



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, February 13, 2018
1:00 PM**

Verde Valley Campus
601 Black Hills Drive, Building M, Room 137
Clarkdale, Arizona

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	722595
2	Call to Order - PROCEDURAL	0	1:00 PM	722596
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	722597
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	722598
5	Approval of January 16, 2018 District Governing Board Budget Workshop and the Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	722599
6	Adoption of Agenda - DECISION	1	1:05 PM	722600
7	INFORMATION - HEADING	0	1:06 PM	757886
8	Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION	15	1:06 PM	757888
9	SHORT RECESS - PROCEDURAL	10	1:21 PM	757887
10	MONITORING REPORT - HEADING	0	1:31 PM	722668

Item No.	Item	Time Req.	Start Time	Ref No.
11	January Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	1:31 PM	722671
12	OWNERSHIP LINKAGE - HEADING	0	1:41 PM	722601
13	Appointments of 2018 Board Member Liaisons - DISCUSSION AND/OR DECISION	5	1:41 PM	722602
14	Open Call - PROCEDURAL	20	1:46 PM	722603
15	CONSENT AGENDA - HEADING	0	2:06 PM	722604
16	Receipt of Report on Revenues and Expenditures - January 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:06 PM	722605
17	For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION	2	2:07 PM	754021
18	For Consideration for Approval of Additions and Deletion of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION	2	2:09 PM	722609
19	INFORMATION - HEADING (CONTINUED)	0	2:11 PM	722610
20	Information from the President to Include Verde Valley Campus Update; Employee Service Recognition; Spring Open Forums; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Information- INFORMATION AND/OR DISCUSSION	10	2:11 PM	722611
21	Information from Instruction and Student Development to Include: Faculty Senate; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION	25	2:21 PM	722612
22	POLICY - HEADING	0	2:46 PM	722613
23	Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2017 - INFORMATION AND/OR DISCUSSION	15	2:46 PM	722614
24	SHORT RECESS - PROCEDURAL	10	3:01 PM	722615
25	POLICY - HEADING (CONTINUED)	0	3:11 PM	722616
26	For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION	30	3:11 PM	722617
27	MONITORING REPORTS (CONTINUED) - HEADING	0	3:41 PM	722618
28	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION	10	3:41 PM	722619
29	Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITOR, DISCUSSION, AND DECISION	5	3:51 PM	722620
30	Content Review of Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION	10	3:56 PM	755052

Item No.	Item	Time Req.	Start Time	Ref No.
31	Content Review of Governance Policy 3.5 - Board Chair Role - MONITORING, DISCUSSION AND/OR DECISION	10	4:06 PM	755158
32	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	4:16 PM	722624
33	Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION	10	4:16 PM	722627
34	Review of Completed Board Members' 2018 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION	5	4:26 PM	722625
35	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION	5	4:31 PM	722626
36	OTHER INFORMATION - HEADING	0	4:36 PM	722629
37	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	5	4:36 PM	722631
38	MONITORING REPORT (CONTINUED) - HEADING	0	4:41 PM	722669
39	Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	10	4:41 PM	722670
40	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:51 PM	722634

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 7/17/2017 **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 : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 7/17/2017 **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 : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/17/2017

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 : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/17/2017

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 : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 7/17/2017

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 16, 2018 District Governing Board Budget Workshop and the 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 16, 2018 Budget Workshop and the 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 Workshop Minutes - Jan162018.pdf	Jan 30, 2018	Unapproved Workshop Minutes - Jan162018.pdf
Unapproved Regular Meeting Minutes -Jan 16 2018.pdf	Jan 30, 2018	Unapproved Regular Meeting Minutes - Jan 16 2018.pdf



**Yavapai College District Governing Board
Board Retreat**

Unapproved Minutes of Board Retreat

Monday, January 16, 2018

10:00 AM

Rock House – Prescott Campus

1100 E. Sheldon Street

Prescott, Arizona

Members Present:

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

Administration Present:

Dr. Penelope H. Wills, President
Dr. Ron Liss, Vice President for Instruction and Student Development
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
Mr. Rodney Jenkins, Vice President for Community Relations
Lynne Adams, Board Attorney
Other staff attending are on file in the District Office

- 1. CALL TO ORDER - HEADING**
- 2. Call to Order – PROCEDURAL**
Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 10:00 a.m.
- 3. Welcome to Guests and Staff – PROCEDURAL**
Chair Sigafoos welcomed all guests and staff.
- 4. Adoption of Agenda – DECISION**
Member McCarver moved, seconded by Member Harris, to adopt the agenda as written. Motion carried unanimously.
- 5. POLICY - HEADING**
- 6. Overview of Yavapai County and Yavapai College - INFORMATION AND/OR DISCUSSION** (refer to handout)
Dr. Tom Hughes, Director of Institutional Effectiveness and Research, presented the environmental scan to include competition, demographics, and workforce needs.
Dr. Clint Ewell, Vice President for Finance and Administrative Services, provided an overview of Yavapai County and Yavapai College:
 - Revenues: restricted, unrestricted, property tax rates, and tuition & fees
 - Expenses: benchmarks, scholarships & grants, restricted, debt, and auxiliaries
 - Capital Budget: benchmarks and overview
- 7. SHORT RECESS - PROCEDURAL**
Meeting recessed at 10:58 a.m.; reconvened at 11:10 a.m.
- 8. POLICY (CONTINUED – HEADING)**
- 9. Overview of Yavapai College Historical Revenues and Expenditures - INFORMATION, DISCUSSION, AND/OR DECISION**
Dr. Clint Ewell continued with a presentation on the Campus Master Plan Update.
- 10. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL**
Member McCarver moved, seconded by Member Harris, to adjourn the meeting. Motion carried unanimously.
Board Workshop adjourned at 11:44 p.m.
Respectfully submitted:

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

Date: February 13, 2018

Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, January 16, 2018
1:00 PM**

Prescott Campus – Rock House
Prescott, Arizona

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board November 14, 2017 Executive and Regular Meeting Minutes, and the December 11, 2017 Retreat Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-12)

Member Harris moved, seconded by Member McCarver, to approve the District Governing Board November 14, 2017 Executive Session and Regular Meeting Minutes, and the December 11, 2017 Retreat Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member McCarver moved, seconded by Member Irwin, to adopt the agenda as written. Motion carried unanimously.

7. OWNERSHIP LINKAGE – HEADING

8. Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2018 - 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 is 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. Ray Sigafoos, Chair, and Steve Irwin, Secretary, are concluding the first year of their one-year term in these executive roles. The following positions were elected:

- Board Chair
- Board Secretary

Member Harris moved, seconded by Member Irwin, in accordance with A.R.S §15-1443(B) the Board elects Mr. Ray Sigafoos the Board Chair and Mr. Steve Irwin the Board Secretary for the 2018 term. Motion carried unanimously.

The elected Board Chair will appoint Board Liaisons at the February meeting to serve one-year terms for the following committees:

- Board Spokesperson
- Arizona Association for District Governing Boards Representative (AADGB)
- Yavapai College Foundation

9. Open Call – PROCEDURAL

The following owners addressed the Board:

Bob Oliphant - signage
Ruth Wicks – VVCCCA Advocate
Chris Kuknyo – Citizens Tax Committee
Lisa Sandoval – Yavapai Apache Nation

10. MONITORING REPORT – HEADING

11. November Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 16-17)

At the November 14, 2017 meeting, the Board completed the assessment of how the meeting was conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process.

12. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda with the exception of item #17. Motion carried unanimously.

13. Receipt of Report on Revenues and Expenditures – Month of December 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 19-28)

14. Consideration for Approval of Faculty Sabbatical Request for 2018-2019 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-40)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights. Faculty members apply for a Sabbatical leave and applications are reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College recommends the District Governing Board approve the following request:

Tara O'Neill, School of Social Sciences, is requesting a sabbatical for the Spring 2019 semester to complete her dissertation and Ph.D. in General Psychology with an Emphasis in Integrating Technology, Learning and Psychology.

15. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement Between Yavapai College and Mayer Unified School District for a Public Notice Electronic LED Sign- RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 41-52)

For consideration for approval of the first amendment to the intergovernmental agreement (IGA) Between Yavapai College and Mayer Unified School District for a public notice electronic LED sign.

16. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement (IGA) Between Yavapai College and Humboldt Unified District No. 22 for the Purpose of Providing On-Site Nursing Training - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 53-63)

For consideration for approval of the second amendment to the intergovernmental agreement (IGA) between Yavapai College and Humboldt Unified District No. 22 for the purpose of providing on-site nursing training for five (5) additional years. This second amendment will extend the IGA until March 19, 2023.

17. For Consideration for Approval of the Termination of the Intergovernmental Agreement Between Yavapai College and the City of Prescott for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 64-71)

For consideration for approval of the termination of the intergovernmental agreement between Yavapai College and the City of Prescott for a Sergeant for the Northern Arizona Regional Training Academy (NARTA). The College is currently working on an IGA with Yavapai County Sheriff's Office for the NARTA Sergeant and therefore the current IGA with the City must be terminated.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda item #17 as written. Motion carried unanimously.

18. INFORMATION - HEADING

19. Information from the President to Include Spring 2018 Convocation; All Arizona Academic Team; Achieve60AZ; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai College Staff Association Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 73-101)

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

- Spring 2018 Convocation
- All Arizona Academic Team 2018
- Achieve60AZ, Education Advances Everyone - Video
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report – Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached - Information Only
- College Highlights – Attached – Information Only
- Facilities Management News - Attached - Information Only

20. Information from Instruction and Student Development to Include Faculty Senate; Pathways Update; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 102-114)

Dr. Ron Liss, Vice President for Instruction and Student Development Division, presented an update on the following:

- Faculty Senate Update - Dr. Matt Percy reported that beginning this Fall all online classes will be incorporating Quality Matters standards. Spring semester work will continue to work on our shared governance process with review of survey results, developing a matrix that identifies faculty and administration role in recommendations/decisions; and reviewing all faculty committees' functions and purpose.
- Pathways Update - Tania Sheldahl, Associate Vice President for Student Development and Scott Farnsworth, Associate Vice President for Student Success and Dean for Science, Health & Public Safety, presented FY16-17 accomplishments, current year priorities, and metrics to measure student success.
- Adjunct Advisor – Attached – Information Only

21. RESA Production Technician Training and Internship - INFORMATION AND/OR DISCUSSION – Agenda item was postponed until after the recess

22. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:51 p.m.; reconvened at 2:01 p.m.

21. RESA Production Technician Training and Internship - INFORMATION AND/OR DISCUSSION (refer to handout)

Vice President Dr. Ron Liss and Michael Lamar, Prescott City Manager, presented the new Yavapai College Career and Technical Education 14-week training and internship program in custom 3D printing. The program was developed by Yavapai College in partnership with the City of Prescott Economic Development Office and RESA Wear.

23. POLICY ISSUES - HEADING

24. Consideration for Approval of Proposed Revised Executive Limitations Policies - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 116-119)

At the December 11, 2017 District Governing Board Retreat, the Board revised and approved in substance the Executive Limitations Policies as attached. The Board reviewed the final policies for correct wording and grammar.

Member McCarver moved, seconded by Member Harris, to adopt the Executive Limitations as written. Motion carried unanimously.

25. Consideration of Preliminary Assumptions for 2018-2019 Budget Planning - DISCUSSION AND/OR DECISION (refer to handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the preliminary assumptions for budget planning for the Fiscal Year Ending June 30, 2019.

Assumptions includes:

1. Increases in Expenses: salary, benefits, preventative maintenance, deferred maintenance, and student success initiatives.
2. Increases in Revenues: recommendations for property tax and tuition & fees

26. MONITORING REPORTS – HEADING

27. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 121-127)

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

28. Receipt of President's Monitoring Report - Executive Limitations - 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. 128-132)

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.5 and 2.5.1. Motion carried unanimously.

29. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 133-136)

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.6, 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 this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.6. Motion carried unanimously.

30. Content Review of Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 137-139)

At the October 24, 2017 Meeting, the Board developed a process and schedule for monitoring and reviewing the Governance Process (3's) and Board-President Linkage (4's) Policies. The Board reviewed policy 3.7 Cost of Governance for content and a compilation of suggested edits was presented for the Boards' consideration.

31. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING

32. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 141-160)

Lynne Adams, District Governing Board Counsel, provided 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 January 31, 2018. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 13, 2018 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

33. OWNERSHIP LINKAGE - HEADING - CONTINUED

34. Reports from Board Liaisons – Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION

- Board Spokesperson – no report.
- Arizona Association for District Governing Boards (AADGB) – Members McCasland and Harris

reported that both attended the ACCT Governance Institute for Student Success (GISS) event to be held on November 29th and 30th at the Maricopa Community College.

- Yavapai College Foundation - Dr. Patricia McCarver reported the last meeting was held on December 13th as a Holiday celebration and the next meeting will be on January 17th in the Community Room.

35. OTHER INFORMATION – HEADING

36. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 163-167)

The Board reviewed the Proposed Dates and Places for Future with reminder of:

- Due to the Performing Arts Building 15 Reopening Event on March 6, 2018, the Board meeting locations will be the February 13 at the Verde Valley Campus and the March 6 at the Prescott Campus.
- The International Policy Governance Policy Association (IPGA) Annual Conference is June 21-23, 2018 in Savannah, Georgia. The early bird registration discount expires January 31, 2018.
- Registration opens this month for the Association of Community College Trustees (ACCT) Leadership Congress to be held in New York, New York, October 24-27, 2018.

37. MONITORING REPORT - HEADING (CONTINUED)

38. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION

The Board completed the Monthly Board Meeting Evaluation for today's meeting.

39. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member McCarver moved, seconded by Member Harris, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 3:24 p.m.

Respectfully submitted:

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

Date: February 13, 2018

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos	Start Time : 1:05 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 7/17/2017	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 : Ray Sigafoos	Start Time : 1:06 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 12/14/2017	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 : Ray Sigafoos

Start Time : 1:06 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 12/14/2017

Item Type : Information Item

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

Description : Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION

Details : Dr. Ron Liss, Vice President for Instruction and Student Development will recognize the following faculty members who have advanced to continuing contract status with Yavapai College:

- Dr. Stephanie Scovill - Nursing
- Jennifer Ritter - Nursing
- Nanette Hofer - Musical Theater
- Shane Gibson - Math

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:21 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/14/2017

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 : Ray Sigafoos

Start Time : 1:31 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/18/2017

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 REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:31 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/18/2017

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.1.4	<p>Shall monitor and regularly discuss the Board's own process and performance through:</p> <p>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.</p> <p>Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.</p>	560668

Description : January Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the January 16, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
Jan Monthly Eval Compilation.pdf	Jan 17, 2018	Jan Monthly Eval Compilation.pdf

Yavapai College District Governing Board Board Meeting Self-Evaluation (Monthly)

Compilation for Month of: January 2018

During this Board Meeting, did we exhibit any of the following behaviors that need to be improved?

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
	5	Board focused on administrative/internal operations
	5	Board involved in making decisions in areas already delegated to CEO
	5	Decisions without considering ownership input, or led by a few vocal owners
	4	Decisions without whole Board input, or led by a few vocal members
	4	Board automatically approving decisions of individuals or committees without due consideration
1	3	Board focused on present and/or past
	4	Board making reactive decisions rather than pro-active decisions
Other Comments: McCasland: Suggest more discussions on YCC future by Board to provide direction for President.		

Overall, keeping in mind the role of the Board and reflecting on our individual and collective behavior during this meeting, please rate the Board's performance in the following categories:

	1- Needs improvement		2- Satisfactory		3- Proficient		Brief comment of specific examples to support your response
	1	2	3	4	5		
The Board operates as a unit and honors Board decisions.			2		3		
The Board's behavior demonstrates that its constituency is the entire county.	1		3		1		
Board members operate ethically and without conflicts of interest.			2		3		
Board decisions are made with the goal of supporting student learning and student success.			1		4		
What is the most important thing the Board could do to improve our function as a board?							
McCarver: Work on open discussion and dialog, even when we disagree.							
McCasland: Accept differences of opinion to promote discussion.							

Presenter : Ray Sigafoos	Start Time : 1:41 PM	Item No : 12
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 7/17/2017	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 : Ray Sigafoos	Start Time : 1:41 PM	Item No : 13
Proposed By : Ray Sigafoos	Time Req : 5	
Proposed : 7/17/2017	Item Type : Policy & Decision	

Policy No.	Description	Ref No
3.5.5	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: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	560681

Description : Appointments of 2018 Board Member Liaisons - DISCUSSION AND/OR DECISION

Details : Board Chair Sigafoos will appoint Board Liaisons to serve one-year terms for the following committees:

- Board Spokesperson
- Arizona Association for District Governing Boards Representative (AADGB)
- Yavapai College Foundation

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:46 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 7/17/2017

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 : Ray Sigafoos

Start Time : 2:06 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/17/2017

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 : Ray Sigafoos

Start Time : 2:06 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/17/2017

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 2018 - 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 2017 -2018 ending January 31, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Jan 2018 in Feb.pdf	Feb 08, 2018	Financial Update - Jan 2018 in Feb.pdf
YCFS Jan 2018 - Governing Board Budget Report.pdf	Feb 08, 2018	YCFS Jan 2018 - Governing Board Budget Report.pdf
YCFS Jan 2018_Summary.pdf	Feb 08, 2018	YCFS Jan 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

January 2018

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 was done in November 2017.
- The auditors began their field work on October 16, 2017. The audit report (Comprehensive Annual Financial Report) was issued in December 2017 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 FY2016-2017 will be presented to the Board in February 2018.

FY 2017-2018 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. Based on higher than average collections last fiscal year we expect collections to exceed the historical average.
- Tuition and fees is projected to come in at budget for the fiscal year.
- 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.
- The Regional Economic Development Center training revenue is below budget due to the Caregiver Training course program being moved to the Allied Health department subsequent to the FY 2017-18 budget being set.

- The total Auxiliary fund is projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of 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.

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

**For the Seven Months Ended January 31, 2018
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances	
	Purpose				
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 23,884	\$ 12,766	\$ 36,650	
Association of Community College Trustees	Membership & Conference Fees	11,921	-	11,921	
Connie Harris	Travel	1,710	-	1,710	
Deborah McCasland	Travel	1,636	-	1,636	
DGB Community Survey	Printing & Advertising	21,413	-	21,413	
DGB Retreat	Room and Food Supplies	819	-	819	
HF Group LLC	Binding	205	1,295	1,500	
International Policy Governance Association	Policy Governance Certifications	5,900	-	5,900	
International Policy Governance Association	Membership & Conference Fees	2,630	-	2,630	
Karen Jones	Travel	1,179	-	1,179	
Osborn Maledon PA	Legal Counsel	11,197	26,303	37,500	
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500	
Patricia McCarver	Travel	834	-	834	
Penelope Wills	Travel	1,230	-	1,230	
Ray Sigafos	Travel	1,118	-	1,118	
Sodexo Inc.	Food Supplies	1,324	3,676	5,000	
Steve Irwin	Travel	1,099	-	1,099	
Supplies/Other	Various Vendors	1,353	-	1,353	
The Governance Coach	Consulting	10,101	-	10,101	
VVTV	Board Meeting Broadcasts	1,000	2,000	3,000	
YC Printing Services	Printing	2,306	-	2,306	
				<u>160,399</u>	
Remaining Budget - January 31, 2018					<u>\$ 10,901</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, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 29,624,710		\$ 29,624,710	\$ 44,078,000	67.2%
Restricted Fund	10,399,985		10,399,985	13,840,500	75.1%
Auxiliary Fund	3,266,845		3,266,845	4,634,800	70.5%
Unexpended Plant Fund	7,115,713		7,115,713	10,971,500	64.9%
Debt Service Fund	4,034,502		4,034,502	6,903,300	58.4%
TOTALS	<u>54,441,754</u>		<u>54,441,754</u>	<u>80,428,100</u>	<u>67.7%</u>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Fund	\$ 25,061,816	\$ 9,997,784	\$ 8,786,311	\$ 26,273,289	\$ 44,078,000	59.6%
Restricted Fund	9,871,230	541,665	426,101	9,986,794	13,840,500	72.2%
Auxiliary Fund	2,581,701	710,169	506,612	2,785,258	4,634,800	60.1%
Unexpended Plant Fund	7,327,321	1,646,275	-	8,973,596	10,971,500	81.8%
Debt Service Fund	563,954	3,462,521	-	4,026,475	6,903,300	58.3%
TOTALS	<u>45,406,022</u>	<u>16,358,414</u>	<u>9,719,024</u>	<u>52,045,412</u>	<u>80,428,100</u>	<u>64.7%</u>
SURPLUS/(DEFICIT)				<u>2,396,342</u>	<u>-</u>	

COMMENTS:

Through the seventh month, 64.7% of budget has been committed (excluding labor encumbrances) compared to 67.7% of revenues received.

The budget currently has a surplus of \$2,396,342.

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, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 17/18 Budget	Percent of Budget	FY 17/18 Estimate	Budget to Estimate Variance
REVENUES:							
Primary Property Taxes	\$ 20,674,444		\$ 20,674,444	\$ 35,620,000	58.0%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	9,717,546		9,717,546	10,746,500	90.4%	10,746,500	-
Tuition and Fees - Contingency	-		-	(530,000)	0.0%	(530,000)	-
State Appropriations	479,550		479,550	640,000	74.9%	640,000	-
Other Revenues	260,257		260,257	416,500	62.5%	416,500	-
Interest Income	32,080		32,080	45,000	71.3%	45,000	-
Fund Balance Applied to Budget	525,000		525,000	900,000	58.3%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(2,164,167)		(2,164,167)	(3,710,000)	58.3%	(3,710,000)	-
TOTAL REVENUES	29,624,710		29,624,710	44,078,000	67.2%	44,078,000	-

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 17/18 Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 17/18 Estimate	Budget to Estimate Variance
EXPENDITURES (Note 1):								
Instruction	\$ 9,901,697	\$ 3,496,352	\$ 3,319,210	\$ 10,078,839	\$ 17,947,000	56.2%	\$ 17,678,155	\$ (268,805)
Academic Support	2,524,763	1,057,942	1,019,195	2,563,510	4,552,000	56.3%	4,460,960	(91,040)
Institutional Support	5,447,843	2,618,813	2,094,307	5,972,349	8,945,000	66.8%	8,810,825	(134,175)
Student Services	2,928,589	1,248,796	1,149,315	3,028,070	5,260,000	57.6%	5,181,100	(78,900)
Operation/Maintenance of Plant	3,457,862	1,524,905	1,179,713	3,803,054	6,328,000	60.1%	6,264,720	(63,280)
Scholarships	756,533	25,496	-	782,029	877,000	89.2%	877,000	-
Public Service	44,529	25,480	24,571	45,438	169,000	26.9%	101,400	(67,600)
TOTAL EXPENDITURES	25,061,816	9,997,784	8,786,311	26,273,289	44,078,000	59.6%	43,374,160	(703,800)
SURPLUS/(DEFICIT)				\$ 3,351,421	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2018.

Tuition and Fees revenues above budget due to spring 2018 tuition payments being recorded. This will even out over the next few months.

Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licensese, IT maintenance, dues, etc.).

Public Service expenditures are below budget due to position vacancies at the REDC and a part-time position moving to Student Services earlier in the fiscal year.

The Budget currently has a surplus of \$3,351,421

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

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 8,650,873		\$ 8,650,873	\$ 11,255,400	76.9%
State Grants and Contracts	88,835		88,835	365,000	24.3%
Private Gifts, Grants and Contracts	653,280		653,280	856,000	76.3%
Proposition 301 Funds	471,980		471,980	700,000	67.4%
State Appropriation - STEM Workforce	537,750		537,750	639,100	84.1%
Fund Balance Applied to Budget	72,917		72,917	125,000	58.3%
Restricted Fund Transfer Out	(100,000)		(100,000)	(100,000)	100.0%
Reimbursement Due	24,350		24,350	N/A	N/A
TOTAL REVENUES	10,399,985		10,399,985	13,840,500	75.1%

	<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	\$ 1,192,128	\$ 301,181	\$ 185,703	\$ 1,307,606	\$ 2,791,500	46.8%
Student Services	602,661	215,404	215,404	602,661	1,372,500	43.9%
Scholarships	8,009,260	-	-	8,009,260	9,510,500	84.2%
Public Service	67,181	25,080	24,994	67,267	166,000	40.5%
TOTAL EXPENDITURES	9,871,230	541,665	426,101	9,986,794	13,840,500	72.2%
SURPLUS/(DEFICIT)				\$ 413,191		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2018.

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, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 17/18 Budget</u>	<u>Percent of Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,149,498		\$ 1,149,498	\$ 1,250,600	91.9%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	107,008		107,008	185,000	57.8%	185,000	-
Food Services Sales	19,836		19,836	33,000	60.1%	33,000	-
Vending	25,956		25,956	40,000	64.9%	40,000	-
Edventures	273,149		273,149	280,000	97.6%	290,000	10,000
Winery - Tasting Room	75,209		75,209	100,000	75.2%	110,000	10,000
Family Enrichment Center	320,293		320,293	579,300	55.3%	579,300	-
Public Services							
Community Events	295,351		295,351	463,800	63.7%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	5,000	(50,000)
Other Revenues							
Yavapai College Foundation	232,890		232,890	438,000	53.2%	438,000	-
Other	262,780		262,780	244,600	107.4%	275,600	31,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	100,000	-
General Fund Transfer In	740,658		740,658	1,269,700	58.3%	1,269,700	-
Auxiliary Fund Transfer Out	(235,783)		(235,783)	(404,200)	58.3%	(404,200)	-
TOTAL REVENUES	3,266,845		3,266,845	4,634,800	70.5%	4,635,800	1,000

	<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 17/18 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 127,369	\$ 6,527	\$ -	\$ 133,896	\$ 99,600	134.4%	\$ 144,600	\$ 45,000
Student Services	417,073	152,591	130,933	438,731	689,200	63.7%	689,200	-
Auxiliary Enterprises	802,136	283,244	204,429	880,951	1,541,200	57.2%	1,541,200	-
Public Service	517,448	267,807	171,250	614,005	974,500	63.0%	974,500	-
Facilities & Administrative Allocation Expense	717,675	-	-	717,675	1,230,300	58.3%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,581,701	710,169	506,612	2,785,258	4,634,800	60.1%	4,579,800	(55,000)
SURPLUS/(DEFICIT)				\$ 481,587	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to the of spring 2018 semester room revenues being recorded. This will even out over the next few months. Edventures sales and related expenditures are ahead of budget due to most of the November 2017 New Zealand trip's revenues and expenditures being received and incurred. Note, Edventures expenditures are part of Auxiliary Enterprises. Regional Economic Development Center Training revenue is below budget due to the Caregiver Training course program being moved to the Allied Health department subsequent to the above budget being set/approved. Instruction expenses are above budget due to the White Christmas performance expenses exceeding projections. Related revenues, which are included in the Other category, exceeded budget as well.

The Budget currently has a surplus of \$481,587.

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, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 4,811,947		\$ 4,811,947	\$ 8,290,500	58.0%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	22,412		22,412	25,000	89.6%
Other	17,021		17,021	20,000	85.1%
Fund Balance Applied to Budget	1,681,000		1,681,000	1,681,000	100.0%
General Fund Transfer In	583,333		583,333	1,000,000	58.3%
TOTAL REVENUES	7,115,713		7,115,713	10,971,500	64.9%

	<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):						
Preventative Maintenance	\$ 2,684,726	\$ 883,457	\$ -	\$ 3,568,183	\$ 3,674,000	97.1%
Unplanned Maintenance	151,149	53,810	-	204,959	250,000	82.0%
Capital Improvement Projects	3,363,726	424,765	-	3,788,491	4,208,800	90.0%
Equipment	997,705	238,142	-	1,235,847	2,240,000	55.2%
Furniture and Fixtures	90,826	8,646	-	99,472	250,000	39.8%
Library Books	39,189	37,455	-	76,644	98,700	77.7%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	7,327,321	1,646,275	-	8,973,596	10,971,500	81.8%
SURPLUS/(DEFICIT)				(1,857,883)	-	

COMMENTS:

The Budget currently has a deficit of \$1,857,883 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2018 - 58.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 2,861,645		\$ 2,861,645	\$ 4,928,800	58.1%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	9,399		9,399	10,000	94.0%
General Fund Transfer In	840,175		840,175	1,440,300	58.3%
Auxiliary Fund Transfer In	235,783		235,783	404,200	58.3%
Fund Balance Applied to Budget	87,500		87,500	150,000	58.3%
TOTAL REVENUES	4,034,502		4,034,502	6,903,300	58.4%

	<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	\$ -	\$ 2,563,750	\$ -	\$ 2,563,750	\$ 4,395,000	58.3%
Interest Payments	330,402	55,065	-	385,467	660,800	58.3%
Pledged Revenue Obligations						
Principal Payments	-	624,167	-	624,167	1,070,000	58.3%
Interest Payments	185,151	30,857	-	216,008	370,300	58.3%
Revenue Bonds						
Principal Payments	-	180,833	-	180,833	310,000	58.3%
Interest Payments	47,101	7,849	-	54,950	94,200	58.3%
Bank Fees	1,300	-	-	1,300	3,000	43.3%
TOTAL EXPENDITURES	563,954	3,462,521	-	4,026,475	6,903,300	58.3%
SURPLUS/(DEFICIT)				8,027	-	

COMMENTS:

Through the seventh month, 58.3% of budget has been committed (excluding labor encumbrances) compared to 58.4% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 2:07 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 12/4/2017

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION

Details : For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College, to have the Sheriff's Office assign a Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. The term of the agreement is 24 months ending December 31, 2019.

Attachments :

Title	Created	Filename
IGA - YCSO - NARTA Sergeant.pdf	Jan 30, 2018	IGA - YCSO - NARTA Sergeant.pdf

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

**Yavapai County Community College District
and
Yavapai County**

THIS INTERGOVERNMENTAL AGREEMENT - NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) - ACADEMY SERGEANT (the "Agreement"), is entered into the date of final signature by and between the Board of Supervisors of YAVAPAI COUNTY, (hereinafter the "County"), for and on behalf of the Yavapai County Sheriff's Office, and the Governing Board of YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, doing business as YAVAPAI COLLEGE, a community college district of the State of Arizona (hereinafter the "College");

WITNESSETH:

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

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

WHEREAS, the Sheriff of the County has assigned a Sergeant in the Sheriff's Office to spend a significant amount of the Sergeant's time serving as supervisor of NARTA; and,

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

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

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

Section 1. TERM. The term of this Agreement shall be from January 1, 2018, through December 31, 2019, unless sooner terminated as set forth in Section 5 herein.

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

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

The County shall:

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

The College shall:

- (a) provide office space for the designated Sergeant to carry out necessary supervisory responsibilities; and,
- (b) provide regular evaluations of the effectiveness and ongoing needs of the officers.
- (c) provide travel funds to the Sergeant to assist the Sergeant in attending AZ POST meetings or any law enforcement trainings approved by College, including but not limited to reimbursement for use of the Sergeant's private vehicle, auto rental, gas card, lodging and meals as provided under College policies for adjunct faculty.
- (d) provide a Program Coordinator to liaise with the Sergeant to ensure that the NARTA program is carried out effectively and efficiently.

Section 4. BUDGETING AND FINANCING. The County estimates that the full cost of the salary and benefits for the assigned Sergeant will be \$117,871.31. The college shall pay to the County during calendar year 2018 the full cost of salary and benefits for the assigned sergeant up to a maximum of \$126,122.30. The payments shall be divided into twelve (12) monthly installments made by the College to the County on or before the 15th of each month. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

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

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

Section 6. INDEMNIFICATION. Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee"), its officials, officers, agents and employees, for, from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorneys' fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage to the extent that such claims are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officials, officers, agents, employees, or volunteers. The agreement to indemnify, defend, and hold harmless shall survive the termination of this agreement. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by College to indemnify, defend and hold harmless the County shall be limited to, and payable only from, the College's available insurance or self-insurance coverage for liability assumed by contract, if any.

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

For purposes of workers' compensation, an employee of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this specific IGA, is deemed to be an employee of both the party who is his primary employer and the party under whose jurisdiction or control or within whose jurisdictional he is then working, as provided by A.R.S. § 23-1022(D). The primary employer party of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.

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

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

County: Yavapai County Sheriff's Office
255 East Gurley Street
Prescott, AZ 86301

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

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

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

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

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

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

Section 15. IMMIGRATION LAW COMPLIANCE. Both parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the Agreement, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor, subcontractor or employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

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

YAVAPAI COUNTY
Board of Supervisors

Rowle P. Simmons, Chairman

ATTEST:

Kim Kapin, Clerk of the Board

Date

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

Attorney for Yavapai County

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

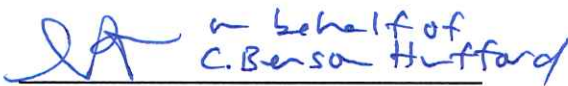
Ray Sigafos, Board Chair

ATTEST:

Executive Assistant

Date

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

 *C. Benson Huffard*

Attorney for College

Presenter : Ray Sigafoos

Start Time : 2:09 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 7/17/2017

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 Additions and Deletion of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION

Details : In accordance with A.R.S. §15-1445, the Board approves curriculum amendments. Therefore the Curriculum Committee and Vice President for Instruction and Student Development recommend the following curriculum proposals:

- Addition of new curriculum for certificates for 3D Modeling and Animation; Cybersecurity Specialist; Advanced Hotel and Restaurant Management; Medical Office Assistant; and Programming.
- Deletion of the certificates for Creative Writing; Machine Bearing and Gear Technician; Machine Set and Alignment Tech; and Gerontology; and the deletion of AAS Emergency Management Applications.

Attachments :

Title	Created	Filename
Curriculum 3D Modeling and Animation Cert.pdf	Jan 29, 2018	Curriculum 3D Modeling and Animation Cert.pdf
Curriculum Cybersecurity Cert.pdf	Jan 29, 2018	Curriculum Cybersecurity Cert.pdf
Curriculum Hotel and Rest Mgt Cert.pdf	Jan 29, 2018	Curriculum Hotel and Rest Mgt Cert.pdf
Curriculum Medical Office Assist Cert.pdf	Jan 29, 2018	Curriculum Medical Office Assist Cert.pdf
Curriculum ProgrammingCert.pdf	Jan 29, 2018	Curriculum ProgrammingCert.pdf
Curriculum Deletions.pdf	Feb 08, 2018	Curriculum Deletions.pdf

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Attach a revised Curriculum Map and Assessment Plan. Contact your Division SLOA Representative - SLOA Committee
- Questions? Contact your Division Curriculum Representative - Curriculum Committee

1.	Date:	10/19/2017	Last saved: 12/1/2017
2.	Initiator:	Ruth Alsobrook-Hurich	
3.	E-mail address:	ruth.alsobrook@yc.edu	
4.	Phone:	928.776.2076	
5.	Initiating school:	Business and Computer Systems	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	3D Modeling and Animation Certificate	
8.	Program description: (brief/this will appear in the College Catalog)	The 3D Modeling and Animation Certificate prepares students to design and develop models and animations for use in video games and animated films. Prepares students for the Autodesk Maya Certification.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome.</p> <ol style="list-style-type: none"> 1. Design 3D objects and animations for use in video games. (VGD 151, VGD 152, VGD 251, VGD 252) 2. Develop Rigged Models with animations for use in video games. (VGD 151, VGD 152, VGD 251, VGD 252) 	
10.	Projected start semester:	Fall 2018	
11.	Online delivery only:	Yes	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	No	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

*******Gainful Employment Requirements – Contact Institutional Research (IR) for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. CIPC Code:

16. SOC Codes:

(Standard Occupational Classification(s) that this certificate helps prepare for:

17. Minimum completion time in months:

(assumes Fall semester start)

18. Program Costs:

In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses

19. Narrative description of the need for the program:

(For example, describe what need this program will address and how the institution became aware of that need)

20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:

(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. **Narrative description of any wage analysis the institution may have performed:**
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:**

23. **Advisory Committee:**
Names of members and expertise:
Number of times met to plan the program:
Future meeting plans:



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: _____ Ed Bushman _____ Date: ___10/26/17___

Reviewed

Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative - SLOA Committee

Name: ___Ruth Alsobrook-Hurich_____ Date: ___10/24/17___

Reviewed

Reviewed/Change Noted: _____

Institutional Research (must verify all submitted employment projections)

Name: Tom Hughes per Academic Program Planning Form Date: 10/31/17
 Gainful Employment Information Verified
 Resources: _____

General Education Committee Chair (If applicable)

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: Ruth Alsobrook-Hurich Date: 10/24/17
 Recommended Not Recommended
 Recommended/Change Noted: _____

Instructional Dean/s

Name: Jill Fitzgerald Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 12-5-17
 Approved Not Approved
 Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 12/10/17
 Approved Not Approved
 Approved/Change Noted: _____

President

Name: [Signature] Date: 1-29-17
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____
 Approved Not Approved
 Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____
 Approved Not Approved

The 3D Modeling and Animation Certificate prepares students to be able to design and develop models and animations for use in Video Games and animated films. Prepares students for the Autodesk Maya Certification.

Credit Hours Required: 12

Note: This program can be completed entirely online.

This certificate is not eligible for Federal Financial Aid. To explore other financial aid opportunities, please visit the YC Answer Center.

Program Requirements

- VGD 151 – 3D Modeling and Animation I Credits: 3
- VGD 152 – 3D Modeling and Animation II Credits: 3
- VGD 251 – 3D Modeling and Animation III Credits: 3
- VGD 252 – 3D Modeling and Animation IV Credits: 3

Program Outcomes

1. Design 3D objects and animations for use in video games. (VGD 151, VGD 152, VGD 251, VGD 252)
2. Develop Rigged Models with animations for use in video games. (VGD 151, VGD 152, VGD 251, VGD 252)



Course Outcomes Mapped to Program Outcomes
Program: AAS Video Game Development
Certificate: *Video Game Developer
Certificate: ^3D Modeling and Animation

Place the course outcome number that corresponds to the program outcome for each of the courses in your program. The goal of this mapping is to help you and also to review your current curriculum map.

	*VGD 121 Game Engines I (3)	*VGD 122 Game Engines II (3)	**VGD 151 3D Modeling and Anim I (3)	**VGD 152 3D Modeling and Anim II (3)	*VGD 171 Video Game Development I (3)	*VGD 172 Video Game Development II (3)	*VGD 180 Game Theory Design Principles (3)	VGD 221 Game Engines III (3)	VGD 222 Game Engines IV (3)	^VGD 251 3D Modeling and Anim III (3)	^VGD 252 3D Modeling and Anim IV (3)	VGD 280 Game Design Documentati on (4)
	DL		CR	SL	QL	IL	CE	CT		DA	WC	
video games on a PC, MAC, or 3D 121, VGD 152, VGD 221, VGD,	2	4	5	2	2		1	1				
1 3D objects and textures in video games. VGD 151, VGD 171, VGD 172, VGD 221, VGD 251, VGD 252)	3	2	3	2	2	3	2	2	2	2	2	
for free use in video games. VGD122, VGD 151, VGD 221, VGD	1	3		1	1		3	1				
video game design principles. VGD 180, VGD 295)						1						1
3D Rigger Models for use in video games. VGD 152, VGD 221, VGD 252)			5	2			2	2		2	2	

the Certificates

Website: OCTOBER 2017

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Attach a revised Curriculum Map and Assessment Plan. Contact your Division SLOA Representative - SLOA Committee
- Questions? Contact your Division Curriculum Representative - Curriculum Committee

1. Date: 10/24/2017

Last saved: 12/1/2017

2. Initiator: Greg Tomsho

3. E-mail address: greg.tosmho@yc.edu

4. Phone: 928-776-2104

5. Initiating school: Business and Computer Systems

6. Program type: Certificate

7. Degree/certificate program name: Cybersecurity Specialist

8. Program description: (brief/this will appear in the College Catalog)
 The Cybersecurity Specialist certificate is designed to prepare students for entry-level positions in cybersecurity and network administration. Students learn to install, support, secure, and troubleshoot network devices such as routers, switches, and servers. In addition, students learn how to configure virtual private networks, firewalls, and intrusion prevention systems. This program helps prepare students for the CompTIA Security+ and Cisco Certified Network Associate (CCNA) Security certifications and provides a strong knowledge base to pursue advanced cybersecurity certifications such as Certified Information Systems Security Professional (CISSP) and Certified Ethical Hacker (CEH).

9. Program learning outcomes: (List outcomes with course or courses) **Identify which courses within the program will meet each outcome.**

1. Describe and configure the hardware and software used in a small to medium sized computer network. (CNT 100)
2. Describe the terms and technologies that comprise the field of cybersecurity, and implement strategies for managing an information security program. (CNT 105)
3. Discuss the methods and operation of local and wide area networks including routing protocols, WAN technologies, the OSI model, network operating systems, network security, and virtualization. (CNT 115)
4. Configure and implement network security. (CNT 135)
5. Configure and troubleshoot the TCP/IP protocol suite including IPv4 and IPv6 addressing; and perform basic router and switch configuration. (CNT 140)
6. Configure Cisco routing and switch technologies. (CNT 150)

7. Write and debug scripts for application in a network administration environment. (CNT 190)
8. Install, troubleshoot, and monitor a secure network to maintain integrity, confidentiality, and availability of data and devices. (CNT250)

10. Projected start semester: **Fall 2018**

11. Online delivery only: **No**

12. Special admission required: **No**

13. Financial Aid: **Yes**
Does the program meet requirements for Title IV funding?

****Minimum of 16 credit hours and a minimum of 15 weeks of instruction****

14. Program sequence **Program Progression Plan**

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

*******Gainful Employment Requirements – Contact Institutional Research (IR) for Assistance*******
NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. CIPC Code:

16. SOC Codes:
(Standard Occupational Classification(s) that this certificate helps prepare for:

17. Minimum completion time in months: **24**
(assumes Fall semester start)

18. Program Costs:

In-State Tuition	2730.00
Books & Supplies	600.00
Lab Fees	N/A
Other Special Fees/Expenses	N/A

19. Narrative description of the need for the program: Cybersecurity is currently the hottest topic in information technology and the need for cybersecurity professionals is substantial and growing. While the CNT program has been addressing this need within its existing courses, it was determined there needs to be a
(For example, describe what need

this program will address and how the institution became aware of that need)

cybersecurity-focused program to attract new students who wish to become cybersecurity professionals.

20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:

(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

This program addresses the needs of small and medium size businesses which are prevalent in Yavapai county by providing students with entry-level skills in network and cybersecurity support and administration. Small and medium size businesses, including education and government institutions, need network technicians who can configure network devices to provide secure access to network resources to its employees and patrons while preventing attacks from inside and outside intruders. This program is designed to provide those skills while also enabling students to continue their cybersecurity education to achieve advanced cybersecurity certifications and job positions.

21. Narrative description of any wage analysis the institution may have performed:
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved:
The cybersecurity certificate program was recommended by the CNT advisory committee. The program content and outcomes were reviewed by the committee. The development of this program was also specifically encouraged by the Yavapai College Vice President of Instruction and Student Development.

23. Advisory Committee:
Names of members and expertise: CNT Advisory Committee: names on file.
Number of times met to plan the program: One live meeting and one email correspondence meeting for program review.
Future meeting plans: **November, 2017**



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: Ed Bushman Date: 10/31/17

Reviewed

Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative - SLOA Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Institutional Research (must verify all submitted employment projections)

Name: _____ Tom Hughes per Academic Program Planning Form _____ Date: _____

Gainful Employment Information Verified

Resources: _____

General Education Committee Chair (If applicable)

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ Stacey Hilton _____ Date: 11/30/17

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] _____ Date: 12-5-17

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] _____ Date: 12/4/17

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] _____ Date: 1-29-17

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

Cybersecurity Specialist Certificate

Description

The Cybersecurity Specialist certificate is designed to prepare students for entry-level positions in cybersecurity and network administration. Students learn to install, support, secure, and troubleshoot network devices such as routers, switches, and servers. In addition, students learn how to configure virtual private networks, firewalls, and intrusion prevention systems. This program helps prepare students for the CompTIA Security+ and Cisco Certified Network Associate (CCNA) Security certifications and provides a strong knowledge base to pursue advanced cybersecurity certifications such as Certified Information Systems Security Professional (CISSP) and Certified Ethical Hacker (CEH).

Course List

Course	Credits
CNT-100: Intro to Computer Networking	3
CNT-105: Cybersecurity Principles	3
CNT115: Network+	4
CNT-135: Security+: Implement and Maintain Network Security	3
CNT-140 : Cisco Routing and Switching 1 <i>Networking Fund.</i>	4
CNT-150: Cisco Routing and Switching 2	3
CNT-190: Programming and Scripting for Network Administration	3
CNT-250: CCNA Security	3
Total	26 credits

New courses.

Cybersecurity Specialist Certificate

Program Outcomes

Upon successful completion of the Cybersecurity Specialist Certificate program, the learner will be able to:

1. Describe and configure the hardware and software used in a small to medium sized computer network. (CNT 100)
2. Describe the terms and technologies that comprise the field of cybersecurity, and implement strategies for managing an information security program. (CNT 105)
3. Discuss the methods and operation of local and wide area networks including routing protocols, WAN technologies, the OSI model, network operating systems, network security, and virtualization. (CNT 115)
4. Configure and implement network security. (CNT 135)
5. Configure and troubleshoot the TCP/IP protocol suite including IPv4 and IPv6 addressing; and perform basic router and switch configuration. (CNT 14)
6. Configure Cisco routing and switch technologies. (CNT 150)
7. Write and debug programs and scripts for application in a network administration environment. (CNT 190)
8. Install, troubleshoot, and monitor a secure network to maintain integrity, confidentiality, and availability of data and devices. (CNT-250)

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Attach a revised Curriculum Map and Assessment Plan. Contact your Division SLOA Representative - SLOA Committee
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/27/2017	Last saved: 1/19/2018
2.	Initiator:	Jennifer Jackson	
3.	E-mail address:	Jennifer.jackson@yc.edu	
4.	Phone:	928-649-4286	
5.	Initiating school:	Career and Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Hotel and Restaurant Management Advanced Certificate	
8.	Program description: (brief/this will appear in the College Catalog)	Designed to prepare advanced certificate holders in Hotel and Restaurant industry and commercial food service management. The curriculum is designed to provide a program that is well rounded in the Hospitality business.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. <ol style="list-style-type: none"> 1. Apply theories and techniques of baking and cooking in a commercial kitchen and bakery. (HOS 110, HOS 195, HOS 243) 2. Apply concepts of customer service to front desk operations for lodging venues. (HOS 100, HOS 115, HOS 195, HOS 270, CSA 110, SPA 101/102) 3. Analyze the food, beverage and lodging cost-control cycle and accounting practices, and implement controls to maintain costs and ensure profitability. (HOS 110, HOS 120, HOS 195, HOS 200, HOS 243) 4. Implement marketing plans for food service, lodging and tourism venues. (HOS 110, HOS 120, HOS 195, HOS 270, CSA 110, SPA 101/102) 5. Apply executive management leadership techniques within the hospitality industry. (HOS 120, HOS 150, HOS 195, HOS 243) 6. Implement health, building, and fire codes to maintain a safe hospitality environment. (HOS 150, HOS 195, HOS 243, SPA 101/102) 	
10.	Projected start semester:	Fall 2018	
11.	Online delivery only:	Yes	

12. Special admission required:	No
13. Financial Aid: Does the program meet requirements for Title IV funding?	Yes **Minimum of 16 credit hours and a minimum of 15 weeks of instruction**
14. Program sequence	<u>Program Progression Plan</u> Attach form prior to submission **2-year plan for course offerings/ Include course and program prerequisites**

*******Gainful Employment Requirements – Contact Institutional Research (IR) for Assistance*******
 NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. CIPC Code:	52.0909
16. SOC Codes: (Standard Occupational Classification(s) that this certificate helps prepare for:	52.090 Hotel, Motel, Restaurant Management 11-9051 Food Service Managers 11-9081 Lodging Managers 25-1011 Post Secondary Business Teachers
17. Minimum completion time in months: (assumes Fall semester start)	24
18. Program Costs: In-State Tuition Books & Supplies Lab Fees Other Special Fees/Expenses	92.00 per credit hour 0
19. Narrative description of the need for the program: (For example, describe what need this program will address and how the institution became aware of that need)	The college is well positioned to serve a thriving hospitality community. This certificate not only provides educational opportunities to students of the County but can fill a need by providing highly qualified individuals who can support local hospitality businesses and the industry. The stackable certificates in hospitality articulate with NAU providing a seamless transfer to the University.
20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional	This program is designed to train students in the Hotel and Restaurant Management Industry.

**or national market
needs:**

(For example, indicate
if Bureau of Labor
Statistics data or
State labor data
systems information
was used)

21. **Narrative description of any wage analysis the institution may have performed:**
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:** In 2014 James Perey visited Hospitality programs throughout the United States. James found that Hospitality programs support local economies, businesses, and partnerships.

23. **Advisory Committee:**
Names of members and expertise: An advisory committee was formed in 2014 and is currently undergoing the request and review of additional members.
Number of times met to plan the program:
Future meeting plans:



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: _____ Date: _____

- Reviewed
- Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative - SLOA Committee

Name: _____ Date: _____

- Reviewed
- Reviewed/Change Noted: _____

Institutional Research (must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____

General Education Committee Chair (If applicable)

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: ___ Barb Waak _____ Date: __10/30/17__

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ James Perey _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] _____ Date: 1-23-18

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] _____ Date: 1/26/18

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] _____ Date: 1-29-18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

**PROPOSED HOTEL & RESTAURANT MANAGEMENT
ADVANCED CERTIFICATE REQUIREMENTS**

- CSA 110 - Introduction to Computer Information Systems **Credits: 3**
- HOS 100 - Introduction to the Hospitality Industry **Credits: 3**
- HOS 110 - Food Service Systems Management **Credits: 3**
- HOS 115 - Hospitality Front Office Procedures **Credits: 3**
- HOS 120 - Meeting and Convention Management **Credits: 3**
- HOS 150 - Hospitality Property Management **Credits: 3**
- HOS 195 - Hospitality Practicum **Credits: 3**
- HOS 195 - Hospitality Practicum **Credits: 3**
 - *Note: must be completed two times totaling 6 credit hours.*
- HOS 200 - Hospitality: Financial Management **Credits: 3**
- HOS 243 - Foundations in Kitchen Operations **Credits: 3**
- HOS 270 – Hospitality Information Technology **Credits: 3**
- SPA 101 – Beginning Spanish I **Credits: 4**
- SPA 102 – Beginning Spanish II **Credits: 4**



**Course Outcomes Mapped to Program Outcomes
Certificate: Hotel and Restaurant Management Certificate*
Certificate: Hotel and Restaurant Management Advanced Certificate**

SLOA Committee

Directions: Please place the course outcome number that corresponds to the program outcome for each of the courses in your program. The goal of this mapping is to help you create your assessment plan and also to review your current curriculum map.

Required Courses	*HOS 100 Intro to Hospitality Industry	*HOS 110 Food Service Management	*HOS 115 Hospitality Front Office Procedures	*HOS 120 Meeting and Convention Management	*HOS 150 Property Management	*HOS 195 Hospitality Practicum	*HOS 200 Financial Management	HOS 243 Kitchen Operations	HOS 270 Information Technology	*CSA 110 Computer Systems	SPA101 SPA 102 Beginning Spanish 1 & 2
Program Outcome											
PO #1: Apply theories and techniques of baking and cooking in a commercial kitchen and bakery.		1,2,7,10				1-8		1,2,4			
PO #2: Apply concepts of customer service to front desk operations for lodging venues.	5,8,14		3-12			1-8			1,3,4,5,7,8	1-9	1-7
PO #3: Analyze the food, beverage and lodging cost-control cycle and accounting practices, and implement controls to maintain costs and ensure profitability		1,3,5,7		1,10		1-8	1-8	3			
PO #4: Implement marketing plans for food service, lodging and tourism venues.		8		1-13		1-8			7	1,4,8	1-7
PO #5 Apply executive management leadership techniques within the hospitality industry.				1,3,4,13	1	1-8		3,12			
PO#6 Implement health, building, and fire codes to maintain a safe hospitality environment.					1,2,8,9,10,11,12	1-8		12			1-7

*Certificate Outcomes and Courses

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Attach a revised Curriculum Map and Assessment Plan. Contact your Division SLOA Representative - SLOA Committee
- Questions? Contact your Division Curriculum Representative - Curriculum Committee

1.	Date:	10-11-17	Last saved: 1/19/2018
2.	Initiator:	Marie Hardman	
3.	E-mail address:	marie.hardman@yc.edu	
4.	Phone:	928-717-7906	
5.	Initiating division:	Science, Health Public Safety	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Medical Office Assistant	
8.	Program description: (brief/this will appear in the College Catalog)	The Medical Office Assistant (MOA) program prepares students to perform administrative skills in a physician's office. The MOA qualifies students to sit for the Nationally Certified Medical Office Assistant (NCMOA) exam. The MOA program allows students to complete a certificate and seek employment.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) <ol style="list-style-type: none"> 1. Manage medical records upholding security and privacy standards as outlined in HIPAA regulations. (AHS 100, AHS 105, AHS 120, HIM 173) 2. Use computer programs commonly found in health care settings. (AHS 120, CSA 126) 3. Assist the health care provider in delivering care to clients with multiple health care needs. (AHS 100, AHS 105, AHS 120, AHS 130, BIO 160, BIO 201, BIO 202) 4. Document how diversity and culture affect delivery of health care. (AHS 100, AHS 120) 5. Describe the structural organization of the body. (AHS 100, AHS 105, BIO 160, BIO 201, BIO 202) 6. Calculate medical dosages. (MAT 100) 7. For all major body systems, describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy and restoration strategies. (AHS 105, AHS 130) 8. Distinguish if it is appropriate to release patient records in accordance with policies and procedures for access and disclosure of personal health information. (AHS 100, AHS 105, AHS 120, HIM 173) 9. Use effective communication skills with health care professionals and patients. (AHS 100, AHS 105, AHS 120) 	
10.	Projected start semester:	Fall 2018	

11. **Online delivery only:** No

12. **Special admission required:** No

13. **Financial Aid:** Yes
Does the program meet requirements for Title IV funding?

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

14. **Program sequence** Program Progression Plan

Attach form prior to submission

2-year plan for course offerings/ Include course and program prerequisites

*******Gainful Employment Requirements – Contact Regional Economic Development Center (REDC) for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. **CIPC Code:**

16. **SOC Codes:**
(Standard Occupational Classification(s) that this certificate helps prepare for:

17. **Minimum completion time in months:** 16
(assumes Fall semester start)

18. **Program Costs:** **Total 3275.00**
In-State Tuition **2375.00**
Books & Supplies **900.00**
Lab Fees **0**
Other Special Fees/Expenses **0**

19. **Narrative description of the need for the program:** **The MOA program would allow students to complete a front office certificate before completing the entire Medical Assistant certificate. This would increase completion rates for the Medical Assistant program and provide job opportunities earlier for these students.**
(For example, describe what need this program will address and how the institution became aware of that need)

20. **Narrative description of how the program was designed to meet local market needs,** **Medical Assistants are in high demand in Yavapai County. YRMC, the local hospital, continually advertises for job openings for health assistants and medical assistants. Currently, most of the students who have completed the Medical Assistant program, have found work in Yavapai County. According to www.bls.gov, Arizona is one of the states with the highest**

**or for an online concentration of jobs and location quotients in this occupation.
program, regional www.bls.gov, states that employment of Medical Assistants is projected
or national market to grow 23% between 2014 and 2024.
needs:**

(For example, indicate
if Bureau of Labor
Statistics data or
State labor data
systems information
was used)

21. **Narrative description of any wage analysis the institution may have performed:** (Include any consideration of Bureau of Labor Statistics wage data related to the program) **According to www.bls.gov, medical assistants in Arizona have an annual mean wage of \$32,970 and an hourly wage between \$14.90 and \$15.85. According to IER, medical assistants in Yavapai county have a median average salary of \$15.10 per hour.**
22. **Narrative description of how the program was reviewed or approved:** **Marie Hardman and Nancy Bowers met first in May 2017 to discuss this certificate. Marie Hardman researched the information needed to provide Nancy Bowers with the details of the MOA certificate. Marie presented the idea to Nancy because some students do not finish the current medical assistant internship. The MOA certificate would allow those students to sit for a national exam and apply for a MOA job. Nancy agreed and asked Marie to write the MOA program during fall 2017.**
23. **Advisory Committee:**
 Names of members and expertise: **Marie Hardman, MSN, RN, RMA and Nancy Bowers, MS, BSN, RN**
 Number of times met to plan the program: **3**
 Future meeting plans: **Fall 2017 and spring 2018**

Review Recommendations and Signatures

Division SLOA Representative – SLOA Committee

Name: _____ Date: _____

- Reviewed
 Reviewed/Change Noted: _____

Division Curriculum Representative - Curriculum Committee

Name: _____ Jennifer Ritter _____ Date: 10/27/17 _____

- Reviewed
 Reviewed/Change Noted: _____

REDC (REDC and IR must verify all submitted employment projections)

Name: _____ Date: _____

- Gainful Employment Information Verified
 Resources: _____

Institutional Research (IR must verify all submitted changes for HLC approvals)

Name: _____ Date: _____

- HLC approvals Verified
 Resources: _____



Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Nancy Bowers _____ Date: _____ 10/27/17 _____

Division: Science, Health Public Safety

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ Scott Farnsworth _____ Date: _____

Division: Science, Health Public Safety

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: _____ 1-23-18

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ Date: _____ 1/26/18

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ Date: _____ 1-29-18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

Program Requirements (Credit Hours Required : 23-31)

AHS 100 - Fundamentals of Health Care Credits: 3
AHS 105 - Phlebotomy Credits: 2
AHS 120 - Foundations of Medical Assisting I Credits: 3
AHS 130 - Medical Terminology for Patient Care Staff Credits: 3

BIO 160 - Intro to Human Anatomy & Physiology Credits: 4
OR (BIO 201 - Human Anatomy and Physiology I Credits: 4
and BIO 202 - Human Anatomy and Physiology II Credits: 4)

CSA 126 - Microsoft Office for Windows Credits: 3
HIM 173 - Legal and Ethical Aspects of Health Information Management Credits: 2
MAT 100 - Technical Math (or higher-level math course) Credits: 3



Select Option 1 or 2:

Option 1

- BIO 160 - Introduction to Human Anatomy and Physiology Credits: 4

Option 2

Note: Students planning to pursue a Medical Assistant AAS degree, should complete this option.

- BIO 181 or BIO 156 Credits: 4
- BIO 201 - Human Anatomy and Physiology I Credits: 4
- BIO 202 - Human Anatomy and Physiology II Credits: 4



Course Outcomes Mapped to Program Outcomes
Program: Medical Office Assistant
Certificate(s): Medical Office Assistant

SLOA Committee

Directions: Please place the course outcome number that corresponds to the program outcome for each of the courses in your program. The goal of this mapping is to help you create your assessment plan and also to review your current curriculum map.

Required Courses	Program Outcome									
	AHS 100 Fundamentals of Health Care	AHS 130 Medical Terminology for Patient Care Staff	BIO 160 Introduction to Human Anatomy & Physiology	BIO 201 Human Anatomy & Physiology I	BIO 202 Human Anatomy & Physiology II	AHS 105 Phlebotomy	HIM 173 Legal and Ethical Aspects of HIM	CSA 126 Microsoft Office	MAT 100 Technical Mathematics	AHS 120 Foundations of Medical Assisting I
PO #1 *Manage medical records upholding security and privacy standards as outlined in HIPAA regulations. (AHS 100, AHS 105, AHS 120, HIM 173)	13					6	3, 6			5, 6
PO #2 *Use computer programs commonly found in health care settings. (AHS 120, CSA 126)								1-4		6, 9
PO #3 *Assist the health care provider in delivering care to clients with multiple health care needs. (AHS 100, AHS 105, AHS 120, AHS 130, BIO 160, BIO 201, BIO 202)	8, 9	8, 9, 20	9	18	20	4, 8				1, 2, 4
PO #4 *Document how diversity and culture affect delivery of health care. (AHS 100, AHS 120)	10, 11									4
PO #5 *Describe the structural organization of the body. (AHS 100, AHS 105, BIO 160, BIO 201, BIO 202)	6	6	6, 9	1-6, 9-13	1, 3-8, 10, 12, 14	2				2

PO #6	*Calculate medical dosages. (MAT 100)																		1, 4, 5, 9		
PO #7	*For all major body systems, describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy and restoration strategies. (AHS 105, AHS 130)																		1, 9		
PO #8	*Distinguish if it is appropriate to release patient records in accordance with policies and procedures for access and disclosure of personal health information. (AHS 100, AHS 105, AHS 120, HIM 173)																		6	3, 6	5, 6
PO #9	*Use effective communication skills with health care professionals and patients. (AHS 100, AHS 105, AHS 120)																		6, 7		3, 4

*Certificate Outcomes and Courses (Place a star by program outcomes that are also shared with "stackable" certificates.)

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Attach a revised Curriculum Map and Assessment Plan. Contact your Division SLOA Representative - SLOA Committee
- Questions? Contact your Division Curriculum Representative - Curriculum Committee

1.	Date:	10/19/2017	Last saved: 12/1/2017
2.	Initiator:	Ruth Alsobrook-Hurich	
3.	E-mail address:	ruth.alsobrook@yc.edu	
4.	Phone:	928.776.2076	
5.	Initiating school:	Business and Computer Systems	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Programming Certificate	
8.	Program description: (brief/this will appear in the College Catalog)	The Programming Certificate prepares students for employment in entry-level programming fields.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. 1. Employ proper use of programming language. (CSC 105, CSC113, CSC 120, CSC 125, CSC 205, CSC 211, CSC 220) 2. Define a problem with possible solutions. (CSC 105, CSC 120, CSC 205, CSC 211) 3. Communicate ideas clearly and effectively. (CSC 105, CSC 120)	
10.	Projected start semester:	Fall 2018	
11.	Online delivery only:	Yes	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

*******Gainful Employment Requirements – Contact Institutional Research (IR) for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. CIPC Code:

16. SOC Codes:

(Standard Occupational Classification(s) that this certificate helps prepare for:

17. Minimum completion time in months:

(assumes Fall semester start)

18. Program Costs:

In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses

19. Narrative description of the need for the program:

(For example, describe what need this program will address and how the institution became aware of that need)

20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:

(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. **Narrative description of any wage analysis the institution may have performed:**
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:**

23. **Advisory Committee:**
Names of members and expertise:
Number of times met to plan the program:
Future meeting plans:



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: _____ Ed Bushman _____ Date: _____ 10/26/17 _____

Reviewed

Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative - SLOA Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Institutional Research (must verify all submitted employment projections)

Name: _____ Tom Hughes per Academic Program Planning Form _____ Date: _____

Gainful Employment Information Verified

Resources: _____

General Education Committee Chair (If applicable)

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ Stacey Hilton _____ Date: _____ 11/30/17 _____

Division: Computer Technologies Instructional Support

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ *[Signature]* _____ Date: _____ 12-5-17 _____

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ *[Signature]* _____ Date: _____ 12/11/17 _____

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ *[Signature]* _____ Date: _____ 1-29-18 _____

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

Program Requirements

- CSC 105 – Intro to Programming Credits: 3
- CSC 113 – Programming: Python Credits: 3
- CSC 120 – Survey of Operating Systems Credits: 3
- CSC 125 – Programming: C# Credits: 3
- CSC 205 – Programming: JavaScript, HTML & CSS Credits: 3
- CSC 211 – Programming: PHP and MySQL Credits: 3
- CSC 220 – Programming: Java Credits: 3

Program Deletion Proposal

INSTRUCTIONS:

- 0. Save this document to a Word file.
- 1. Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	8/14/17
2.	Initiator:	Laraine Herring
3.	E-mail address:	laraine.herring@yc.edu
4.	Phone:	776-2266
5.	Initiating division:	Arts & Hum
6.	Certificate or degree program name:	Creative Writing
7.	Last year offered: (Will be effective end of the catalog year)	2018
8.	Reason/s for deleting the program:	<p>Program content and learning outcomes outdated No longer meets needs of employers Has been replaced by another program (indicate replacement program): Enrollment not adequate – We do not have enough enrollment Other (specify):</p>
9.	Number of students currently in program who need time to complete:	11
10.	Plan to accommodate students currently enrolled in program: (include courses that still need to be offered and timeline for completion)	<p>We will continue to offer the CRW curriculum, and if necessary will allow for course substitutions for students to complete. I am hoping this will allow for more flexibility in our offerings and will ultimately allow us to reach more students who are still interested in CRW, but have already gone through our staple of courses.</p>

Review Recommendations and Signatures

Division SLOA Representative – SLOA Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Division Curriculum Representative – Curriculum Committee

Name: Le Anne Lawhead & Mike Ruddell Date: 10/24/17

Reviewed

Reviewed/Change Noted: _____

Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division:

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: Jill Fitzgerald Date: 10/24/17

Division: Arts & Humanities

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 11/14/17

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 11/22/17

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] Date: 1-29-18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1. **Date:** 10/18/17
2. **Initiator:** John Morgan
3. **E-mail address:** john.morgan@yc.edu
4. **Phone:** 7721
5. **Initiating school:** Career and Technical Education
6. **Certificate or degree program name:** IMM-Machine Bearing & Gear Technician
7. **Last year offered:** 2017-18
(Will be effective end of the catalog year)
8. **Reason/s for deleting the program:**
 Program content and learning outcomes outdated
 No longer meets the needs of employers
 Has been replaced by another program (indicate replacement program):
 Enrollment not adequate
 Other (specify):
9. **Number of students currently in program who need time to complete:** 7
10. **Plan to accommodate students currently enrolled in program:** Courses will continue until the existing students have completed by end of Spring 2018
(include courses that still need to be offered and timeline for completion)



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: _____ Matt Mintzmyer _____ Date: ___10/30/17_____

Reviewed

Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative – SLOA Committee

Name: _____ Date: _____

- Reviewed
- Reviewed/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

- Recommended Not Recommended
- Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: _____ 10/26/17 _____

- Recommended Not Recommended
- Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: _____ 1-23-18

- Approved Not Approved
- Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ Date: _____ 1/26/18

- Approved Not Approved
- Approved/Change Noted: _____

President

Name: _____ Date: _____ 1-29-18

- Approved Not Approved
- Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

- Approved Not Approved
- Approved/Change Noted: _____

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1. **Date:** 10/18/17
2. **Initiator:** John Morgan
3. **E-mail address:** john.morgan@yc.edu
4. **Phone:** 7721
5. **Initiating school:** Career and Technical Education
6. **Certificate or degree program name:** IMM-Machine Set and Alignment Tech
7. **Last year offered:** 2017-18
(Will be effective end of the catalog year)
8. **Reason/s for deleting the program:**
 Program content and learning outcomes outdated
 No longer meets the needs of employers
 Has been replaced by another program (indicate replacement program):
 Enrollment not adequate
 Other (specify):
9. **Number of students currently in program who need time to complete:** 7
10. **Plan to accommodate students currently enrolled in program:** Courses will continue until the existing students have completed by end of Spring 2018
(include courses that still need to be offered and timeline for completion)



Forward electronically to your Curriculum Representative to begin the tracking process for this curriculum proposal.

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: _____ Matt Mintzmyer _____ Date: _10/30/17_

Reviewed

Reviewed/Change Noted: _____

After reviewing, forward to Patti Schlosberg, Curriculum & Articulation Coordinator.

School SLOA Representative – SLOA Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: 10/26/17

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] _____ Date: 1-23-18

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] _____ Date: 1/26/18

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] _____ Date: 1-29-18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1. **Date:** 10/11/2017
2. **Initiator:** Ken Krebbs
3. **E-mail address:** kenneth.krebbs@yc.edu
4. **Phone:** 928-717-7924
5. **Initiating division:** Career Technical Education
6. **Certificate or degree program name:** AAS Emergency Management Applications
7. **Last year offered:** 2016-17
(Will be effective end of the catalog year)
8. **Reason/s for deleting the program:**
 - Program content and learning outcomes outdated
 - No longer meets needs of employers
 - Has been replaced by another program (indicate replacement program):
 - Enrollment not adequate
 - Other (specify):
9. **Number of students currently in program who need time to complete:** 8
10. **Plan to accommodate students currently enrolled in program:** (include courses that still need to be offered and timeline for completion)
Not through Yavapai College, but guide them to other colleges with an EM program.

Review Recommendations and Signatures

Division SLOA Representative – SLOA Committee

Name: _____ Ed Kessell _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Division Curriculum Representative - Curriculum Committee

Name: _____ Matt Mintzmyer _____ Date: _____ 10/12/17 _____

Reviewed

Reviewed/Change Noted: _____



Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

Associate Dean/s or Program Director/s

Name: _____ Ken Krebbs _____ Date: 10/11/17

Division: Career Technical Education

Recommended Not Recommended
 Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: 10/10/17

Division: Career Technical Education

Recommended Not Recommended
 Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 10-17-17
 Approved Not Approved
 Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 10/23/17
 Approved Not Approved
 Approved/Change Noted: _____

President

Name: [Signature] Date: 1-29-18
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____
 Approved Not Approved
 Approved/Change Noted: _____

Program Deletion Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1. **Date:** 16 June 2017

2. **Initiator:** Jill Fitzgerald, Dennis Garvey

3. **E-mail address:** jill.fitzgerald@yc.edu, dennis.garvey@yc.edu

4. **Phone:** 776-2277, 776-2371

5. **Initiating division:** Business, Education, and Social Sciences

6. **Certificate or degree program name:** Gerontology Certificate

7. **Last year offered:** 2017-18
(Will be effective end of the catalog year)

STVMAJR (Banner): _____
SMAPP_E (Banner): _____
SOACURE (Banner): _____
AUD027 (Surecode): _____
STU023 (Surecode): _____
STU316 (Surecode): _____
SCRIBE: _____
CURRULE (Transit-RAD30): _____
PLANNER (DW): _____
DATE: _____

8. **Reason/s for deleting the program:**

Program content and learning outcomes outdated

No longer meets needs of employers

Has been replaced by another program (indicate replacement program):

Enrollment not adequate

Other (specify):

9. **Number of students currently in program who need time to complete:** 2

10. **Plan to accommodate students currently enrolled in program:** (include courses that still need to be offered and timeline for completion)

One student has never taken GRN courses and is probably a personal interest student who regularly takes PHE courses. The other student has not taken GRN courses since Fall 2013 and is probably also a personal interest student who regularly takes jewelry and lapidary courses.

Review Recommendations and Signatures

SLOA Representative – SLOA Committee

Name: _____ Molly Beauchman _____ Date: 9/28/17 _____

Reviewed

Reviewed/Change Noted: _____

Division Curriculum Representative - Curriculum Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____



Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Division: Click box to select ---->

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: __Jill Fitzgerald per submission__ Date: __6/16/17__

Division: Business, Education, and Social Sciences

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 10-3-17

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 10/9/17

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] Date: 1/29/18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Presenter : Ray Sigafoos

Start Time : 2:11 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/17/2017

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 (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:11 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/17/2017

Item Type : Information Item

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

Description : Information from the President to Include Verde Valley Campus Update; Employee Service Recognition; Spring Open Forums; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; 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:

- Verde Valley Campus Update
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus
- Spring Open Forums - February 15, 2018 at Prescott and Verde Valley
- Budget To Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

Attachments :

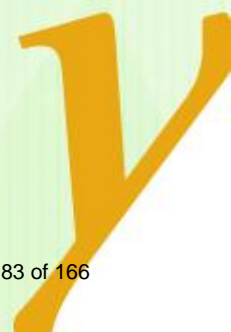
Title	Created	Filename
Dr. Perey presentation.pdf	Feb 08, 2018	Dr. Perey presentation.pdf
Budget to Actual Monthly Report.pdf	Feb 08, 2018	Budget to Actual Monthly Report.pdf
Cash Reserve Monthly Report.pdf	Feb 08, 2018	Cash Reserve Monthly Report.pdf
YCT - Monthly Report.pdf	Feb 08, 2018	YCT - Monthly Report.pdf
February 2018 College Highlights.pdf	Feb 09, 2018	February 2018 College Highlights.pdf
February 2018 Facilities Management Newsletter.pdf	Feb 09, 2018	February 2018 Facilities Management Newsletter.pdf

Verde Valley Campus and Sedona Center Update

Dr. James Perey, Executive Dean - Verde Valley Campus and
Sedona Center

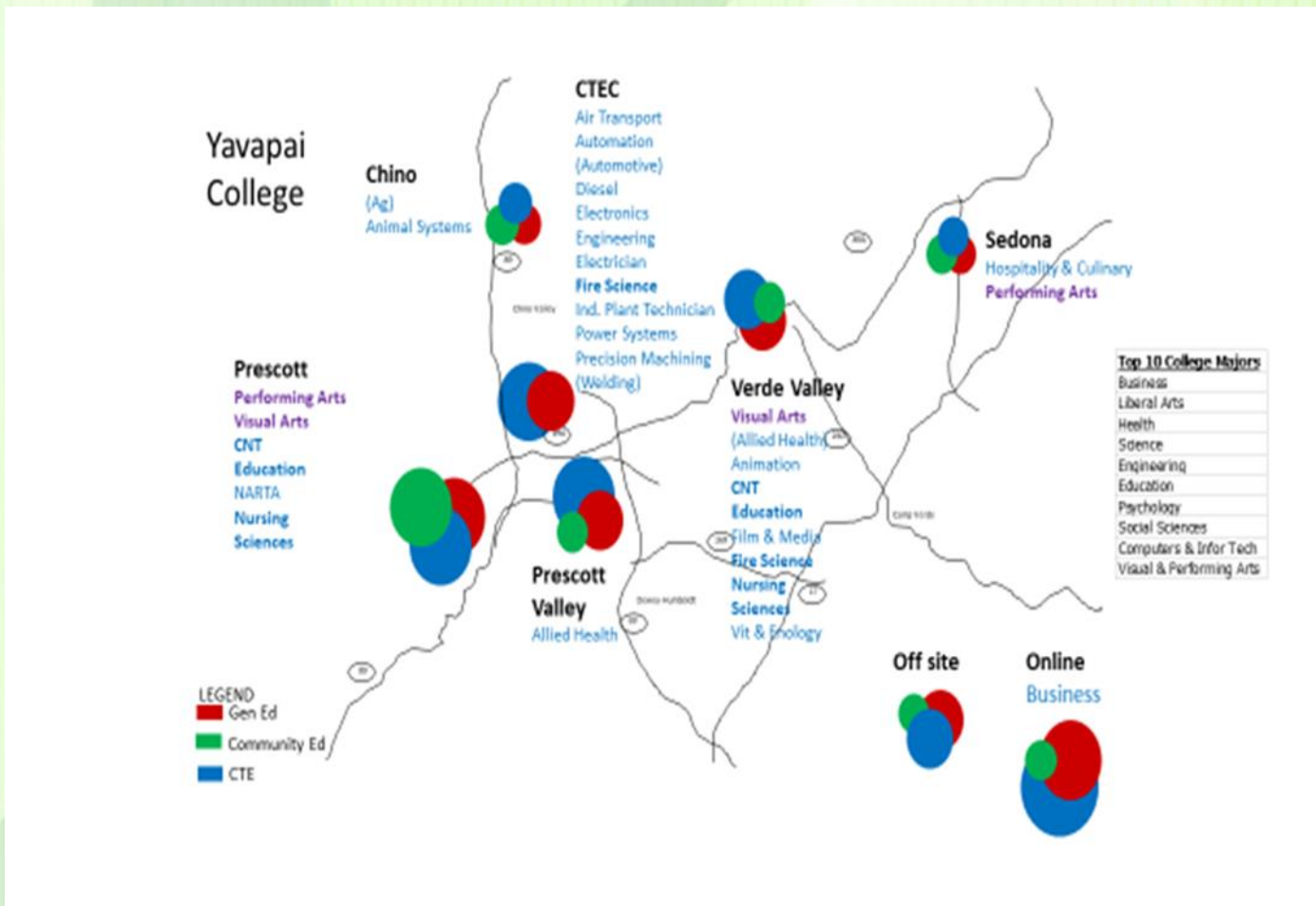
Verde Valley Campus and Sedona Center

- Yavapai College serves a variety of populations in the Verde Valley through its programming.
 - Credit
 - 1,432 unduplicated headcount
 - Non-credit classes (Osher Lifelong Learning and Community Education)
 - 452 unduplicated headcount
 - Currently building and registering community education
 - Dual enrollment
 - Camp Verde- 170
 - Mingus Union-520
 - Sedona-61
 - VACTE - 64



Focus Areas for the Verde Valley

Career and Technical Education



Questions



Yavapai College
Budget to Actual Status by Fund
January 2018

The President's monthly report below **provides a brief financial status of each of the District's** five funds for the period July 1, 2017, through January 31, 2018.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the seven months ended January 31, 2018, the General Fund has a surplus of \$3,351,400. This is primarily the result of tuition and fee revenues being recorded for the spring 2018 semester. This will even out over the next several months.

For the fiscal year ended June 30, 2018, General Fund revenues are projected to be at budget and expenditures are projected to be under budget by \$703,800, resulting in a net surplus of \$703,800 — a 1.6% positive variance.

Auxiliary Fund



For the seven months ended January 31, 2018, the Auxiliary Fund has a moderate surplus and for the fiscal year ended June 30, 2018, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the seven months ended January 31, 2018, the Unexpended Plant Fund has a deficit of \$1,857,900 due to a significant amount of 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, 2018, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of January 31, 2018, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

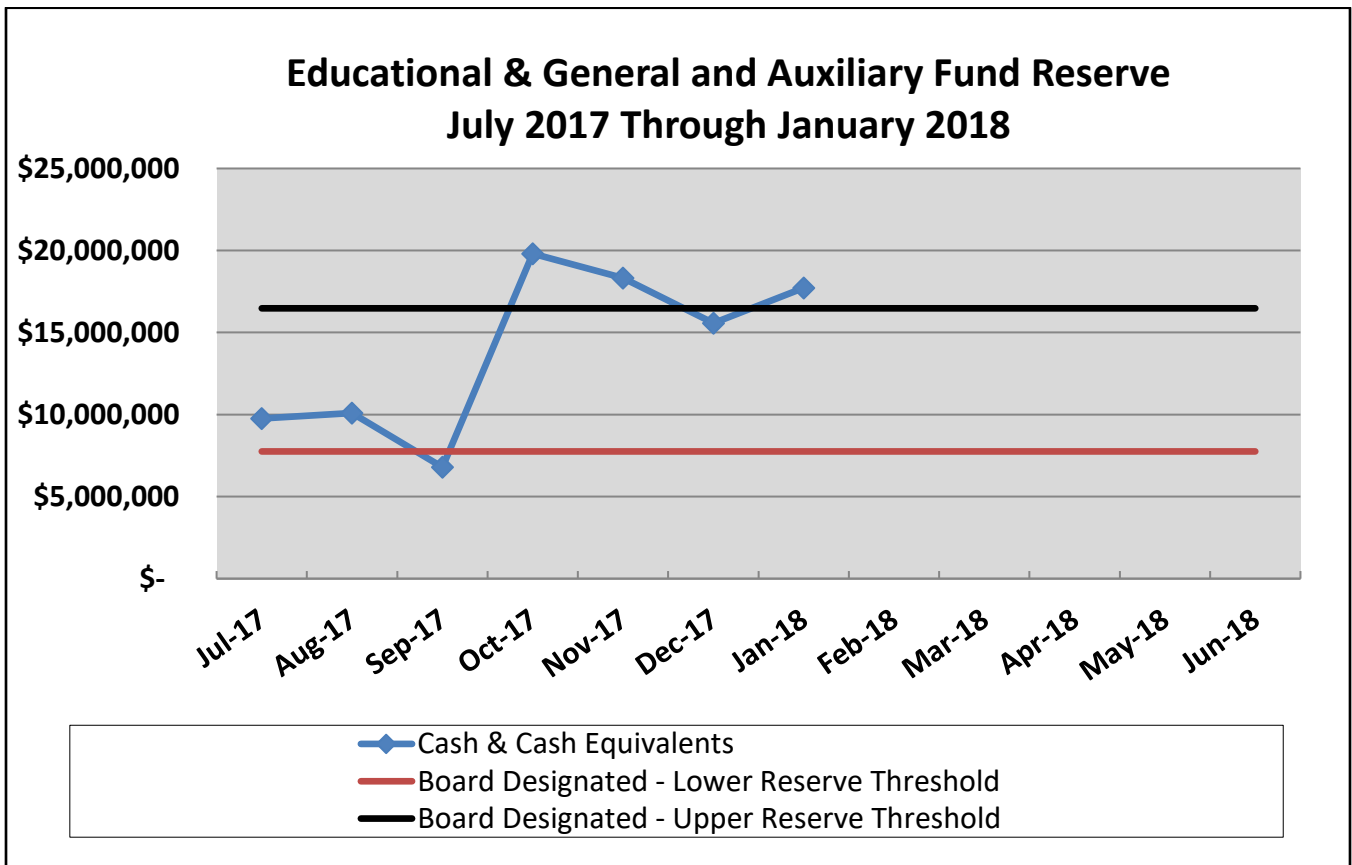


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the seven months ended January 31, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
January 2018

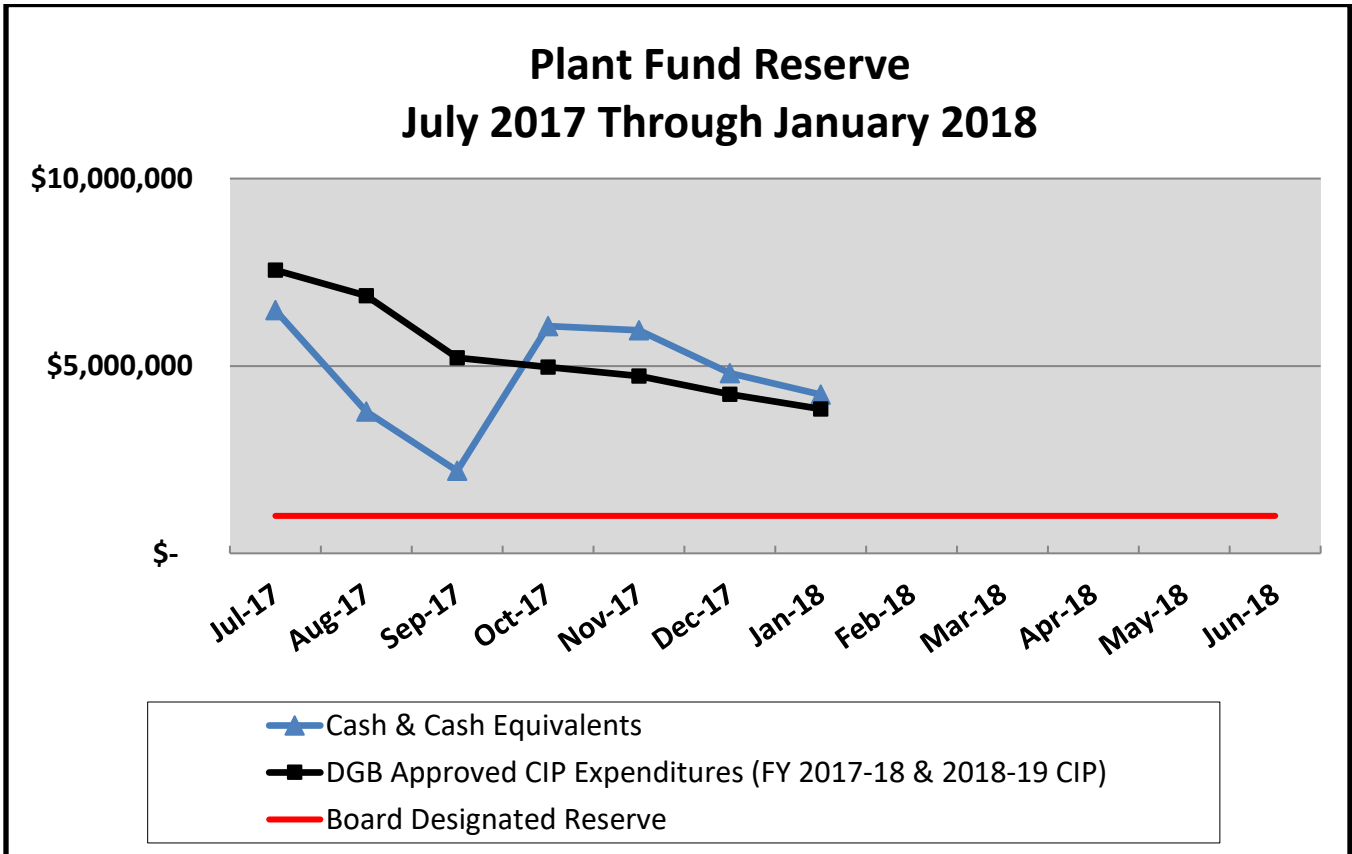
The President's monthly report on cash reserves below displays **the District's reserves** from July 1, 2017, through January 31, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) or exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.

For the period July 1, 2017, through January 31, 2018, Current Fund reserves have been in compliance with the **DGB's reserve requirements**.



For the period July 1, 2017, through January 31, 2018, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently slightly above the amount of monies needed to cover the next seventeen months of CIP that have been approved by the DGB.



Yavapai Combined Trust

Monthly Report

Reporting Period: July 2017 through June 2018

(Updated through November 2017)

 Segal Consulting

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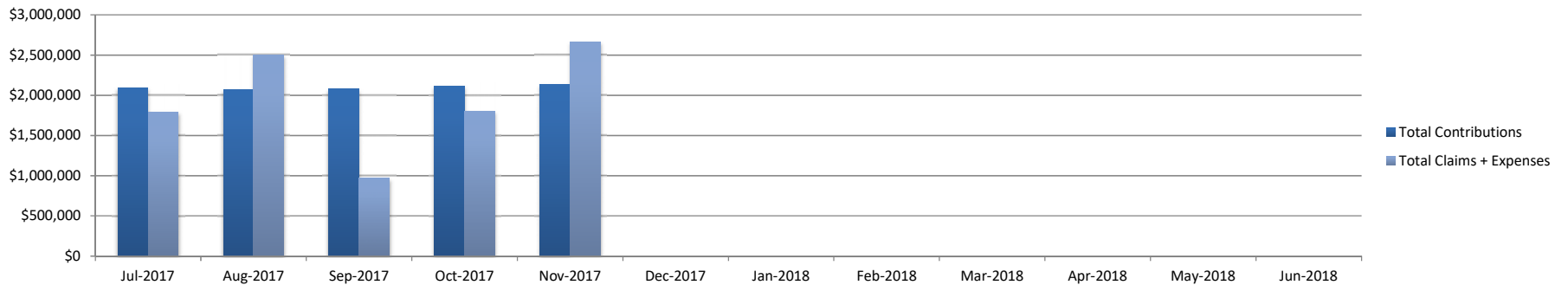


Yavapai Combined Trust Executive Summary

- During November 2017, expenses exceeded contributions by \$531,406 (24.9% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$760,824 (7.3% of contributions).
- The medical plan loss ratio YTD is 102.7% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 91.6% when they are included.
- Average Monthly Medical claims, adjusted for paid stop-loss refunds, has changed by -3.0% from the prior year.
- Average Monthly Pharmacy claims, adjusted for paid Pharmacy rebates, has changed by -18.9% from the prior year.

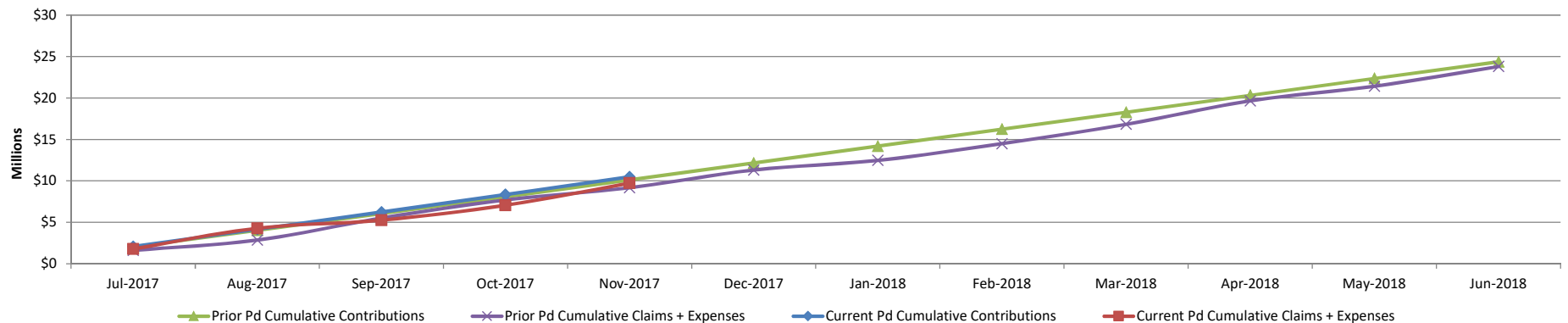


Yavapai Combined Trust Monthly Contributions vs. Expense Report



	Medical Enrollment	Contributions ¹	-----Paid Claims-----					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical ²	Pharmacy ³	Dental	Vision	STD				
Jul-2017	2,391	\$2,093,911	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$1,601,154	\$192,215	\$300,542	85.6%
Aug-2017	2,383	\$2,067,928	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$2,313,065	\$182,817	(\$427,953)	120.7%
Sep-2017	2,389	\$2,076,266	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$785,228	\$185,094	\$1,105,944	46.7%
Oct-2017	2,416	\$2,118,855	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$1,617,393	\$187,765	\$313,697	85.2%
Nov-2017	2,422	\$2,130,467	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$2,445,178	\$216,695	(\$531,406)	124.9%
Dec-2017											
Jan-2018											
Feb-2018											
Mar-2018											
Apr-2018											
May-2018											
Jun-2018											
TOTAL	12,001	\$10,487,427	\$6,608,141	\$1,100,172	\$770,760	\$220,953	\$61,992	\$8,762,018	\$964,585	\$760,824	92.7%
Average	2,400	\$2,097,485	\$1,321,628	\$220,034	\$154,152	\$44,191	\$12,398	\$1,752,404	\$192,917	\$152,165	92.7%
Prior Pd (5 month) Avg	2,367	\$2,027,302	\$1,196,520	\$263,914	\$147,152	\$40,429	\$8,128	\$1,656,143	\$180,452	\$190,707	90.6%
Change from Prior Pd	1.4%	3.5%	10.5%	-16.6%	4.8%	9.3%	52.5%	5.8%	6.9%	n/a	n/a
Prior Plan Year Avg	2,382	\$2,031,277	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$1,807,441	\$175,928	\$47,908	97.6%
Change from Prior PY Avg	0.8%	3.3%	-3.0%	-18.9%	15.1%	38.5%	61.6%	-3.0%	9.7%	n/a	n/a

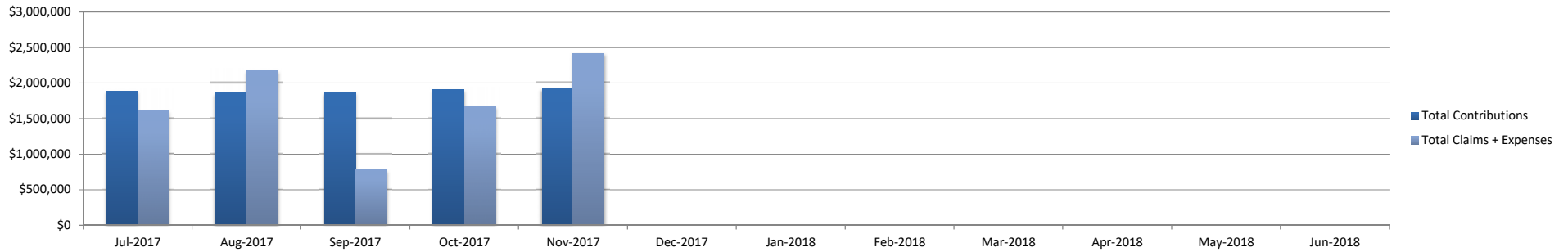
- (1) Includes COBRA contributions
- (2) Medical claims include stop loss refunds
- (3) Pharmacy claims include pharmacy rebates





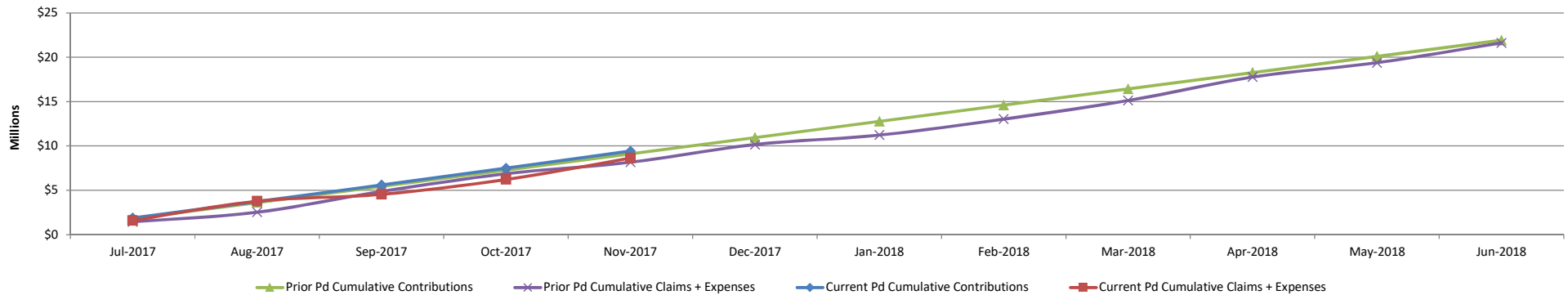
Yavapai Combined Trust

Monthly Contributions vs. Expense Report - **Medical / Pharmacy**



	Enrollment	Contributions ¹	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Pharmacy						
Jul-2017	2,391	\$1,882,145	\$738,126	\$302,147	\$100,072	\$1,140,344	\$288,002	(\$6,368)	\$0	\$185,156	\$1,607,134	\$275,011	85.4%
Aug-2017	2,383	\$1,857,539	\$1,182,463	\$478,440	\$159,871	\$1,820,774	\$308,939	\$0	(\$136,029)	\$175,808	\$2,169,492	(\$311,953)	116.8%
Sep-2017	2,389	\$1,865,368	\$724,810	\$206,202	\$76,889	\$1,007,902	\$268,937	(\$679,093)	\$0	\$178,076	\$775,822	\$1,089,547	41.6%
Oct-2017	2,416	\$1,905,836	\$817,270	\$263,414	\$108,108	\$1,188,792	\$300,870	\$0	\$0	\$180,675	\$1,670,336	\$235,499	87.6%
Nov-2017	2,422	\$1,916,494	\$1,176,872	\$743,830	\$228,053	\$2,148,756	\$274,946	(\$12,966)	(\$205,492)	\$209,584	\$2,414,827	(\$498,333)	126.0%
Dec-2017													
Jan-2018													
Feb-2018													
Mar-2018													
Apr-2018													
May-2018													
Jun-2018													
TOTAL	12,001	\$9,427,382	\$4,639,541	\$1,994,034	\$672,993	\$7,306,568	\$1,441,693	(\$698,427)	(\$341,521)	\$929,298	\$8,637,611	\$789,771	91.6%
Average	2,400	\$1,885,476	\$927,908	\$398,807	\$134,599	\$1,461,314	\$288,339	(\$139,685)	(\$68,304)	\$185,860	\$1,727,522	\$157,954	91.6%
Prior Pd (5 month) Avg	2,367	\$1,824,332	\$712,820	\$416,044	\$104,445	\$1,233,309	\$335,246	(\$36,789)	(\$71,332)	\$173,480	\$1,633,914	\$190,418	89.6%
Change from Prior Pd	1.4%	3.4%	30.2%	-4.1%	28.9%	18.5%	-14.0%	279.7%	-4.2%	7.1%	5.7%	n/a	n/a
Prior Plan Year Avg	2,382	\$1,826,997	\$816,942	\$503,771	\$104,244	\$1,424,956	\$323,811	(\$62,151)	(\$52,651)	\$168,906	\$1,802,871	\$24,126	98.7%
Change from Prior PY Avg	0.8%	3.2%	13.6%	-20.8%	29.1%	2.6%	-11.0%	124.8%	29.7%	10.0%	-4.2%	n/a	n/a

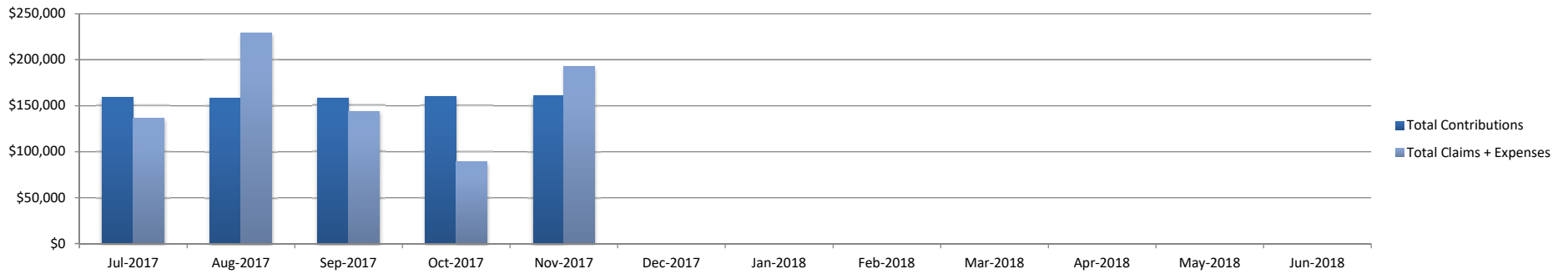
(1) Includes COBRA contributions



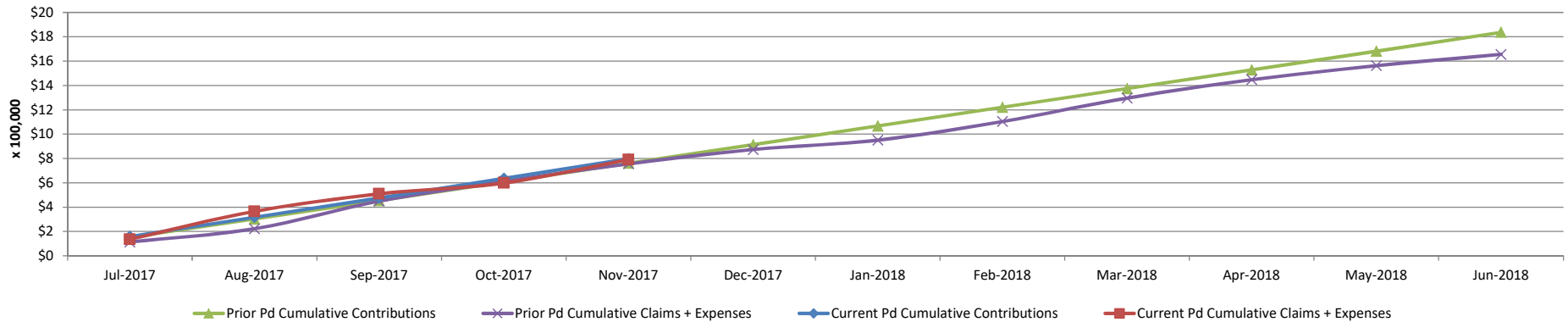


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Dental



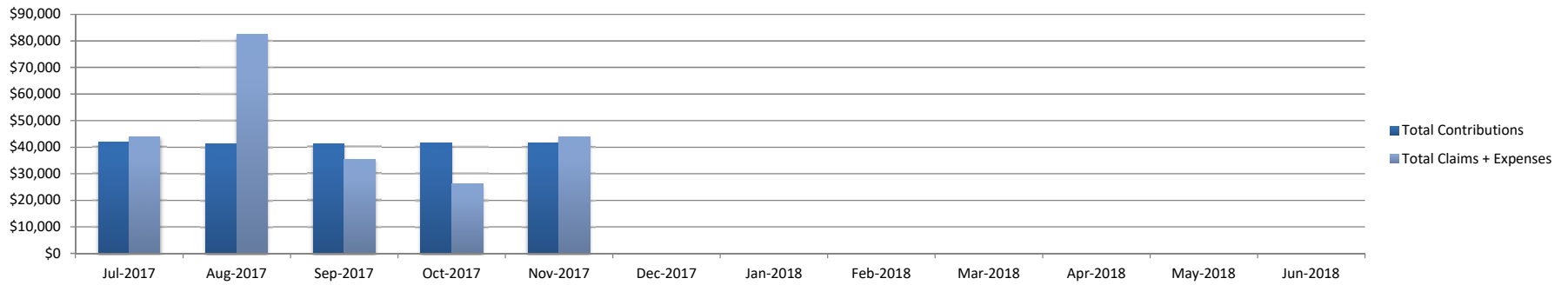
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2017	2,343	\$158,878	\$130,034	\$2,332	\$132,366	\$4,100	\$136,466	\$22,412	85.9%
Aug-2017	2,334	\$158,225	\$217,336	\$7,826	\$225,162	\$4,085	\$229,247	(\$71,022)	144.9%
Sep-2017	2,337	\$158,659	\$133,960	\$5,718	\$139,678	\$4,090	\$143,768	\$14,891	90.6%
Oct-2017	2,364	\$160,397	\$82,389	\$2,508	\$84,897	\$4,137	\$89,034	\$71,363	55.5%
Nov-2017	2,370	\$161,097	\$181,853	\$6,803	\$188,656	\$4,148	\$192,804	(\$31,707)	119.7%
Dec-2017									
Jan-2018									
Feb-2018									
Mar-2018									
Apr-2018									
May-2018									
Jun-2018									
TOTAL	11,748	\$797,256	\$745,572	\$25,188	\$770,760	\$20,559	\$791,319	\$5,937	99.3%
Average	2,350	\$159,451	\$149,114	\$5,038	\$154,152	\$4,112	\$158,264	\$1,187	99.3%
Prior Pd (5 month) Avg	2,321	\$152,145	\$141,193	\$5,959	\$147,152	\$4,062	\$151,213	\$931	99.4%
Change from Prior Pd	1.2%	4.8%	5.6%	-15.5%	4.8%	1.2%	4.7%	n/a	n/a
Prior Plan Year Avg	2,336	\$153,049	\$128,897	\$4,999	\$133,897	\$4,088	\$137,985	\$15,064	90.2%
Change from Prior PY Avg	0.6%	4.2%	15.7%	0.8%	15.1%	0.6%	14.7%	n/a	n/a



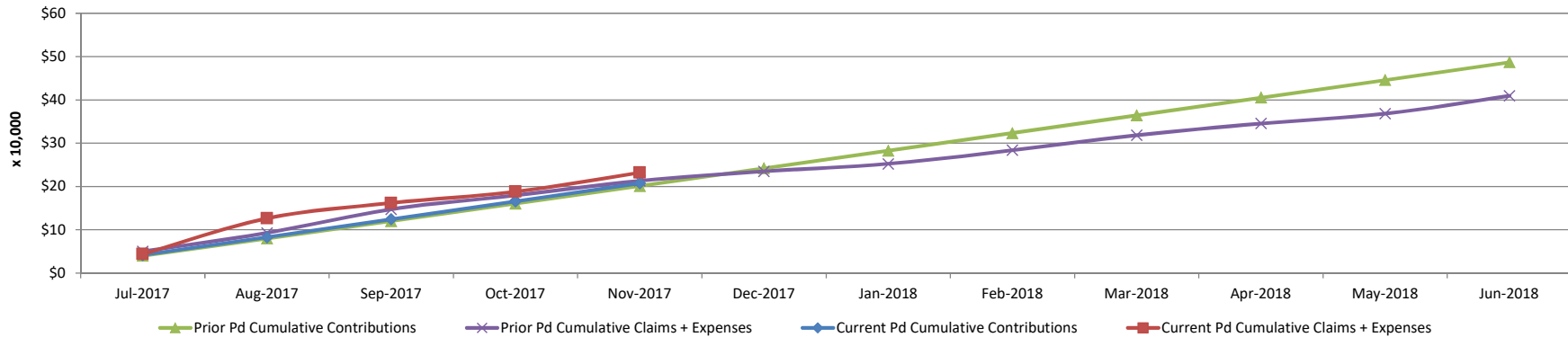


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Vision



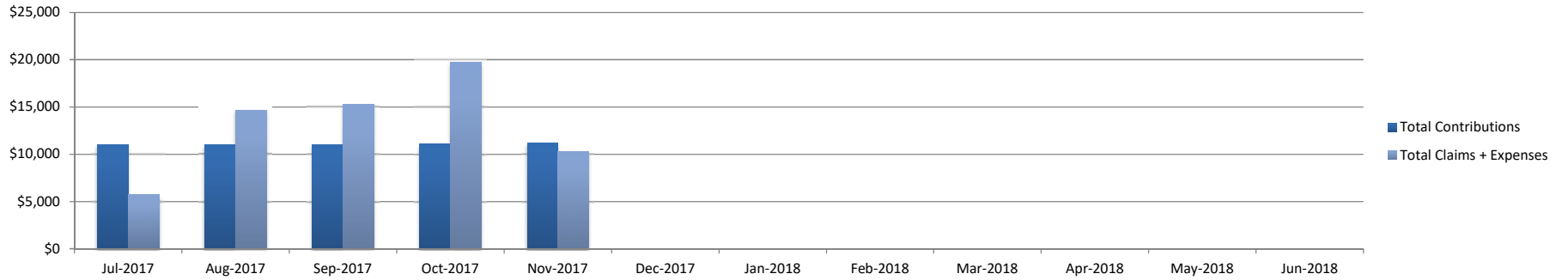
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	1,785	\$41,867	\$41,834	\$2,231	\$44,065	(\$2,198)	105.2%
Aug-2017	1,760	\$41,184	\$80,280	\$2,200	\$82,480	(\$41,296)	200.3%
Sep-2017	1,762	\$41,236	\$33,283	\$2,203	\$35,486	\$5,750	86.1%
Oct-2017	1,776	\$41,512	\$23,858	\$2,220	\$26,078	\$15,434	62.8%
Nov-2017	1,782	\$41,712	\$41,698	\$2,228	\$43,925	(\$2,213)	105.3%
Dec-2017							
Jan-2018							
Feb-2018							
Mar-2018							
Apr-2018							
May-2018							
Jun-2018							
TOTAL	8,865	\$207,511	\$220,953	\$11,081	\$232,035	(\$24,524)	111.8%
Average	1,773	\$41,502	\$44,191	\$2,216	\$46,407	(\$4,905)	111.8%
Prior Pd (5 month) Avg	1,755	\$40,254	\$40,429	\$2,194	\$42,623	(\$2,369)	105.9%
Change from Prior Pd	1.0%	3.1%	9.3%	1.0%	8.9%	n/a	n/a
Prior Plan Year Avg	1,769	\$40,576	\$31,905	\$2,211	\$34,116	\$6,460	84.1%
Change from Prior PY Avg	0.2%	2.3%	38.5%	0.2%	36.0%	n/a	n/a



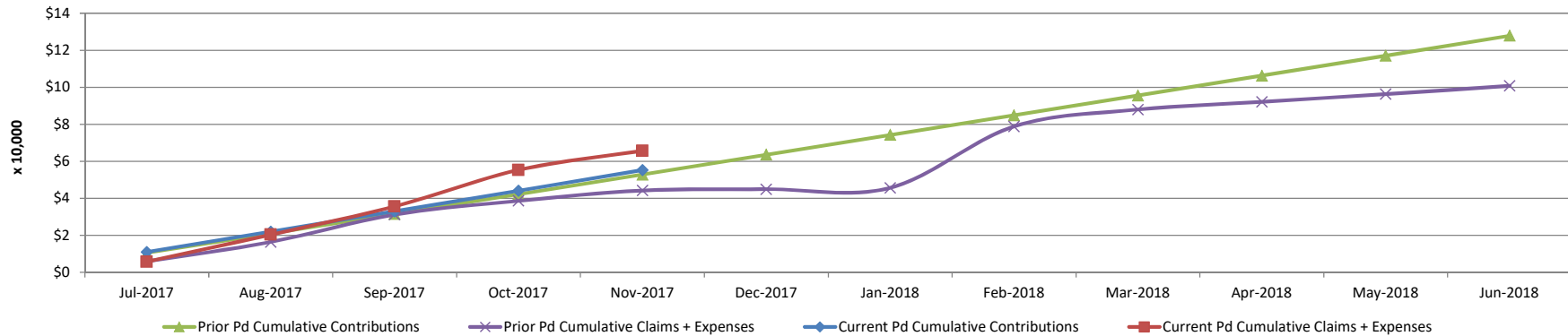


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Short Term Disability



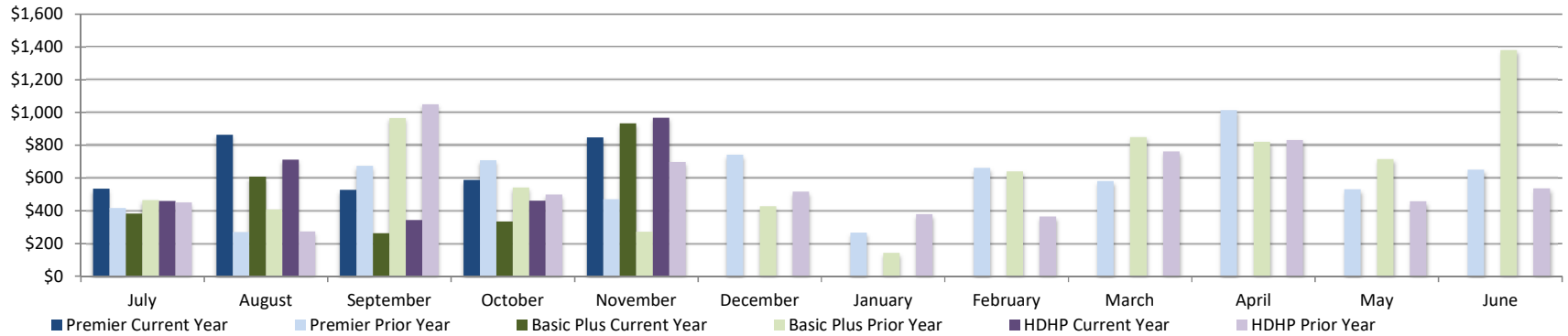
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	2,425	\$11,021	\$4,977	\$728	\$5,704	\$5,317	51.8%
Aug-2017	2,414	\$10,980	\$13,938	\$724	\$14,662	(\$3,683)	133.5%
Sep-2017	2,419	\$11,003	\$14,521	\$726	\$15,246	(\$4,244)	138.6%
Oct-2017	2,444	\$11,111	\$18,976	\$733	\$19,709	(\$8,599)	177.4%
Nov-2017	2,454	\$11,165	\$9,580	\$736	\$10,317	\$848	92.4%
Dec-2017							
Jan-2018							
Feb-2018							
Mar-2018							
Apr-2018							
May-2018							
Jun-2018							
TOTAL	12,156	\$55,279	\$61,992	\$3,647	\$65,639	(\$10,360)	118.7%
Average	2,431	\$11,056	\$12,398	\$729	\$13,128	(\$2,072)	118.7%
Prior Pd (5 month) Avg	2,386	\$10,571	\$8,128	\$716	\$8,844	\$1,727	83.7%
Change from Prior Pd	1.9%	4.6%	52.5%	1.9%	48.4%	n/a	n/a
Prior Plan Year Avg	2,409	\$10,655	\$7,674	\$723	\$8,397	\$2,258	78.8%
Change from Prior PY Avg	0.9%	3.8%	61.6%	0.9%	56.3%	n/a	n/a



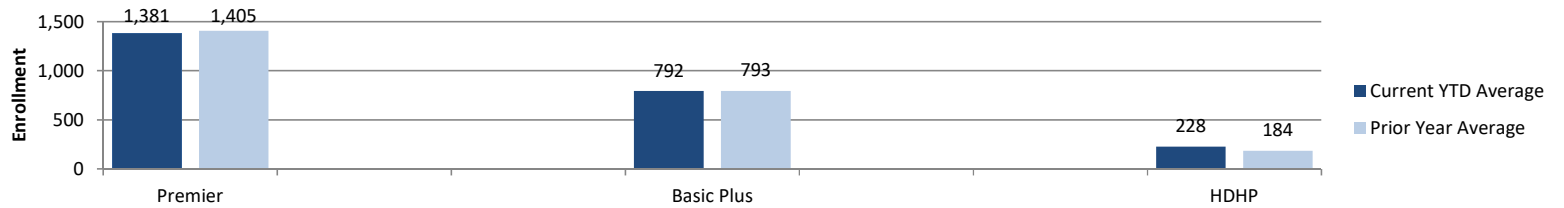


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan

Paid Claims PEPM



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$672.01	\$503.80	\$590.86
Prior Average PEPM	\$581.59	\$635.21	\$567.31
% Change	15.5%	-20.7%	4.2%

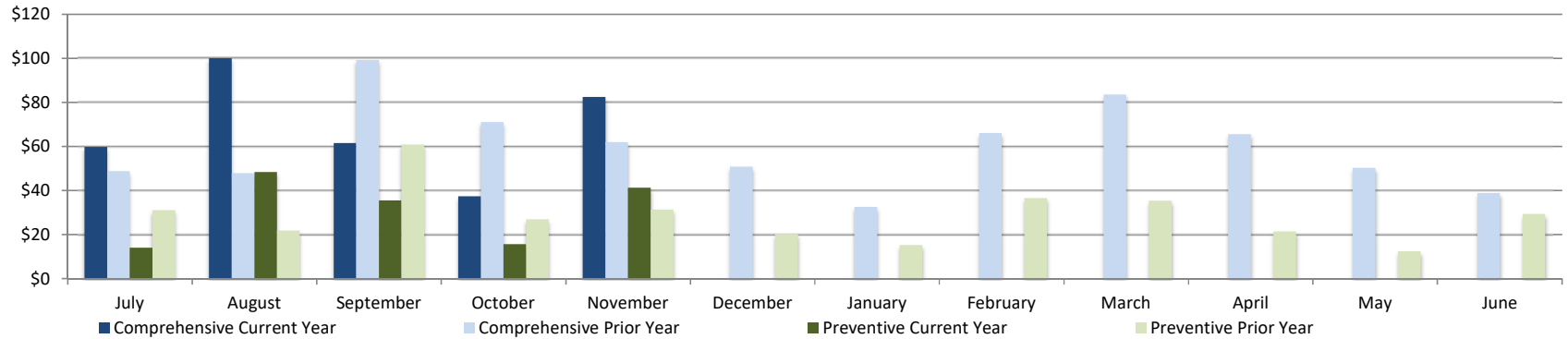


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2017	1,382	791	218
Aug-2017	1,369	789	225
Sep-2017	1,374	790	225
Oct-2017	1,390	791	235
Nov-2017	1,389	797	236
Dec-2017			
Jan-2018			
Feb-2018			
Mar-2018			
Apr-2018			
May-2018			
Jun-2018			
Average	1,381	792	228
% of Total	57.5%	33.0%	9.5%
Prior Year Average	1,405	793	184
Change	-1.7%	-0.2%	24.0%

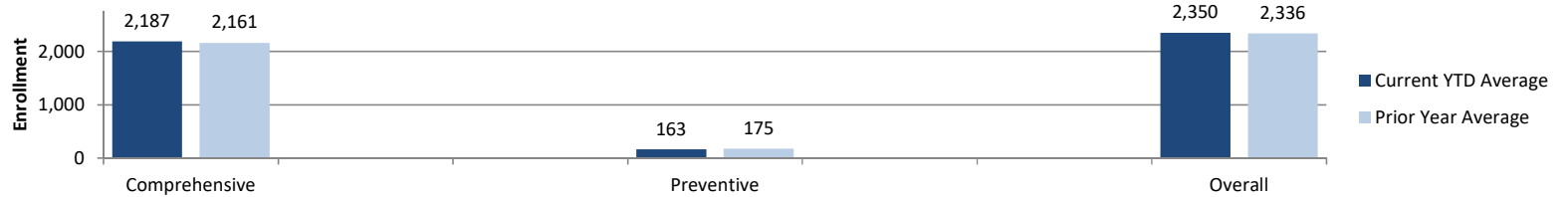


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



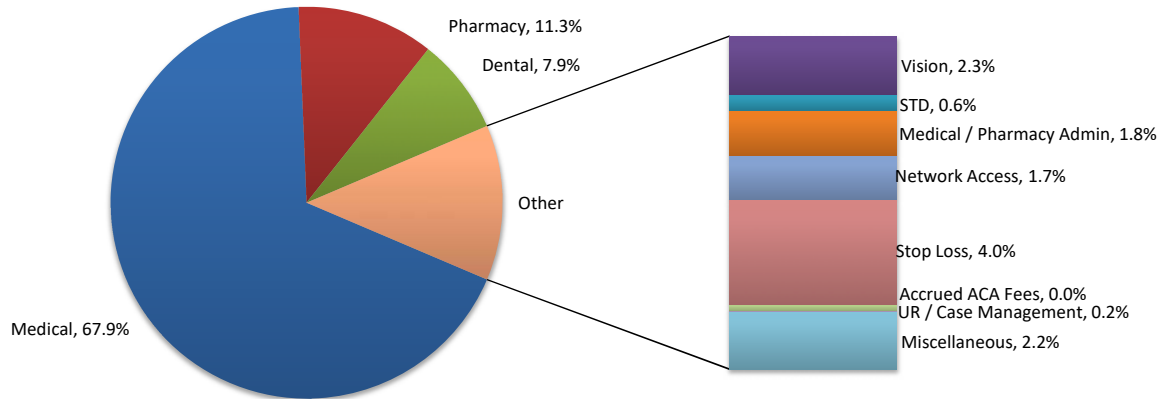
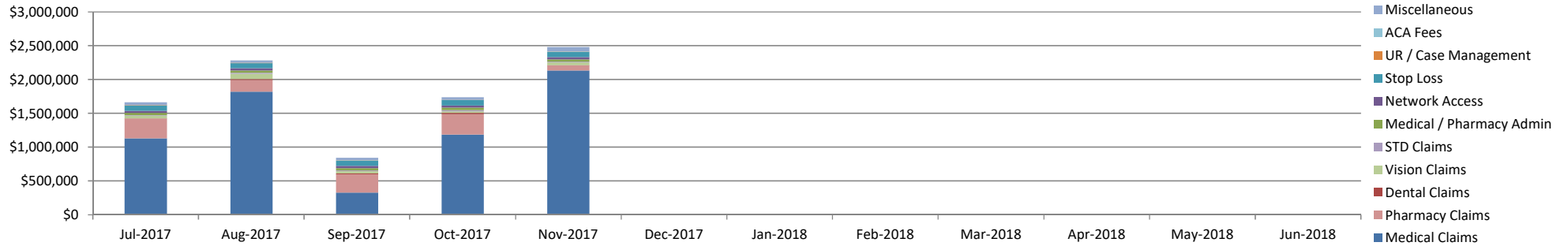
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$68.19	\$30.91	\$65.61
Prior Average PEPM	\$59.65	\$28.53	\$57.31
% Change	14.3%	8.3%	14.5%



	Comprehensive	Preventive	Overall
Jul-2017	2,177	166	2,343
Aug-2017	2,172	162	2,334
Sep-2017	2,176	161	2,337
Oct-2017	2,203	161	2,364
Nov-2017	2,205	165	2,370
Dec-2017			
Jan-2018			
Feb-2018			
Mar-2018			
Apr-2018			
May-2018			
Jun-2018			
Average	2,187	163	2,350
% of Total	93.1%	6.9%	100.0%
Prior Year Average	2,161	175	2,336
Change	1.2%	-7.0%	0.6%



Yavapai Combined Trust Claims and Non-Claim Expenses



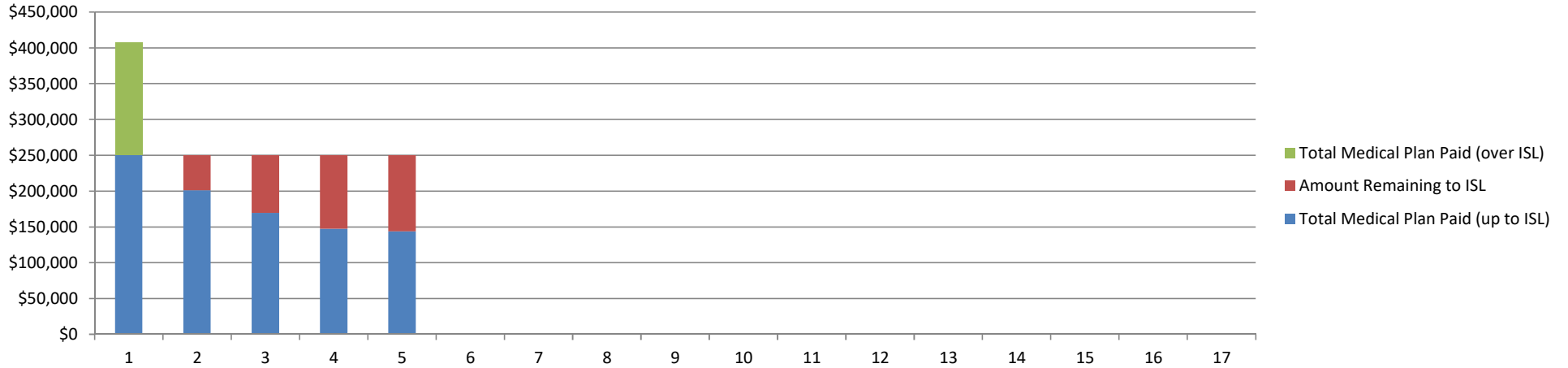
	Paid Claims						Non-Claim Expenses					
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous
Jul-2017	2,391	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$33,661	\$32,945	\$78,099	\$4,552	\$935	\$42,023
Aug-2017	2,383	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$33,465	\$32,780	\$77,580	\$4,530	\$931	\$33,531
Sep-2017	2,389	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$33,615	\$32,890	\$77,853	\$4,545	\$934	\$35,257
Oct-2017	2,416	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$33,982	\$33,248	\$78,716	\$4,594	\$944	\$36,281
Nov-2017	2,422	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$34,031	\$33,303	\$79,098	\$4,602	\$947	\$64,715
Dec-2017												
Jan-2018												
Feb-2018												
Mar-2018												
Apr-2018												
May-2018												
Jun-2018												
Average	2,400	\$1,321,628	\$220,034	\$154,152	\$44,191	\$12,398	\$33,751	\$33,033	\$78,269	\$4,565	\$938	\$42,361
PEPM Avg		\$550.63	\$91.67	\$64.22	\$18.41	\$5.17	\$14.06	\$13.76	\$32.61	\$1.90	\$0.39	\$17.65
Prior Plan Year Avg	2,382	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$33,492	\$32,194	\$65,422	\$4,412		\$33,943
PEPM Avg		\$572.25	\$113.86	\$56.22	\$13.40	\$3.22	\$14.06	\$13.52	\$27.47	\$1.85		\$14.25
% Change	0.8%	-3.8%	-19.5%	14.2%	37.4%	60.3%	0.0%	1.8%	18.7%	2.7%		23.8%

Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates.

5509203v3



Yavapai Combined Trust Claimants over \$125,000 through November 2017



One claimant has exceeded the \$250,000 individual stop-loss deductible during the current plan year through November 2017.

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Deceased	Multiple Myeloma/Bone Marrow Transplant	\$389,976	\$17,118	\$407,094
2	Active	Cardiac Defibrillator for Heart Disease	\$199,695	\$1,274	\$200,969
3	COBRA	Heart Valve Disease	\$159,168	\$10,352	\$169,520
4	Active	Heart Disease	\$147,224	\$0	\$147,224
5	Terminated	Replacement of Cardioverter Defibrillator	\$143,669	\$0	\$143,669
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Total			\$1,039,732	\$28,743	\$1,068,475
% of Medical/Rx Claims			13.5%	0.4%	13.9%
Total Exceeding Stop Loss Deductible					\$157,094
Aggregating Specific Deductible					\$100,000
Estimated Reimbursement Due and/or Paid					\$57,094



Yavapai Combined Trust Estimated Fund Balance

Calculation as of November 30, 2017

	Recommended Funding Policy	Fund Balance as of 11/30/17
Estimated Expenses/Claims For One Month ¹	\$2,029,000	
	+	
Estimated Risk Corridor ²	<u>\$5,543,000</u>	
	=	
Total Estimated Fund Balance	<u>\$7,572,000</u>	
Total Equity³		<u>\$11,958,322</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁴	\$3,110,000	
IBNR Liability		\$3,160,000
	+	+
Current Liabilities Other Than IBNR		<u>\$447,663</u>
	=	=
Total Recommended Reserves	<u>\$10,682,000</u>	
Total Liabilities and Equity³		<u>\$15,565,985</u>
Reserve Surplus/(Shortage)	<u>\$4,883,985</u>	

(1) One month average claims and expenses based on 12 month period ending November 30, 2017.

(2) Based on 25% of total net paid claims for the past 12 months

(3) "Total Equity" and "Total Liabilities and Equity" reflect Balance Sheet provided by Summit.

(4) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2017 certification and paid claims during the 12 month period ending November 30, 2017.



Yavapai Combined Trust Data Sources / Disclaimer

Data Element	Source	Notes
Enrollment counts	Summit	
Medical claims	Summit	
Rx claims	Optum	
Dental claims	Summit	
Admin fees	Summit / Calculated	Dental, Vision, & STD administration are calculated: Enrollment X Rates
Large claimant information	Summit	
Other expenses	Summit	
Rx rebates	Summit	
ACA Fees	Calculated	ACA fees are shown on an accrued basis and are calculated: Est. Membership X Fees

The data received from vendors has not been audited by Segal Consulting. The accuracy and reliability of this report is dependent on the information available to Segal Consulting at the time the report was prepared. Any changes to the underlying data will affect the results reported in this report.

February 2018 College Highlights

School of Arts and Humanities

- **Carl Dahl**, Adjunct Visual Arts Instructor, is the focus of an article in the January 2018 *Phoenix Home and Garden* magazine. The article about Carl and his sculpture is called “Of Angels and Equines”.
- **Laraine Herring**, Creative Writing and Psychology Professor, presented a workshop: *On Being Stuck: The Creative Power of Writer's Block*, at the Kripalu Center for Yoga and Health in Massachusetts January 5 - 7.
- **Tina Luffman**, English Professor, presented at the AADE Conference in January on *Group Activities to Build Participation and Reading Comprehension*.

School of Career and Technical Education

- The Chino Valley Agribusiness Center continues to be an Agriculture hub for the community. February 8, YC hosted the high school Future Farmers of America (FFA). Students from all over the district arrived at 7:30 in the morning to compete in a variety of contests to help qualify them for state competitions. The spring contests included Agriculture Business, Agriculture Mechanics, Agronomy, Aquaculture, Forestry, Entomology, Horse Evaluation, Job Interview, Meats Evaluation, Nursery Landscape, Soils, and Veterinary Science. YC staff, faculty, students, and industry partners all volunteered to make this event a big success.



- On March 8, The Chino Valley Agribusiness Center is partnering with the Prescott Farmers Market to offer the first ever Small Food Conference in this area. The purpose of the conference is to provide support for small food growers in the area who market their goods at the Prescott Farmer's Market. The all-day conference will provide guest speakers and instruction on topics such as Creating a Marketing Plan, Creating a Business Plan, Creating and Managing a Web Site, Managing Social Media, and Creating a Beautiful Booth Display. Participants will start their day with an educational tour of the YC Chino Valley Agribusiness Center greenhouse and outdoor gardens before continuing with their workshops.
<https://www.eventbrite.com/e/small-food-conference-tickets-41396662532?aff=es2>



- Thirteen students from the Yavapai College Dual Enrolled Fire Science program traveled to Snowflake to compete against the Northland Pioneer College Dual Enrolled Fire Science program in the Skills USA Regional Firefighter competition. At the end of the day, YC dual enrolled students placed first in the timed activities, while also garnering 2nd and 5th place finishes in other skills competitions. Students will now compete at the state level with a chance to make it to national competition held in Kentucky.
- **Elizabeth Peters**, YC Professor of Electrical Instrumentation, was the keynote speaker at Embry Riddle University. Middleschool girls participated in a national group called "Rocket Girls", and Professor Peters was tasked with delivering the keynote about the possibilities for women in emerging STEM fields.

Rick Peters, YC Electrical Instrumentation Professor, reports that YC worked diligently to partner and launch the new program with RESA, innovators in custom 3-D orthotic insoles. This intensive 15-week 3-D printing program has come off without a hitch, and Professor Rick Peters reports, "Students are working very hard in a very rigorous program. They don't have a lot of free time." Student completers will qualify for specialized jobs paying \$25 per hour. Special thanks goes to YC Facilities personnel, REDC personnel, the City of Prescott, Professors Rick and Elizabeth Peters, personnel

in the YC Business office, and various members of YC Administration, all of whom played significant roles in getting the program implemented.



- **Matt Mintzmyer**, Aviation and Unmanned Aircraft Systems (UAS) Instructor, continues to blaze a trail utilizing 3-D printers in the unmanned aircraft program. Not only are YC students printing parts to manufacture rotor craft, but they are also building 3-D printers designed to address various UAS issues using disruptive technology. The UAS program grew 179% in the spring 2018 due to the efforts by Matt Mintzmyer.

School of Health and Wellness

- Yavapai College's RN program has been ranked as one of the best in Arizona!

#7 Ranked Nursing Program in Arizona:

<https://www.registerednursing.org/state/arizona/#rankings>

Nursing programs were assessed on several factors which represent how well a program supports students towards licensure and beyond. RegisteredNursing.org analyzed past and present first time NCLEX-RN “pass-rates” - weighted by year. To learn more about the methodology used for ranking please click here:

<https://www.registerednursing.org/rn-ranking-methodology/>

Congratulations to our entire team on this outstanding accomplishment! Share this great news with your faculty, staff, students, and community!

- The YC Allied Health department is pleased to report that during 2017 the first time pass rates for nursing assistant students taking the state competency exams were 95% for the written test and 91% for the manual skills test. The state averages were 86% for the written test and 81% for the manual skills test. Students who successfully complete the state competency exams qualify for the title of Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA). We would like to thank the District Governing Board

for approving construction of the Yavapai College Allied Health Center that opened in August 2017. It has been a great benefit to our students.

Sedona / Verde Valley

- Yavapai College Southwest Wine Center (SWC) students have notched more “bests” in the industry. A student-crafted 2017 Amphoria earned the 2017 AZcentral Arizona Wine Competition’s “Growers Cup” for the best rosé wine. The same wine also won a first place gold medal in the best rosé varietal category.

The 2017 Amphoria is a pink wine made with Sangiovese grapes grown at the SWC in Clarkdale, adjacent to the YC Verde Valley campus.

The SWC’s 2016 Puente won a first-place gold medal in the non-traditional red blend category in the competition. Winning bronze “wines of distinction” honors were the SWC’s 2016 Triad and the 2016 Convergence.

“The fact that the industry looks at our program as having that kind of value is very important to us,” said Michael Pearce, director of YC’s enology program at the SWC.

Also honored in the competition were SWC alumni David Beard, Aaron Weiss and Bree Nation, partners in the Oddity Wine Collective. The label won second place for its 2016 Datura. SWC alumnus Keith Moore of [Mogollon Vineyards](#) won a bronze medal for a 2016 Grenach Roseat.

The AZcentral Arizona Wine Competition took place in December and featured 24 judges blind tasting more than 200 entries. AZcentral announced the results over the weekend, feted the winners at a gala dinner and hosted a weekend wine festival. As part of the annual Arizona Wine Competition, AZcentral donated \$3,500 in competition proceeds to the Southwest Wine Center.

Also in 2017, the SWC’s 2016 Mourvedre won the prestigious “Jefferson Cup” in an invitation-only wine competition by the same name in Kansas City, Mo.

- **Chef Jennifer Jackson**, Sedona Culinary Institute Instructor, recently earned the prestigious Level II Rating from the Culinary Institute of America, the world’s premier culinary college. The institute offers three levels for professional chefs. Level 1 is equivalent to a Bachelor’s Degree, Level II a Master’s Degree, and Level III a Ph.D. The program includes a very rigorous four days of written exams and kitchen practicals. The test is administered twice a year and students must apply and be accepted in order to attend. The success rate is only 70% and the total number of successful candidates is less than 20 a year. Congratulations Chef Jen! We are proud of you and proud to have you at Sedona Culinary Institute at Yavapai College.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

February 2018

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. This newsletter is also posted on the Facilities web site.

CTEC Renovation for RESA

The College is collaborating with RESA and the City of Prescott to provide training related to the fabrication of insoles created through scanning and 3-D printing. Students attend a variety of technology related courses and work as interns after which if successful, become full time employees

To accommodate the training and manufacturing needs, approximately 4,000 square feet of space at CTEC was re-purposed to become classroom and lab space.



Clearing of Space at CTEC in Preparation for the Arrival of RESA



Setting of Work Benches and 3D Printers



RESA Specific training Classroom

Yavapai College and Spring Valley Library Partnership

Facilities and ITS worked with the county library to retrofit the existing classroom at Mayer High School to serve as the new Spring Valley Library. In addition to new technology, shelving and furniture, a complete landscape refresh took place.

The grand opening is February 28 at 1:30 p.m.



Front of Building as Seen from Spring Valley Road



Backside of Building Cleaned up and Ready for the Grand Opening



Technology Install and New Book Cases

CAMPUS MASTER PLAN PHASE 1C

Programming continues for Prescott Valley Center Phase 2 with the third meeting scheduled for February 5 to seek faculty and staff input. This project will likely consist of a build-out of the newly constructed second floor and renovation of the existing spaces not touched by the recent construction. This project is very preliminary but it looks as if there will be an increased student services presence, REDC/SBDC will be located there as well as Imaging and space for more general education classrooms along with student study and lounge areas.

Construction is expected to begin on or about July 1 depending on District Governing Board approval of the FY19 budget.

Another piece of the renovation is the moving of the Northern Arizona Regional Training Academy (NARTA) from Prescott Valley to the Prescott Campus.

Programming is nearing completion for the the renovation of space on the Prescott campus for NARTA. The design and construction teams are working with YC administration and NARTA to determine the best location, possibly Building 29, since there will need to be access to residence halls, food services, gym and academic support services.

CAMPUS MASTER PLAN PHASE 2

During the month of January, interviews were conducted for the YC Campus Master Plan Phase 2 Architect and Design Team. Selection committee members include Tania Sheldahl, Scott Farnsworth, and John Morgan. SPS+ Architects was selected. SPS+ designed the recent renovation of the Sedona Center.

We will also be selecting the Campus Master Plan Phase 2 construction team at the end of February.

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.

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.

Future FCA Projects:

Verde Valley Building I Restrooms – May 2018
Building 3 Breezeway Decking Leaks – May 2019
Building 3 Roof Replacement – July 2018
Building 4 Breezeway Decking Leaks – May 2019
Phase 1 Baseball Field Drainage – July 2018
Phase 2 Prescott Waterline Replacement (FEC to Parking Lot J) - Complete
Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) - March 2019
Phase 1 CTEC Parking Lot Drainage and Expansion – TBD/FY18 and FY19
Verde Valley Building L Drainage – summer 2018

RISK MANAGEMENT – Peter Oppenheim



Risk and Emergency Management

Did You Know?

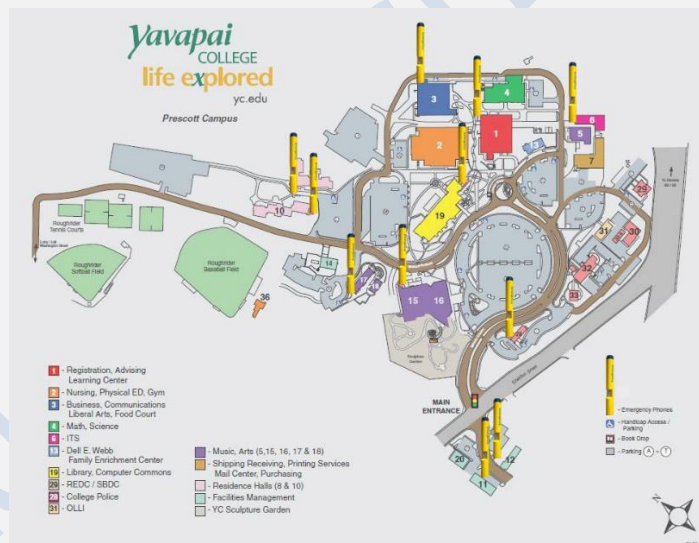
Blue Light Emergency Phones can be a lifeline. They are located throughout the Prescott and Verde Valley campuses. From these phones you can call for help 24 hours a day, 365 days a year. A simple press of the red (emergency) or black/silver (non-emergency) button instantly puts you in two-way voice communication with the police.

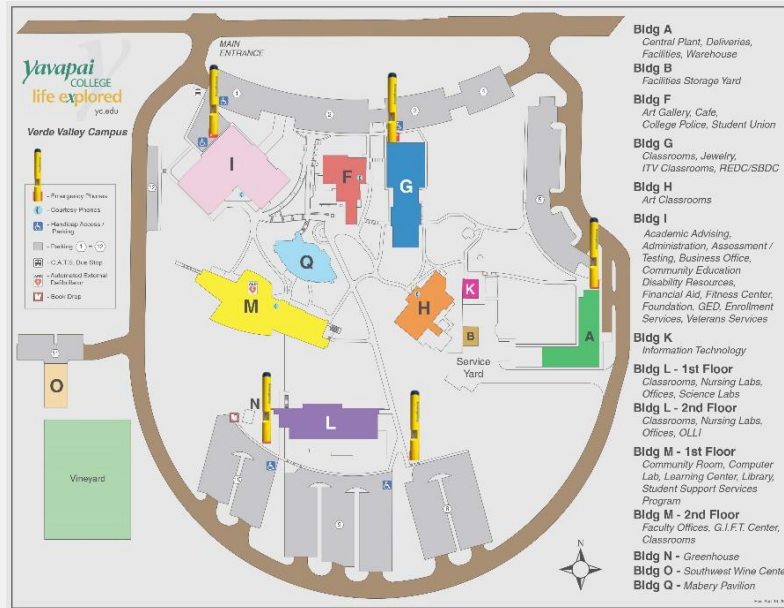
Uncomfortable walking to your car late at night? Press the button and request an escort. Car won't start? Press the button for assistance. Witness an accident or crime? Push the button and report it.

Several different models of blue light phones can be found on our campuses. While they all function the same way, their physical appearance may differ. Here are some examples:



These maps show the location of the emergency phones:





As you're walking around campus take a moment to notice these phones and where they are located.

Questions? Visit www.yc.edu/risk or contact Peter Oppenheim in Risk and Emergency Management at peter.oppenheim@yc.edu or 928-717-7958. Remember: Safety is everyone's responsibility!

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Joseph DeJesus joining the Verde Valley Campus custodial team. Joseph was previously a part time custodian working at the Prescott Campus.

Congratulations to Brandon Biro on his promotion to Supervisor, Trades. Brandon has worked for Yavapai College three years including a year in a Facilities leadership position. Brandon's new role is a working supervisor assisting James Crockett by managing all work in the carpentry, painting and furniture moving shops.

Facilities is looking to fill the position Technical Specialist, Physical Security to manage the growing key card access device and security camera portfolio.

Well that is 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.

Presenter : Ray Sigafoos

Start Time : 2:21 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 25

Proposed : 7/17/2017

Item Type : Information Item

Policy No.	Description	Ref No
2.8	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; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION

Details : Dr. Ron Liss, Vice President for Instruction and Student Development, will present an update on the following:

- Faculty Senate - Dr. Matt Percy, Faculty Senate President
- Adjunct Advisor - Attached - Information only

Attachments :

Title	Created	Filename
AA Vol 52c Issue 6 January 2018.pdf	Jan 29, 2018	AA Vol 52c Issue 6 January 2018.pdf
AA Vol 6 Issue 7 Feb 2018.pdf	Feb 06, 2018	AA Vol 6 Issue 7 Feb 2018.pdf

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SPRING SEMESTER 2018

January Happenings

- Jan. 25 - Daddy's Home 2—Free
Roughrider Lounge
7:00 to 9:00
- Jan. 26 - Adjunct Faculty Meeting
Verde Campus
G-106—12:00 to 1:15
- Jan. 26 - Financial Aid Checks mailed or
Sent electronically (ACH)
Allow 3-5 days. Based on
Attending hours
- Jan. 26 Pre-Nursing Workshop
Prescott 2:00—3:00
- Jan. 26 -Things We Carry—Joe Castle
Prescott Art Gallery
5:00—7:30
- Jan. 30 - Nursing Entrance Exam
Entrance Review 9:00-11:00
Verde Learning CTR—M 122

Happy New Year, Happy New You!

How long is your list of New Year's Resolutions? Did you know that some folks say a New Year's Resolution is nothing more than a "To Do List" for the first week in January! Does it sound as if too many unrealistic goals are set? Here are some tips to help you stay on course:

1. Narrow the list to just a few achievable goals
2. Break down each of the major goals
3. Have an "accountability" partner or partners
4. Record, measure, and document your progress
5. Create either a physical or virtual goal



Good Luck!



Academic Early Alerts

In the interest of helping students reach their educational goals, Yavapai College has an Academic Early Alert system. You can request additional support from Academic Advising anytime throughout the semester for students who are struggling in your class.

Complete these steps to submit an Academic Early Alert

- ◆ Log into the YC website
- ◆ Go to My Services
- ◆ Click My Web Applications Early Alert

Advisors will contact the student within two days of receiving the alert and you will get updates via the system. If you have any questions or need further help, you are welcome to contact Andrea Riffel, Verde Valley area and/or Jodi Showler, M.S. Ed. Prescott.



*Mark Your
Calendar!*



ADJUNCT FACULTY TRAINING SPRING SEMESTER 2018

Day – Date	Time	Topic	Prescott
Tues. Jan. 30	5:30—6:30	Student Services and Student Learning Outcomes Assessments (SLOA)	3-105
Fri. Feb.23	Noon—1:00	Cyber Security	3-105
Thur. Mar. 29	Noon—1:00	Quality Matters	3-105
Wed. Apr. 24	4:00 —5:00	Teaching and e-Learning Support (TeLS)	3-105

RSVP or for questions Contact Tara O'Neill e-mail: taraoneill@yc.edu
ZOOM available for most meetings
All meetings count as 1 "task" for new adjunct faculty

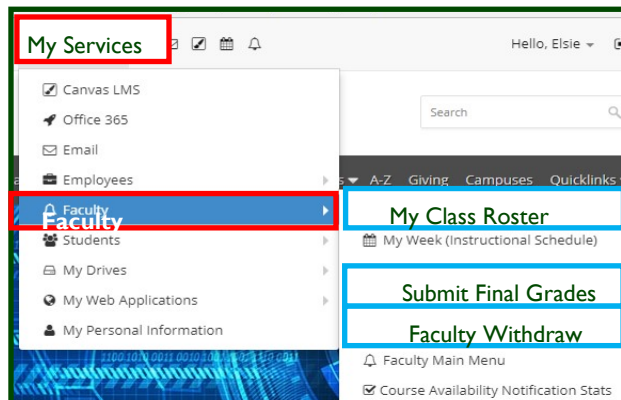
From the Registrar...Sheila Jarrell—776-2107

The best way to prepare for FTSE day is to keep your rosters current.
Remember, FTSE Day is March 1, 2018.

Please access your rosters regularly after the first week and AT LEAST once a week throughout the semester.

Log into www.yc.edu with username/password;
click on My Services,
then Faculty;
Choose a link:

- ◆ My Class Roster—use to verify current enrollment and contact students
- ◆ Faculty Withdraw—use to drop students as “no shows” or as they quit attending
- ◆ Submit Final Grades—use this link to submit final grades



Still have questions regarding rosters, grades, FTSE and/or FERPA?

Contact Sheila at:

E-mail: Sheila.jarrell@yc.edu

Call Sheila Jarrell, Registrar at 928-776-2107

Stop by the office: Building 1-111, Prescott Campus

WHO SAID THAT?

Match each quote to the correct educator, politician, philosopher, or statesman, who is believed to have said it. (Answers will be provided in February issue.)

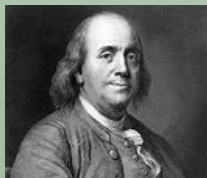
1. The roots of education are bitter, but the fruit is sweet.
2. Develop a passion for learning. If you do, you'll never cease to grow.
3. Education is what remains after one has forgotten what one has learned in school.
4. Seeing much, suffering much, and studying much, are the three pillars of learning.
5. The function of education is to teach one to think intensively and to think critically. Intelligence plus character—that is the goal of true education.
6. All of life is a constant education
7. Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.
8. Tell me and I forget. Teach me and I remember. Involve me and I learn.
9. The privilege of a university education is a great one; the more widely it is extended the better it is for any country.
10. Education is the most powerful weapon which you can use to change the world.



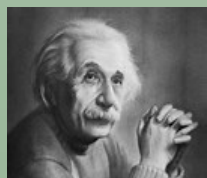
A Nelson Mandela



B Anthony D'Angelo



C Benjamin Franklin



D. Albert Einstein



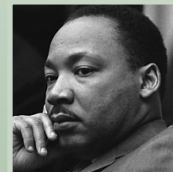
E. Eleanor Roosevelt



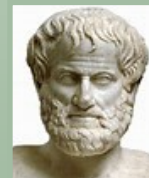
F. Kofi Annan



G. Benjamin Disraeli



H. Martin Luther King, Jr.



I. Aristotle



J. Winston Churchill



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UPCOMING FEBRUARY EVENTS

- Feb 7** Pre-nursing Workshop—Verde Campus
2:00 pm to 3:00 pm L-213
- Feb 8** Atlantic City Ballet ~ Sleeping Beauty
PAC 7:00 to 9:00
- Feb 9** **Career Fair** ~ 9:00 am to 1:00 pm
Del Rio Elementary School
Chino Valley
- Feb 13** **Career Fair** ~ 12:00 Noon to 4:00 pm
Early admission 12:00 Noon to 1:00
Yavapai College Sedona Center
- Feb 14** **Valentine's Day**
- Feb 15** Prescott Library Guest Lecture Series
Technology : What is it doing to us?
Lecture by Dr. Mark Shelley
- Feb 18** Prescott Pops
Cartoon Tunes ~ 3:00 pm to 5:00 pm
- Feb 23** Adjunct Faculty Training
Cyber Security 12: 00 noon to 1:00 pm
- Mar 1** **FTSE Day**

UPDATES FROM THE REGISTRAR ~ SHEILA JARRELL ~ 766-2107
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 Semester: Thursday, March 1

If you monitor rosters weekly and withdraw no shows & students who quit participating, completing your FTSE rosters on March 2 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 or e-mail Sheila.jarrell@yc.edu

*The Office of the Registrar
Wishes you a very
Happy February!*

Academic & Career Advising...CAREER FAIRS 2018
Two Locations ~ Two Days

Friday, February 9

From 9 a.m. to 1 p.m.
Del Rio Elementary School
Chino Valley, AZ

Early admission from 9 a.m. to 10 a.m. for veterans, individuals 55 and older, and job seekers with disabilities

Tuesday, February 13

From 12:00 Noon to 4:00 pm
Yavapai College Sedona Center
4215 Arts Village Drive

Early admission from 12 p.m. to 1 p.m. for veterans, individuals 55 and older, and job seekers with disabilities

Learn the latest information about careers

- Apply for part-time, full-time, temporary or summer jobs
- Meet with reps from business, healthcare, non-profit and military organizations

PROFESSIONAL ATTIRE IS STRONGLY RECOMMENDED

For information, katherine.anderson@yc.edu; 928-776-2008

THE ADJUNCT ADVISOR

Published for Yavapai College Adjunct Faculty
Yavapai College
1100 E. Sheldon Street— Prescott, AZ 86301
Elsie Gibbs Freeman, Editor
928-634-6562(Verde)
Email: egibbsf@instructor.yc.edu



\$\$ Money—Money—Money \$\$

Compensation Rate for 2017-18

\$781 per load hour

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

Pay dates for Spring 2018:

- * February 2, 16 * March 2, 16, and 30
- * April 13, 27

Please note that the final pay date for the spring semester will be Friday, April 27.

WHO SAID THAT?

Last month you were asked to match a quote with the person who said it. Here are the correct responses. How did you do?

The roots of education are bitter, but the fruit is sweet.
Aristotle

Education is what remains after what one has forgotten after one has learned it in school.
Albert Einstein

Knowledge is power. Information is liberating. Education is the premise of progress in every society, in every family.
Kofi Annan

Tell me and I forget. Teach me and I remember. Involve me and I learn.
Benjamin Franklin

Seeing much, suffering much, and studying much, are the three pillars of learning.
Benjamin Disraeli

The function of education is to teach one to think intensively and to think critically. Intelligence plus character—that is the goal of true education.
Martin Luther King, Jr.

Education is the most powerful weapon which you can use to change the world.
Nelson Mandela

All of life is a constant education.
Eleanor Roosevelt

The privilege of a university of education is a great one; the more widely it is extended the better it is for any country.
Sir Winston Churchill

A NOTE FROM DISABILITY RESOURCES...

Robb Ferguson, Director, x2079, Petra Bennett, Specialist, x2057

As the spring semester starts, it is a good time for Disability Resources (DR) to remind and inform you of Testing Accommodation procedures for students with disabilities.

- You might 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. I, room 224 (if the only accommodation is extended time or large print) or proctored in the Disability Resources Testing Lab, Bldg. I, 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: every precaution is taken to ensure the integrity of your exams/quizzes. Here is some contact information if you need more information about Testing Centers: Prescott Campus: Bldg. I, Room 217 (928)776-2200; Prescott Valley: Room 127 (928) 717-7911; and, Verde Valley: Bldg. I, Room 120, (928) 634-6561

- Students 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 inform Disability Resources every semester that accommodations are needed. New students may forget that they need to request disability services and it would be very helpful if instructors would verbally announce (as well as putting a statement in your syllabus) that disability services are available and contact information for DR. It is also 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.

ADJUNCT FACULTY MEETING

February 16 ~ 12:00 Noon to 1:30 pm
Verde Valley Campus G-106

TOPICS: EARLY ALERTS & COMPUTER SECURITY

Everyone is welcome to attend.

RSVP—A light lunch will be provided so we need to have your response!
You will receive a reminder closer to the meeting.

ATTENTION FACULTY

Up-Dates—Verde Learning Center


As of February 5, 2018, Lisa Simpson-Kyle will be joining the Verde Learning Center team full-time where she will have the responsibility of front-desk duties in the Learning Center and oversight of the Computer Lab. Lisa is the contact person for any issues/concerns as well as any changes you need. You can reach Lisa at 928-634-6562 or at lisa.simpson.kyle@yc.edu

Learning Center Hours of Operation

Monday through Thursday 8:00 to 5:00
Friday 8:00 to 2:00

Tutors Available

Monday through Thursday 9:00 to 6:00
Friday 10:00 to 4:00



*Visit your library
learn all kinds of stuff
from friendly,
helpful, knowledgeable,
lovable Librarians!*

SPRING ADJUNCT FACULTY MEETING

All Faculty Welcome

February 23 ~ 12:00 Noon to 1:00 pm
Prescott Campus 3-105

CYBER SECURITY

What you need to know to keep yourself safe at work and home on computers, phones, and other devices. RSVP, or for questions, contact Tara O'Neill at tara.oneill@yc.edu

More information will be provided prior to meeting.
ZOOM available for most meetings.



TECHNOLOGY: WHAT IS IT DOING TO US?

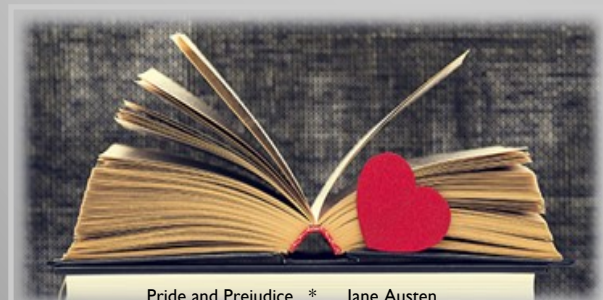
Technology is great! We can find anything almost instantly—from what to buy to where to go. We can entertain ourselves for hours, even days on end. However, what is it doing to our brains? Our relationships? Our culture?

Join us at the free lecture with **Dr. Mark Shelley**
<https://www.facebook.com/events/1158859464216951/>
Thursday, February 15 ~ 12:00 Noon to 1:00 pm
Location: Yavapai College Library Prescott Campus
Building 19 ~ Magazine & Newspaper Area



BLIND DATES IN THE LIBRARY?

Almost...from today through February 16th, you can enjoy a **Blind Date with a Book** at Prescott Campus Library. Enter the library and look for the gorgeous display of gift wrapped books for you to check out. Is it fiction? Is it a biography? Perhaps it's a romance! The identities of the books are hidden, until you actually check them out and unwrap them. You could end up reading and falling in love with a book you never thought you would like. Or maybe you'll get a book you've always wanted to read and haven't been able to find it!



Presenter : Ray Sigafoos **Start Time :** 2:46 PM **Item No :** 22
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 7/17/2017 **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 : Ray Sigafoos **Start Time :** 2:46 PM **Item No :** 23
Proposed By : Ray Sigafoos **Time Req :** 15
Proposed : 7/17/2017 **Item Type :** Policy Information

Policy No.	Description	Ref No
2.5	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 Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2017 - INFORMATION AND/OR DISCUSSION

Details : Frank D'Angelo, Controller, will provide a brief presentation of the FY2016-17 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit).

The CAFR can be found at https://www.yc.edu/budget/docs/YCC_CAFR_6-30-17.PDF

The Federal Single Audit Report can be found at https://www.yc.edu/budget/docs/Yavapai College 2017 Single Audit_Unsigned.pdf

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:01 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/17/2017

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 : Ray Sigafoos

Start Time : 3:11 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/17/2017

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 : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 7/17/2017

Start Time : 3:11 PM
Time Req : 30
Item Type : Policy & Decision

Item No : 26

Policy No.	Description	Ref No
2.5	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 : For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2018-2019 Proposed Tuition and Fees. The changes to the FY 2018-2019 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 7/17/2017

Start Time : 3:41 PM
Time Req : 0
Item Type : Heading

Item No : 27

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 7/17/2017

Start Time : 3:41 PM
Time Req : 10
Item Type : Monitoring & Decision

Item No : 28

Policy No.	Description	Ref No
2.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	560657
2.2.1	Permit students and others who use College programs and facilities to be without reasonable protections against hazards or conditions, including harassment that might threaten their health, safety or well-being.	764168

Description :

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

Details : Executive Limitation 2.1.2 Treatment of Students

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

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

2. If Board intends to not accept Monitoring Report:

If for Interpretation:

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

or

If for Insufficient Evidence:

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

Attachments :

Title	Created	Filename
Report 2.1.2.pdf	Feb 07, 2018	Report 2.1.2.pdf
2.1 2 Compilation.pdf	Feb 08, 2018	2.1 2 Compilation.pdf

President's Monitoring Report
Executive Limitations 2.1.2 - Treatment of Students
February 2018

Executive Limitations 2.1.2 - Treatment of Students

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

President's Interpretation

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

Alignment with the Strategic Plan

The College's 2015-2020 strategic plan aligns with the District Governing Board's Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. Strategic actions for 2017-2018 include but are not limited to: the implementation of Guided Pathways; conduct YC economic impact study; develop a for-profit model for REDC analytic services; conduct employee engagement and satisfaction survey; complete building 15 renovations; and pilot the Yavapai Promise. Updates on the progress of strategic planning initiatives and actions are shared in the year-end follow-up reports and can be found at <https://www.yc.edu/v5content/strategic-planning/>.



140-18 Strategic
Priorities Brochure -



Year-End-Report
2016-17.pdf

Supporting Evidence

POLICIES, PROCEDURES, AND BEST PRACTICES

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

Policies

Through the shared governance process, the College develops and maintains a variety of policies including specific academic policies. These are updated regularly to assure legal compliance and to align with student success activities.

Current policies grouped by category are linked at:

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

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

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

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

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

Student Code of Conduct (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>)

Housing Handbook (<https://www.yc.edu/media/housinghandbook/hh1617.pdf>)

Pathways

A cross-functional team of staff, faculty, and academic deans continued projects for implementation of Guided Pathways. The Pathways model integrates an institution wide approach to student success.

Goals of the Steering Committee:

- Higher completion rates
- Efficient completion - students take less coursework not required for degree/certificate
- Clear direction for students to select program of study

First Year Accomplishments:

- Areas of Study developed and connected to six (6) academic schools.
- Website developed.
- Re-alignment of academic organization to six (6) academic schools
- Academic maps were created to develop efficient course sequencing to completion.
- Visual Pathways were also created to identify course sequence for students enrolled less than fulltime. Visually connects courses to certificates, certificates to degrees, and degrees to transfer. This helps students see the possibilities, the end goal, and what is needed to reach those goals.
- General education courses were identified as recommended when appropriate.
- Re-design of academic advising and onboarding of students.

Assessment

Assessment includes two components; learning outcomes assessment at the course and program level and occupational and academic department program review.

The primary goal of the outcomes assessment process is to collect information about student attainment of course and program learning outcomes and use it to make improvements in curriculum and instruction to help students be successful. Course and program outcomes assessment is a continuous cycle of improvement that includes creating learning outcomes, assessing the outcomes, and using results to make improvements.

Yavapai College supports the assessment process by supporting an annual Assessment Day in September hosted by the Office of Instructional Support, the Office of Institutional Effectiveness and Research, and the following faculty committees: Student Learning Outcomes Assessment, Curriculum, and General Education. Activities during assessment day are designed as both professional development in the area of course and program assessment and a work session for faculty to engage in dialogue that allow them to discuss assessment results, complete reports, and to make assessment plans for the coming academic year. [YC assessment link](#)

Instructional Support

Instructional Support provides academic systems that directly support students, faculty, and staff and are indispensable and critical for student success.

Instructional Support areas include:

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

Accreditation and Federal Compliance

In 2017, the College completed a successful four-year distance accreditation visit by the Higher Learning Center (HLC). Yavapai College maintains its accredited status and remains in the HLC's Open Pathway that is reserved for best practice institutions. The College will submit an interim report in 2018 to provide evidence that assessment of student learning includes evaluation by mode of delivery. YC's next HLC comprehensive visit will occur in 2022-2023.

Summer 2017, Yavapai College's associate degree nursing program received continuing accreditation from the responsible granting body, the Accreditation Commission for Education in Nursing (ACEN).

Fall 2016, the College's Emergency Medical Services program successfully completed its CoAEMSP reaccreditation.

The following Yavapai College programs have third-party program-level accreditation and are in good standing with their accreditors: Nursing, Radiology, Fire Science, and Emergency Medical Services.

[Higher Learning Commission Statement of Affiliation](#)

[Yavapai College Accreditation Website](#)

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

Student Development

Yavapai College provides comprehensive student services that are focused on student success and completion. [Student Development website](#)

Academic Early Alert

An online Academic Early Alert system was fully implemented as of Fall 2016 following the initial pilots during the spring and summer 2016 semesters. This system allows faculty to submit concerns for any students experiencing academic difficulty. Faculty and academic advisors work collaboratively in assisting students to remove success barriers. Data is being collected to determine the effectiveness of this program in increasing retention and completion for our students. The Fall 2016 numbers are significantly higher due to the higher number of new students entering in the fall.

Early Alerts		*Spring 16	Summer 16	Fall 2016	Spring 2017	Summer 2017
Total Alerts		112	27	391	338	22
Number of Students		106	26	295	253	22

*Start term

New Student Orientation

New Student Orientation became mandatory for new students with no prior college for fall 2016. The goals for orientation are to:

- Assist students in transitioning into the culture of YC.
- Help students make informed decisions about the course selection process.

- Ensure students know about resources at YC that promote student success.

The content focused on three areas:

- Expectations of professors, students, and YC
- Tools to assist in student success
- Technology used on campus

Early College Highlights

- Early College Academic Advisors are assigned to serve specific high schools. Implementing this strategy has resulted in very strong relationships with high school counseling departments and administrators. Advisors are at the schools in the morning to advise students and at a YC campus in the afternoon for appointments. YC continually benefits from these relationships as we have unlimited access to students, have increased completion rates and are consistently included in Open Houses, Parent Meetings, CTE Recruitment events and Junior/Senior College Nights. It is through our strong, dependable presence and excellent delivery of customer service that YC continues to be the primary choice for students starting college while attending a Yavapai County high school.

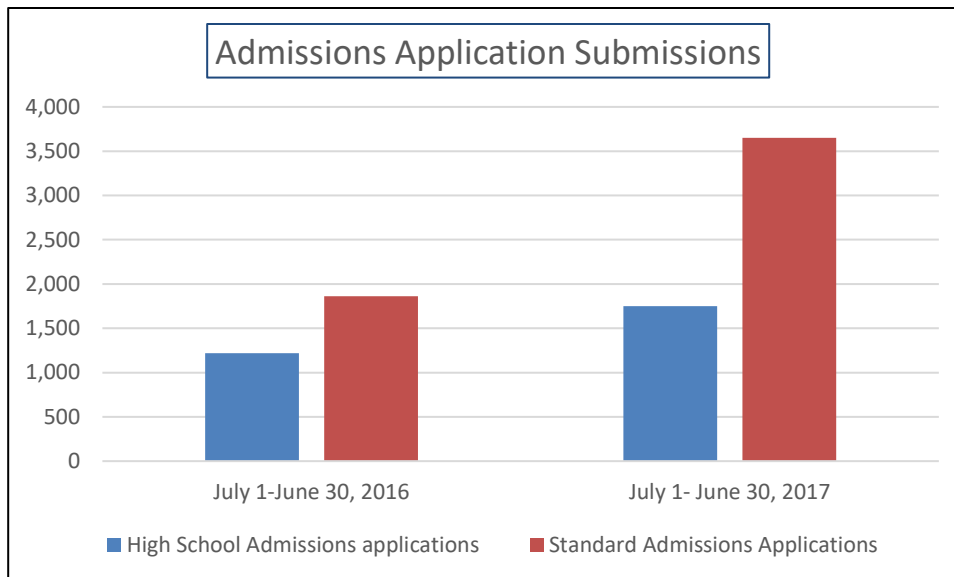


- Group advising workshops were conducted in the following schools to complete graduation applications: Prescott, Bagdad, Bradshaw MTN, Mingus Union, and Chino Valley

	2015-2016	2016-2017
Activity	# participants	# of participants
Early College Orientations	1,196	1,332
Early College Day	1,061	1,103
Academic Advising Appointments	883	1,291

Recruitment Highlights:

- Campus Tour traffic increased and expanded to additional centers this year. Staff led 69 individual tours on the Chino Valley, CTEC, Prescott, and Verde Valley sites resulting in 28% of the students applying to Yavapai College.
- Recruitment hosted 25 group visits, with 520 attendees that resulted in a 76.34% attendee-to-applicant conversion percentage.
- This was the first year Recruitment hosted the BE YC FOR A DAY event on the Prescott campus. Prospective students were able to select from a slate of “mini YC classes” and try college for the day. We had 146 registrants and 91 attendees resulting in 22 prospects converting to applicants after the event.
- Recruitment worked with the GED Department to give presentations and encouraged 260 GED students to consider YC as their next step.
- Admissions applications increase in 2016-17



Call Campaign

Student Development instituted our call campaign for students who were registered for the spring semester and had not established payment. This campaign began October 26, 2017 and ran through January 4th, 2018. Staff spent approximately four hours a week contacting students.

Comparison								
Spring 2016			Spring 2017			Spring 2018		
Dropped	1,171	14%	Dropped	592	7%	Dropped	546	8%

Learning Centers

- Workshops were offered on the Prescott campus this year. These included: Study Skills, Time Management, Stress Reduction, Organization, and Note taking. Tutors are available in-person on the Prescott, Prescott Valley, and Clarkdale campuses. Tutoring is also available online and via Zoom technology for students who are not able to travel to campus.
- Supplemental Instruction was offered in the following courses that historically have high F, D, and W grades:

Spring 2017			
	Number attended	w/ Supp Instruct final grade D/W/F	w/o Supp Instruct final grade D/W/F
BIO 181	22	18%	46%
BIO 201	14	21%	14%
CHM 151	6	17%	61%
MAT 092	19	16%	34%
Fall 2016			
BIO 181	31	26%	51%
BIO 201	16	6%	6%
CHM 151	9	0%	59%
Spring 2016			
BIO 181	36	28%	69%
BIO 201	50	5%	37%
BIO 202	7	0%	50%
CHM 151	14	36%	60%

- Learning Center Manager was hired in August of 2016 for the Verde Valley Campus. Weekly guided study groups were offered for MAT 092, MAT 122, MAT 142, and BIO 181. ITV tutoring was shared with Prescott Center and in classroom tutoring was offered for English Composition.

Title IX

Continued ongoing effort was made to raise awareness with students, faculty, and staff about Title IX (TIX) and related issues concerning sexual harassment, consent, bystander intervention and the role of alcohol and drugs related to such incidences. The following programs were offered:

1. All students living in the College residence halls were required to participate in TIX and bystander intervention training.
2. All students enrolled in YC's "First Year Experience" courses received a 40-minute in-person training about TIX and techniques to practice bystander intervention.
3. A training workshop was conducted for students and employees about sexual misconduct in higher education and available resources to support these issues. Katie Koestner, a national speaker and expert on student safety and victim advocacy, presented two workshops.
4. All YC students were provided the opportunity to view online information and training about sexual assault, sexual harassment, dating, and domestic violence.
5. Faculty and staff received mandatory on-line TIX training in mid-November regarding TIX and how to respond and prevent sexual misconduct.

Housing and Residence Life

This year the RA's focused on three specific areas when designing programming for the residence halls; connect, explore, and evolve. The "connect" theme focused on getting students familiar with resources, services, and people found both on the college campus and in the community. The "explore" theme focused on student's surroundings, interests and developing new interests. Finally, the "evolve" theme focused on developing academics, wellness, and character to help students think critically about themselves, others and the world.



Student Engagement and Activities for 2016 – 2017

Student Engagement division cultivates an environment that facilitates student success through learning, discovery, and engagement. Students were able to explore options ranging from clubs, community services, leadership, student government, along with campus activities.

Student Engagement:

1. Clubs and Organizations are a key component outside the classroom. Student clubs and organizations provide new experiences, build friendships, further personal, and/or

professional development through building relationships outside the classroom. There are currently 19 student clubs and five organizations on the Prescott, Chino Valley and CTEC campuses (student club population averaged 192 for the academic year).

2. Student Ambassadors - Student Engagement collaborated with the Answer Center, Financial Aid, and Recruitment to support the Student Ambassador (SA) program. The SA's performed a number of roles during the 2016-2017 academic year, including leading tours, staffing the information desk and Roughrider Lounge. They were instrumental in facilitating social media for Student Engagement, i.e. Face Book, Snapchat. Utilizing the handle, "Roughrider News", SA's were able to not only inform students of the happenings on campus, but also post the actual events as they took place.
3. Events and Programs - Student Ambassadors were involved in organizing, coordinating, and communicating events/programs to engage YC students. Our SA's worked both independently and in collaboration with other divisions, clubs and organizations.

Highlights for 2016-2017:

Prescott Campus

- Roughrider Welcome Week distributed over 1050 welcome packets (fall 2016 and spring 2017)
- Roughrider Resource Days provided 156 students with information about departments that provide support and services for YC students (fall 2016 and spring 2017)
- Roughrider Club RUSH facilitated a 72% increase from 10 to 19 clubs by end of 2017 academic year
- Movie Night at the Picture Show – 67 students
- Miniature golf and concert – 103 students
- Juggling Club Festival – 70 students and guests
- NO More Campaign – over 250 participates
- Chalk for Change – 75 students participated
- One80 Club sponsored Concert – over 125 students and guests
- C.A.S.T. Club "Patchwork" – 45 students and guests
- Along with Veterans Celebration, Cam Jam during finals, "Respect" campaign, Basketball Fundraiser (SLC), and NO More Fundraiser

Verde Valley Campus

- Two Student Ambassadors hired in fall 2016.
- Three weeks of Welcome Week tables in Fall 2016.
- Domestic Violence Awareness information table event in partnership with YC & Clarkdale Police Departments, October 2016.
- Voter registration tables.
- Campus Safety Event in partnership with YC & Clarkdale Police Departments focusing on safe driving, October 2016.
- Explore YC Verde Valley Campus event, November 2016.
- Student Leadership Program implemented.

TRIO & Veteran Services

TRIO is a set of college opportunity programs designed to motivate and support eligible students and veterans along their journey toward completing a college education. The Department of Education renewed Yavapai College's TRIO Educational Talent Search grant program for September 1, 2016 through August 31, 2021.

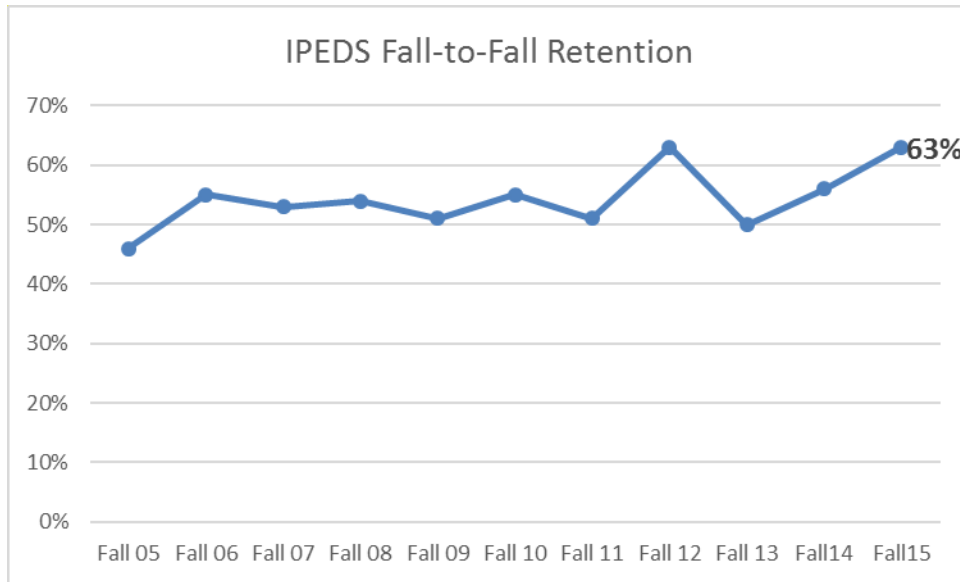
2016-2017 fiscal year grant objectives related to student success were exceeded in both the TRIO Student Support Services and TRIO Educational Talent Search programs.

TRIO Educational Talent Search Federal Grant Program		
*Annual Performance Outcomes (Comparative)		
Current Grant Cycle: 9/1/2016 – 8/31/2021		
Federal Grant Objective	2015-2016 Outcomes	**2016-2017 Outcomes Preliminary
Number Funded to Serve (NFTS)	687	700
Secondary School Persistence	100%	100%
Secondary School Graduation (completed regular diploma in standard number of years)	100%	99%
Secondary School Graduation (completed regular diploma in standard number of years WITH rigorous coursework)	80%	71%
Postsecondary Education Enrollment	89%	89%
TRIO Student Support Services Federal Grant Program		
*Annual Performance Outcomes (Comparative)		
Current Grant Cycle: 9/1-2015 – 8/31/2020		
Federal Grant Objective	2015-2016 Outcomes	**2016-2017 Outcomes Preliminary
Number Funded to Serve (NFTS)	304	315
Persistence	79%	85%
Good Academic Standing	96%	97%
Associate Degree or Certificate Attainment	55%	57%
Associate Degree/Certificate Attainment AND Transfer to a 4-Yr Institution	20%	23%
TRIO Veterans Upward Bound Federal Grant Program		
*Annual Performance Outcomes (Comparative)		
Current Grant Cycle: 9/1/2013 – 8/31/2018		
Federal Grant Objective	2015-2016 Outcomes	**2016-2017 Outcomes Preliminary
Number Funded to Serve (NFTS)	125	130
Academic Improvement on a Standardized Test	69%	82%
VUB Program Retention and Completion	44%	55%
Postsecondary Enrollment	75%	71%
Postsecondary Completion	12%	11%
*All APR's submitted to the Department of Education capture prior year performance data		
**Anticipate 2016-2017 APR submission by March 2018 per Department of Education		
Students Receiving VA Education Benefits		
Retention & Graduation Rates: Fall 2016 to Spring 2017		
	Total Students	Percent
Enrolled Fall 2016	307	100%
Continued Spring 2017	203	66%
Graduated Degree/Certificate Fall 2016	32	10%
Retention & Graduation Rates: Spring 2017 to Fall 2017		
	Total Students	Percent
Enrolled Spring 2017	302	100%
Continued Fall 2017	165	55%
Graduated Degree/Certificate Spring 2017	45	15%

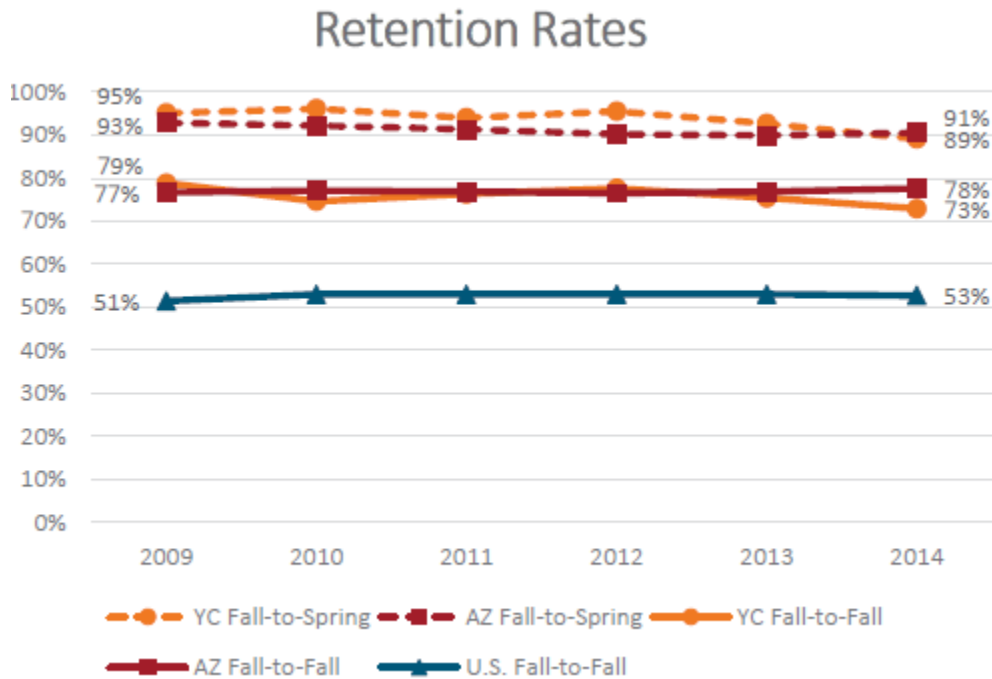
MEASURES OF STUDENT SUCCESS

Retention

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the Arizona Strategic Vision Project and the federal Integrated Postsecondary Educational Data Survey (IPEDS).
- Yavapai College’s fall to fall retention rate for students classified as first time/full-time degree seeking was 63% for the Fall 2015 cohort (source IPEDS).
- YC’s fall14 to Spring 15 retention rate for the credential-seeking cohort was 89%, and 73% of them returned the following fall.



*Fall term represents the year entered
Source: IPEDS, 2017



Source: Credential-Seeking Cohort, AZ Strategic Vision, 2017.

Career and Technical Success

Career and Technical success measures tie directly to Board End 1.1.1. The four-year compound annual growth rate is 5.6% for career and technical awards.

Compilation of AAS and Certificate Completers at Yavapai College:

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Associate of Applied Science ¹	258	289	264	272	271
Certificates ¹	655	755	790	876	863
Total	913	1044	1054	1148	1134

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ² (2016)	91%	85%	86%
First-time pass rate for Radiological Tech license ³ (2016)	100%	89%	82%
Pass rate for third-party industry certification ⁴ (2013-14) (most recent data available)	100%	83%	89%



2012-1017 Graduate
by Program.xlsx



AZ
NURSING-2010-2016-



ARRT 2016 Pass
Rate.pdf



% Occupational
Earning Industry Cred

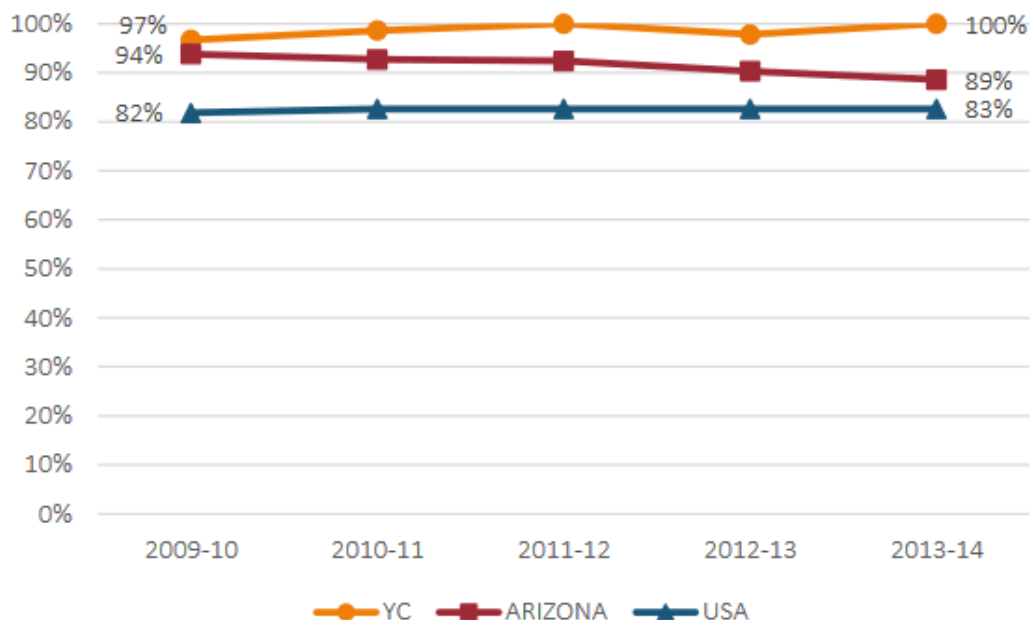


CHART 2012-17
Occupational Student

Percent of Occupational Learners Earning Industry-Recognized Credential

Of all learners in YC's 2013-14 Occupational Cohort who took a technical skill or end-of-program assessment up to one year after college exit, 100% passed the assessment and/or earned an industry-recognized credential. Examples of occupational programs leading to industry-recognized credentials include nursing, EMT, construction, solar technologies, and fire science.

Percent of Occupational Learners Earning Industry-Recognized Credential



Sources:

¹Office of Institutional Effectiveness and Research

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

³American Registry of Radiologic Licensure Examination (ARRT) 8-29-16

⁴Strategic Vision Student Progress and Outcomes Report - Carl Perkins Measurement – Technical Skills Attainment

Transfer Success

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The following is based on the most recent complete academic year data (2016-17). YC Students transferring to public Arizona universities consistently perform above the national median for first-year grade point average of 2.96¹. Comparing Yavapai College transfer students' first year GPA (3.19) to the National Community College Benchmark cohort places YC transfer students in the 90th percentile. Additionally, comparing junior year GPA of Yavapai College transfers to junior students at AZ universities who started as freshman places YC GPA higher overall. As reported in the Arizona Community College 2017 Outcomes report, the transfer rate of Yavapai College students (credential-seeking cohort) to universities was 27%, which is higher than the national average of 25%². 71% of the 2012-13 full time transfer students to in-state public universities completed a bachelor's degree within four years, which is above the state average of 69%².

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Associate Degrees ³	266	278	300	287	238
Arizona General Education Certificates ³	277	298	271	277	229
Average first-year grade point average (GPA) at transfer institutions ⁴	3.02	3.12	3.19	3.08	NA



2012-2017 Associate Degrees & Transfer C



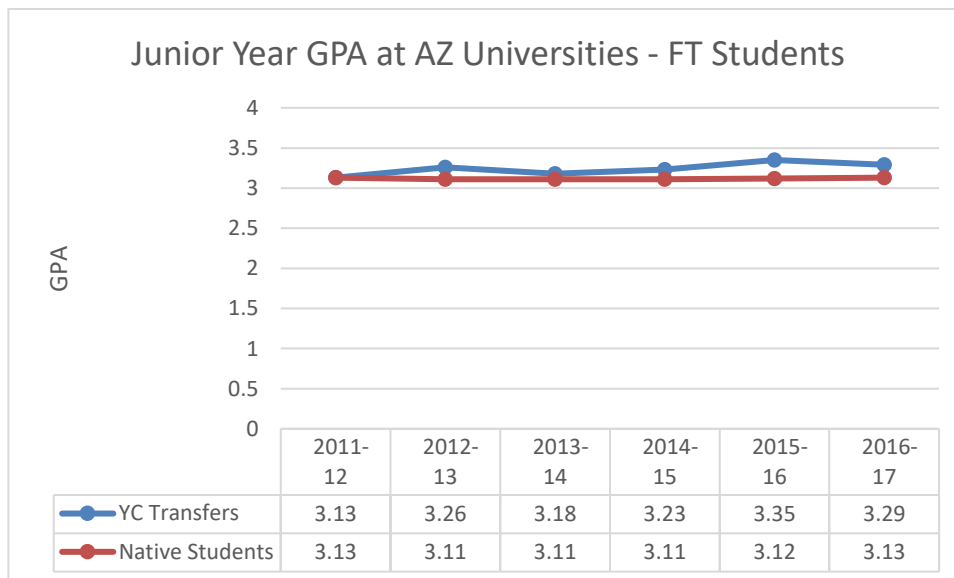
CHART First Year Transfer GPA Trends

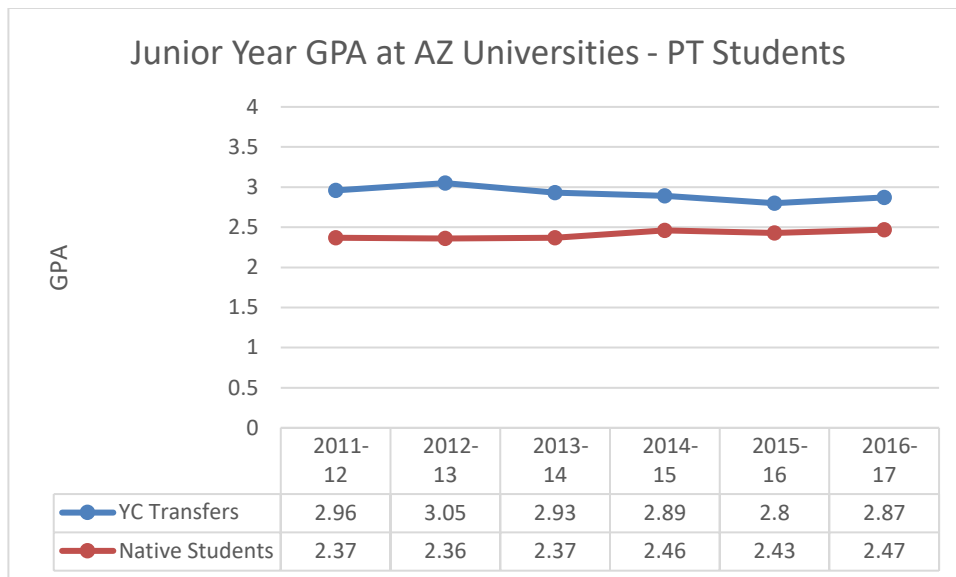


2017 Strategic Vision Outcomes Re



YC Transfer Rate Summaries 2017.pdf





Sources:

¹National Community College Benchmark Project, 2017 Final Report

²AZ Community Colleges 2017 Outcomes Report (pages 7, 8)

³Office of Institutional Effectiveness and Research

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

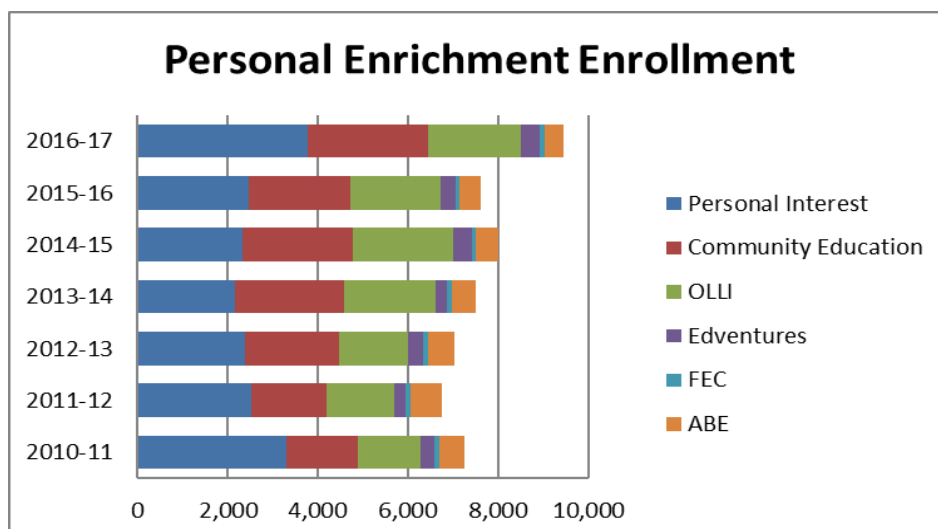
Non-Credit Students

Community members take non-credit courses and participate in the Osher Lifelong Learning Institute (OLLI) for personal enrichment and interest.

The Division of Lifelong Learning’s unduplicated headcount reached a record 5,146 for FY 2016-2017. When including students taking for-credit courses for personal interest, enrollment jumps to 9,430.

Community Education Non-Credit and OLLI enrollments have a compound annual growth rate of 10.7% between 2012-2013 and 2016-2017.

In 2016-17, there were 3,770 personal interest students registered in credit courses. Examining fall and spring credit enrollment, personal interest students make up 17% of YC’s credit students. Data reported by the National Community College Benchmark Project shows YC’s non-credit student penetration rate ranks at the 75th percentile for public community colleges.



National Community College Benchmark Report, 2017									
Form 14A: Market Penetration: Students (AY 2015-2016)	Reported Value	% Rank	N	10th	25th	50th	75th	90th	
Credit Student Penetration Rate	4.54%	82%	228	1.28%	2.00%	2.85%	4.12%	5.14%	
Non-credit Student Penetration Rate	2.03%	75%	206	0.09%	0.30%	0.81%	2.05%	4.63%	

Division of Lifelong Learning Statistics and Verde Community Education, 2013-2017, Unduplicated Head Counts

Community Education & College for Kids	Unduplicated Students Served 2012-2013	Unduplicated Students Served 2013-2014	Unduplicated Students Served 2014-2015	Unduplicated Students Served 2015-2016	Unduplicated Students Served 2016-2017
Community Education (Prescott)	1,353	1,560	1,575	1,500	1,526
College for Kids (Prescott)	183	243	248	289	296
EDventures	278	189	317	336	408
Osher Lifelong Learning Institute (OLLI)					
Prescott OLLI	850	1,151	1,203	971	1,120
Totals	2,664	3,143	3,343	3,096	3,350

Community Education & College for Kids	Unduplicated Students Served 2012-2013	Unduplicated Students Served 2013-2014	Unduplicated Students Served 2014-2015	Unduplicated Students Served 2015-2016	Unduplicated Students Served 2016-2017
Community Education (Verde)	81	81	281	459	461
College for Kids (Verde)					376
Osher Lifelong Learning Institute (OLLI)					
Verde Valley/Sedona OLLI	680	870	1,005	1,030	959
Totals	761	951	1,286	1,489	1,796

Community Education & College for Kids	Unduplicated Students Served 2012-2013	Unduplicated Students Served 2013-2014	Unduplicated Students Served 2014-2015	Unduplicated Students Served 2015-2016	Unduplicated Students Served 2016-2017
District Totals	3,425	4,094	4,629	4,585	5,146

Sources: Office of Institutional Effectiveness and Research, Division of Lifelong Learning enrollment

President's Conclusion:

I report compliance.

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

Compilation - February 2018

Executive Limitation 2.1.2	Treatment of Students The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments: Sigafos: The student is our product -- our most important asset. We should not forget to provide him/her with the resources needed to succeed including our wholehearted support.		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:51 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/17/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.6.3	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:

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.

or

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
Report 2.3.3.pdf	Feb 07, 2018	Report 2.3.3.pdf
2.3.3 Compilation.pdf	Feb 08, 2018	2.3.3 Compilation.pdf

President's Monitoring Report
Executive Limitations 2.3.3 – Certification Financial Records
February 2018

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 was previously labeled 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, 2017, equaled \$112,486,839, an increase of \$12,128,369 (12.1%) over the prior year.
 - Unrestricted net position as of June 30, 2017, was (\$10,689,678), a decrease of \$1,798,352 (20.2%) over the prior year.
 - Long-term bond debt decreased by \$5,820,235.
 - Detailed information regarding Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 19-21).
- 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 \$12,128,369 (increase in net position) in YC's accrual basis financial statements, however on a cash basis, all of these monies were used to cover principal payments on debt and capital project expenditures. In accordance with accrual basis accounting, these payments either decreased YC's liabilities (debt) or increased YC's assets (capital assets), and therefore were not expensed.

- Revenues increased by \$453,989 from the previous year primarily due to increased property taxes (new construction) offset by lower Federal Pell awards.
 - Overall, expenses decreased slightly from the previous year primarily as result of vacancy savings and less Pell awards made to students offset by annual salary and related benefit increases.
 - Detailed information regarding the Statement of Revenues, Expenses, and Changes in Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 20-23).
- 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 an adequate amount of cash to support operations.
 - Net cash decreased by \$3,585,342 primarily due to savings used for capital project expenditures.
 - Total cash and cash equivalents were \$22,095,197 at June 30, 2017, which exceeds the minimum threshold established by the DGB.
 - Detailed information regarding the Statement of Cash Flows can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 30-31).

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 7, 2017, **on the District's** June 30, 2017, financial statements. An unmodified opinion indicates that financial statements **present fairly the results of District's operations and its** financial position according to generally accepted accounting principles.

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

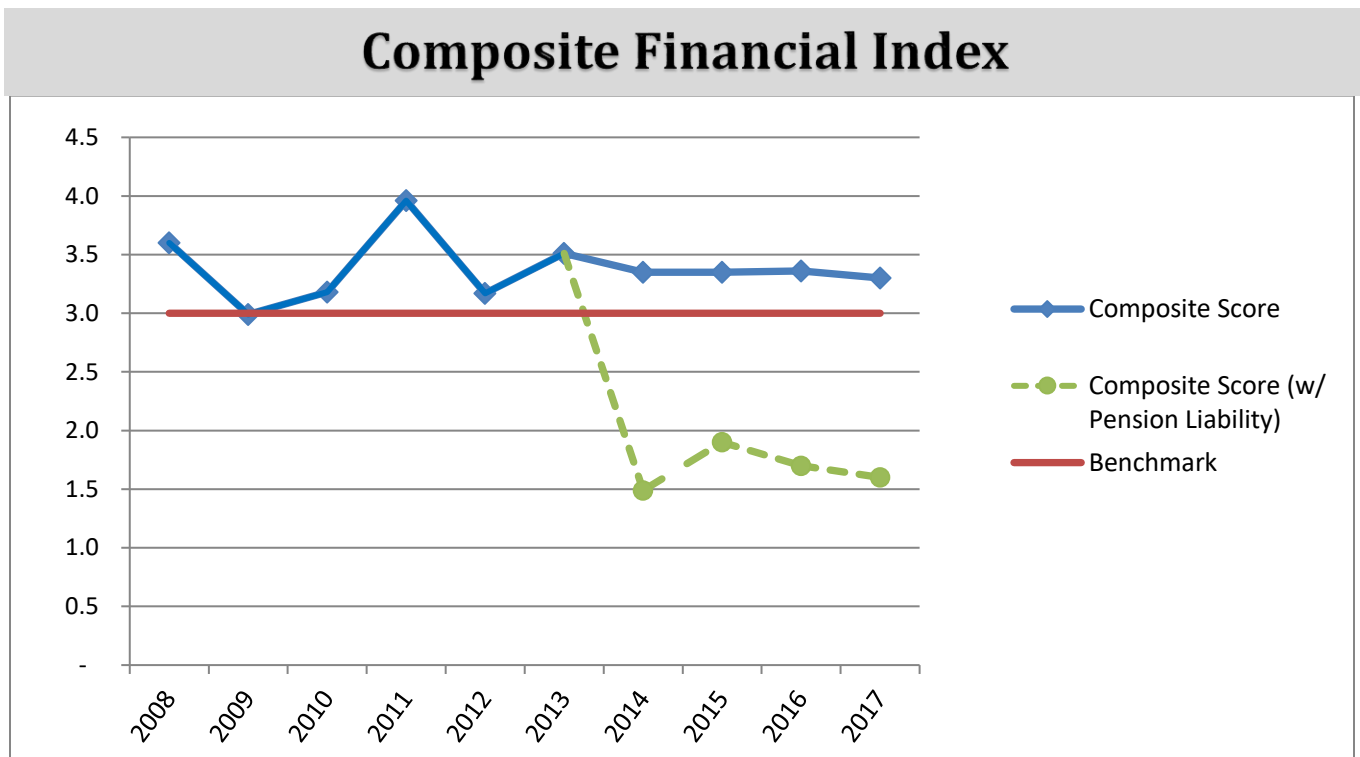
CAFR – [FY 2016-17 Report](#)

Composite Financial Index (CFI)

The CFI is a combination of four core financial ratios using weights prescribed by our accrediting agency, the Higher Learning Commission. CFI is an indicator of the overall financial health of an institution in regards to sufficiency and flexibility of resources (Primary Reserve Ratio), adequacy of operating results (Net Operating Revenues Ratio), financial asset performance (Return on Net Assets), and debt management (Viability Ratio). The CFI should always be evaluated in context with other factors relevant to the institution.

With the implementation of GASB 68 in fiscal year 2014-2015 and the recording of net pension liabilities, the District's CFI score dipped below the recommended industry target, a target which was set well before GASB 68 was written and has not been updated since GASB 68 was implemented. Many higher education institutions with defined pension plans experienced a similar decrease.

At June 30, 2017, the District's net pension liabilities totaled \$31,657,352. This liability will be paid over many years as determined by the Arizona State Retirement System (ASRS). As a part of the development of the District's annual operating budget, required contributions into the ASRS are projected and budgeted accordingly. Current and projected revenues fully cover the District's required annual ASRS contributions. As per best practice, the following graph shows CFI both with and without GASB 68.



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 pre-GASB 68 target.

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, 2017, **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.**



1/25/2018

Clint Ewell, Vice President of Finance & Administrative Services



1/25/2018

Frank D'Angelo, Controller

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

Compilation - February 2018

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 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:56 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/7/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.1	<p>The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:</p> <ul style="list-style-type: none">- Outward vision rather than an internal preoccupation;- Diversity in viewpoints;- Strategic leadership derived from future rather than past or present thinking;- Clear distinction of Board and staff roles;- Collective rather than individual decisions; and- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. <p>More specifically, the Board:</p>	560664

Description : Content Review of Governance Policy 3.1 - Governing Style -
MONITORING, DISCUSSION AND/OR DECISION

Details : The Board performed the biennial content review for Policy 3.1 - Governing Style. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 3.1 Compilation.pdf	Feb 08, 2018	Review 3.1 Compilation.pdf

District Governing Board Policy **Review**
 Governance Process
 Policy 3.1 Governing Focus and Style
Compilation - February 2018

Governing Focus and Style 3.1	The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes: - Outward vision rather than an internal preoccupation; - Diversity in viewpoints; - Strategic leadership derived from future rather than past or present thinking; - Clear distinction of Board and staff roles; - Collective rather than individual decisions; and - Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. More specifically, the Board:	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	McCasland: Very important. We need to look to the future, gather owner input, discuss, and then direct the President on long-term impacts we would like to have accomplished.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Trustee Obligation 3.1.1	Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Sigafoos: "The Board shall . . . operate . . . obligation to all the owners of the county . . ." not the district. The Board, acting collectively is the focus of this policy. The wording implies that the individual, elected by a district, is only responsible to the owners of his/her district. This is antithetical to our role as Board members.
Removed		

District Governing Board Policy **Review**
 Governance Process
 Policy 3.1 Governing Focus and Style
Compilation - February 2018

Open Meeting Law 3.1.1.1	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. 2. To avoid inadvertent violations of the Open Meeting Law: 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. 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.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	Harris: All important to be in compliance of Arizona Open Meeting Law.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Values and Perspectives 3.1.2	Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organization's values.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Member Expertise 3.1.3	Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.	
It this policy still relevant and useful to the governance process?		

District Governing Board Policy **Review**
 Governance Process
 Policy 3.1 Governing Focus and Style
Compilation - February 2018

	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Self-Evaluation 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.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	Harris: This is important to do regularly as part of our practice in improvement and focused on our work of governance.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Continuity 3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, Why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.

District Governing Board Policy **Review**
 Governance Process
 Policy 3.1 Governing Focus and Style
Compilation - February 2018

Revised/Replaced		
Removed		
Hindrance 3.1.6		Shall not allow an officer, individual, or committee of the Board to hinder the fulfillment of his or her commitments.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		
No	5	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 4:06 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/7/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	396950

Description : Content Review of Governance Policy 3.5 - Board Chair Role - MONITORING, DISCUSSION AND/OR DECISION

Details : The Board performed the biennial content review for Policy 3.5 - Board Chair Role. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 3.5 Compilation.pdf	Feb 09, 2018	Review 3.5 Compilation.pdf

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

Board Chair and Other Officer Roles 3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Job Output 3.5.1	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Meeting Discussion Content 3.5.1.1	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Deliberation 3.5.1.2	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	McCasland: Board members should be able to make requests for agenda discussion items and have the items on the agenda.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Behavior 3.5.1.3	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	McCasland: What if the chair is in violation of individual behavior? How is this addressed?
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Chair Decision Authority 3.5.2	The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Chairing Meetings 3.5.2.1	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Outside Parties 3.5.2.2	The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

Board Chair's Role in Monitoring 3.5.3	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Secretary 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.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Board Liaisons 3.5.5	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	

District Governing Board Policy **Review**
 Governance Process
 Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

	request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Board Spokesperson 3.5.5.1	The Spokesperson is the formal conduit for the Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	
No		

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

Are there any additions that you would suggest for this set of policies?

	Check One	If Yes, provide suggested additions.
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District Governing Board Policy **Review**
Governance Process
Policy 3.5 Board Chair and Other Officer Roles
Compilation - February 2018

Yes		
No	4	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 4:16 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/17/2017

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:16 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/17/2017

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 : Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will review the quarterly status report of the 2017-2018 Ownership Linkage Plan including a proposal for two (2) Community Forums.

Attachments :

Title	Created	Filename
Proposal Community Forums - Final.pdf	Feb 08, 2018	Proposal Community Forums - Final.pdf

Ownership Linkage Proposal for Community Forums

Yavapai College District Governing Board

Overview:

Yavapai College is implementing a comprehensive outreach and communications plan. The goal is to create a more transparent approach to articulating the overall message of the College with the intent of expanding the YC Brand and better connect all stakeholder groups to the mission of the College. Some of the initiatives will include an aggressive mail outreach campaign to provide information about classes, economic opportunities, and to keep the community informed; a marketing campaign using newly created marketing material; increased media coverage through more press releases and media advisories; and a more proactive, call-to-action website.

In addition, as part of the outreach planning, we want to continue the Community Forums. The Community Forums are an ownership linkage tool in which the Yavapai College District Governing Board employs to link with the owners of Yavapai College for feedback and comments in the development of the Ends Statements and the evaluations of the institution's advancement towards the Ends.

Proposal:

The following proposal is submitted to the Yavapai College District Governing Board for approval to conduct input sessions that will provide purposeful ownership connection, seek perspective, and greater good expectations and values for the College.

The Community Forums will engage 20 to 25 community stakeholders for a 90-minute session led by a professional facilitator, with the purpose of gaining a better understanding of the needs and wants of the participants' preference, recommendations, and insights related to the long-term expectations and values of Yavapai College.

Planning:

- Identify the participants
 - Chamber of Commerce Presidents
 - Mayors
 - Town Managers
 - Local Superintendents
 - YC Alumni
 - YC Donors
- Locations
 - Eastside – The Village of Oak Creek
 - Westside – Prescott Valley
- Agenda
 - Develop questions (4 to 5 questions)
 - *What do you believe will be the most significant challenges facing our community in the next 3-5 years?*
 - *What is the most important difference that our organization can make?*
 - *If there was only one need, that if met, could immediately assist you or your organization/community, what would that be?*
 - *Which of the following outcomes do you value most? [provide list of Ends]*
 - *Are there particular needs/issues you would like our organization to address?*

Presenter : Ray Sigafoos

Start Time : 4:26 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/17/2017

Item Type : Discussion

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 : Review of Completed Board Members' 2018 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Details : Board members will share information on their 2018 Annual Conflict of Interest forms that were distributed at the January 16, 2018 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:31 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/17/2017

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	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: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	560681

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION

Details : Arizona Association for District Governing Boards (AADGB)
Yavapai College Foundation
Board Spokesperson

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:36 PM

Item No : 36

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/17/2017

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 : Ray Sigafoos

Start Time : 4:36 PM

Item No : 37

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/17/2017

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 2017-2018 District Governing Board proposed meetings, dates, times, and locations.
- Fiscal Year 2018 - 2019 District Governing Board proposed meeting dates, times, and locations for next fiscal year.
- Upcoming Association of Community College Trustees (ACCT) Leadership Congress in New York, NY October 24-27, 2018.

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Feb 08, 2018	FY17-18- Proposed Dates and Places of Future Meetings.pdf
FY18-19- Proposed Dates and Places of Future Meetings.pdf	Feb 08, 2018	FY18-19- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2017-2018

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2017 – NO BOARD MEETING	
Regular Board Meeting	August 8, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 11, 2017, Monday, 9:00 a.m. Location: Hassayampa Inn, Prescott
Regular Board Meeting	September 12, 2017, Tuesday, 1:00 p.m. Location: Sedona Center - Rm 34
Regular Board Meeting*	October 24, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Workshop	December 11, 2017, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Budget Preview Work Session	January 16 2018, Tuesday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 16, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting**	April 17, 2018, Tuesday, 1:00 p.m. Location: CTEC - 181
Regular Board Meeting	May 8, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2018 – NO BOARD MEETING	

DATES AND PLACES OF EVENTS – FY 2017-2018

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Board Tour	September 12, 2017, Tuesday, 12:15 p.m. Location: Sedona Center – Rm 34
Sedona Center Grand Re-Opening	September 12, 2017, Tuesday, 3:45 p.m. Location: Sedona Center
Association of Community College Trustees (ACCT) Leadership Congress	September 25–28, 2017 Location: Las Vegas, NV
Prescott Valley Center Ribbon Cutting	October 24, 2017, Tuesday, 11:00 a.m. Location: Prescott Valley Center
GISS and Leadership Institute on Diversity	November 29-30, 2017 Location: Rio Salado College, Tempe, AZ
Nursing Pinning Ceremony	December 8, 2017, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 14, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Performing Arts Bldg. 15 Ribbon Cutting	March 6, 2018, Tuesday, 4:00 p.m. Location: Prescott Campus – Building 15
Verde Valley Commencement	May 4, 2018, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 5, 2018, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 5, 2018, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 24, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June 21-23, 2018 Location: Savannah, GA

*March meeting changed due to Spring Break *October, January, April meetings changed at Board request Rev.1/10/18

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY & AUGUST 2018 – NO BOARD MEETINGS	
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111 TBD
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Sedona Center – Room 34
Board Retreat	December 10, 2018, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2018 – NO BOARD MEETING	
Regular Board Meeting	January 8, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 11, 2019 – Monday, 10 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137 TBD
Regular Board Meeting	April 9, 2019, Tuesday, 1:00 p.m. Location: CTEC – 181 TBD
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO BOARD MEETING	

*March meeting changed due to Spring Break

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Association of Community College Trustees (ACCT) Leadership Congress	October 24-27, 2018 Location: New York, NY
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2019, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 11, 2019, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 23, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June xx-xx, 2019 Location: xxxxxxxxxxxx

Presenter : Ray Sigafoos

Start Time : 4:41 PM

Item No : 38

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/18/2017

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 REPORT (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:41 PM

Item No : 39

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/18/2017

Item Type : Monitoring 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 : Monthly Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will complete the Monthly Board Meeting Evaluation for today's meeting.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:51 PM

Item No : 40

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/17/2017

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