

**Summary of Executive Limitations Results for July 2013 – May 2014**

Below is a summary of the President’s Ends and Executive Limitations Monitoring Reports for the 2013-2014 fiscal year that were scheduled and presented per the Board’s Annual calendar.

<b>Ends</b>	<b>Date of Report/ President’s Conclusions</b>	<b>Board Conclusions and Comments</b>
<p><b>Policy 1.0 - Board Ends-</b>                      1. Ends – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.                      1.1 Education Ends –Students achieve their educational goals.                      1.1.1 Job Seeker Ends – Job seekers have the qualifications, skills, and abilities to succeed.                      1.1.2 Student Ends – Students seeking transfer will succeed at their next educational institution.                      1.1.3 Lifelong Learning Adult Ends - Life-long learning adults have affordable access to a variety of high-quality learning opportunities.                      1.2 Economic Ends – Communities have the leadership and educational resources to generate and sustain economic base jobs.                      1.2.1 Leaders understand the importance of economic base jobs to Yavapai County.                      1.3 Community Ends – Yavapai County residents have access to a vibrant social and cultural life.</p>		
<b>Executive Limitation</b>	<b>Date of Report/ President’s Conclusions</b>	<b>Board Conclusions and Comments</b>
<p><b>Policy 2.0 – Executive Limitations –</b>                      The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>		
<p><b>2.1. Service to the Public –</b>                      The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual’s privacy or limits accessibility, nor fail to provide a grievance process.</p>		
<p><b>2.1.1 Treatment of Employees –</b>                      The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>		

**Summary of Executive Limitations Results for July 2013 – May 2014**

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p><b>2.1.2 Treatment of Students –</b> The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on Student Success.</p>		
<p><b>2.2 Compensation and Benefits –</b> The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>		
<p><b>2.3 Financial Management –</b> The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>		
<p><b>2.3.1 Budget Deviations</b> - The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers &amp; Other Expenditures.</i></p>		
<p><b>2.3.2 Reserves –</b> The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>		
<p><b>2.3.3 Certification Financial Records –</b> The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process. Reported - February 2012.</p>		
<p><b>2.3.4 Real Property</b> - The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization. Reported – March 2012.</p>		

**Summary of Executive Limitations Results for July 2013 – May 2014**

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p><b>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property</b> – Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.</p> <p>The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization. Reported – March 2012.</p>		
<p><b>2.3.4.2 Improvements to Leased Property</b> – The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing Board's approval. Reported March 2012.</p>		
<p><b>2.4 Asset Protection</b> - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured. Update – March 2012.</p>		
<p><b>2.5 Communication and Support to the District Governing Board</b> – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>		
<p><b>2.5.1 Compliance</b> – The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>		

Yavapai College  
District Governing Board Evaluation of the President's Performance  
Related to the Ends and Executive Limitations  
2013-2014  
Summary

President Wills presented monitoring reports for Ends and Executive Limitations as scheduled on the Board's Annual calendar for the 2013 – 2014 fiscal year. The President will be evaluated on the performance reported through these monitoring reports. A monitoring report summary is attached for your review.

As you review the monitoring report summary for the Ends and Executive Limitations, please use this page to list any items you would like to address/discuss during the Executive Session: A.R.S. §38-431-03(a)(1) Review of President's Annual Evaluation and Compensation.

1. Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

1.1 Education Ends – Students achieve their educational goals.

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1.1.1 Job Seekers Ends – Job seekers have the qualifications, skills, and abilities to succeed.

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1.1.2 Student Ends – Students seeking transfer will succeed at their next educational institution.

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1.1.3 Lifelong Learning Adult Ends – Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

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1.2 Economic Ends – Communities have the leadership and educational resources to generate and sustain economic base jobs.

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1.2.1 Community Leadership – Leaders understand the importance of economic base jobs to Yavapai County.

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1.3 Communities Ends – Yavapai County residents have access to a vibrant social and cultural life.

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2. Executive Limitations

The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.

2.1 Service to the Public – The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual’s privacy or limits accessibility, nor fail to provide a grievance process.

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2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

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2.3 Financial Management – The President shall not cause or allow annual financial planning and budgeting that deviates materially from the Board’s Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.

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

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

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**Yavapai College**

***President's Annual Performance Evaluation***

***Dr. Penny Wills, President***

2013-2014



Board Member

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends and Executive Limitations. This Annual Performance Evaluation will be a compilation of monitoring reports with additional feedback. Please prepare a summary that evaluates the Presidents performance.

**What I Respect:**

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**What Can Improve:**

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**Comments and Inquiries:**

# Yavapai College

## President's Annual Performance Evaluation

Dr. Penny Wills, President

2013-2014



Board Member

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends and Executive Limitations. This Annual Performance Evaluation will be a compilation of monitoring reports with additional feedback. Please place an "x" in the scale where you are reporting performance, and provide comments.

### Part I – Ends Performance

#### 1. Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost.

The following Ends are listed in priority order.

Performance Description	Performance Rating		
1.1 Education Ends	Strong Performance	Solid Performance	Building Performance
Students achieve their educational goals.			
<b>1.1.1 Job Seekers Ends</b> Job seekers have the qualifications, skills, and abilities to succeed.			
<b>1.1.2 Student Ends</b> Students seeking transfer will succeed at their next educational institution			
<b>1.1.3 Lifelong Learning Adult Ends</b> Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.			

#### Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.



Performance Description	Performance Rating		
1.2 Economic Ends	Strong Performance	Solid Performance	Building Performance
Communities have the leadership and educational resources to generate and sustain economic base jobs.			
<b>1.2.1 Community Leadership</b> Leaders understand the importance of economic base jobs to Yavapai County.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
1.3 Community Ends	Strong Performance	Solid Performance	Building Performance
Yavapai County residents have access to a vibrant social and cultural life.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.

## **Part II– Review Details**

### **2013-2014 Achievements**

Please list successes that were accomplished through the President's leadership.

### **2014-2015 Recommendations**

Please list your suggested focus and priorities for the President for the upcoming year.