



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, March 05, 2019
1:00 PM**

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

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

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, 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 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; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If 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 the Executive Assistant 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	785321
2	Call to Order - PROCEDURAL	0	1:00 PM	785322
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	785323
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	785324
5	Approval of the February 12, 2019 District Governing Board Regular Board Meeting and February 26, 2019 Retreat Minutes - DISCUSSION AND/OR DECISION	1	1:02 PM	785325
6	Adoption of Agenda - DECISION	1	1:03 PM	785326
7	MONITORING REPORT - HEADING	0	1:04 PM	785327
8	February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:04 PM	785328
9	OWNERSHIP LINKAGE - HEADING	0	1:09 PM	785329
10	Open Call - PROCEDURAL	15	1:09 PM	785330

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:24 PM	785331
12	Receipt of Report on Revenues and Expenditures - Month of February 2019 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:24 PM	785332
13	For Consideration for Approval of the Revised Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College a for a Bachelor Degree Agreement - RECEIPT, DISCUSSION AND/OR DECISION	2	1:25 PM	827631
14	INFORMATION - HEADING	0	1:27 PM	785334
15	Information from the President to Include Yavapai College Staff Association (YCSA) Report; YCSA Newsletter; Regional Economic Development Summit; Building L; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:27 PM	785335
16	Information from the Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update - INFORMATION AND/OR DISCUSSION	10	1:47 PM	785336
17	SHORT RECESS - PROCEDURAL	10	1:57 PM	785337
18	MONITORING REPORTS (CONTINUED) - HEADING	0	2:07 PM	785338
19	Receipt of President's Monitoring Report - Executive Limitation 2.5 - Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION	5	2:07 PM	785414
20	Receipt of Board Self-Evaluation Governance Process Policy 3.3 - Board Members Code of Ethics - MONITORING AND/OR DISCUSSION	5	2:12 PM	785339
21	Content Review of Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION	5	2:17 PM	785340
22	Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION	5	2:22 PM	785341
23	POLICY ISSUES - HEADING	0	2:27 PM	785342
24	Review of the District Governing Board Budget Proposal for FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:27 PM	785343
25	Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION	15	2:42 PM	785344
26	Review of the Preliminary Capital Budget for FY 2019-2020 - INFORMATION AND/OR DISCUSSION	30	2:57 PM	785345
27	OWNERSHIP LINKAGE - HEADING (CONTINUED)	0	3:27 PM	785346
28	Proposed Dates and Places of Future Meetings for 2019 - RECEIPT, DISCUSSION, AND/OR DECISION	5	3:27 PM	785352
29	Planning of September 2019 District Governing Board Retreat - DISCUSSION AND/OR DECISION	10	3:32 PM	785349

Item No.	Item	Time Req.	Start Time	Ref No.
30	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:42 PM	785350
31	OTHER INFORMATION - HEADING	0	3:47 PM	785351
32	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:47 PM	785353

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 1

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 : 5/30/2018

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 : 5/30/2018

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 : 5/30/2018

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 : Board Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/30/2018

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 the February 12, 2019 District Governing Board Regular Board Meeting and February 26, 2019 Retreat Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion by the District Governing Board at the February 12, 2019 Regular Board Meeting and February 26, 2019 Retreat. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meetings(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes 2-12-2019.pdf	Mar 04, 2019	Unapproved Regular Meeting Minutes 2-12-2019.pdf
Unapproved Retreat Meeting Minutes 02-26-2019.pdf	Mar 04, 2019	Unapproved Retreat Meeting Minutes 02-26-2019.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, February 12, 2019
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
Mr. Paul Chevalier, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

Administration Present:

Dr. Lisa Rhine, President	Ms. Lynne Adams, Board Attorney
Ms. Cindy Pemberton, Executive	

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. Chair Sigafoos introduced Madam President, Dr. Lisa Rhine and Executive Cindy Pemberton.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member McCarver

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of January 15, 2018 District Governing Board Budget Work Study and the Regular Meeting Minutes - DISCUSSION AND DECISION

Member Chevalier Irwin moved, seconded by Member McCarver, to approve the District Governing Board January 15, 2018 Regular Meeting Minutes, and the Budget Work Study as amended to correct the vote for Secretary Steve Irwin the exception of a correction on the vote for Secretary and be duly noted that Member Chevalier voted in favor of Member Steve Irwin. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

6. Adoption of Agenda – DECISION

Member McCarver moved, seconded by Member Irwin, to adopt the agenda as written. Motion carried unanimously (Chevalier, Irwin, Chevalier, McCarver, McCasland, Sigafoos voting in favor).

7. MONITORING REPORT – HEADING

8. January Board Meeting Evaluation – INFORMATION AND/OR DISCUSSION

The Board discussed the monthly self-evaluation regarding behaviors and Board performance. Member McCasland expanded on her comment regarding focus on the present or past and expressed a desire to focus more on the future in the direction of the college.

9. OWNERSHIP LINKAGE - HEADING

10. Open Call - PROCEDURAL

- Ryan Brown, Pediatric Dentist – Student Athlete/Alumni
- Missy Townsend, Athletics and impact Yavapai College had on her life
- Ruth Wicks, Welcome
- Bob Oliphant – Three recommendations: Commuter meal plan, expand on emergency student aid on the east side of the county, and fairness for community college child care assistance for the east side of the county

11. CONSENT AGENDA - HEADING

12. Receipt of Report on Revenues and Expenditures – January 2019 – RECEIPT, DISCUSSION, AND/OR DECISION INFORMATION - HEADING

Member Irwin moved, seconded by Member McCarver, to adopt the Consent agenda as written. Motion carried unanimously (Chevalier, Irwin, Chevalier, McCarver, McCasland, Sigafos voting in favor).

13. INFORMATION - HEADING

14. Information from the President to Include: Police Department Update; Economic Summit; 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

Dr. Rhine reported on the update following topics with discussion from the Board:

- Police Department Update – Chief Monahan and Lt. Payne reporting
- Economic Summit – Dr. Rhine reporting
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report – Attached
- College Highlights - Attached
- Other Related Information

15. Information from Instruction and Student Development to include: Student Presentation and Faculty Senate – INFORMATION AND/OR DISCUSSION

Dr. Ron Liss, Vice President for Instruction and Student Development Division, introduced student athletes Skylar Redd, Brendan Stansfield and Brenda Gomez who presented on the Student-Athlete Leadership Council.

- Faculty Senate Update - Dr. Matt Percy reported
- Adjunct Advisor – Attached – Information Only

16. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:17 p.m.; reconvened at 2:30 p.m.

17. POLICY – HEADING

18. Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditor's Report on Compliance for each Major Federal Program – for the Fiscal Year Ended June 30, 2018 – INFORMATION, DISCUSSION AND/OR DECISION

Mr. Frank D'Angelo reported on the Annual Financial Report, Independent Auditor's Report on Internal Controls and Independent Auditor's Report on Compliance.

19. For Consideration for Approval of Proposed Scholarships, Tuition and Fees for Fiscal Year 2019-2020 – INFORMATION, DISCUSSION AND/OR DECISION

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY20 Tuition & Scholarship Proposal.

Member McCarver moved, seconded by Member Chevalier, to approve the three (3) requested scholarships as outlined. Motion carried unanimously (Chevalier, Irwin, McCarver, McCasland, Sigafos voting in favor).

Meeting recessed at 3:54 p.m.; reconvened at 4:02 p.m.

20. MONITORING REPORTS (CONTINUED) – HEADING

21. President's Monitoring Report - Executive Limitation - DISCUSSION

The Board discussed the Presidents Monitoring report to allow Dr. Rhine time to develop her interpretations. A schedule was discussed to conduct to work on interpretations until May of 2019 and what expectations the Board may have for the President.

22. Receipt of Board Self-Evaluation for Governance Policy 3.1 – Governing Style – MONITORING AND/OR DISCUSSION

Chair Sigafos discussed the failure of issuing a mentor for new Board Members. Chair Sigafos recommended Member Irwin to serve as a mentor to Member Chevalier. The Govern for Impact conference was also discussed.

23. Receipt of Board Self-Evaluation of Governance Process Policy 3.5 – Board Chair Role – MONITORING AND/OR DISCUSSION.

Member Chevalier requested discussion pertaining to the Board Chair Role. Member McCasland stated that it is important to understand that Board Members have different points of view and

seeks the goal of communicating at the Board Retreat. Chair Sigafoos expressed that the Retreat would be appropriate to have the discussion in February and September.

24. OWNERSHIP LINKAGE (- CONTINUED) - HEADING

25. Review of Completed Board Members' 2019 Annual Conflict of Interest Forms– INFORMATION, AND/OR DISCUSSION

Members of the Board submitted the 2019 Annual Conflict of Interest forms. Attorney Adams provided details relating to the specification of each Members Conflict of Interest forms.

26. Review of Completed Board Members' 2019 Annual Conflict of Interest Forms -Reports from Board Liaisons – Board Spokesperson; Arizona Association for District Governing Boards (AACCT); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION

- Arizona Association of Community College Trustee (AACCT) – Member McCasland reported
- College Foundation – Members Irwin and McCarver reported

27. Appointments of 2019 Board Member Liaisons – DISCUSSION AND/OR DECISION

Chair Sigafoos shared that Member McCasland expressed an interest to remain as the Arizona Association for District Governing Board liaison. Chair Sigafoos recommended that Member Chevalier be appointed as the liaison for AACCT. Member Chevalier declined and recommended Deb McCasland.

28. OTHER INFORMATION – HEADING

29. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION

Executive, Cindy Pemberton requested to the Board to conduct the March 5th meeting in Prescott and hold the April 23rd meeting in the Verde Valley.

- Govern for Impact 2019 Annual Conference is June 20-22, 2019 in Quebec City, Canada. The early bird registration discount expires January 31, 2019.

- Member Chevalier requested to change the April Board Meeting to April 23, 2019.

Member Chevalier moved, seconded by Member McCarver, to move the locations of the March and April meeting. Motion carried unanimously (Chevalier, McCarver, McCasland, Sigafoos voting in favor).

30. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

Regular meeting adjourned at 4:30 p.m.

Respectfully submitted:

Date: February 12, 2019

Ms. Cindy Pemberton, Recording Secretary

Mr. Ray Sigafoos, Chair

Mr. Steve Irwin, Secretary

*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, February 26, 2019
8:30 AM
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
Mr. Paul Chevalier, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

Administration Present:

Dr. Lisa Rhine, 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 8:36am

3. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed introduced Governance Coach, A.J Crabill.

4. OWNERSHIP LINKAGE

Governance Coach A.J. Crabill provided a summary of details regarding the facilitation of Governance Processes, interpersonal grievances, establishing trust, and effectiveness. Each member was asked to identify themselves and state why they are here.

5. Governance Process – INFORMATION AND/OR DISCUSSION

The District Governing Board were given a five step process:

Part 1: Overview of the Governance policy identified four general areas 1. What are the students outcomes that are most important for YC to create 2) what are three adult outputs that most important for YC to avoid 3) Imagine that the board meets for exactly 100 minutes each month. Of those 100 minutes, how many should it invest into monitoring progress regarding student performance 4) How many of those minutes should it invest into monitoring college operation 5) Into what else should the board invest any remaining minutes

The Board addressed policies as described between the college and the Board. Identifying who should report to the Board, which employees of YC should the board conduct an annual evaluation, what the board’s relationships with employees who don’t report directly to the board, and how much daily operational responsibility should the board delegate to the president.

Part 2: The relationship between the board and college: 6) Which employees of YC should report directly to the board? Another way of asking this is: for which employees of YC should the board conduct an annual evaluation 7) what should be the board’s relationship with employees who don’t report directly to the board 8) how much of daily operational responsibility should the board delegate to the president.

Part 3: Board Policies. (#9-#13) Scaled inquiries were measured on the board policies regarding student outcomes, finances, personnel, infrastructure, facilities and physical plant operations.

Part 4: Final decisions. 14) Which party or parties should have input into the goals regarding student performance and the conditions under which those goals are achieved by the college 15) which party

should be responsible for making the final decision about which goals regarding student performance should be set for the entire college: the board or the president? 16) Which party should be responsible for making the final decision about which courses are offered by the college the board or the president? 17) Which party should be responsible for making the final decisions about which department heads to hire or terminate, the board or the president.

Part 5: Regarding board and board member roles and behavior. 18) What are the boards most important obligations to students 19) what are the boards most important obligations to board members 20) what are the boards most important obligations to the president 21) what are the boards most important obligations to the board 22) what are the boards most important obligations to stakeholders 23) Under what conditions should board decisions be made by majority or by consensus 24) If board members or the board do not honor their policies or obligations, who is most responsible for addressing the situation 25) what should addressing board members or the board not honoring their policies or obligation look like.

Discussions occurred on what the Board wanted for outputs such as ability to lead our community, closing achieving gaps, growth measurements, and enrollment achievement, provide a hub of lifelong learning to support the community and culture enrichment.

Community benefit quality of life for arts and culture, quality of lifelong learning, and quality of life in economic development. 31 percent of population, taxes, 39% of business in the Verde valley. There is a belief that money is being sent to Prescott and less to the Verde. Member Chevalier would like to see the budget and if it is broken down in terms of where the money is going.

The Board can offer direction to the President to identify the data. Some programs are going to be geographically area specific and Gen Ed core courses that should be complete able and attainable at all campuses and online.

Concerns about a Career Technical Edu in the Verde Valley. Expansion of courses and facilities and what is that process. Committed to the process and not the product to determine how to best expand courses.

Area of Consensus: Student success at Yavapai College, student growth, student performance throughout the count is first priority, resource allocation, pursue equity across the county not equality. Second priority is community benefit such as Economic Development, Cultural and Lifelong learning.

Sources: Internal sources of information for the purpose of making a decision: budget; External source state, audit. Students know about President but do not know board. How beneficial is it and what is the purpose to lift up faculty and staff. The Board members were recommended to travel to both sides of the mountain. Give up campaign visits and incorporate multi visits with two board members attending events. The Faculty Senate report is not ideal to cut from the meeting.

Avoid: Enrollment in courses that don't support the student outcomes that the board wants. Spending on student outcomes that are not sustainable, unethical operating procedures even if they support the outcomes, unreasonable debt, and unreasonable jumps in tuition.

The Board needs to be informed versus Calendar of events, monthly reporting to the Board. A rich online portal is recommended for the Administration to keep Board Members informed. . Recommendation is that the President is to inform the Board about issues via email. The Board should be informed of program reports and future focused material. The natural orientation of history isn't to look in the past. It is intended for 5 year forward thinking. Time utilization in the Board Meetings should be decision based and less information.

1) The Board discussed board member behavior by identifying the board's most important obligations to students (access, affordability, access quality, hire a great president, keep tuition low, provide scholarship, provide a safe environment for learning and success), board members (To be heard and to hear all board members, provide meaningful discussion, respect differences), and president (set/clear expectations, respect support, freedom to lead, loyalty, should be loyal to her, be honest and candid, transparency), board (being informed and prepared, provide input, respect the chair and follow the rule of law, cooperation and listening, follow through and work to meet ends, come prepared,, and stakeholders (respect and transparent, mindful of their needs/wants, taxpayers, students, diverse stakeholders to provide a viable college and education the public. To keep an open mind as a board not members decisions made by a majority or consensus. (Ideally should be made by consensus some things cannot reach consensus because they are binary. If board members do not honor their policies or obligations who is most responsible for addressing the situation.

1) ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Chair Sigafos adjourn the meeting at 4:34 p.m..

Respectfully submitted:

_____/S/_____
Ms. Cindy Pemberton, Recording Clerk

Date: February 12, 2019

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Presenter : Ray Sigafoos **Start Time :** 1:03 PM **Item No :** 6
Proposed By : Ray Sigafoos **Time Req :** 1
Proposed : 5/30/2018 **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 :** 1:04 PM **Item No :** 7
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 5/30/2018 **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 : 1:04 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/30/2018

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 : February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will review the February 12, 2019 compiled 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 policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring.

Attachments :

Title	Created	Filename
Feb Monthly Eval Compilation.pdf	Mar 01, 2019	Feb Monthly Eval Compilation.pdf

**Yavapai College District Governing Board
Board Meeting Self-Evaluation (Monthly)
Compilation for Month of: February 2019**

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
1	4	Board focused on administrative/internal operations
	5	Board involved in making decisions in areas already delegated to CEO
1	4	Decisions without considering ownership input, or led by a few vocal owners
1	4	Decisions without whole Board input, or led by a few vocal members
	5	Board automatically approving decisions of individuals or committees without due consideration
2	3	Board focused on present and/or past
	5	Board making reactive decisions rather than pro-active decisions
Other Comments:		

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	
The Board operates as a unit and honors Board decisions.	1	4		Chevalier: Chair resists talking about areas of disagreement or even putting them on future agendas
The Board's behavior demonstrates that its constituency is the entire county.	1	4		
Board members operate ethically and without conflicts of interest.		4	1	
Board decisions are made with the goal of supporting student learning and student success.		4		
What is the most important thing the Board could do to improve our function as a board? McCarver: Look at the data related to how we have grown in past years and focus on what can be improved. Focus on Board vision rather than operational details Chevalier: Try and get unanimous consensus				

Presenter : Ray Sigafoos

Start Time : 1:09 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 : 1:09 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/30/2018

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 : 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 : 1:24 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 : 1:24 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/30/2018

Item Type : Consent Item

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

Description : Receipt of Report on Revenues and Expenditures - Month of February 2019 - 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 eighth month of FY 2018 - 2019 ending February 28, 2019 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update	Feb 28, 2019	Financial Update - Feb in March.pdf
YCFS	Feb 28, 2019	YCFS Feb 2019 - Governing Board Budget Report.pdf
YCFS Summary	Feb 28, 2019	YCFS February 2019_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

February 2019

FY2017-2018 Close and Audit

- The year-end close for FY2017-18 was done in November 2018.
- The auditors began their field work on October 15, 2018. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2018 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 FY2017-18 was presented to the Board in February 2019.

FY 2018-2019 Budget

General Fund

- Total property taxes collected have historically, on average, been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in close to budget for the fiscal year based upon a slight decrease in fall 2018 and spring 2019 enrollments.
- 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.

- Instruction expenses are above budget due to Theater production costs exceeding projections. Related revenues are exceeding budget as well, offsetting the higher expenses.
- 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 Eight Months Ended February 28, 2019
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 18,476	\$ 20,616	\$ 39,092	
AJ Crabill	Consulting & Facilitation	8,361	-	8,361	
Arizona Association of District Governing Boards	Membership Dues	1,000	-	1,000	
Association of Community College Trustees	Membership & Conference Fees	11,974	-	11,974	
Connie Harris	Travel	3,082	-	3,082	
Deborah McCasland	Travel	1,728	-	1,728	
HF Group LLC	Binding	418	-	418	
Karen Jones	Travel	50	-	50	
Osborn Maledon PA	Legal Counsel	15,206	22,294	37,500	
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500	
PCAC Inc	Membership Dues	150	-	150	
Penelope Wills	Travel	2,413	-	2,413	
Ray Sigafoos	Travel	2,117	-	2,117	
Robin Layton	Public Relations	1,300	-	1,300	
Ron Liss	Travel	1,934	-	1,934	
Scott Farnsworth	Travel	1,727	-	1,727	
Sodexo Inc.	Food Supplies	1,678	4,322	6,000	
Steve Irwin	Travel	1,646	-	1,646	
Supplies/Other	Various Vendors	395	-	395	
Tania Sheldahl	Travel	1,637	-	1,637	
VTV	Board Meeting Broadcasts	750	-	750	
Yavapai County Elections	DGB Election	75,034	-	75,034	
YC Printing Services	Printing	1,290	-	1,290	
				<u>211,098</u>	
Remaining Budget - February 28, 2019					<u>\$ 41,102</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2019 - 66.7% of the Fiscal Year Complete

Fiscal Year 2018-2019

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	\$ 34,073,495		\$ 34,073,495	\$ 46,348,900	73.5%
Restricted Fund	10,400,781		10,400,781	13,844,200	75.1%
Auxiliary Fund	3,587,221		3,587,221	4,752,000	75.5%
Unexpended Plant Fund	12,267,970		12,267,970	15,088,200	81.3%
Debt Service Fund	4,595,191		4,595,191	6,887,700	66.7%
TOTALS	64,924,658		64,924,658	86,921,000	74.7%

	<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	\$ 30,722,882	\$ 7,715,874	\$ 6,797,182	\$ 31,641,574	\$ 46,348,900	68.3%
Restricted Fund	10,160,273	491,549	376,317	10,275,505	13,844,200	74.2%
Auxiliary Fund	3,124,301	641,030	478,450	3,286,881	4,752,000	69.2%
Unexpended Plant Fund	11,433,520	2,570,977	-	14,004,497	15,088,200	92.8%
Debt Service Fund	432,282	4,160,117	-	4,592,399	6,887,700	66.7%
TOTALS	55,873,258	15,579,547	7,651,949	63,800,856	86,921,000	73.4%
SURPLUS/(DEFICIT)				1,123,801	-	

COMMENTS:

Through the eighth month, 73.4% of budget has been committed (excluding labor encumbrances) compared to 74.6% of revenues received.

The Budget currently has a surplus of \$1,123,801.

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

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 2/4/2019

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3	<p>The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:</p> <ul style="list-style-type: none"> a) Ownership Linkage; b) Policy Development; c) Monitoring of President Performance; d) Fulfillment of items that are: <ul style="list-style-type: none"> 1) Procedural, 2) For Information Only, and 3) For Board Education. <p>For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).</p>	560677

Description : For Consideration for Approval of the Revised Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College a for a Bachelor Degree Agreement - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the revised Intergovernmental Agreement (IGA) between Arizona Board of Regents for and on behalf for Arizona State University (ASU) and Yavapai College for a Bachelor Degree Agreement that was approved by the Board at the November 19, 2018 meeting. The Arizona Board of Regents for and on behalf for Arizona State University removed section 8.3 regarding indemnification. Therefore, this revised version needs approval by the Board.

Attachments :

Title	Created	Filename
IGA	Mar 01, 2019	IGA.pdf

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (Agreement) is entered into as of January 1, 2019 (the Effective Date) by and between the Arizona Board of Regents for and on behalf of Arizona State University (ASU), and the Yavapai Community College District for and on behalf of Yavapai College (the Community College). Each Party meets the definition of a “public agency” as set forth in Arizona Revised Statutes (ARS) § 11-951 and is authorized to enter into this Agreement pursuant to ARS § 11-952.

PURPOSE

- A. ASU and the Community College (the Parties) desire to set forth how they will collaborate to provide, at the Community College’s campus, classes necessary for students to earn Bachelor’s degrees from ASU (the Collaboration).
- B. This collaboration is designed to meet two goals aligned with the Parties’ and the State of Arizona’s missions of increasing attainment of postsecondary degrees while reducing students’ costs and time to degree completion.
- C. While the Community College will continue to serve students seeking Associate degrees and certificates at the Community College, the Collaboration will provide new options for students seeking bachelor’s degrees from ASU (Students). The Parties expect that both traditional learners and returning adults with jobs and perhaps families will benefit from the offerings contemplated by this Agreement.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Classes and Degrees**. Commencing on the Effective Date, the Parties will take the actions set forth in this Agreement to enable ASU faculty to teach certain classes (the Classes) at the Community College so that Students may earn certain ASU Bachelor’s degrees (the Degrees), which Degrees are listed on Exhibit A. The Parties may revise and update Exhibit A (as well as all other Exhibits) from time to time by mutual written agreement.
2. **Obligations of ASU**. During the Term, ASU will perform and provide the following, at its cost and expense:
 - 2.1 Provide, pay, and employ faculty to teach the Classes.
 - 2.2 Consult with the Community College regarding candidates for faculty positions for each Class.
 - 2.3 Admit and enroll Students for the Degrees and the Classes.
 - 2.4 Provide Student academic advising.
 - 2.5 Establish tuition and fees for the Classes.
 - 2.6 Collect tuition and fees from each Student.
 - 2.7 Provide each Student with an ASU identification card.
 - 2.8 Maintain all necessary accreditations.

2.9 Remit to the Community College, on or before the final day of each ASU Session during which a Class is taught, \$51 per enrolled Student credit hour; each payment to include a report in form substantially similar to the example on Exhibit B, Payment Report. Class enrollment is determined as of the 21st calendar day of each ASU Session.

2.10 Handle Student registration, records, and transcripts.

2.11 Process Student financial aid.

2.12 Class and Degree curriculum development and scheduling.

2.13 Administrative oversight of Students and ASU employees.

2.14 Ensure ASU employees follow all of the Community College's premises use and access policies and rules, as applicable, regarding, for example, smoking, weapons, key usage, parking, and traffic.

2.15 Maintain all Class and administrative spaces provided to ASU by the Community College (the Premises) in good condition, subject to normal wear and tear.

2.16 Provide the Community College notice of any damage to, or defective condition on, the Premises, including plumbing, electrical, heating, air-conditioning or other systems serving, located in, or passing through the Premises.

2.17 Market the Classes and Degrees in the local Community College community.

3. Obligations of the Community College. During the Term, the Community College will perform and provide the following, at its cost and expense:

3.1 Provide to ASU access (including keys) to the Premises. This includes exclusive access to a furnished office, as well as non-exclusive access to all common areas, buildings, and classrooms, as reasonably necessary.

3.2 Ensure ASU is able to reasonably conduct its business within the Premises without undue disturbance.

3.3 Treat Students as if they were students enrolled at the Community College; this includes providing Students with the same access and amenities (such as technology support, Wi-Fi, and library and computer lab access) that the Community College provides to its own students, except as may be specifically described in this Agreement or on Exhibit C.

3.4 Provide ASU employees access to copying, printing, telecommunications, and general office equipment and support (this excludes the provision of Community College staff time and support).

3.5 Provide parking for ASU employees and Students.

3.6 Maintain the Premises in reasonably good condition, and respond promptly to ASU requests for repairs and maintenance.

3.7 Provide custodial services to the Premises.

3.8 Provide electricity appropriate to office functions and lighting, heating/ventilation/air conditioning, water, and campus mail service (excluding postage) during reasonable and usual hours.

3.9 Provide technology support to ASU employees and Students to the same extent that the Community College provides such support to its own employees and students.

3.10 Communicate with its students and the local community that the Degrees are being offered in cooperation with ASU.

3.11 Offer necessary courses to prepare its students to qualify to enter the Degree programs.

3.12 Assist with advertising of the Collaboration and Degree programs.

3.13 Assist ASU with scheduling of Classes and the identification of appropriate classrooms.

3.14 Assist ASU academic units with finding appropriate faculty to teach Classes.

3.15 Stock needed Class textbooks and other courseware in the Community College bookstore.

3.16 Provide reasonable Class supplies.

3.17 Monitor progress and Enrollment in Degree programs, and discuss any problems or issues with ASU's Liaisons (as defined below).

4. Collaboration and Cooperation.

4.1 The parties will work in good faith to collaborate and communicate regarding the Collaboration, to encourage Student success.

4.2 Each Party will appoint one or more liaisons (Liaisons) to facilitate the performance of its obligations under this Agreement and to coordinate with the other Party on all activities related to the Collaboration and the Classes. The initial Liaisons and their contact information are set forth on Exhibit D. The Parties may change or update Liaison information consistent with the Notice provisions in this Agreement.

4.3 Each Party will, at the requesting Party's expense, do, execute, acknowledge, deliver, file and record, upon request of the other Party, all further acts, supplements, releases, consents, terminations, documents and other assurances reasonably necessary or advisable, in the reasonable judgment of the requesting Party, to further effect the purposes or to carry out or to enforce the terms and intent of this Agreement.

5. Term and Termination.

5.1 The term of this Agreement will commence on the Effective Date and continue for 5 years unless terminated sooner as provided herein (the Term).

5.2 Either Party may terminate this Agreement for any reason on 180 days advance written notice to the other Party, subject to the terminating Party's continuing compliance with its obligations under Section 5.5.

5.3 In accordance with ARS § 35-154, if sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may terminate this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by written agreement, modify this Agreement to reduce the obligations of the Parties.

5.4 This Agreement may be terminated pursuant to ARS § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

5.5 Upon termination of this Agreement, the Parties will work together to effect an orderly transition and/or wind-down of the collaborative activities then in process in a manner that will enable all students participating to complete their courses then in process. Without prejudice to any other remedy for breach of this Agreement, upon termination of this Agreement, no Party will be released from any obligations that have accrued prior to the effective date of termination. All provisions of this Agreement that anticipate performance after the termination of this Agreement, and all provisions necessary or appropriate to interpret and enforce such provisions, will survive termination of this Agreement.

5.6 The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, property and equipment furnished or purchased by ASU will be retained by ASU, and property and equipment furnished or purchased by Community College will be retained by the Community College.

6. Promotion and Use of Marks.

6.1 The Parties will develop, review and approve strategies for promoting the Collaboration, which may include, without limitation, joint press releases, internal Community College communications and social media communications. The Parties will discuss and agree on a marketing plan for the Collaboration. Neither Party will issue a press release, public statement or any other communication regarding this Agreement or the Collaboration without the prior input and consent of the other Party.

6.2 Neither Party will use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of the other Party (Marks) for any reason without the prior input and consent of the other Party. Any permitted use of a Party's Marks must comply with the owning Party's requirements, including using the ® indication of a registered trademark where applicable.

7. Notices. All notices, requests, demands and other communications hereunder will be given in writing to the Liaisons at the addresses set forth on Exhibit D, with a copy to the individuals named for notice on Exhibit D, and will be: (a) personally delivered; (b) sent via email or other electronic means; or (c) sent by commercial overnight courier service. If personally delivered, each communication will be deemed delivered upon actual receipt; if sent by electronic transmission, each communication will be deemed delivered the next business day after transmission, and sender will bear the burden of proof of delivery; if sent by overnight courier, each communication will be deemed delivered upon receipt as evidenced in writing. Either Party may change its address for notice by giving notice thereof in accordance with this Section.

8. Relationship of the Parties; Responsibility.

8.1 Each Party is an independent contractor and is independent of the other Party. Under no circumstances will any employees of one Party be deemed the employees of the other Party for any purpose. This Agreement does not create a joint venture or agency relationship of any kind between the Parties. This Agreement does not create any fiduciary or other obligation between the Parties, except for those obligations expressly and specifically set forth herein. Neither Party will have any right, power, or authority under this Agreement to act as a legal representative of the other Party. Neither Party will have any power to obligate or bind the other or to make any representations, expressed or implied, on behalf of or in the name of the other Party in any manner or for any purpose whatsoever contrary to the provisions of this Agreement. Each Party is solely responsible for its own employees with regard to federal, state, or local tax withholding and other tax obligations, workers' compensation, social security, unemployment insurance and occupational safety and health administration requirements and other federal, state, and local laws.

8.2 Each Party will be responsible for the negligence, acts and omissions of its employees and agents when acting under such Party's direction and supervision. No person may bind ASU unless the person is an authorized signatory of ASU pursuant to Purchasing Manual Policy 202 (<https://ogc.asu.edu/contracts/contracts-authority>).

9. Student Records. The Parties recognize that certain student educational records may be protected by the federal Family Educational Rights and Privacy Act and its implementing regulations (FERPA) (20 U.S.C. § 1232g). To the extent it obtains or has access to records that are subject to FERPA, each Party will comply with FERPA. To the extent the Collaboration requires or permits the Parties to access or release any student records of the other, for purposes of this Agreement only, each Party designates the other a "school official" under FERPA.

10. Dispute Resolution.

10.1 In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach, termination or validity thereof, the Parties will first attempt to resolve the matter over a period of at least 30 days before resorting to formal dispute resolution, except that equitable remedies may be sought immediately. The parties will consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both Parties.

10.2 As required by ARS § 12-1518, the Parties agree to make use of arbitration in disputes that are subject to mandatory arbitration pursuant to ARS § 12-133.

11. General Terms and Conditions.

11.1 In the performance of their duties and obligations under this Agreement, each Party will comply with all applicable laws, statutes, rules, regulations, standards and orders, and will act professionally and in good faith.

11.2 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes any prior agreement or understanding among or between them with respect to the subject matter of this Agreement. No other agreement, verbal or otherwise in relation to such matters, will be binding upon the Parties unless agreed to by the Parties in a writing signed by both Parties.

11.3 None of the provisions of this Agreement may be changed, waived, discharged or terminated, except by a document in writing signed by the Party against whom enforcement of the change, waiver, discharge or termination is sought.

11.4 Neither Party may assign its rights or delegate its duties to another without the prior written consent of the other Party. Nothing in this Agreement is intended to or will confer upon any other person, any right, benefit or remedy of any nature under or by reason of this Agreement.

11.5 Neither Party will be in default hereunder by reason of its delay in performing or failure to perform any of its obligations hereunder if such delay or failure is caused by or results from acts of terrorism, strikes, acts of God or the public enemy, riots, or interference by civil or military authorities.

11.6 Each Party will, at the requesting Party's expense, do, execute, acknowledge, deliver, file and record, upon request of the other Party, all further acts, supplements, releases, consents, terminations, documents and other assurances reasonably necessary or advisable, in the reasonable judgment of the requesting Party, to further effect the purposes or to carry out or to enforce the terms and intent of this Agreement.

12. State Required Provisions.

12.1 The Parties will comply with all applicable laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act.

12.2 This Agreement will be construed under the laws of the State of Arizona. This Agreement is subject to all applicable State and Federal laws and regulations, and to the policies of the Arizona Board of Regents and ASU.

11.3 As required by ARS. § 41-4401, each Party warrants that it and its subcontractors comply fully with all applicable federal immigration laws and regulations that relate to their employees and their compliance with ARS § 23-214(A). A breach of this warranty will be a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement. Each Party retains the right to inspect the papers of any contractor or subcontractor employee who works hereunder to ensure that the contractor or subcontractor is complying with the above warranty.

11.4 To the extent required by ARS § 35-214, each Party will retain all records relating to this Agreement and will make those records available at all reasonable times for inspection and audit by the other Party or the Auditor General of the State of Arizona during the Term and for 5 years after the completion of this Agreement. The records will be provided to each Party at its address set forth on Exhibit D, or another location designated by a Party on reasonable notice to the other.

13. Counterparts. This Agreement may be signed in one or more counterparts, each of which will be deemed an original, but all of which taken together will constitute one and the same instrument, and photocopy, facsimile, electronic and other copies will have the same effect for all purposes as an ink-signed original.

IN WITNESS WHEREOF, the Parties have signed this Agreement to be effective as of the Effective Date.

**THE ARIZONA BOARD OF REGENTS FOR AND
ON BEHALF OF ARIZONA STATE UNIVERSITY**

By: 
Mark Searle
Executive Vice President and University Provost

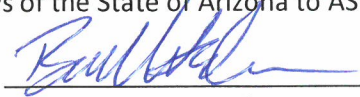
Date Signed: 2/6/19

**THE YAVAPAI COMMUNITY COLLEGE
DISTRICT FOR AND ON BEHALF OF YAVAPAI COLLEGE**

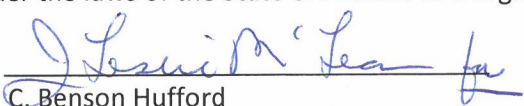
By: _____
Raymond Sigafos
District Governing Board Chair

Date Signed: _____

ASU Attorney Approval: This Agreement has been reviewed pursuant to ARS § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to ASU.

By: 
Benjamin M. Mitsuda
Legal Counsel for ASU

Community College Attorney Approval: This Agreement has been reviewed pursuant to ARS § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the governing entity of Community College.

By: 
C. Benson Hufford
Legal Counsel for Community College

Presenter : Ray Sigafoos

Start Time : 1:27 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 : 1:27 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 5/30/2018

Item Type : Information Item

Policy No.	Description	Ref No
2.8	The President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the above statement by the following list, the President shall not:	764197

Description : Information from the President to Include Yavapai College Staff Association (YCSA) Report; YCSA Newsletter; Regional Economic Development Summit; Building L; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Dr. Lisa Rhine will report on the following topics with discussion from the Board:

- YCSA Report - Report by Lisa Schlegel, Association President
- YCSA Newsletter - Attached
- Economic Development Summit - Report by Rodney Jenkins - Attached
- Building L - Report by Dr. James Perey
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Other related issues

Attachments :

Title	Created	Filename
YCSA 2019-2020	Feb 28, 2019	YCSA 2019-2020 Proposal Presentation to DGB 3.5.19.pdf
YCSA newsletter	Feb 28, 2019	YCSA Update-February 2019.pdf
Economic Development Summit	Feb 28, 2019	Economic Summit Presentation.pdf
Budget to Actual	Feb 28, 2019	Budget to Actual Status by Fund Rpt_Feb in March.pdf
Cash Reserves	Feb 28, 2019	Cash Reserves Rpt_Feb in March.pdf

2019-2020 YCSA Vision & Mission

YCSA Vision

- We foster unity and a sense of identity among the YC staff, and advance college-wide collaboration and communication.

YCSA Mission

- We are the voice of the Yavapai College staff.
- We strive to enhance the work experience for YC staff.
- We promote professional development.



YCSA Strategic Priorities

Fall 2018- Spring 2019

- Institutional Support- ELT Approved
- Organizational Structure Revision- ELT Approved

Organizational Structure Revision Goal/Outcomes

- Expand the YCSA Board to include more divisions, departments, locations.
- Exposure to all YCSA job classes based on YC staff demographics (number of staff in each division)



YCSA Strategic Priorities Timeline

Organizational Structure Revision

- Applications for representatives open March 18, 2019
- Fill all YCSA Representative positions by end of June 2019
- Orientation/training/retreat for all YCSA Representatives July 2019

2019-2020

- Professional Development & Training
- Bylaw Revision
- Staff Engagement
- Communication
- Funding



IN THIS ISSUE

- ◇ PRESIDENT'S WELCOME
- ◇ YOU CAN DO BUSINESS
- ◇ CALENDAR REMINDERS
- ◇ CELEBRATING OUR EMPLOYEES
- ◇ WHAT'S IN A WORD
- ◇ WELLNESS UPDATE
- ◇ YEARS OF SERVICE RECOGNITION EVENT
- ◇ MEET TYLER RUMSEY
- ◇ HOLIDAY CELEBRATION PHOTOS
- ◇ SALVATION ARMY THANK YOU
- ◇ YCSA COMMITTEE UPDATES



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Happy New Year! I hope that 2019 is going great for you already! Can you believe that we are now just about 13% through this year?

I'm pleased to announce that the YCSA has received the executive leadership's support for our new Vision, Mission, and Organizational Structure, as developed in our strategic planning based on staff input at the fall 2019 Convocation Day meeting. In the next few months, you will be invited to volunteer to represent your department and division in the new YCSA organization for 2019-2020. More details will be included in the announcement and application, but here are a few highlights:

- In order to be more inclusive and representative, the YCSA Board will expand from the current four elected positions plus four to five committee chairs to five elected positions plus 25 representatives from across all the divisions.
- All staff members, including directors/managers/supervisors, are eligible to serve on the YCSA Board.
- The expanded Board will meet more regularly throughout the year to communicate new information from and to the rest of the staff throughout the College.
- The expanded Board will divide into task groups to work on specific strategic priorities such as by-laws, communication, staff engagement, shared governance participation, professional development opportunities, and funding.
- Two elected positions are up for re-election this year: President and Treasurer.

Please keep your eyes out for an email with the application information within the next month. The current Board is excited to be moving forward with this expansion and with the ability to contribute to making YC a great place to work!

Sincerely,
Lisa Schlegel
YCSA President

You Can Do Business With Yavapai College



You might have seen the ad below for business owners in Yavapai County. But did you know – this is the first conference of its kind explaining how to do business with the College? This outreach extends to both our external and internal clients. This means if YC Staff or Faculty are also curious about the procurement process

and what is expected of both our employees and suppliers in business transactions, please check out the website (www.yc.edu/youcanconference) and RSVP for the morning session. Zoom is available; however, breakfast is included for those who attend in person!



Calendar Reminders

March 1	You Can Do Business Conference
March 10–16	Spring Break (no classes & offices closed)
March 29	Years of Service Awards (Prescott)
April 15	Summer 2019 registration begins (degree-seeking only)
April 17	Summer 2019 registration begins
April 22	Fall 2019 registration begins (degree-seeking only)
April 29	Fall 2019 registration begins
May 10	Spring 2019 semester ends Verde Valley Campus Graduation
May 11	Nursing Pinning Ceremony Prescott Campus Graduation

Celebrating Our Employees

Welcome to our new employees!

Name	Position
Ruth Ellen Elinski	Specialist, SBDC Analyst
Harold Speers	Custodian/Event Set-Up
Jeanette Zimmerman	Specialist, VUB
Lisa Rhodes	HR Business Partner, Sr.
Eric Jensen	Custodian
Cynthia Marshall-Pemberton	Executive Assistant
Shena Whitmer	Specialist, TRIO Program
Jordan Bickett	Asst. Athletic Coach— Volleyball
Linda Shook	Assoc. Dean Sedona/OLLI Dir.
Lisa Rhine	President
Steven Simpson	Custodian

What's in a Word?

- Katherine Anderson

Please take a moment to enjoy this transcript of a recorded speech I came across earlier this week:

*“It was a beautiful evening. The wind created a rippling effect through the trees. It was **like so** calming, a gentle massage in the air. **Ok, so**, we grabbed our jackets **and** blankets **and**, **well**, everything we needed for this picture perfect evening. It was a night we would never forget, **uh**, one for the memory books...”*

Did you visualize the scene described above, or were you distracted by the “crutch” words? This presenter had no idea they were using these types of words, nor the distraction they created. That is, until this person joined Toastmasters.

Toastmaster’s International teaches public speaking and leadership skills through a worldwide network of clubs. Toastmasters helps their members build leadership skills, build their self-confidence, gain a competitive advantage in the workplace, and more. Through Pathways, members can leverage online learning tools to over 300 practical workplace skills including project management, conflict management, and leadership development.

I joined the Fort Whipple Chapter of Toastmasters in October 2018. In this short time, I am more aware when I use an um or a “pause filler.” For me, so or “this or that” are my “crutch words” of choice. Toastmasters has been a very beneficial experience, one that I would encourage everyone to join if possible. And, You Can! YC knows this as a wonderful professional development opportunity and will cover the cost for full-time and regular part-time employees (pending supervisor approval). At this time, eight YC employees have taken advantage of this opportunity. For more information, please

Wellness Update



It’s the New Year and the **perfect** time to take advantage of the amazing onsite fitness facilities at YC! Did you know that Faculty and Staff can get Pool and Fitness Center passes for ½ off the regular price?! Well you CAN!! Prescott campus employees can take advantage of the Pool, Fitness Center and Tennis Courts; Verde campus employees can take advantage of the Weight Room. Please see prices below:

Prescott Campus – Pool and/or Fitness Center Rates for Faculty/Staff/Students

Daily Pass for Pool or Fitness Center	\$2
Daily Combination Pass (Pool & Fitness Center)	\$4
Monthly Pass for Pool or Fitness Center	\$12.50
Monthly Combination Pass	\$20
Yearly Pass for Pool or Fitness Center	\$125
Yearly Combination Pass	\$175

Note: Faculty/Staff must pay at the cashier in building 1. Please take your YC ID card.

Prescott Campus – Tennis Rates (must reserve courts ahead of time)

Monthly Pass for Tennis Courts	\$12.50
6 Month Pass	\$75
Yearly Pass	\$125

Note: Passes can be purchased online.

Verde Campus Weight Room

Faculty/Staff Semester Pass	\$25
-----------------------------	------

Note: Faculty/Staff must pay at the Business Office.

Don’t forget that you can still sign up for late start classes and use your tuition waiver. Here are some of the late start group fitness classes offered this spring:

(Prescott campus)

Cross Training	T/TH 10:00am – 10:50am
Tennis	M/W 5:30pm
Circuit Training	M/W 10:00am – 10:50am
Drum Fit	T/TH 3:30pm – 4:20pm

Late start classes begin March 18 and end May 10. If you have questions on passes or late start classes, please contact Paula Tomitz at 928-776-2238 or paula.tomitz@yc.edu.

visit www.yc.edu/toastmasters, or call me at ext. 2008 and we can chat. I promise, no double clutches included.



Yavapai College

Cordially Invites You to our
Hats Off to YOU!

Years of Service Recognition Events

Verde Campus
Room M-137
Tuesday, March 26th, 2019
9:30am - 11:00am

Prescott Campus
Community Room 19-147
Friday, March 29th, 2019
2:00pm-3:30pm

Yavapai
COLLEGE

Hats Off to YOU!



Lucas R. Baker
Petra U. Bennett
Matthew-Scott M. Borja
Timothy A. Diesch
Mark C. Frederick
Evelyn J. Garey
Michelle R. Gilliam
Cassidy A. Grantham
Ryan A. Gray
Helen M. Haxton-Stephenson
Timothy C. Hudnall
Shannon B. Johns
Shelby S. Kooiman
Nicholas M. Rickman
Zachary J. Shaver
James Voska



George H. Cuthbertson
Michael J. Denkevitz
Gina T. Hammond
Curtis M. Kleinman
Craig D. Lefever
Charles W. Lohman
Jared J. Reynolds
Lori J. Riden
Susan D. Robertson
Robert H. Robinson
Jodi M. Showler
Michael T. Silvas
Cully A. Stead
Stephanie L. Wiltcher Sproul



Jerry E. Bevers
Daintry T. Donovan
Joan E. Fisher
Sean N. Hagan
Jeri L. Hamilton
Ruth L. Lillie

James D. Perey
Karly W. Schauwecker
Barbara S. Waak
Scott A. Ziminsky



Patrick J. Burns
David J. Graser
Alexandra Helm-Correa
Alan K. Lohr
Duane M. Ransom



James A. Bostwick
Michael J. Pantalone



Beth Nichols Boyd

Meet Tyler Rumsey, Director of Marketing

YCSA: Do you have pets?

Tyler: Yes, my fiancé Kelsey and I have a cat named Stanley. He is three years old and is incredibly tall. His paws are nearly the size of my entire palm.

YCSA: What is your favorite sport?

Tyler: I like almost all sports. If I had to pick one it would be baseball since I played in college, but I follow football, basketball and golf very closely too.

YCSA: What is your favorite book?

Tyler: My favorite books are the Harry Potter series. I grew up reading them and would go see all of the movies as soon as they came out.

YCSA: What is your favorite electronic device?

Tyler: My iPhone is always on me, so I would have to say that. I probably use it way too much, but at this point there isn't really anything that it can't be used for.

YCSA: Do you prefer to go to the theater or a movie?

Tyler: I always call it going to the movies, although I don't go as much as I'd like. Most of the time I find myself watching movies after they are available on demand.

YCSA: Hike or bike?

Tyler: I have never done a lot of either, but I would like to now that we are in such a beautiful area. I could see myself getting more into hiking.

YCSA: Travel by plane, train, or automobile?

Tyler: Whichever is the quickest route to the destination!

YCSA: Swim in a pool, lake or the ocean?

Tyler: Have always been a pool guy, although Kelsey's parents recently purchased a lake house in New Jersey so we have become more lake people lately

YCSA: What does your perfect day look like?

Tyler: Hanging out with my fiancé Kelsey, our families and friends is always the perfect day for me. Relaxing somewhere with good food and drink.

YCSA: What is your favorite season and why?

Tyler: The summer has always been my favorite. In PA, there is much more to do in the summer. Late fall and all of winter you get stuck inside.

YCSA: What is your favorite home cooked meal?

Tyler: This is a tough one, I love all kinds of food. If I had to pick, I would pick Kelsey's chicken cutlets or homemade tacos.

YCSA: What is your favorite sandwich?

Tyler: I like almost anything with a lot of bread and condiments. My favorite was the "Willie Stargell" from a restaurant in PA called Haywood's. It is a chicken cheesesteak served "Pittsburgh style," meaning with coleslaw and French on the sandwich.

YCSA: If you could go anywhere in the world where would you go?

Tyler: I've never really traveled too much, and have never been anywhere outside of the U.S. I have always thought Australia would be a fun place to go.

YCSA: Where is the furthest you have ever traveled to?

Tyler: Arizona :)

YCSA: If you could go back in time, what year would you travel to?

Tyler: The 1920s. I watched the show Boardwalk Empire, based out of Atlantic City in the 1920s. I think it would have been a fun time and place to go back to.

YCSA: If you could have a chat with someone from history, who would it be?

Tyler: Abraham Lincoln

YCSA: What is your biggest success up until now?

Tyler: Graduating with both my undergraduate and master's degrees. Could not have done it without the help and support from my family.

YCSA: What do you miss most from your childhood?

Tyler: I came from a very small town in PA — we had one red light growing up. I miss the simplicity of those times and the many friends that I grew up with.

YCSA: What is something you have always wanted to do but have not?

Tyler: Learn how to cook better. I have always had a good cook around me — grandmother, my dad, now Kelsey — someday I would like to learn how to cook for the people who have always done so for me.





Thank You

For your support this Christmas season

Yavapai College

All funds and gifts raised go to helping our community!


Prescott Corps Officer



DOING THE MOST GOOD

YCSA Committee Updates

Newsletter

Our next newsletter will be published in April 2019. If you have any stories or announcements you would like to share, please email them to Katherine Anderson.

The Newsletter Committee is looking for staff from all of our YC campuses to join. You do not need to attend our planning meetings in person; committee members can attend via zoom. Please email katherine.anderson@yc.edu for more information.

Employee Benefits & Professional Development

There are no committee updates at this time.

Social/Community Service Service

The YCSA Social Community Service Team is currently working with HR Director Emily Weinacker to plan for the 2019 Employee Years of Service Awards. We are excited to plan a great event for fellow staff and faculty members who are reaching five year milestones here at Yavapai College.

The Prescott 2019 Employee Years of Service Awards event will be held on March 29 from 2:00pm – 3:30pm in Building 19 Room 147 (the Community Room); the date for the Verde Campus will be announced soon.

YCSA Vision and Mission

YCSA Vision

We foster unity and a sense of identity among the YC staff, and advance college-wide collaboration and communication.

YCSA Mission

- We are the voice of the Yavapai College staff.
- We strive to enhance the work experience for YC staff.
- We promote professional development.

YCSA Committees 2019

Employee Benefits & Professional Development

Alexandra Helm, Co-Chair
alexandra.helm@yc.edu ext. 6511

Jane Hersh, Co-Chair

jane.hersh@yc.edu ext. 2091

Katherine Anderson, Chair

katherine.anderson@yc.edu ext. 2008

Linda Brannock, Chair

linda.brannock@yc.edu ext. 2170

Newsletter

Social/Community Service (SCS)

YCSA Board 2019

Lisa Schlegel — President

928-776-2257

lisa.schlegel@yc.edu

Julie Galgano — Vice President

928-776-2146

julie.galgano@yc.edu

Gwen Payne — Secretary

928-776-2149

gwen.payne@yc.edu

Karen Smith — Treasurer

928-717-7760

karen.smith@yc.edu

Katherine Anderson — Committee Chair

928-776-2008

katherine.anderson@yc.edu

Linda Brannock — Committee Chair

928-776-2170

linda.brannock@yc.edu

Alexandra Helm — Committee Co-Chair

928-634-6511

alexandra.helm@yc.edu

Jane Hersh — Committee Co-Chair

928-776-2091

jane.hersh@yc.edu

Economic Leadership Summit

- ▶ DGB Forums: allowed invited guest to participate in a guided conversation
 - ▶ Results were consistent on both East & West County
 - ▶ The College should help guide the County in Economic Issues
 - ▶ Transportation, Workforce, Housing were the main issues from forum participants
 - ▶ The participants of the DGB Forums wanted YC to facilitate a process for bringing the County together and develop a plan to address the economic issues
 - ▶ We went door-to-door to encourage attendance
 - ▶ We worked to develop a next phase process

Goal: Facilitate a collaborative discussion with education, community and business leaders from across Yavapai County, to set the stage for the development and implementation of a regional economic development plan

Over 90 attendees from East & West

Dr. Tom Hughes,
Director,
Institutional
Effectiveness &
Research

Presented:
Regional
Demographics &
Labor Force



Economic Leadership Summit

Mr. Trevor Stokes,
Workforce Programs
Manager,
Arizona Office of
Economic Opportunity

Presented:
Creating a
Regional Identity
through collective
Collaboration





5 Key Areas of Focus

- Workforce
- Housing
- Transportation
- Funding
- County Goal

Economic Leadership Summit

Going Forward



Economic Leadership Summit

Next Steps

- ▶ The participants chose to work in one of five groups
- ▶ Each group will meet over the next three months to develop their part of the plan
- ▶ Facilitator will finalize and present the Plan to the College
- ▶ Suggestion: College would hold DGB Forums (2) to provide update from the planning process and offer up next steps

Yavapai College
Budget to Actual Status by Fund
February 2019

The President's Monthly report below provides a brief financial status of each of the District's five funds for the period July 1, 2018, through February 28, 2019.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the eight months ended February 28, 2019, the General Fund has a surplus of \$2,431,900. This is primarily the result of tuition and fee revenues being recorded for the spring 2019 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2019, General Fund revenues are projected to be above budget by \$110,000 and expenditures are projected to be under budget by \$437,000, resulting in a net surplus of \$547,000 — a 1.2% positive variance.

Auxiliary Fund



For the eight months ended February 28, 2019, the Auxiliary Fund has a moderate surplus primarily due to residence hall income being recorded for the spring 2019 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2019, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the eight months ended February 28, 2019, the Unexpended Plant Fund has a deficit of \$1,736,500 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, 2019, the Unexpended Plant Fund may be over budget. The contractor is making good progress on the Prescott Valley Building 40 renovation and work scheduled for the beginning of next fiscal year will likely be pushed up to this fiscal year. This will ensure the renovation is complete by the beginning of the fall 2019 semester. If this occurs the two-year net financial impact to the District is zero, as next year's budget will be reduced by an offsetting amount. In other words, the total project costs remain the same, but the expenses are incurred sooner.

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 February 28, 2019, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

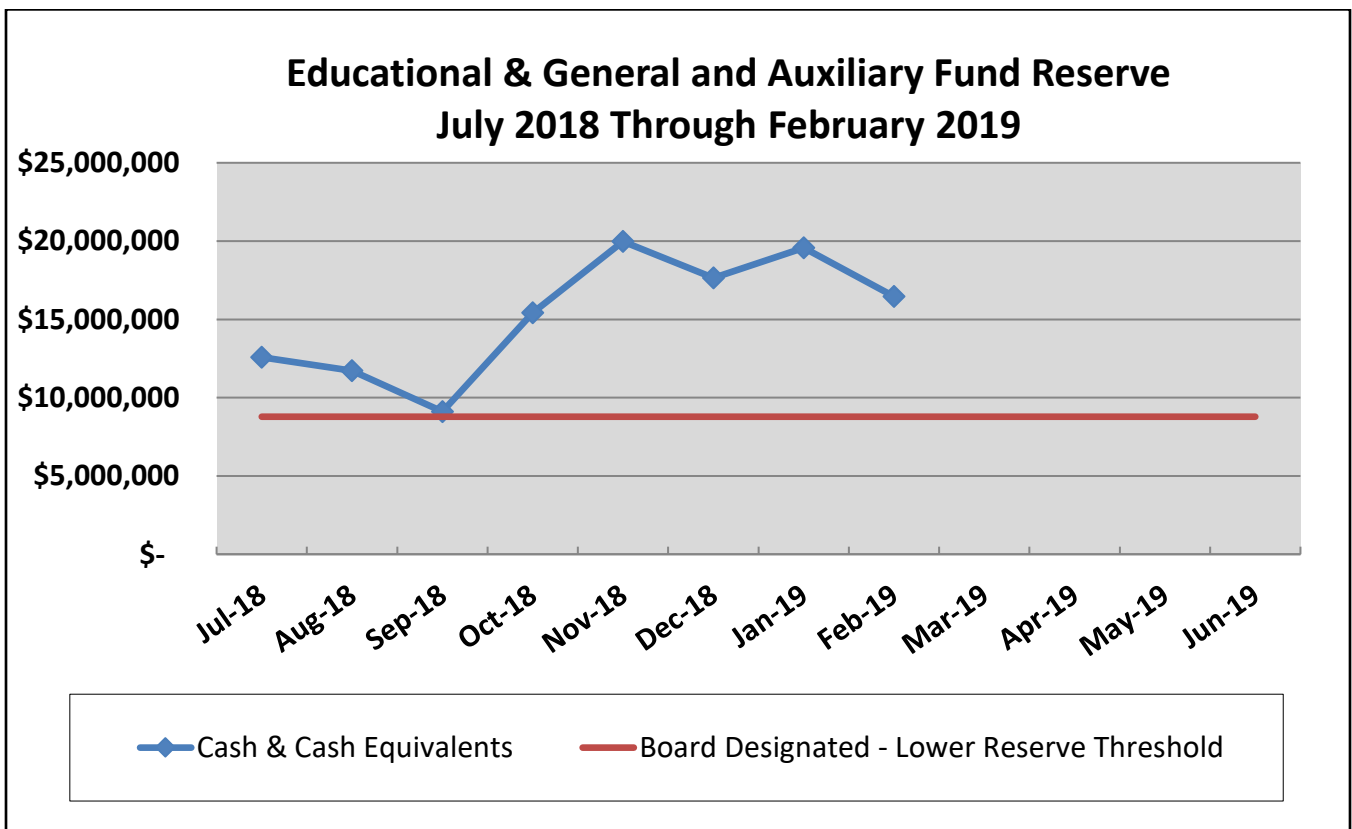


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the eight months ended February 28, 2019, there were no variances from budget.

Yavapai College Cash Reserves February 2019

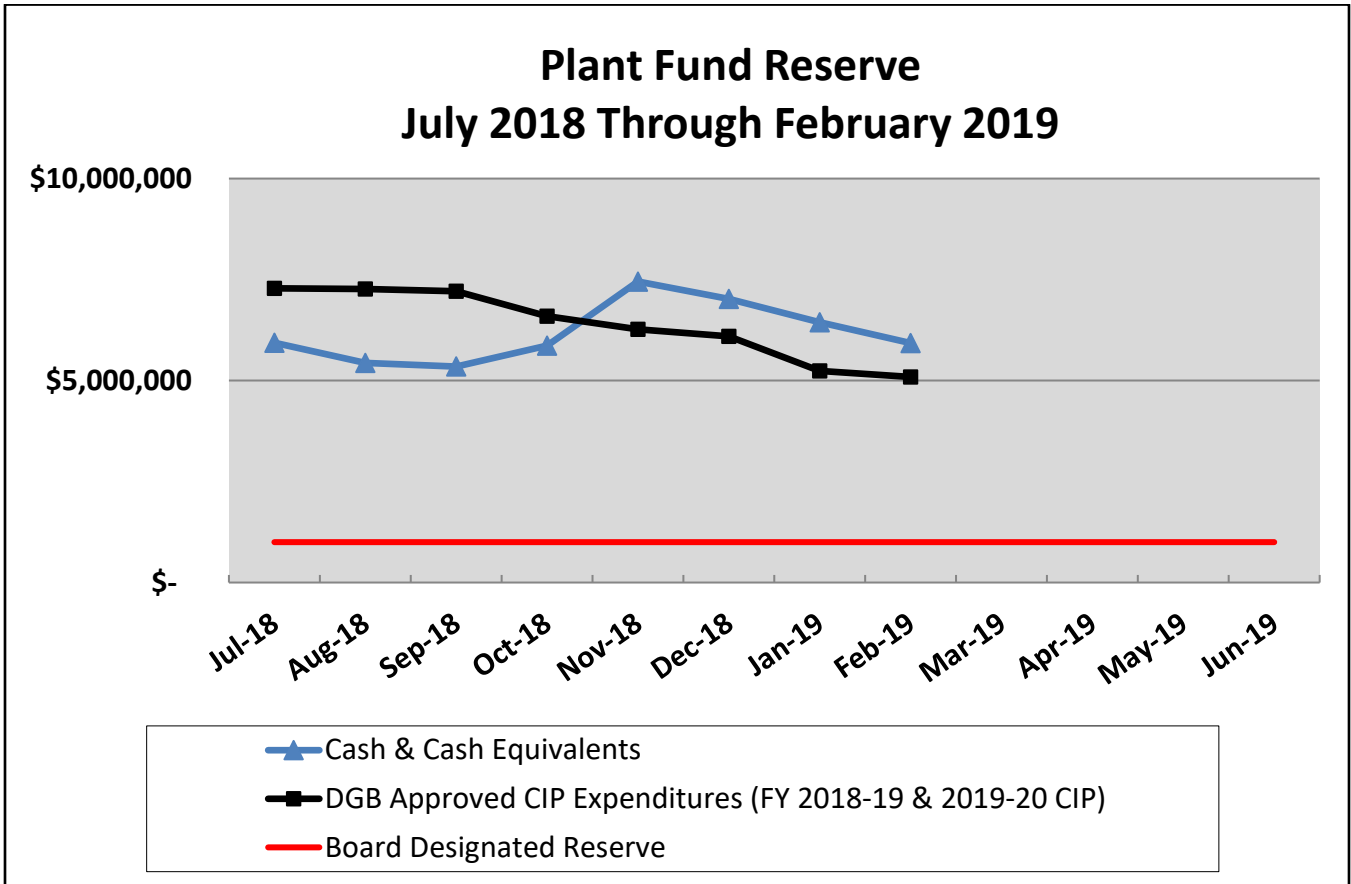
The President’s monthly report on cash reserves below displays the District’s reserves from July 1, 2018, through February 28, 2019, in relation to the District Governing Board’s (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budgets.

For the period July 1, 2018, through February 28, 2019, Current Fund reserves have been in compliance with the DGB’s reserve requirements.



Plant Fund Reserves shall not drop below \$1 million.

For the period July 1, 2018, through February 28, 2019, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently above the amount of monies needed to cover the next sixteen months of CIP that have been approved by the DGB.

Presenter : Ray Sigafoos

Start Time : 1:47 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/30/2018

Item Type : Information Item

Policy No.	Description	Ref No
2.8	The President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the above statement by the following list, the President shall not:	764197

Description : Information from the Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update - 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
- Enrollment Update

Attachments :

Title	Created	Filename
enrollment Trends	Feb 28, 2019	Enrollment Trends.pdf

ENROLLMENT TRENDS

Spring Enrollment Trends by Residence



Spring 15 Spring 16 Spring 17 Spring 18 Spring 19

Fall Enrollment Trends by Residence



- WEST
- BALANCE
- EAST
- OUT-OF-COUNTY
- UNKNOWN

Presenter : Ray Sigafoos

Start Time : 1:57 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/30/2018

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 : 2:07 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

Item Type : Heading

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

Description : MONITORING REPORTS (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182
2.5.1	Expend more funds than have been received or are available in reserves in the fiscal year.	764110
2.5.2	Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.	764183
2.5.2.1	Make any lease improvements over \$10,000.	764184
2.5.3	Allow reserves to be at an inadequate level for future needs.	764111
2.5.3.1	Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.	764185
2.5.3.2	Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approval, funds have dropped below the President's authorized limits.	764116

Description : Receipt of President's Monitoring Report - Executive Limitation 2.5 - Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.5 Financial Conditions & Activities

With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities.

Further, without limiting the scope of the above statement by the following list, the President shall not:

2.5.1 Expenditure of Funds

Expend more funds than have been received or are available in reserves in the fiscal year.

2.5.2 Lease Limits and Delegation of Lease Authority for Real Property

Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.

2.5.2.1 Improvements to Leased Property

Make any lease improvements over \$10,000.

2.5.3 Reserve Adequacy

Allow reserves to be at an inadequate level for future needs.

2.5.3.1 Reserve Limits

Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.

2.5.3.2 Reserve Replenishment

Allow reserve funds to replenish at an inappropriate rate after, in

accordance with specified Board approval, funds have dropped below the President's authorized limits.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.5 and its sub-policies, 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 2.5 and its sub-policies.

2. If Board intends to not accept Monitoring Report:

If for Interpretation:

We have read the President's monitoring report regarding Policy 2.5 and its sub-policies 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 2.5 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 [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 2.5 and its sub-policies 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 2.5 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance

Attachments :

Title	Created	Filename
Monitoring Report	Feb 28, 2019	Monitoring Report 2.5 0318.pdf

**President's Monitoring Report
Executive Limitations 2.5
Financial Condition and Activities
March 2019**

2.5 Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities.

Further, without limiting the scope of the above statement by the following list, the President shall not:

2.5.1 Expend more funds than have been received or are available in reserves in the fiscal year.

2.5.2 Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.

2.5.2.1 Make any lease improvements over \$10,000.

2.5.3 Allow reserves to be at an inadequate level for future needs.

2.5.3.1 Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.

2.5.3.2 Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approval, funds have dropped below the President's authorized limits.

Interpretation: It is the responsibility of the administration to plan a budget to ensure progress toward the Board's Ends, while maintaining financial solvency.

The essential factors to ensure a fiscally sound budget include:

- expending funds equal or less than anticipated revenues and available reserves
- aligning resources in a way which materially supports DGB Ends
- maintaining fund reserves as outlined by the DGB and developing a strategy to replenish funds should reserves fall below targets for more than 3 consecutive months
- entering into lease agreements which are at or under one year duration, less than or equal to \$200k, and which will not require more than \$10,000 of renovation.

Supporting Evidence:

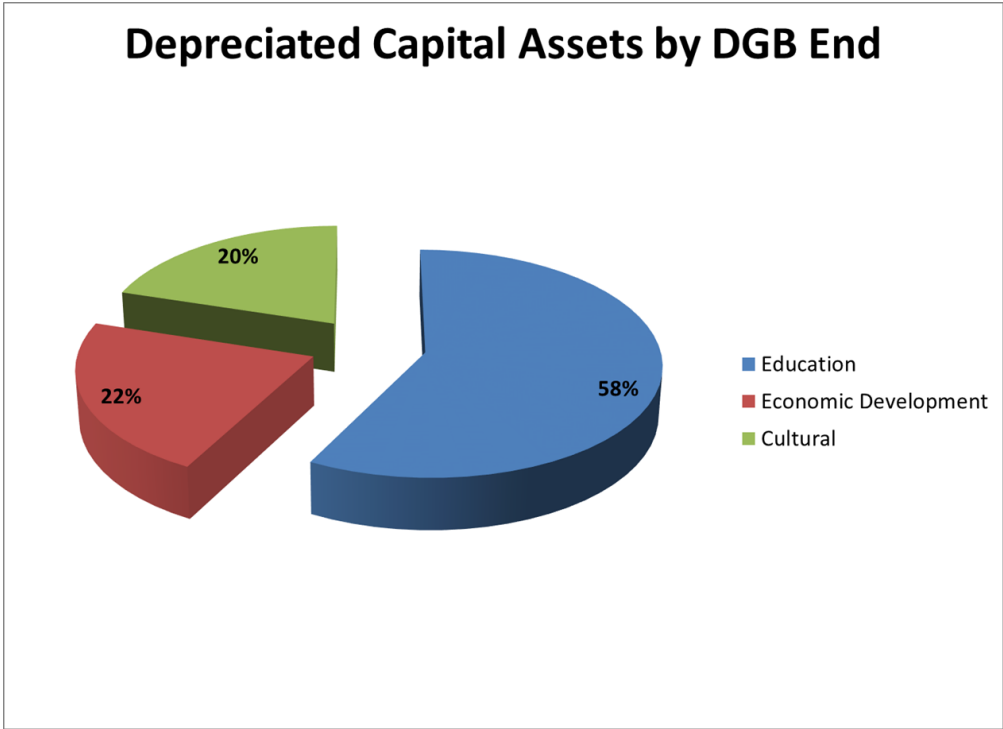
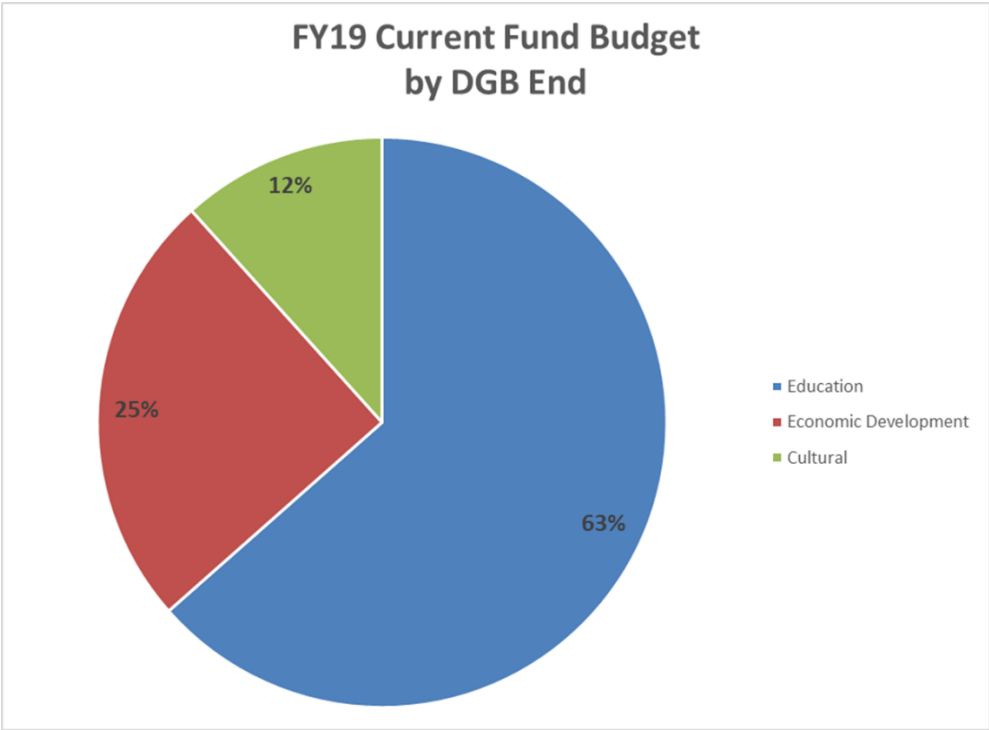
Tracking Revenues and Expenses; Monitoring Fund Reserves

Budget to Actual Reports as well as Cash Reserves Reports are provided as part of the Information from the President update at every DGB meeting.

Aligning Resources with DGB Ends

As part of the annual budget cycle, the Administration presents graphs which demonstrate the alignment of the Operating and Capital Budgets with the DGB Ends. The following

graphs are from the FY18 budget process. It is worth noting that these graphs assume that many Academic programs serve more than one End. For example, Business may support Education and Economic Development, while Music may support Education and Community (Cultural Enrichment). If we did not make the assumption to split these costs, Education would be over 90% of the Operating budget.



Leases

The College leases property from several entities as seen on the table below. For the period March 1, 2018, through February 28, 2019, we have not spent over \$200,000 on a lease or made real property improvements greater than \$10,000. It is worth noting that the YCF lease ended on 6/30/18 when the buildings were gifted to the College by the Foundation.

Lessor	Lessee	Description	Improvements Over \$10,000
Yavapai College Foundation	Yavapai College	Facilities	No
Mayer Unified School District	Yavapai College	Tech Bldg at Mayer HS	No
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	No
Blum Boulders	Yavapai College	Warehouse Storage	No



President's Conclusion:

I report compliance.

Presenter : Ray Sigafoos

Start Time : 2:12 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/30/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation Governance Process Policy 3.3 - Board Members Code of Ethics - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.3 - Board Members Code of Ethics.

Attachments :

Title	Created	Filename
3.3 Compilation Evaluate.pdf	Mar 04, 2019	3.3 Compilation Evaluate.pdf

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.3 Board Member Code of Conduct and Ethics
Compilation - March 2019

3.3 Board Member Code of Conduct and Ethics	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always		
Most of the time	5	
Some of the time		
Rarely		
Never		
3.3.1 Discipline Needed to Govern	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always		Chevalier - Prejudice exists against east side representatives by west side representatives. East side representatives are not voted to be board officers. To do so requires at least one west sider vote but no west side board members have voted for an east sider for chair in 12 years or for Secretary in 9 years. Prejudice causes ill feelings.
Most of the time	4	
Some of the time		
Rarely		
Never	1	
3.3.2 Conflict of Interest	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		

**District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.3 Board Member Code of Conduct and Ethics
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Rarely		
Never		
3.3.2.1 Self-Dealing	There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
3.3.2.2 Employment	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	1	
Some of the time		
Rarely		
Never		
3.3.2.3 Acceptance of Employment	Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response

**District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.3 Board Member Code of Conduct and Ethics
 Compilation - March 2019**

Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
3.3.2.4 Personal Gain	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	1	
Some of the time		
Rarely		
Never		
3.3.2.5 Voting	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	
Most of the time	1	
Some of the time		
Rarely		
Never		

**District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.3 Board Member Code of Conduct and Ethics
 Compilation - March 2019**

3.3.2.6 Conflict of Interest Agreement	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
3.3.3 Individual Authority	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
3.3.3.1 Interaction with President or Staff	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		

**District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
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 Compilation - March 2019**

Rarely		
Never		
3.3.3.2 Interaction with Public, Press, or other Entities	Board members may share their personal views on College or Board issues with the public, press, or other entities, but in doing so, they must recognize and acknowledge that unless they are authorized by these governance policies or the Board, they do not and cannot speak for the entire Board.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	
Most of the time	2	
Some of the time		
Rarely		
Never		
3.3.3.3 Judgments of President Performance	Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
3.3.3.4 Board Operates with One Voice	Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	Chevalier - I am not sure that is being suggested by the first sentence but I totally agree with the second.
Most of the time	2	

District Governing Board Policy Self-Evaluation
Evaluation of Governance Process Policies
Policy 3.3 Board Member Code of Conduct and Ethics
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Some of the time		
Rarely		
Never		
3.3.4 Understanding the College as a Whole	Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	1	Chevalier - Recent History: The majority of the Board supports the decisions of the President and does not interfere with them. When the President favors one part of the county over another the majority of the Board supports her decisions without question. Board discussions are never focused the welfare of the county (at least not since 2014 when I started following them.) The west side of the mountain representatives control the Board and the comments of the east side representatives about financial equity for the Verde Valley are suppressed.
Most of the time	2	
Some of the time	1	
Rarely		
Never	1	
3.3.4.1 Contact for Complaints	<p>Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:</p> <p>The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.</p> <p>The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances</p>	

**District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.3 Board Member Code of Conduct and Ethics
 Compilation - March 2019**

	warrant a direct appeal or the employee will be referred back to the administrative grievance policy.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	
Most of the time	2	
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.

Coordinator Comments: Worksheets received from

Presenter : Ray Sigafoos

Start Time : 2:17 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/30/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

Description : Content Review of Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board performed the biennial content review for Board/President Linkage Policy 4.4 - Monitoring President Performance. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 4.4 Compilation.pdf	Mar 04, 2019	Review 4.4 Compilation.pdf

District Governing Board Policy Review
Board-President Linkage
Policy 4.4 Monitoring President Performance
Compilation - March 2019

Board-President Linkage 4.4	Monitoring President Performance Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. <i>Accordingly:</i>	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	Chevalier: Too vague. Should be rewritten for clarity. Do we write-up "expected job outputs" for the President each year? Are they all rated equal? Do we have specific organizational accomplishments under 'Ends' that we give in writing to the President each year? If not, how do we evaluate the President on organizational accomplishments? And how do we evaluate operations accomplishments? Do we give the President an operations to do list each year and are the items given different weights? If these questions cannot be easily answered and I don't think they can, we need to do redo this language.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: Need more time to work on this. Would want President's input before starting.
Removed		
Board-President Linkage 4.4.1	Monitoring Reports The President shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland – No response Chevalier - The President must be given clear goals that she has a hand in writing and accepts and this is only what we need to monitor except for problems that arise. We do not have to monitor everything. Doing so wastes staff prep time.
Removed		
Board-President Linkage 4.4.2	Methods The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance	

District Governing Board Policy Review
Board-President Linkage
Policy 4.4 Monitoring President Performance
Compilation - March 2019

	information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		McCasland – No response Chevalier – No response
Removed		
Board-President Linkage 4.4.3	Standard for Compliance In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	3	
No	1	Chevalier - Bad standard. Too much power to the President. Ties the Boards hands. I saw this backfire when the Board committee, the VVBAC, made 24 recommendations to the Board and the Board never discussed them or took any action on them. Why? Because under this policy the Board had surrendered that power to the College President under whom the problems we were suggesting fixes for existed before or were created during her presidency. Net result - the VVBAC recommendations never got a Board hearing or were implemented.
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier - President shall have wide latitude in interpreting the ends and policies but the Board has the ultimate responsibility to the public and retains the right to reverse any President's decision. This should only be done when necessary after very carefully consideration.
Removed		
Board-President Linkage 4.4.4	Schedule All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in the Board's Annual Agenda Calendar.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?

**District Governing Board Policy Review
Board-President Linkage
Policy 4.4 Monitoring President Performance
Compilation - March 2019**

Yes	3	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	2	
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	1	McCasland – No response Chevalier - The President is responsible for insuring that the college provides appropriate and sufficient educational offerings as equitably as possible throughout the entire county.
No	1	

Suggested changes/additions should be discussed at the meeting.

Coordinator Comments: Worksheets received from

Presenter : Ray Sigafoos

Start Time : 2:22 PM

Item No : 22

Proposed By : Barbara Robinson

Time Req : 5

Proposed : 5/30/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	561404

Description : Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION

Details : The Board will review the process and resources to effectively analyze the President's job performance during FY 2016-2017. The following suggested resources will be presented at the April 17, 2018 District Governing Board Meeting for completion and evaluation at the May 8, 2018 Board Meeting.

- President's Summary of Performance
- Summary of President's Monitoring Reports (as submitted according to the 2017-2018 Board's Agenda Planning Calendar)
- Board's Evaluation and Comments for the President

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/30/2018

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.7.1	Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.	561984

Description : Review of the District Governing Board Budget Proposal for FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the District Governing Board budget history from FY 2016 through 2019 and a proposed budget for the next fiscal year 2019-2020.

Attachments :

Title	Created	Filename
Proposed Board Budget	Feb 28, 2019	Proposed Board Budget.pptx

Presenter : Ray Sigafoos

Start Time : 2:42 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/30/2018

Item Type : Discussion

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182

Description : Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will provide an update of the Campus Master Plan (CMP) for consideration for approval by the Board in order for the budget preparation process to move forward.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:57 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 5/30/2018

Item Type : Discussion

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182

Description : Review of the Preliminary Capital Budget for FY 2019-2020 - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the Capital Budget Information for FY 2019-2020. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2019-2020.

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/30/2018

Start Time : 3:27 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 : OWNERSHIP LINKAGE - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/30/2018

Start Time : 3:27 PM
Time Req : 5
Item Type : Decision Item

Item No : 28

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 : Proposed Dates and Places of Future Meetings for 2019 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : The Board will discuss and confirm proposed meetings, dates, times, and locations for 2018 District Governing Board meetings.

International Policy Governance Association (IPGA) Conference
Conference is being held in xxxxx on xxxx, 2019.
Association of Community Colleges Trustees (ACCT) Leadership
Congress is being held in xxxxx - xxxx, 2019.

Attachments :

Title	Created	Filename
18-19	Feb 28, 2019	FY18-19 Dates and Places of Future Meetings.pdf
19-20	Feb 28, 2019	FY19-20- Dates and Places of Future Meetings.pdf

DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2018 – NO BOARD MEETING	
Special Board Meeting	August 27, 2018, Monday, 4:00 p.m. Location: Prescott Campus – Rock House
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: Verde Valley Campus – M-137
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Presidential Search – Open Forums Presidential Search – Executive Session	December 4, 2018, Tuesday – Various Times Location - Verde Valley Campus M-137 Prescott Campus – 19-147 December 5, 2018, Wednesday – 8:00 a.m. Location: Prescott - Prescott Resort
Presidential Search – Executive Session	December 6, 2018, Thursday – 1:00 p.m. Location – Prescott Campus – Rock House
Special Board Meeting	December 19, 2018, Wednesday, 3:00 p.m. Location: Prescott Campus – Rock House
DECEMBER 2018 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 15, 2019, Tuesday 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	January 15, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board/President Retreat	February 26, 2019 – Tuesday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	April 23, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO REGULAR BOARD MEETING	

*Location changed for March 5th and April 23rd, 2019

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Community Forum	August 16, 2018, Thursday – 1:00 p.m. Location: Prescott Campus, Room 32-119
Community Forum	August 17, 2018, Friday – 10:00 a.m. Location: Verde Valley Campus, Room G-106
Presidential Search Open Forums	August 27, 2018, Monday – 10:00 a.m. Location: Verde Valley Campus, Room M-137 August 27, 2018, Monday – 1:30 p.m. Location: Prescott Campus, Room 3-119
Association of Community College Trustees (ACCT) Leadership Congress	October 24-27, 2018 Location: New York, NY
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.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
Govern For Impact (GFI) Conference	June 20-22, 2019 Location: Quebec City, Quebec, Canada

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY and AUGUST 2019 – NO BOARD MEETINGS	
Board Retreat	September 9, 2019, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 8, 2019 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 12, 2019, Tuesday, 1:00 p.m. Location: Chino Valley Center 120/121
DECEMBER 2019 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 14, 2020, Tuesday 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 14, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 10, 2020 – Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 11, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 3, 2020, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting*	April 21, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	May 12, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2020 NO REGULAR BOARD MEETING	

Presenter : Ray Sigafoos

Start Time : 3:32 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/30/2018

Item Type : Decision Item

Policy No.	Description	Ref No
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.	560669

Description : Planning of September 2019 District Governing Board Retreat -
DISCUSSION AND/OR DECISION

Details : The Board will discuss the planning of the September 2019 District Governing Board Retreat:

- Facilitator
- Proposed Topics
 1. Executive Limitations Review
 2. Ownership Linkage Plan
 3. Annual Calendar

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:42 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/30/2018

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ul style="list-style-type: none"> 1) Foundation Liaison 2) AACCT Representative 3) Board Spokesperson 	802214

Description : Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

Details : Board Spokesperson - xxxx

Arizona Association of Community College Trustees (AACCT) - xxxx and xxxx

Yavapai College Foundation - xxxx and zxxxx

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:47 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/30/2018

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 : 3:47 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/30/2018

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