Environmental Sciences/Sustainability.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality	1. A.6: Initiate mandatory Student Orientation for all new certificate and degree seeking students.
				1. A.8: Evaluate LEAD program as a mechanism for student success.
		Strategic Initiative 2: Economic Responsiveness	B: Improve district-wide awareness of YC Education and Training opportunities <i>D: Increase Career and Technical Education opportunities in the Verde Valley</i>	1. A.13: Develop plan for strategic direction of online learning.
				1. A.14: Develop plan for dual, JTED, and concurrent enrollment.
				1. A.16: Develop strategies to communicate with students and parents within K-12 system.
				1. A.17: Create and implement a robust and systematic enrollment management model.
Strategic Initiative 3: Engaged Community	A: Increase credit enrollment B: Increase non-credit enrollment	2. B.1: Establish marketing plan for student recruitment that outlines: funding for education, job demand, available training options, and job placement resources.		
		2. D.2: Explore feasibility of brick and mortar and/or centralized CTE programs.		
5. In the Verde Valley create a CTE building for classes in fields that meet the needs of Verde residents.	YC welcomes a close working relationship with VACTE. Our two governing boards met jointly in the Spring of 2014. Subsequently YC's Regional Economic Development Center completed the first Workforce Needs Analysis for the Verde Valley since 2001 and shared it with the VACTE Board. In addition the staff of REDC has completed several related workforce analyses for the towns and cities of the Verde Valley.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality	3. A.5: Develop measurable criteria and goals for achieving successful "strengthening" of Marketing and Communication.
		Strategic Initiative 2: Economic Responsiveness	B: Improve district-wide awareness of YC Education and Training opportunities <i>D: Increase Career and Technical Education opportunities in the Verde Valley</i>	3. B.1: Promote integration between for-credit and community education.
				1. A.14: Develop plan for dual, JTED, and concurrent programs.
				2. B.2: Expand the use of "workforce roundtables" to include more private sector participation.
				2. D.1: Conduct market/job analysis to determine CTE needs.
				2. D.2: Explore feasibility of brick and mortar and/or centralized CTE programs.

* Note: Script font is specific to the Verde Valley Strategic Plan

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

				<i>2. D.3: Leverage resources partnerships/existing facilities for courses and programs.</i>
6. Prioritize building a state of the art delivery system.	YC has a very robust and effective medium of distance learning. Our classes and services have been reviewed and recognized by The Higher Learning Commission as well as national organizations. YC also has one of the highest enrollments in Arizona for dual enrollment. One of the challenges we face for dual enrollment as well as ITV courses are the numerous and varied individual school districts' schedules of classes.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality	1. A.13: Develop plan for strategic direction of online learning. 1. A.14: Develop plan for dual, JTED, and concurrent programs.
7. Add sufficient remote learning centers for distance learning opportunities.	Presently YC has two comprehensive campuses (full services) and five centers throughout the County. In addition, the College offers dual enrollment and community education throughout the County. As stated in #6 above the College has a robust distance-learning program. The College, through its REDC, has provided critical data in support of securing broadband in the Verde Valley. If residents do not have access to the Internet in their homes, all schools and libraries in their communities do and provide access.			
8. Provide and increase core transfer courses.	The VV Executive Dean, with the support of the other District Instructional Deans, reviews all course offerings each term and on an annual basis. All efforts are made to offer required courses for degrees and certificates and if the need arises, the Executive Dean may substitute an appropriate course in order for the student to complete his/her degree/certificate. This semester, Verde Valley residents had access to 101 face-to-face courses, as well as 269 on-line courses.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality.	1. A.11: Enhance current CRM system for student prospect funneling and engagement through start of each term, and through completion of program. 1. A.12: Implement HLC retention, persistence, and completion project recommendations. 1. A.17: Create and implement a robust and systematic enrollment management model.
9. Provide and increase multiple pathways of 2+1, 2+2, Certification, and CTE.	YC continues to initiate and strengthen partnerships with our high schools, JTEDs, and business/industry. Since its creation, the REDC is another partner with the Instructional Division to ensure our program offerings are relevant to	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality.	1. A.4: Explore, develop and implement pathways to completion for each partner high school to translate dual enrollment coursework to matriculation to YC and certificate/degree completion (2+2+2) concept.

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

	the needs of the county. NAU has a presence at both YC campuses.			<p>1. A.8: Implement campaign that Full Time is 15 credits as opposed to 12 credits each term. Campaigns like “15 to Finish.”</p> <p>1. A.14: Develop plan for dual, JTED, and concurrent programs.</p> <p>1. A.16: Develop strategies to communicate with students and parents within K-12 system.</p>
		Strategic Initiative 2: Economic Responsiveness	<i>D: Increase Career and Technical Education opportunities in the Verde Valley.</i>	<p>2. D.1: Conduct market/job analysis to determine CTE needs.</p>
10. Increase Verde scholarship and financial assistance and maintain an affordable tuition rate.	We are very fortunate to have the support of the Yavapai College Foundation. Their support is evidenced by the numerous scholarships they provide our students throughout the County. YCF raises the most revenue per capita than any other community college in Arizona. What is even more commendable is that they are committed to raising even more funds to address all of the many student applications for support. We are likewise as a College to continue to keep our tuition rates as low as possible.			
11. Add focus on working with governments in all Verde communities to increase broadband coverage that can be used by the college.	YC fully supports the various communities’ efforts to secure broadband in the region. VVREO is most appreciative of our REDC’s study which provided critical data to advance this organization’s next step in securing broadband in the Valley. Our ITS group worked extensively with the Yavapai County Educational Technology Consortium to explore better internet connectivity for K-12 districts. At this point, every high school in Yavapai County has good connectivity except for Sedona Red Rock High School, which we hope will take advantage of the new fiber run that Yavapai College negotiated with CenturyLink to install for the Sedona Center.			
12. Fund all capital projects privately or through bonding rather than taxes, tuition and fees.	With the support of the Yavapai College Foundation, partnerships with the U of A and NAU, county high schools, and federal grants, the College has funded/leased key facilities that support many of our instructional programs. Examples include the Southwest Wine Center, the Family	Strategic Initiative 5: Fiscal Stewardship	A. Model Fiscal Stewardship throughout the district.	<p>5. A.1: Ensure that YC’s resources are used responsibly and efficiently to meet the needs of its students, taxpayers, and investors.</p>

* Note: Script font is specific to the Verde Valley Strategic Plan

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

	Enrichment Center, Line man Program, CNC Program, and programs under development at the DK Ranch. In regards to bonding vs taxes, both are forms of property taxes.			
13. Further incorporate workforce demand analysis in education decision-making. Build strong local partnerships for business development and job creation.	Until 2013 the College secured such data through costly third-party associations. Since the creation of the Regional Economic Development Center, we have that expertise in house. Not only has the College integrated such data in all of our program analyses and reviews, the Center staff have provided the towns and cities economic developers with critical workforce and economic data.	Strategic Initiative 2: Economic Responsiveness	A: Create job placement process for YC graduates.	2. A.2: Establish a system for apprenticeships for current students.
			B: Improve district-wide awareness of YC Education and Training opportunities.	2. B.2: Expand the use of “workforce roundtables” to include more private sector participation.
			C. Document and share YC’s economic impact and value.	2. C.2: Produce economic impact analysis of YC events. 2. C.3: Produce and share economic impact of YC operations per annum.
14. Focus on solutions for Verde affordable student housing.	From many years of experience, the College knows that a critical mass of students is required to build and finance on-campus student housing. The College has encouraged many of our cities/towns to expand their supply of affordable housing as we see our students as a ready market to rent/lease such apartments.			
15. Encourage the immediate exploration of alternative models or structures to increase Foundation related activities and fund raising in the Verde.	The Yavapai College Foundation has tried various models for fund raising in the Verde Valley over the past 5 – 8 years. The College is confident would welcome suggestions from the VVBAC in this arena.			
16. Recommend revised criteria for evaluating investment needed for new programs as well as criteria for continuing programs.	Four years ago, the College initiated a new process for proposing new instructional programs that includes but is not limited to need assessment, space allocation, and financials. There is also a process in place for each instructional program to be routinely evaluated in relation to workforce needs, program relevancy, and costs. Since 2013, the REDC also provides additional information for these reviews.	Strategic Initiative 1: Student Success	A: Increase student completion rates without sacrificing academic quality.	1. A.5: Evaluate and implement YCELI scheduling recommendations. 1. A.15: Enhance systematic use of data to evaluate and assess student success. 1. A.17: Create and implement a robust and systematic enrollment management model.
		Strategic Initiative 2: Economic Responsiveness	A: Create job placement process for YC graduates.	2. A.1: Develop Institutional Procedures to document continuing educational success and career placement. 2. A.3: Establish a system for job placement for graduates. 2. A.4: Improve annual system for follow-up of graduates to include social media and phone follow-up.

* Note: Script font is specific to the Verde Valley Strategic Plan

THE 2015-2020 STRATEGIC PLAN ADDRESSING THE VERDE VALLEY BOARD ADVISORY COMMITTEE RECOMMENDATIONS

			B: Improve district-wide awareness of YC Education and Training opportunities.	2. B.2: Expand the use of “workforce roundtables” to include more private sector participation.
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* Note: Script font is specific to the Verde Valley Strategic Plan

Presenter : Patricia McCarver

Start Time : 4:17 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/25/2016

Item Type : Heading

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

Description : BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:17 PM

Item No : 33

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/26/2016

Item Type : Policy Information

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	560658

Description : State of Arizona Constitutional Expenditure Limitations Legislative
Proposals - INFORMATION, DISCUSSION AND/OR DECISION

Details : The Board will review legislation regarding the Constitutional Expenditure
Limitations and FTSE estimation process to include a summary of the
Maricopa Community College Expenditure Limitation work session held on
February 2, 2016.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:22 PM

Item No : 34

Proposed By : Patricia McCarver

Time Req : 30

Proposed : 1/25/2016

Item Type : Board Education

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

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

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

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by February 22, 2016. The Conflict of Interest forms will be shared and reviewed by all Board members at the March 1, 2016 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Attachments :

Title	Created	Filename
Policy 3.3.2 Conflict of Interest.pdf	Jan 25, 2016	Policy 3.3.2 Conflict of Interest.pdf
Annual Conflict of Interest Form.pdf	Jan 25, 2016	Annual Conflict of Interest Form.pdf
2016-02-09 Yavapai College OML and Conflict of Interest Presentation.pdf	Feb 03, 2016	2016-02-09 Yavapai College OML and Conflict of Interest Presentation.pdf

Yavapai College Governing Board Conflict of Interest Policies

3.3.2 Conflict of Interest

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

3.3.2.1 Self-Dealing

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

3.3.2.2 Employment

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

3.3.2.3 Acceptance of Employment

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

3.3.2.4 Personal Gain

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

3.3.2.5 Voting

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

3.3.2.6 Representing the College

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

3.3.2.7 Conflict of Interest Agreement

Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

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

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

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

Business name: _____ Phone: _____

Address: _____

Business Tax ID#: _____

Provide a full description of the type of substantial interest:

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

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

No conflict of interest exists for me at this time.

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

Signature

Date: _____

Print Name

Open Meeting Law and Conflict Of Interest Refresher



LYNNE C. ADAMS
OSBORN MALEDON



Yavapai College Governing Board
February 9, 2016



OPEN MEETING LAW

Open Meeting Law Basics



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

Quorum Discussions



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

Quorum Discussions



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

Public Access to Meetings



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

Public Access to Meetings



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

Public Participation



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

Executive Session Discussions



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

Executive Session Discussions



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

Email Among Board Members



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

Email Among Board Members



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

Traditional and Social Media



- **Newspaper:** Anyone can read statements made to a reporter.
- **Twitter:** Anyone can follow you, so no concerns about excluding public.
- **Facebook:** Only “friends” can follow you, so potential problems with communicating with other board members.
- **Texting:** Not only potential Open Meeting Law issues, but public records issues (ongoing Arizona Corporation Commission dispute).



CONFLICTS OF INTEREST

Conflict of Interest Laws



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

Board Policy



- Board policy requires board members to refrain from participating in or attempting to influence the vote about any matter in which they have or “appear” to have a conflict. Policy 3.3.2
- Board policy requires that board members must recognize that they only have authority as a whole board, not as an individual, particularly in interactions with staff, public, press and other entities. Policy 3.3.3
- Important to communicate *board’s* decisions and perspective if attending meeting on board’s behalf.
 - i “Individual Board members will abide by and uphold the final majority decisions of the Board.”

Conflict of Interest Flowchart



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

If yes, then ask

Is the interest a money or property interest?

If yes, then ask

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

If yes, you have a conflict of interest

Duty to Disclose Conflict



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

Annual Conflict Disclosure



- **Board Policy requires each board member to complete a conflict of interest form at least once per year. Policy 3.3.2.6**
- **The form helps the board to identify potential conflicts that may arise.**
- **If a board member or spouse changes jobs/has new personal circumstances during the year, the board member should update his or her conflict of interest form.**

Questions?



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

Presenter : Patricia McCarver

Start Time : 4:52 PM

Item No : 35

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 10/9/2015

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

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:52 PM

Item No : 36

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/9/2015

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 : 4:57 PM

Item No : 37

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 10/9/2015

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 : District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION

Details : The Board will review:

- Fiscal Year 2015-2016 District Governing Board proposed meetings, dates, times, and locations.
 - Upcoming International Policy Governance Association (IPGA) 2016 Annual Conference in Toronto, Canada on June 16 - 18, 2016.
- Fiscal Year 2016 - 2017 District Governing Board proposed meeting dates, times, and locations for next fiscal year.

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Jan 26, 2016	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Feb 04, 2016	FY16-17- Proposed Dates and Places of Future Meetings.pdf
IPGA Flyer.pdf	Feb 04, 2016	IPGA Flyer.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/
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, 9:30 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. Location: 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, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 7, 2016, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 7, 2016, Saturday, 6:00 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
International Policy Governance Association (IPGA) Annual Conference	June 16 – 18, 2016 Location: Toronto, Canada

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 7, 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 12-18, 2017**

DATES AND PLACES OF EVENTS – FY 2016-2017

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Association of Community College Trustees (ACCT) Leadership Congress	October 5 – October 8, 2016 Location: New Orleans, LA
Northern Arizona Regional Training Academy (NARTA) Commencement	December 8, 2016, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 9, 2016, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 4, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	May 5, 2017, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 5, 2017, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 6, 2017, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 6, 2017, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center

It's All About Ethics!

International Policy Governance Association



2016 ANNUAL CONFERENCE

JUNE 16-18
TORONTO
CANADA

Chelsea Hotel, 33 Gerard Street

Join us for rich discussion and networking around:

- Establishing core values
- Using Policy Governance® to make values count
- Making difficult choices
- Conflicts of interest
- Balancing control and empowerment

To register, go to: <http://Bit.ly/2016IPGAConference>

THIS YEAR'S CONFERENCE HIGHLIGHTS:

PRE-CONFERENCE EVENTS

- Introduction to Policy Governance
- Transforming School Boards
- Special Advanced Policy Governance Workshop with Miriam Carver

HARD-HITTING AND THOUGHT-PROVOKING KEYNOTE PRESENTATIONS

- Being Nice vs. Being Ethical: Defining our Roles and Obligations
- The Board's Role in Creating an Ethical Culture

THREE TRACKS OF GREAT WORKSHOPS

- **Understanding the Policy Governance System** - Led by some of the best teachers in the field. For those new to Policy Governance or for refreshing their understanding.
- **Learning from Practice** - Led by board members, CEO's and board support staff.
- **Ethical Choices** - Led by a wide variety of speakers who have experience in dealing with developing and living values in challenging environments.

SPECIAL ONE-DAY REGISTRATION FOR BOARD ADMINISTRATORS (June 17)

- All of the Friday Planary Sessions with selected workshops for staff that provides board support

PLUS MUCH MORE

- **TRIBUTE TO JOHN AND MIRIAM CARVER** - Special guest Miriam Carver.
- **NETWORKING OPPORTUNITIES GALORE**
 - Opening and Closing receptions
 - Barbecue on Toronto's beautiful Centre Island
- **THE IPGA BOOK STORE AND SPONSORS' EXHIBITS**
- **THE INTERNATIONAL YOUNG GOVERNANCE PROFESSIONALS' SUMMIT**
 - For more information go to: <http://iygp-summit.com/>

"We consider the IPGA conference to be an essential tool for training new Board members and refreshing veteran members' skills in good governance."

Pat McCarver, Chair,
Yavapai College District Governing Board,
Prescott, Arizona, USA

"The friendliness of all participants was great and the willingness of presenters to spend time answering specific questions outside of their session was appreciated."

Jan Ballantyne, CEO,
Central Kids Kindergartens,
New Zealand

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Presenter : Patricia McCarver

Start Time : 5:02 PM

Item No : 38

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 10/9/2015

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