



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, April 17, 2018
1:00 PM

Career and Technical Education Center (CTEC) 181
 220 Ruger Road
 Prescott, AZ

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	755331
2	Call to Order - PROCEDURAL	0	1:00 PM	755332
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	755333
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	755334
5	Approval of District Governing Board March 6, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION	2	1:02 PM	755335
6	Adoption of Agenda - DECISION	1	1:04 PM	755336
7	Recognition of Faculty Emeritus Awardees for 2018: Jamie Bennett and Mary Verbout - INFORMATION AND DISCUSSION	10	1:05 PM	769866
8	MONITORING REPORT - HEADING	0	1:15 PM	755377
9	March Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:15 PM	755376
10	OWNERSHIP LINKAGE - HEADING	0	1:20 PM	755340

Item No.	Item	Time Req.	Start Time	Ref No.
11	Open Call - PROCEDURAL	20	1:20 PM	755341
12	CONSENT AGENDA - HEADING	0	1:40 PM	755342
13	Receipt of Report on Revenues and Expenditures - March 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:40 PM	755343
14	For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:41 PM	772736
15	For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County and Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:43 PM	755349
16	For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:45 PM	773169
17	For Consideration for Approval of the Third Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION	1	1:46 PM	773170
18	For Consideration for Approval of Addition of Curriculum Certificate Program - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:47 PM	774789
19	INFORMATION - HEADING	0	1:48 PM	755351
20	Information from the President to Include Government Finance Officers Association (GFOA) Certificate of Achievement; Phi Theta Kappa (PTK) Annual Convention; American Association of Community Colleges (AACC) Annual Convention; National Council for Marketing and Public Relations Gold Medal; Community Outreach; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:48 PM	755352
21	Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION	15	2:03 PM	755353
22	Yavapai College Guided Pathways Update - INFORMATION AND/OR DISCUSSION	10	2:18 PM	770642
23	SHORT RECESS - PROCEDURAL	10	2:28 PM	755357
24	MONITORING REPORTS - HEADING (CONTINUED)	0	2:38 PM	755354
25	Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION	5	2:38 PM	755355
26	Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION	5	2:43 PM	755356

Item No.	Item	Time Req.	Start Time	Ref No.
27	Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION	5	2:48 PM	770783
28	Receipt of Board Self-Evaluation - Governance Process Policy 3.4 Agenda Planning - MONITORING AND/OR DISCUSSION	5	2:53 PM	755459
29	Content Review of Board - President Linkage Policy 4.7 President Succession - MONITORING, DISCUSSION AND/OR DECISION	5	2:58 PM	755460
30	President's Evaluation Process - INFORMATION AND/OR DISCUSSION	5	3:03 PM	755360
31	POLICY - HEADING	0	3:08 PM	755363
32	Consideration of the Preliminary Budget FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION	45	3:08 PM	755364
33	BOARD EDUCATION - HEADING	0	3:53 PM	773281
34	Board Education on A.R.S. §38-431.01 (H) Regarding Open Call - INFORMATION AND DISCUSSION	5	3:53 PM	773282
35	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:58 PM	755365
36	Reschedule Community Forums - DISCUSSION AND/OR DECISION	5	3:58 PM	777864
37	Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	4:03 PM	755367
38	OTHER INFORMATION - HEADING	0	4:08 PM	755368
39	District Governing Board Dates and Places of Future Meetings - INFORMATION, DISCUSSION AND/OR DECISION	5	4:08 PM	755369
40	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:13 PM	755370

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 12/7/2017 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 12/7/2017 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/7/2017

Item Type : Procedure Item

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/7/2017

Item Type : Procedure Item

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details : 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 : 2

Proposed : 12/7/2017

Item Type : Decision Item

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

Description : Approval of District Governing Board March 6, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the March 6, 2018 Regular Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Mar 6 2018.pdf	Mar 26, 2018	Unapproved Regular Meeting Minutes - Mar 6 2018.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, March 6, 2018
1:00 PM
Prescott Campus – Rock House
Prescott, Arizona**

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Irwin.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff. Chief Monahan introduced follow colleagues representing the law force community.

5. Approval of the District Governing Board February 13, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-10)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board February 13, 2018 Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. MONITORING REPORT – HEADING

8. February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 12-13)

The Board reviewed the February 13, 2018 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.

9. OWNERSHIP LINKAGE – HEADING

10. Open Call – PROCEDURAL

The following owners addressed the Board:

Robert Oliphant – Ownership as a whole

Chief Bryan Jarrell – Northern Arizona Regional Training Academy (NARTA)

Chief Debora Black – Support of NARTA Capital Plan

11. CONSENT AGENDA – HEADING

Member Irwin moved, seconded by Member McCarver, to approve the Consent Agenda as written. Motion carried unanimously.

12. Receipt of Report on Revenues and Expenditures – Month of February 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)

13. For Consideration for Approval of the Lease of Space for Resa Wearables - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-35)

For consideration for approval of the lease of 3700 square feet at Yavapai College, Career Technical Education Center, 220 Ruger Road for use by Resa Wearables, Inc. The term of the

lease is for three (3) years expiring on February 28, 2021. The Lessee has an option to extend, in writing, for an additional 2-year period in accordance with the terms and conditions of the lease subject to approval by the Lessor.

14. INFORMATION - HEADING

15. Information from the President to Include Recognition by Yavapai County Free Library District; Employee Service Recognition; Yavapai College Staff Association (YCSA) Report; Spring 2018 Community Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs.37-58)

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

- Corey Christians, Director of the Yavapai County Free Library District, recognized Yavapai College's assistance with the Spring Valley Library with honorable mention of Patrick Burns.
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus
- YCSA Report - Report by Lisa Schlegel, Association President
- Spring 2018 Community Update - Attached
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- YCSA Newsletter - Attached
- College Highlights - Attached - Information Only

16. Information from Instruction and Student Development to Include Faculty Senate; Enrollment Update; Broad Perspective on Pathways; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 59-62)

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

- Faculty Senate - Dr. Matt Percy reported that faculty is working on the General Education Assessment and drafted recommendations regarding the historical perspective and critical thinking outcomes, which will improve the integrity of dual education programs, course offerings, and transfer credit to the four-year schools. He also distributed the shared governance survey results that are being utilized to craft a College shared governance statement and to create a decision/process matrix.
- Enrollment Update (see Enrollment handout)
- Broad Perspective on Pathways – Dr. Liss highlighted that both faculty and student development staff are advancing this initiative; and are recognized as leaders in the state.
- Adjunct Advisor – Attached – Information Only

17. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:43 p.m.; reconvened at 1:57p.m.

18. MONITORING REPORTS – HEADING

19. Content Review of Governance Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION, AND/OR DECISION (refer to handout Policy 3.3 Revised Compilation)

Policy 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.

The Board performed the biennial content review for Policy 3.3. The compilation of the members' policy assessment and suggested edits to the policy is attached for consideration. No revisions were made.

20. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, AND/OR DISCUSSION (refer to handout Policy 4.4 Revised Compilation)

Policy 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.

21. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 75-80)

The Board reviewed 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
- Board's Evaluation and Comments for the President

22. POLICY ISSUES - HEADING

23. Review of the District Governing Board Budget Proposal for FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 82)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2015 through 2018 and a proposed budget for the next fiscal year 2018-2019.

Member McCarver moved, seconded by Member Harris, to adopt the proposed District Governing Board Budget for 2018-2019. Motion carried unanimously.

24. Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Campus Master Plan Update handout)

Dr. Clint Ewell provided 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.

Member McCarver moved, seconded by Member Irwin, to adopt the revised Campus Master Plan as presented. Motion carried unanimously.

25. Review of the Preliminary Capital Budget for FY 2018-2019 - INFORMATION AND/OR DISCUSSION (refer to Capital Budget handout)

Dr. Clint Ewell presented the Capital Budget Information for FY 2018-2019. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2018-2019.

The Board requested the proposed business plan of the CTEC food service; multi-purpose field.

26. OWNERSHIP LINKAGE - HEADING - CONTINUED

27. Ownership Linkage - Community Forums - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 84-87)

The Board reviewed the upcoming Community Forums that were approved in the 2017-2018 Ownership Linkage Plan.

The Board requested that this linkage process include a deliberate Board review and discussion, and a process to link/report back to owners.

28. Receipt of the Third District Governing Board Annual Report- INFORMATION AND DISCUSSION

The Board received the Yavapai College District Governing Board Annual Report 2017.

29. Planning of September 2018 District Governing Board Retreat - DISCUSSION AND/OR DECISION

The Board discussed the planning of the September 2018 District Governing Board Retreat:

- Proposed Topics – Ends Statements Review; Ownership Linkage Plan, and Annual Calendar
- Member McCarver moved, seconded by Member Harris, to hold a Board Retreat on September 10, 2018 at 9:00 a.m. at the Prescott Campus – Rock House and additional details forthcoming. Motion carried unanimously.

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

- Board Spokesperson – no report.
- Arizona Association for District Governing Boards (AADGB) – Member McCasland attempted to

Presenter : Ray Sigafoos	Start Time : 1:04 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 12/7/2017	Item Type : Decision Item	

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

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:05 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 10	
Proposed : 2/22/2018	Item Type : Information Item	

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

Description : Recognition of Faculty Emeritus Awardees for 2018: Jamie Bennett and Mary Verbout - INFORMATION AND DISCUSSION

Details : Dr. Ron Liss, Vice President for Instruction and Student Development will introduce the new Faculty Emeritus Awardees:

- Ms. Jamie Bennett - Served Yavapai College from 1992-2007
- Ms. Mary Verbout - Served Yavapai College from 1991-2016

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : MONITORING REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Monitoring Item

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

Description : March Board Meeting Evaluation - INFORMATION AND/ORDISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the March 6, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
March Monthly Eval Compilation.pdf	Apr 13, 2018	March Monthly Eval Compilation.pdf

**Yavapai College District Governing Board
Board Meeting Self-Evaluation (Monthly)
Compilation for Month of: March 2018**

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
1	4	Board involved in making decisions in areas already delegated to CEO
	5	Decisions without considering ownership input, or led by a few vocal owners
	5	Decisions without whole Board input, or led by a few vocal members
	5	Board automatically approving decisions of individuals or committees without due consideration
	5	Board focused on present and/or past
	5	Board making reactive decisions rather than pro-active decisions
<p>Other Comments:</p> <p>Harris: It seemed as though there was a foray into the operations/how to get to ends when that is not our role.</p> <p>McCarver: The focus for some of the discussion on Capital items was focused on operational control rather than at the policy or Ends/outcome level.</p>		

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.		4	1	Harris: We still need to continue to improve in understanding our role, which I realize is an ongoing endeavor.
The Board’s behavior demonstrates that its constituency is the entire county.	1	3	1	
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.		2	3	
<p>What is the most important thing the Board could do to improve our function as a board?</p> <p>McCasland: Discuss future direction of the college.</p> <p>Harris: Continue to learn and apply the principles of policy governance.</p> <p>McCarver: Work on separating out Board role and responsibility from administrative issues and stay focused.</p>				

Presenter : Ray Sigafoos

Start Time : 1:20 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:20 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 12/7/2017

Item Type : Decision Item

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

Description : 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 time allotted.

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 12/7/2017

Start Time : 1:40 PM
Time Req : 0
Item Type : Heading

Item No : 12

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
Proposed By : Ray Sigafoos
Proposed : 12/7/2017

Start Time : 1:40 PM
Time Req : 1
Item Type : Consent Item

Item No : 13

Policy No.	Description	Ref No
3.4.3.4	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. Therefore, the Consent Agenda will be used to: a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : Receipt of Report on Revenues and Expenditures - March 2018 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Included is the Financial Update Report highlighting the status of several key indicators. The report of Revenue and Expenditures for the ninth month of FY 2017 - 2018 ending March 31, 2018, is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - March 2018 in April.pdf	Apr 13, 2018	Financial Update - March 2018 in April.pdf
YCFS Mar 2018 - Governing Board Budget Report.pdf	Apr 13, 2018	YCFS Mar 2018 - Governing Board Budget Report.pdf
YCFS Mar 2018_Summary.pdf	Apr 13, 2018	YCFS Mar 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

March 2018

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 was done in November 2017.
- The auditors began their field work on October 16, 2017. The audit report (Comprehensive Annual Financial Report) was issued in December 2017 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA).
- The Comprehensive Annual Financial Report (CAFR) for FY2016-2017 was presented to the Board in February 2018.

FY 2017-2018 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. Based on higher than average collections last fiscal year we expect collections to exceed the historical average.
- Tuition and fees is projected to slightly exceed budget for the fiscal year.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

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

the Allied Health department subsequent to the FY 2017-18 budget being set.

- Instruction expenses and related ticket sale revenues were significantly above budget for the White Christmas and Beauty and the Beast productions, both exceeding projections.
- 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 Nine Months Ended March 31, 2018
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 30,141	\$ 8,123	\$ 38,264
Association of Community College Trustees	Membership & Conference Fees	13,686	-	13,686
Connie Harris	Travel	2,405	-	2,405
Deborah McCasland	Travel	2,445	-	2,445
DGB Community Survey	Printing & Advertising	21,413	-	21,413
DGB Retreat	Room and Food Supplies	819	-	819
HF Group LLC	Binding	467	1,033	1,500
International Policy Governance Association	Policy Governance Certifications	5,900	-	5,900
International Policy Governance Association	Membership & Conference Fees	2,630	-	2,630
Karen Jones	Travel	1,751	-	1,751
Osborn Maledon PA	Legal Counsel	20,890	16,610	37,500
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500
Patricia McCarver	Travel	834	-	834
Penelope Wills	Travel	1,791	-	1,791
Ray Sigafos	Travel	1,118	-	1,118
Sodexo Inc.	Food Supplies	2,165	2,835	5,000
Steve Irwin	Travel	1,099	-	1,099
Supplies/Other	Various Vendors	1,972	-	1,972
The Governance Coach	Consulting	10,101	-	10,101
VVTV	Board Meeting Broadcasts	1,650	1,350	3,150
YC Printing Services	Printing	3,006	-	3,006
				<u>167,884</u>
Remaining Budget - March 31, 2018				<u>\$ 3,416</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 35,913,369		\$ 35,913,369	\$ 44,078,000	81.5%
Restricted Fund	11,200,346		11,200,346	13,840,500	80.9%
Auxiliary Fund	3,782,346		3,782,346	4,634,800	81.6%
Unexpended Plant Fund	8,667,219		8,667,219	10,971,500	79.0%
Debt Service Fund	5,190,167		5,190,167	6,903,300	75.2%
TOTALS	<u>64,753,447</u>		<u>64,753,447</u>	<u>80,428,100</u>	<u>80.5%</u>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Fund	\$ 31,762,978	\$ 6,312,524	\$ 5,245,903	\$ 32,829,599	\$ 44,078,000	74.5%
Restricted Fund	11,053,706	383,452	282,402	11,154,756	13,840,500	80.6%
Auxiliary Fund	3,275,909	491,002	322,465	3,444,446	4,634,800	74.3%
Unexpended Plant Fund	7,711,561	1,252,984	-	8,964,545	10,971,500	81.7%
Debt Service Fund	564,354	4,612,571	-	5,176,925	6,903,300	75.0%
TOTALS	<u>54,368,508</u>	<u>13,052,533</u>	<u>5,850,770</u>	<u>61,570,271</u>	<u>80,428,100</u>	<u>76.6%</u>
SURPLUS/(DEFICIT)				<u>3,183,176</u>	<u>-</u>	

COMMENTS:

Through the ninth month, 76.6% of budget has been committed (excluding labor encumbrances) compared to 80.5% of revenues received.

The budget currently has a surplus of \$3,183,176.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 17/18 Budget	Percent of Budget	FY 17/18 Estimate	Budget to Estimate Variance
REVENUES:							
Primary Property Taxes	\$ 26,581,428		\$ 26,581,428	\$ 35,620,000	74.6%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	10,512,777		10,512,777	10,746,500	97.8%	10,831,500	85,000
Tuition and Fees - Contingency	-		-	(530,000)	0.0%	(530,000)	-
State Appropriations	479,550		479,550	640,000	74.9%	640,000	-
Other Revenues	292,596		292,596	416,500	70.3%	416,500	-
Interest Income	54,518		54,518	45,000	121.2%	60,000	15,000
Fund Balance Applied to Budget	675,000		675,000	900,000	75.0%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(2,782,500)		(2,782,500)	(3,710,000)	75.0%	(3,710,000)	-
TOTAL REVENUES	35,913,369		35,913,369	44,078,000	81.5%	44,178,000	100,000

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 17/18 Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 17/18 Estimate	Budget to Estimate Variance
EXPENDITURES (Note 1):								
Instruction	\$ 13,107,114	\$ 1,863,240	\$ 1,663,864	\$ 13,306,490	\$ 17,947,000	74.1%	\$ 17,677,810	\$ (269,150)
Academic Support	3,117,275	701,146	664,291	3,154,130	4,552,000	69.3%	4,415,440	(136,560)
Institutional Support	6,566,680	1,852,235	1,349,675	7,069,240	8,945,000	79.0%	8,766,100	(178,900)
Student Services	3,770,751	843,940	782,590	3,832,101	5,260,000	72.9%	5,154,800	(105,200)
Operation/Maintenance of Plant	4,371,327	1,036,327	769,846	4,637,808	6,328,000	73.3%	6,233,080	(94,920)
Scholarships	769,608	-	-	769,608	877,000	87.8%	877,000	-
Public Service	60,223	15,636	15,637	60,222	169,000	35.6%	96,330	(72,670)
TOTAL EXPENDITURES	31,762,978	6,312,524	5,245,903	32,829,599	44,078,000	74.5%	43,220,560	(857,400)
SURPLUS/(DEFICIT)				\$ 3,083,770	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2018.

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

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

Scholarships at 87.8% of budget due to spring 2018 financial aid awards being made.

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

The Budget currently has a surplus of \$3,083,770

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

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 9,239,030		\$ 9,239,030	\$ 11,255,400	82.1%
State Grants and Contracts	147,160		147,160	365,000	40.3%
Private Gifts, Grants and Contracts	691,705		691,705	856,000	80.8%
Proposition 301 Funds	575,501		575,501	700,000	82.2%
State Appropriation - STEM Workforce	537,750		537,750	639,100	84.1%
Fund Balance Applied to Budget	93,750		93,750	125,000	75.0%
Restricted Fund Transfer Out	(100,000)		(100,000)	(100,000)	100.0%
Reimbursement Due	15,450		15,450	N/A	N/A
TOTAL REVENUES	11,200,346		11,200,346	13,840,500	80.9%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Instruction	\$ 1,772,774	\$ 223,563	\$ 124,799	\$ 1,871,538	\$ 2,791,500	67.0%
Student Services	757,974	141,698	141,698	757,974	1,372,500	55.2%
Scholarships	8,434,291	-	-	8,434,291	9,510,500	88.7%
Public Service	88,667	18,191	15,905	90,953	166,000	54.8%
TOTAL EXPENDITURES	11,053,706	383,452	282,402	11,154,756	13,840,500	80.6%
SURPLUS/(DEFICIT)				\$ 45,590		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2018.
Scholarships at 88.7% of budget due to spring 2018 financial aid awards being made.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

AUXILIARY FUND

	Year-to-Date Revenues		Total Revenues	FY 17/18 Budget	Percent of Budget	FY 17/18 Estimate	Budget to Estimate Variance
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,160,103		\$ 1,160,103	\$ 1,250,600	92.8%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	173,203		173,203	185,000	93.6%	185,000	-
Food Services Sales	25,514		25,514	33,000	77.3%	33,000	-
Vending	29,931		29,931	40,000	74.8%	40,000	-
Edventures	309,067		309,067	280,000	110.4%	310,000	30,000
Winery - Tasting Room	97,924		97,924	100,000	97.9%	120,000	20,000
Family Enrichment Center	425,507		425,507	579,300	73.5%	579,300	-
Public Services							
Community Events	338,532		338,532	463,800	73.0%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	-	(55,000)
Other Revenues							
Yavapai College Foundation	282,147		282,147	438,000	64.4%	438,000	-
Other	291,293		291,293	244,600	119.1%	335,600	91,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	100,000	-
General Fund Transfer In	952,275		952,275	1,269,700	75.0%	1,269,700	-
Auxiliary Fund Transfer Out	(303,150)		(303,150)	(404,200)	75.0%	(404,200)	-
TOTAL REVENUES	3,782,346		3,782,346	4,634,800	81.6%	4,720,800	86,000

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 17/18 Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 17/18 Estimate	Budget to Estimate Variance
EXPENDITURES (Note 1):								
Instruction	\$ 193,557	\$ 7,445	\$ -	\$ 201,002	\$ 99,600	201.8%	\$ 215,000	\$ 115,400
Student Services	526,255	99,039	82,425	542,869	689,200	78.8%	689,200	-
Auxiliary Enterprises	961,879	194,790	130,646	1,026,023	1,541,200	66.6%	1,494,900	(46,300)
Public Service	671,493	189,728	109,394	751,827	974,500	77.2%	989,101	14,600
Facilities & Administrative Allocation Expense	922,725	-	-	922,725	1,230,300	75.0%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	3,275,909	491,002	322,465	3,444,446	4,634,800	74.3%	4,618,501	(16,300)
SURPLUS/(DEFICIT)				\$ 337,900	\$ -			

COMMENTS:

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

The Budget currently has a surplus of \$337,900.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 6,186,789		\$ 6,186,789	\$ 8,290,500	74.6%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	31,087		31,087	25,000	124.3%
Other	18,343		18,343	20,000	91.7%
Fund Balance Applied to Budget	1,681,000		1,681,000	1,681,000	100.0%
General Fund Transfer In	750,000		750,000	1,000,000	75.0%
TOTAL REVENUES	8,667,219		8,667,219	10,971,500	79.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Preventative Maintenance	\$ 3,098,288	\$ 249,089	\$ -	\$ 3,347,377	\$ 3,674,000	91.1%
Unplanned Maintenance	184,177	36,265	-	220,442	250,000	88.2%
Capital Improvement Projects	2,946,925	394,069	-	3,340,994	4,208,800	79.4%
Equipment	1,231,330	515,009	-	1,746,339	2,240,000	78.0%
Furniture and Fixtures	198,758	27,558	-	226,316	250,000	90.5%
Library Books	52,083	30,994	-	83,077	98,700	84.2%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	7,711,561	1,252,984	-	8,964,545	10,971,500	81.7%
SURPLUS/(DEFICIT)				(297,326)	-	

COMMENTS:

The Budget currently has a deficit of \$297,326 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2018 - 75.0% of the Fiscal Year Complete

Fiscal Year 2017-2018

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>	
REVENUES:						
Secondary Property Taxes	\$ 3,679,013		\$ 3,679,013	\$ 4,928,800	74.6%	
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%	
Investment Income	15,279		15,279	10,000	152.8%	
General Fund Transfer In	1,080,225		1,080,225	1,440,300	75.0%	
Auxiliary Fund Transfer In	303,150		303,150	404,200	75.0%	
Fund Balance Applied to Budget	112,500		112,500	150,000	75.0%	
TOTAL REVENUES	5,190,167		5,190,167	6,903,300	75.2%	
	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 3,296,250	\$ -	\$ 3,296,250	\$ 4,395,000	75.0%
Interest Payments	330,402	165,198	-	495,600	660,800	75.0%
Pledged Revenue Obligations						
Principal Payments	-	802,500	-	802,500	1,070,000	75.0%
Interest Payments	185,151	92,574	-	277,725	370,300	75.0%
Revenue Bonds						
Principal Payments	-	232,500	-	232,500	310,000	75.0%
Interest Payments	47,101	23,549	-	70,650	94,200	75.0%
Bank Fees	1,700	-	-	1,700	3,000	56.7%
TOTAL EXPENDITURES	564,354	4,612,571	-	5,176,925	6,903,300	75.0%
SURPLUS/(DEFICIT)				13,242	-	

COMMENTS:

Through the Ninth month, 75.0% of budget has been committed (excluding labor encumbrances) compared to 75.2% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:41 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 3/9/2018

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 : For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION

Details : The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2018 through June 30, 2019, to eligible students for the following School Districts:

- Bagdad Unified School District No. 20
- Camp Verde Unified School District No.28
- Chino Valley Unified School District No. 51
- Humboldt Unified School District No. 22
- Mayer Unified School District No. 43
- Mingus Union High School District No. 4
- Mountain Institute Joint Technology Education District No. 2
- Prescott Unified School District No. 1
- Sedona-Oak Creek Joint Unified School District No. 9
- Seligman Unified School District No. 40
- Valley Academy for Career and Technology Education District #01
- Tri-City College Preparatory High School

Attached - Type of Instruction Dual Enrollment Courses, identifies specific courses being offered with each institute

Attachments :

Title	Created	Filename
IGA - Dual Enrollment.pdf	Apr 11, 2018	IGA - Dual Enrollment.pdf

**AGREEMENT
BETWEEN
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
AND
[CHARTER SCHOOL]**

This Agreement (“Agreement”) is entered into between Yavapai County Community College District (“College”), and [REDACTED] (“Charter School”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and Charter School are authorized to enter into this Agreement pursuant to A.R.S. § 15-183(H), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

Charter School desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

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

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible Charter School students.

2. DEFINITION

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

- i. After the governing boards of Charter School and College have approved it; and
- ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

B. The term of this Agreement shall be from the Effective Date through June 20, 2019.

(“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

A. College will offer Dual Enrollment Courses to Charter School juniors and seniors, and to freshman and sophomore students subject to Paragraph F in this Section 4.1, who meet College’s prerequisites.

B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to Charter School students are:

1. of a quality and depth to qualify for college credit, as determined by College;
2. evaluated and approved through the College curriculum approval process;
3. at a higher level than taught by the Charter School high school;
4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit A attached to this Agreement.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College’s current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. For students under the age of 18, the College’s admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*, to the extent that separate in-state and out-of-state tuition rates are established by this Agreement.

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to 25% of the students enrolled in Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course, which shall comply with A.R.S. § 15-1821.01(2)(b). College shall report all exceptions and the justification for each exception as required by A.R.S. § 15-1821.01(2)(b).

- G. College will provide to Charter School the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.
- I. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. Charter School will provide College with the State Student ID number for each student as provided in Section 5.1(G).
- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that Charter School instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by Charter School, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by Charter School as necessary to review Dual Enrollment Course outlines and Charter School's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide Charter School with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide Charter School access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both Charter School and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), and applicable regulations, Charter School and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

4.5 Students with Disabilities

A. After notification from Charter School of a student’s need, if College is providing the instructor for a Dual Enrollment Course, College will cooperate with Charter School to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with Charter School in determining appropriate accommodations or special education services; however, Charter School shall be responsible for ensuring that the student receives a free appropriate public education (“FAPE”) in conformity with his or her 504 Plan or individualized education program (“IEP”), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve Charter School of any of its legal duties under applicable Federal or State law, including but not limited to Charter Schools’s obligations relating to child find, evaluation, and placement of students with disabilities.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and Charter School will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF CHARTER SCHOOL

5.1 General Course Requirements

A. Charter School will provide an opportunity for Charter School students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), Charter School will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in Charter School, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If Charter School is providing the instructor for the Dual Enrollment Course, Charter School will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of Charter School at a Charter School facility.

D. Charter School will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The Charter School Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.

F. Charter School will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. Charter School shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, Charter School will enroll the student using the student's State Student ID number and provide that number to College.

5.2 Instructors and Instruction

A. If Charter School is to provide the instructor, Charter School will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. Charter School will ensure that Charter School instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If Charter School is providing the instructor, Charter School will provide at Charter School's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a Charter School instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding 10 consecutive school days, Charter School shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

Charter School will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary to review Dual Enrollment Course outlines and Charter School's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

A. Charter School will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary College admissions and registration process;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both Charter School policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the Charter School, and should act appropriately; and
5. is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

B. Charter School will ensure that each instructor of Dual Enrollment Courses agrees to be subject to Charter School policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in Dual Enrollment Courses for failure to follow College requirements.

C. Charter School will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both Charter School and College. Pursuant to FERPA and applicable regulations, Charter School and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

Charter School will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and Charter School. Charter School shall work with College in determining appropriate accommodations or special education services. Charter School shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve Charter School of any of its legal duties under applicable Federal or State law, including but not limited to Charter School's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

Charter School will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

5.7 Facilities and Funding

A. Charter School will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by Charter School shall remain an employee of Charter School, and shall be subject to the terms and conditions of the instructor's employment contract and Charter School policy, but shall also be subject to continuing approval by College. Should a Charter School instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and Charter School, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to Charter School policy. Should a College instructor violate Charter School procedure or policy, Charter School may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify Charter School in writing of such substitution.

6.2 Students

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of Charter School and shall follow the schedule and calendar of classes applicable for Dual Enrollment Courses, as established by Charter School and approved by College.

6.3 Removal from Course

Charter School retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with Charter School policies. College shall have the right to request Charter School to remove a student from a Dual Enrollment Course.

6.4 Schedule and Number of Students

Charter School and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of Charter School and College. Charter School and College must mutually agree if any student who is not a student of Charter School will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate Charter School for the services of a qualified instructor provided by Charter School or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

Charter School and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of Charter School and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and Charter School agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit B attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

7.2 Supplies

Charter School will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within Charter School.

7.3 Tuition

A. Either the student or Charter School shall be responsible for payment of tuition to College, as specified in Exhibit B.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B. In addition, College may offset tuition payments owed to College by Charter School with payments due from College to Charter School.

C. Charter School understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of 5 years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and Charter School policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 No Relief from Obligations

Termination of this Agreement shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.3 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by Charter School for the program shall be retained by Charter School.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

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

If to Charter School:

COLLEGE

CHARTER SCHOOL

By: Penelope H. Wills, Ph.D.
Title: President

By:
Title:

Date

Date

EXHIBIT A

EXHIBIT A

**TYPE OF INSTRUCTION
DUAL ENROLLMENT COURSES**

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

Semester 1 is Fall, Semester 2 is Spring and Semester 3 is a Year-long course.

The number of students admitted for any Dual Enrollment Course shall not shall not exceed a maximum of TBD (listed below if applicable) students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

The following courses are also offered to freshmen and sophomore students:

COLLEGE TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX	H.S. TITLE
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EXHIBIT B

FINANCIAL PROVISIONS

*Fill in the blanks. If the information is not applicable, indicate N/A in the blank.
Additional directions for completing this form are in italics.*

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- Charter School shall provide and pay all instructors.
- College shall provide and pay all instructors.
- Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE CHARTER SCHOOL

For each course for which the Charter School provides and pays for the instructor, the College shall pay the Charter School zero Dollars (\$0) per credit hour for each properly enrolled student, capped at zero Dollars (\$0) per credit hour for each course. *(Indicate N/A if there is no cap.)*

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

No tuition is charged for Dual Enrollment classes.

College tuition in non-Dual Enrollment classes varies based on discipline for in-state students. The tuition rates range from eighty-seven to one hundred seventy-seven Dollars (\$87 to \$177) per credit hour for each in-state student. College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred thirty-one to four hundred fifty-six Dollars (\$131 to \$456) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <https://www.yc.edu/v5content/academics/tuition-fees-2018.htm> for specific information about tuition rates).

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the Charter School or student is responsible for payment of each fee or cost

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the Charter School or student is responsible for payment to the College of the fee or cost. .</i>
1. There is a \$10 per credit hour cost for Dual Enrollment classes.	Charter <input checked="" type="checkbox"/> Student <input type="checkbox"/>

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- Charter School is responsible for payment of costs to the College.
- Each student is responsible for payment of costs to the College.

For tuition and fee/cost payments required to be made by the Charter School to the College:

- A. Charter School is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent Charter School deems appropriate; and
- B. Charter School may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to Charter School by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

6. FORMAT OF INVOICES BETWEEN THE CHARTER SCHOOL AND COLLEGE

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Payments to be sent to the College:
Yavapai College
Attn: Accounting Manager
1100 E. Sheldon Street
Prescott, AZ 86301

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$

Portion of that FTSE distributed to Charter School:

(Specify percentage or dollar amount)

\$0

Amount Charter School returned to College:

(Specify percentage or dollar amount)

\$0

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
AND
[SCHOOL DISTRICT]**

This Intergovernmental Agreement (“Agreement”) is entered into between Yavapai County Community College District (“College”), and [redacted] (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

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

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

- i. After the governing boards of School District and College have approved it; and
- ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

B. The term of this Agreement shall be from the Effective Date through June 30, 2019. (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph F in this Section 4.1, who meet College’s prerequisites.

B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:

1. of a quality and depth to qualify for college credit, as determined by College;
2. evaluated and approved through the College curriculum approval process;
3. at a higher level than taught by the School District high school;
4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit A attached to this Agreement.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College’s current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. For students under the age of 18, the College’s admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to 25% of the students enrolled in Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course, which shall comply with A.R.S. § 15-1821.01(2)(b). College shall report all exceptions and the justification for each exception as required by A.R.S. § 15-1821.01(2)(b).

- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.
- I. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. School District will provide College with the State Student ID number for each student as provided in Section 5.1(G).
- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

4.5 Students with Disabilities

A. After notification from School District of a student’s need, if College is providing the instructor for a Dual Enrollment Course, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School District in determining appropriate accommodations or special education services; however, School District shall be responsible for ensuring that the student receives a free appropriate public education (“FAPE”) in conformity with his or her 504 Plan or individualized education program (“IEP”), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at a School District facility.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's State Student ID number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding 10 consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary College admissions and registration process;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in Dual Enrollment Courses for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

School District will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Students

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes applicable for Dual Enrollment Courses, as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit B.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of 5 years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 No Relief from Obligations

Termination of this Agreement shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.3 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

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

If to School District:

COLLEGE

SCHOOL DISTRICT

By: Penelope H. Wills, Ph.D.
Title: President

By:
Title:

Date

Date

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. §11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.

E.A. Powell for C. Benson Hiffard

By:
Title:
Counsel for Yavapai County Community
College District

Dated: 4/10/2018

By: _____
Title: _____

Dated: _____

EXHIBIT A

**TYPE OF INSTRUCTION
DUAL ENROLLMENT COURSES**

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

Semester 1 is Fall, Semester 2 is Spring and Semester 3 is a Year-long course.

The number of students admitted for any Dual Enrollment Course shall not shall not exceed a maximum of TBD (listed below if applicable) students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

The following courses are also offered to freshmen and sophomore students:

COLLEGE TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX	H.S. TITLE
---------------	--------	---------	----------	------------	-----	------------

EXHIBIT B

FINANCIAL PROVISIONS

*Fill in the blanks. If the information is not applicable, indicate N/A in the blank.
Additional directions for completing this form are in italics.*

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- School District shall provide and pay all instructors.
- College shall provide and pay all instructors.
- Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District zero Dollars (\$0) per credit hour for each properly enrolled student, capped at zero Dollars (\$0) per credit hour for each course. *(Indicate N/A if there is no cap.)*

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

No tuition is charged for Dual Enrollment classes.

College tuition in non-Dual Enrollment classes varies based on discipline for in-state students. The tuition rates range from eighty-seven to one hundred seventy-seven Dollars (\$87 to \$177) per credit hour for each in-state student. College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred thirty-one to four hundred fifty-six Dollars (\$131 to \$456) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <https://www.yc.edu/v5content/academics/tuition-fees-2018.htm> for specific information about tuition rates).

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>
1. There is a \$10 per credit hour cost for Dual Enrollment classes.	District <input checked="" type="checkbox"/> Student <input type="checkbox"/>

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School District is responsible for payment of costs to the College.
- Each student is responsible for payment of costs to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
- B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Payments to be sent to the College:
Yavapai College
Attn: Accounting Manager
1100 E. Sheldon Street
Prescott, AZ 86301

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$0

Dual Enrollment Classes currently expected for 2018-19

Note: Semester 1 is Fall, Semester 2 is Spring, and Semester 3 is a Year-long course.

Bagdad Unified School District #20

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR
Introduction to Business	BSA 131	3	2	Myers
Culinary Principles	CUL 101	4	1	Rose
Culinary Fundamentals: Hot Foods	CUL 102	4	2	Rose
Culinary Fundamentals: Breakfast & Garde Manger	CUL 103	4	1	Rose
Culinary Fundamentals: Baking & Pastry	CUL 104	4	2	Rose
College Mathematics	MAT 142	3	1	Diehl
Elementary Statistics	MAT 167	3	2	Diehl
Precalculus	MAT 187	5	3	Diehl
Principles of Management	MGT 220	3	2	Myers
Oxyacetylene	WLD 130	4	2	Rotteger
Arc I	WLD 140	4	1	Rotteger
Arc II	WLD 145	4	2	Rotteger
Blueprint Reading	WLD 156	4	1	Rotteger
Gas Metal Arc Welding	WLD 210	4	1	Rotteger
Welded Metal Fabrication	WLD 250	4	2	Rotteger

Camp Verde Unified School District #28

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Auto/Diesel Preventative Maintenance	AUT 100	2	2	Tudor	
Auto/Diesel Electrical Systems	AUT 109	4	1	Tudor	
Auto Engine Repair	AUT 153	4	2	Tudor	
AUT 123 and 126 alternate with AUT 109 and 153					
College Composition I	ENG 101	3	1	Lawrence	22
College Composition II	ENG 102	3	2	Lawrence	22

College Mathematics	MAT 142	3	1	Lewis
Elementary Statistics	MAT 167	3	2	Lewis
Precalculus	MAT 187	5	3	Andrews
Calculus & Analytic Geometry I	MAT 220	5	1	TBD
Calculus & Analytic Geometry II	MAT 230	5	2	TBD

Chino Valley Unified School District #51

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Biology Concepts	BIO 100	4	3	Dufour	
Culinary Principles	CUL 101	4	1	Pehl	
Culinary Fundamentals: Hot Foods	CUL 102	4	2	Pehl	
Culinary Fundamentals: Breakfast & Garde Manger	CUL 103	4	1	Pehl	
Culinary Fundamentals: Baking & Pastry	CUL 104	4	2	Pehl	
College Composition I	ENG 101	3	1	Reiman	22
College Composition I	ENG 101	3	1	Kingsley	22
College Composition II	ENG 102	3	2	Reiman	22
College Composition II	ENG 102	3	2	Kingsley	22
American Literature 1865 to Present	ENG 241	3	1	Kingsley	
British Literature 1798 to Present	ENG 212	3	2	Kingsley	
College Mathematics	MAT 142	3	2	Isenberg	
College Algebra	MAT 152	3	1	Isenberg	
Precalculus	MAT 187	5	3	Isenberg	
Calculus and Analytic Geometry I	MAT 220	5	3	Isenberg	
<u>Introduction to Viticulture</u>	<u>VEN 100</u>	<u>3</u>	<u>3</u>	<u>Gonzales</u>	

CONCURRENT ENROLLMENT ON HS CAMPUS

Introduction to Computer Networking Technology	CNT 100	3	1	Riley
A+ Computer Technician Certification	CNT 110	4	1	Riley
Network+: Networking Technologies Certification	CNT 115	4	2	Riley
<u>Introduction to Windows Server</u>	<u>CNT 120</u>	<u>3</u>	<u>2</u>	<u>Riley</u>

Humboldt Unified School District #22

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Nursing Assistant	AHS 114	5	3	Valley	20
College Composition I	ENG 101	3	1	Leveron	22
College Composition I	ENG 101	3	1	Minarik	22
College Composition II	ENG 102	3	2	Leveron	22
College Composition II	ENG 102	3	2	Minarik	22
College Algebra	MAT 152	3	2	Larson	
<u>Precalculus</u>	<u>MAT 187</u>	<u>5</u>	<u>3</u>	<u>Young</u>	

CONCURRENT ENROLLMENT ON HS CAMPUS

Introduction to Computer Networking Technology	CNT 100	3	1	Riley
A+ Computer Technician Certification	CNT 110	4	1	Riley
Network+: Networking Technologies Certification	CNT 115	4	2	Riley
<u>Introduction to Windows Server</u>	<u>CNT 120</u>	<u>3</u>	<u>2</u>	<u>Riley</u>

Mayer Unified School District #43

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR
Agribusiness Management	AGS 102	3	1	Dinges
Agricultural Mechanics	AGS 215	3	2	Dinges
Business Financial Applications	BSA 130	3	1	Burgess
Introduction to Business	BSA 131	3	2	Burgess
Microsoft Office	CSA 126	3	2	Burgess
<u>Principles of Management</u>	<u>MGT 220</u>	<u>3</u>	<u>2</u>	<u>Burgess</u>

Mingus Union High School District #4

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Animal Industry	AGS 120	4	1	Banuelos	
Aquaculture Science	AGS 261	4	2	Banuelos	
Auto/Diesel Preventative Maintenance	AUT 100	2	2	Hooton	
Auto/Diesel Electrical Systems	AUT 109	4	1	Hooton	
Automotive Brakes	AUT 123	4	1	Hooton	
Auto/Diesel Suspension & Steering	AUT 126	4	2	Hooton	
Auto Engine Repair	AUT 153	4	2	Hooton	
College Composition I	ENG 101	3	1	McKean	22
College Composition II	ENG 102	3	2	McKean	22
Animation Principles	FMA 100	3	1	Bane	
Production I	FMA 102	3	2	Bane	
FMA 103 and 113 alternate with FMA 100 and 102					
College Algebra	MAT 152	3	2	Mahendran	
Precalculus	MAT 187	5	3	Mai	
Introduction to Viticulture	VEN 100	3	2	Banuelos	
Arc I	WLD 140	4	1	Lamer	
Arc II	WLD 145	4	2	Lamer	

Mountain Institute Joint Technology Education District #02

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Culinary Principles	CUL 101	4	1	Flannigan	
Culinary Fundamentals: Hot Foods	CUL 102	4	2	Flannigan	
Culinary Fundamentals: Breakfast & Garde Manger	CUL 103	4	1	Flannigan	
Culinary Fundamentals: Baking & Pastry	CUL 104	4	2	Flannigan	

Prescott Unified School District #1

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Auto/Diesel Preventative Maintenance	AUT 100	2	1	Predmore	24
Auto/Diesel Electrical Systems	AUT 109	4	1	Predmore	24
Automotive Brakes	AUT 123	4	2	Predmore	24
Auto/Diesel Suspension & Steering	AUT 126	4	1	Predmore	24
Auto/Diesel Heating & Air Conditioning	AUT 128	4	2	Predmore	24
Auto Engine Repair	AUT 153	4	2	Predmore	24
Introduction to Business	BSA 131	3	1	Macilroy	
College Composition I	ENG 101	3	1	Willard	22
College Composition II	ENG 102	3	2	Willard	22
Animation Principles	FMA 100	3	1	Hammer	
Stop Motion Animation	FMA 113	3	2	Hammer	
College Mathematics	MAT 142	3	2	Bray	
College Mathematics	MAT 142	3	2	Neely	
College Algebra	MAT 152	3	1	Neely	
Elementary Statistics	MAT 167	3	2	Neely	
Precalculus	MAT 187	5	3	TBD	
Principles of Management	MGT 220	3	1	Macilroy	

CONCURRENT ENROLLMENT ON HS CAMPUS

Introduction to Computer Networking Technology	CNT 100	3	1	Cutter	
A+ Computer Technician Certification	CNT 110	4	1	Cutter	
Network+: Networking Technologies Certification	CNT 115	4	2	Cutter	
Introduction to Windows Server	CNT 120	3	2	Cutter	

Sedona-Oak Creek Joint Unified School District #9

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
College Composition I	ENG 101	3	1	Rutkowski	22
College Composition II	ENG 102	3	2	Rutkowski	22

Seligman Unified School District #40

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introductory Equine Science	AGE 100	4	3	Wallace	

Tri-city College Preparatory High School

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Intro to Administration of Justice	AJS 101	3	1	Mason	
Substantive Criminal Law	AJS 109	3	2	Mason	
Intro to Human Anatomy & Physiology	BIO 160	4	3	Muchna	
General Biology I	BIO 181	4	3	Sampson	
Introduction to Computer Networking Technology	CNT 100	3	1	Halvorson	
Network+: Networking Technologies Certification	CNT 115	4	2	Halvorson	
CNT 110 and 120 alternate with CNT 100 and 115					
College Composition I	ENG 101	3	1	Kauffman	22
College Composition II	ENG 102	3	2	Kauffman	22
College Mathematics	MAT 142	3	2	Mezeske	
College Algebra	MAT 152	3	1	Mezeske	
Precalculus	MAT 187	5	3	Mezeske	
Calculus & Analytic Geometry I	MAT 220	5	1	Mezeske	
Calculus & Analytic Geometry II	MAT 230	5	2	Mezeske	

Valley Academy for Career and Technology Education District #01

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Nursing Assistant	AHS 114	5	1 & 2	Amoscato	12
Hazardous Materials First Responder Operations	FSC 104	2	1	Darby	
Firefighter I & II Certification Academy	FSC 105	12	3	Darby	

Presenter : Ray Sigafoos

Start Time : 1:43 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 12/7/2017

Item Type : Consent Item

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

Description : For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County and Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the Superior Court in Yavapai County and Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on October 15, 2018.

Attachments :

Title	Created	Filename
IGA - YouthSTEP.pdf	Apr 13, 2018	IGA - YouthSTEP.pdf

KR18-0614

**AGREEMENT
BETWEEN SUPERIOR COURT IN YAVAPAI COUNTY
AND YAVAPAI COLLEGE
FOR THE OPERATION OF THE YouthSTEP PROGRAM**

This is an Agreement (“Agreement”) entered into by and between the Superior Court in Yavapai County, Yavapai County Juvenile Court Center (“YCJCC”) and the Governing Board of Yavapai County Community College District, doing business as Yavapai College, a community college district of the State of Arizona (“College”).

WITNESSETH:

WHEREAS, the presiding judge of the juvenile court in Yavapai County is required pursuant to ARS § 8-322 to submit a plan for expenditure of monies to fund programs to reduce the number of repeat juvenile offenders and to provide services for juveniles who are on probation and

WHEREAS, YCJCC has determined to include in its plan summer youth training and education services provided by the College due to the beneficial effect of these services upon juvenile offenders in Yavapai County and;

WHEREAS the College has the authority to provide youth training pursuant to ARS § 11-1041 and 11-1042;

NOW, THEREFORE, YCJCC and the College hereby agree as follows:

ARTICLE I

DURATION OF AGREEMENT: This Agreement shall become effective upon execution and shall terminate on the 15th day of October, 2018.

ARTICLE II

PURPOSE: The purpose of this Agreement is to set forth the understanding of the parties regarding the terms and conditions under which YCJCC and the College will provide a summer youth training and education program:

The Yavapai County Juvenile Court Center obtained approval from the Administrative Office of the Courts to utilize state funds allocated to the Yavapai County Juvenile Court Center to fund a summer job training program. The program, Youth Summer Training and Enrichment Program, YouthSTEP (“Program”), consists of a summer job readiness and remedial education/life skills program for 18 juvenile offenders. The collaboration of partner agencies includes YCJCC and the College. Funding for the Program is available, in the amount of **\$56,814.00**.

The College and YCJCC are authorized to enter into agreements for the joint exercise of any power common to the contracting parties as to governmental functions necessary to the public health, safety and welfare, and the proprietary functions of such public agencies.

The College and YCJCC desire to work in cooperation with one another to further the goals of the approved Program. The College is familiar with the educational, administrative and operational requirements, goals and objectives of the Program as set forth and acknowledges and agrees that it can meet and achieve those requirements, goals and objectives by providing the services, personnel and resources set forth in Article III.

ARTICLE III

SCOPE OF SERVICES TO BE PERFORMED BY THE COLLEGE:

- A. Provide office space for Program staff and a location to conduct the classroom and work experience portions of the program;
- B. Provide administrative support as appropriate;
- C. Utilize available resources and support personnel to achieve project goals;
- D. Recruit, hire and train faculty, mentors and coordinators for the program;
- E. Provide co-directors for the program.

ARTICLE IV

FINANCE AND BUDGET: The budget for the Program is split between two fiscal years, FY 2017-2018 and FY 2018-2019. As such, budget allocations and expenditures must be made for each corresponding fiscal year’s budget and may not overlap, as outlined below:

A. Fiscal Year 2017-2018 Budget

The College, on or before July 15, 2018, will submit invoices to YCJCC for expenditure reimbursement, with the exception of Contract Services which will be expended directly by YCJCC. All expenditures must be expended by June 30, 2018. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$12,800.00
ERE	\$ 1,180.00
Contract Services	\$16,128.00
Operating & Supplies	\$ 1,500.00
Travel	\$ 800.00
Indirect Costs (8%)	\$ 1,302.40
Total	\$33,710.40

B. Fiscal Year 2018-2019 Budget

The College, on or before October 15, 2018, will submit invoices to YCJCC for expenditure reimbursement, with the exception of Contract Services which will be expended directly by YCJCC. All expenditures must be expended by September 30, 2018. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$ 7,720.00
ERE	\$ 772.00
Contract Services	\$12,096.00
Operating & Supplies	\$ 1,200.00
Travel	\$ 500.00
Indirect Costs	\$ 815.36
Total	\$23,103.36

C. Payment Terms: Upon receipt of an expenditure reimbursement request from the College, YCJCC will remit a warrant to the College.

ARTICLE V

FUND ACCOUNTING:

- A. The College is responsible for expending funds during Fiscal Year 2017-2018 as enumerated in Article IV, A and during Fiscal Year 2018-2019 as enumerated in Article IV, B. Funds distributed to the College shall be handled and accounted for in accordance with the regular operating procedures established by the College. Any interest earned on these monies while in the possession of the College shall accrue to the College and may be used by the College for the Program.
- B. Fiscal Year 2017-2018 funds shall be expended by June 30, 2018 and invoiced to YCJCC by July 15, 2018. Fiscal Year 2018-2019 funds shall be expended by September 30, 2018 and invoiced to YCJCC by October 15, 2018. Funds expended or requested for reimbursement after these time lines will not be reimbursed to the College.
- C. Any operating supplies purchased by the College with funds distributed under this agreement shall be used by the College for the administrative, operational and educational services associated with this IGA. At the end of this agreement term, or any successive agreement term with YCJCC, any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE VI

EMPLOYMENT STATUS OF STAFF: Except as otherwise provided in law, in the performance of this Agreement and the Program, both parties hereto will be acting in their

individual governmental capacities and not as agents, employees, partners, joint venturers, or associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party.

ARTICLE VII

FINGERPRINTING: The provisions of A.R.S. 41-1758, et seq. are hereby incorporated as provisions of this Agreement.

- A. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall be fingerprinted as a condition of employment. The College shall submit employee fingerprints to the Department of Public Safety or its designated agency before the performance of any job duties by the employee which require or allow the employee to provide services directly to juveniles without supervision. Personnel under eighteen years of age shall not be prohibited from employment solely because criminal history record information is not available to the department.
- B. Fingerprint checks shall be conducted pursuant to A.R.S. Section 41-1750, 41-1758, et seq.
- C. The College shall assume the costs of fingerprint checks and may charge these costs to its fingerprinted personnel.
- D. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they are awaiting trial on or have ever been convicted of any of the following criminal offenses in this state or similar offenses in another state or jurisdiction:

Sexual abuse of a minor; incest; first or second-degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; contributing the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; aggravated assault.

- E. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed an act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.
- F. This Agreement may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal

offenses in this state or similar offenses in another state or jurisdiction: Sexual abuse of a minor; incest; first or second degree murder; sexual assault; sexual exploitation of a minor; commercial sexual exploitation of a minor; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted or is awaiting trial on the offenses listed in this subsection or has committed any of the acts listed in subsection "D" of this article is immediately prohibited from employment or service with the provider in any capacity requiring or allowing contact with juveniles.

- G. The Agreement may be canceled or terminated if the fingerprint check or certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles without supervision discloses that the person has been convicted of or is awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: Arson; contributing to the delinquency of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; kidnapping; manslaughter; aggravated assault.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted of or awaiting trial on an offense or similar offense as listed in this subsection is immediately prohibited from employment or service with the provider in any capacity requiring or allowing the person to provide services directly to juveniles without supervision, or, for providers of substance abuse services for minors, unless the person has been granted an exception for good cause pursuant to the requirements and procedures of A.R.S 41-619.55.

- H. The requirements of subsections A through G of this article do not apply to any personnel who are employed by a provider that has a contract for services to juveniles with licenses or is certified by the Department of Health Services, the Supreme Court or the State Department of Juvenile Corrections and who have been fingerprinted and submitted the required certification form in connection with that employment. Federally recognized Indian tribes or military bases may submit and the Department of Public Safety shall accept certifications that state that no personnel who are employed or who will be employed during the Agreement term have been convicted of, have admitted committing or are awaiting trial on any offense under subsection D of this article.
- I. Adult clients of a provider or licensee who receive treatment services are exempt from the requirements of this section, unless they provide services directly to juveniles without supervision. Volunteers who provide services to juveniles under direct visual supervision of the provider's employees are exempt from the fingerprinting requirements of this section.

ARTICLE VIII

AUDIT OF RECORDS: Pursuant to A.R.S. §§ 35-214 and 35-215, the College shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the appropriate State of Arizona agency or department at reasonable times and with a minimal disruption of the College's educational activities. Upon request from YCJCC, the College shall produce the original of any or all such records within a reasonable amount of time.

ARTICLE IX

TERMINATION: This Agreement may be terminated upon written notice by either party if in its judgment such action is necessary due to: funding availability, statutory changes in the Program, either party's failure to implement or operate the approved Program, or either party's non-compliance with this Agreement. Upon termination of this agreement any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE X

CONFLICT OF INTEREST: The requirements of A.R.S. § 38-511 apply to this Agreement. The YCJCC may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the YCJCC is, at any time while this Agreement or any extension is in effect, an employee, agent, or consultant of the College with respect to the subject matter of this Agreement.

ARTICLE XI

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

ARTICLE XII

INSURANCE: Prior to commencing services under this Agreement, the College must furnish the YCJCC certification from insurer(s) for coverage in the minimum amounts as stated below. The coverage shall be maintained in full force and effect during the term of this Agreement and

shall not serve to limit any liabilities or any other College obligations. The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or the College from liabilities that might arise out of the performance of the work under this Agreement by the College, its agents, representatives, employees or subcontractors, and College and the governmental entity are free to purchase additional insurance. (*Note: this applies only to Colleges used by a governmental entity, not to the governmental entity itself.*)

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** College shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- General Aggregate: \$2,000,000
- Products – Completed Operations Aggregate: \$1,000,000
- Personal and Advertising Injury: \$1,000,000
- Blanket Contractual Liability – Written and Oral: \$1,000,000
- Fire Legal Liability: \$50,000
- Each Occurrence: \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: *“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the College”.*

(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the College with their own list of persons to be insured.)

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the College.

2. **Excess Liability to follow form of the primary Commercial General Liability in the minimum amount of \$3,000,000.**

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees *and the other governmental entity* shall be additional insureds to the full limits of liability purchased by the College even if those limits of liability are in excess of those required by the Agreement.
2. The College's insurance coverage shall be primary insurance with respect to all other available sources.
3. The College's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the College shall not be limited to the liability assumed under the indemnification provisions of its Agreement with the other governmental entity(ies) party to the IGA.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Agreement shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (State of Arizona Department Representative's Name and Address) and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the College from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: College shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Agreement must be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Agreement shall be sent directly to (State of Arizona Department Representative's Name and Address). The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.

F. SUBCONTRACTORS: College's certificate(s) shall include all subcontractors as insureds under its policies or the College shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the College or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the College or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

ARTICLE XIII

COMPLIANCE WITH LAWS: Both parties shall comply with all applicable laws, ordinances, rules, regulations and statutes which may be applicable to this Agreement. This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agency agreements and mandatory contract provisions of state agencies required by statute or executive order.

ARTICLE XIV

SEVERABILITY: Each provision of this Agreement stands alone and any provision of this Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement

ARTICLE XV

MODIFICATIONS: Any modification or amendments shall be by formal written amendment and executed by the parties hereto.

ARTICLE XVI

ENTIRE AGREEMENT: This Agreement contains the entire Agreement of the parties. This Agreement may not be changed orally. This Agreement may be modified by a subsequent agreement in writing, signed by the party against whom enforcement of any waiver, change, modification, extension, addendum or discharge is sought.

ARTICLE XVII

NON-AVAILABILITY OF FUNDS: Every payment obligation of the YCJCC under this Agreement is conditioned upon the availability of funds appropriated, allocated and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by YCJCC or any other agency of the State of Arizona at the end of the period for which funds are available. No liability shall accrue to the YCJCC or any other agency of the State of Arizona in the event this provision is exercised, and neither the YCJCC nor any other agency of the State of Arizona shall not be

obligated or liable for any future payments or for any damages as a result of termination under this paragraph. The YCJCC shall not be liable for any purchases or subcontracts entered into by the parties to this IGA in anticipation of funding.

ARTICLE XVIII

NON-DISCRIMINATION: The College and YCJCC shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 2009-09 which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities. The College and YCJCC shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, and the Americans With Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

ARTICLE XIX

ARBITRATION: The parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review required by Supreme Court Administrative Policy 4.07, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.

ARTICLE XX

INVALIDITY OF PART OF THE AGREEMENT: The parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect and shall be binding upon the parties.

ARTICLE XXI

NOTICES: All notices, requests for payment, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective parties at the following addresses:

Scott Mabery Director of Juvenile Court Services Yavapai County Juvenile Court 1100 Prescott Lakes Parkway Prescott, Arizona 86301	Ryan Bouwhuis Director of Purchasing and Contracts Yavapai College 1100 E. Sheldon St. Prescott, Arizona 86301
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ARTICLE XXII

COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401 – IMMIGRATION LAWS AND E-VERIFY REQUIREMENTS:

- 1) The Parties warrant compliance with all Federal immigration laws and regulations relating to employees and warrant compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.”)
- 2) A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Parties may be subject to penalties up to and including termination of the Agreement.
- 3) The Parties retain the legal right to inspect the documents of any employee of the other Party who works on the Agreement to ensure that the other party is complying with the warranty under this paragraph.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date written below:

YAVAPAI COUNTY JUVENILE COURT

YAVAPAI COLLEGE

Honorable Anna Young
Yavapai County Presiding Juvenile Judge

Dr. Penelope H. Wills
President, Yavapai College

4.12.16
Date

Date

Mr. Ray Sigafos
Chair, Board of Governors

Date

AGREEMENT:

REVIEWED AND APPROVED AS TO FORM

The foregoing Agreement between Yavapai County Superior Court on behalf of the Yavapai County Juvenile Court Center, and Yavapai College has been reviewed pursuant to ARS § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona and Yavapai College.

YAVAPAI COLLEGE

Nathan Schott 4/13/2015
College Attorney Date for Ben Hufford

NATHAN SCHOTT
Printed Name

APPROVAL AS TO FORM

Re: Attorney General Contract No.

KR18-0614

Pursuant to your request, the Attorney General's Office has reviewed the above referenced contract and approved it as to form. When reviewing this contract for form, the Attorney General's Office considers whether the following situations have been addressed:

1. Identification of parties;
2. Offer and acceptance;
3. Existence of contract consideration (we do not review to determine if consideration is adequate); and
4. That certain provisions specifically required by statute are included. (e.g., provisions concerning Non-Availability of Funds; Audit of Records, A.R.S. § 35-214; Conflict of Interest, A.R.S. § 38-511; Non-Discrimination, Executive Order 2009-9; and Third Party Antitrust Violations.)

Although we will notify you if we observe other issues or problems with a contract, we have not reviewed the contract for other issues. Therefore, approval as to form should not be considered as approval of the appropriateness of the terms or conditions of the contract or the underlying transaction. In addition, approval of the form should not be considered approval of the underlying policy considerations addressed by the contract.

DATED this 5th day of April 20 18.

By Eugene McCarty
Assistant Attorney General

Presenter : Ray Sigafoos

Start Time : 1:45 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2018

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> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the second amendment to the intergovernmental agreement (IGA) between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs. The first amendment incorporated new programs and courses developed for the 2017-2018 academic year. This second amendment incorporates new programs and courses developed for the 2018-2019 academic year.

Attachments :

Title	Created	Filename
IGA - VACTE - Amendment 2.pdf	Apr 11, 2018	IGA - VACTE - Amendment 2.pdf

**SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN VALLEY
ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
FOR EDUCATIONAL PROGRAMS**

THIS SECOND AMENDMENT TO AGREEMENT is made by and between Valley Academy for Career and Technology Education (hereinafter called "JTED") and Yavapai County Community College District ("COLLEGE").

Witnesseth:

Whereas, on January 10, 2017, JTED and COLLEGE entered into an Intergovernmental Agreement for the purpose to provide COLLEGE courses to JTED students eligible for enrollment in the courses offered by JTED for the period from July 1, 2016 through June 30, 2020, and;

Whereas, on June 14, 2017, JTED and COLLEGE executed a FIRST AMENDMENT to incorporate programs and courses for the 2017-18 academic year contained within Addendum #8, and;

Whereas, JTED and the COLLEGE each desire to replace in full ADDENDUM #4 with the attached Exhibit "A" UPDATED ADDENDUM #4 to this SECOND AMENDMENT to update Program Course Fees for the 2018-19 academic year, and;

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

1. Addendum #4 is updated under revised Exhibit "A" to this SECOND AMENDMENT, which is attached hereto and incorporated herein by reference.
2. Except as expressly amended herein, the pricing, terms, and conditions set forth in said original AGREEMENT shall remain in full force and effect.

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

FOR VALLEY ACADEMY FOR CAREER
AND TECHNOLOGY EDUCATION:

FOR YAVAPAI COUNTY COMMUNITY COLLEGE
DISTRICT:

By: _____
Leland Wieweck

By: _____
Ray Sigafos

Title: VACTE Board Member

Title: District Governing Board Chair

Date: _____

Date: _____

AMENDMENT 2 EXHIBIT A

UPDATED ADDENDUM #4

JTED Programs

Program Courses Fees agreed to by COLLEGE and JTED under this Agreement.

<u>ERN #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Tuition</u>
AHS 100	Fundamentals of Health Care	3	\$330
AHS 105	Phlebotomy	2	\$220
AHS 115	Caregiver Bridge	1	\$110
AHS 120	Foundations of Med Assisting I	3	\$330
AHS 130	Medical Terminology for Patient Care Staff	3	\$330
AHS 140	Pharmacology for Allied Health	2	\$220
AHS 160	Introduction to Human Anatomy & Physiology	4	\$440
AHS 296	Internship: Allied Health Services	3	\$330
CUL 101	Culinary Principles	4	\$440
CUL 102	Culinary Fundamentals: Hot Foods	4	\$440
CUL 103	Culinary Fundamentals: Breakfast & Garde Manger	4	\$440
CUL 104	Culinary Fundamentals: Baking & Pastry	4	\$440
HIM 173	Legal & Ethical Aspects of HIM	2	\$220
HIM 240	Disease Process	4	\$440
HOS 100	Introduction to the Hospitality Industry	3	\$330
HOS 110	Food Service Systems Management	3	\$330
HOS 115	Hospitality Front Office Procedures	3	\$330
HOS 150	Hospitality Property Management	3	\$330
HOS 195	Hospitality Practicum	3	\$330
PHE 153	First Aid/CPR/AED & Safety	2	\$174
WLD 130	Oxyacetylene	4	\$440
WLD 140	Arc I	4	\$440
WLD 145	Arc II	4	\$440

Presenter : Ray Sigafoos

Start Time : 1:46 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2018

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> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : For Consideration for Approval of the Third Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the third Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Mountain Institute Technical Education District (JTED) for implementation and administration of an educational program. The Third Amendment is to update the programs in the original IGA and subsequent amendments.

Attachments :

Title	Created	Filename
IGA - MIJTED - Amendment 3.pdf	Apr 11, 2018	IGA - MIJTED - Amendment 3.pdf

**THIRD AMENDMENT TO INTERGOVERNMENTAL AGREEMENT BETWEEN MOUNTAIN
INSTITUTE TECHNICAL EDUCATION DISTRICT NO. 02
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
FOR EDUCATIONAL PROGRAMS**

THIS THIRD AMENDMENT TO AGREEMENT is made by and between Mountain Institute Joint Technical Education District No. 02 (hereinafter called "JTED") and Yavapai County Community College District ("COLLEGE").

Witnesseth:

Whereas, on September 10, 2014, JTED and the COLLEGE entered into an Intergovernmental Agreement for the implementation and administration of an educational program and;

Whereas, on September 20, 2016, JTED and the COLLEGE executed the FIRST AMENDMENT to replace in full ADDENDUM #4 and;

Whereas, in 2017, JTED and the COLLEGE executed the SECOND AMENDMENT to replace in full ADDENDUM #4 and;

Whereas, JTED and the COLLEGE each desire to replace in full ADDENDUM #4 with the attached Exhibit "A" UPDATED ADDENDUM #4 to this THIRD AMENDMENT to update Program Course Fees;

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

1. Addendum #4 is updated in revised Exhibit "A" to this THIRD AMENDMENT, which is attached hereto and incorporated herein by reference.
2. Except as expressly amended herein, the pricing, terms, and conditions set forth in said original AGREEMENT shall remain in full force and effect.

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

FOR MOUNTAIN INSTITUTED JTED:

FOR YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT:

By: _____

By: _____

Name: _____

Name: Mr. Ray Sigafos

Title: _____

Title: District Governing Board Chair

Date: _____

Date: _____

THIRD AMENDMENT EXHIBIT A

UPDATED ADDENDUM #4

JTED Programs

Program Courses Fees agreed to by COLLEGE and JTED under this Agreement.

<u>ERN #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Tuition</u>
AHS 100	Fundamentals of Health Care	3	\$330
AHS 105	Phlebotomy	2	\$220
AHS 114	Nursing Assistant	5	\$550
AHS 120	Foundations of Medical Assisting I	3	\$330
AHS 130	Medical Terminology for Patient Care Staff	3	\$330
AHS 140	Pharmacology for Allied Health	2	\$220
AHS 160	Introduction to Human Anatomy & Physiology	4	\$440
AHS 296	Internship: Allied Health Services	3	\$330
ART 139	Fundamentals of Video Editing	3	\$300
AUT 100	Automotive/Diesel Preventative Maintenance	2	\$220
AUT 105	Introduction to Auto Body Repair	4	\$440
AUT 106	Automotive/Motorcycle Custom Painting	3	\$330
AUT 107	Autographics/Airbrushing	3	\$330
AUT 109	Auto/Diesel Electrical Systems	4	\$440
AUT 110	Advanced Airbrushing Techniques	3	\$330
AUT 111	Autobody Welding and Collision Repair	3	\$330
AUT 115	Auto Body and Paint Project	2	\$220
AUT 122	Automatic Transmissions & Transaxles	4	\$440
AUT 123	Automotive Brakes	4	\$440
AUT 126	Auto/Diesel Suspension & Steering	4	\$440
AUT 153	Auto Engine Repair	4	\$440
AUT 231	Auto Engine Diagnosis	5	\$550
AUT 275	Basic Automotive Upholstery	3	\$330
AVT 104	Private Pilot Airplane Ground	2	\$1050
AVT 105	Private Pilot Airplane Ground II	2	\$1050
AVT 117	Private Pilot Flight Simulation	1	\$525
AVT 122	Fundamentals of Air Traffic Control	3	\$330
AVT 123	Air Traffic Control Tower Procedures	3	\$330
AVT 124	Fund of Air Traffic Control Radar Operation	3	\$330
CNC 101	CNC Machine Operator	2	\$220
CNC 102	CNC Machine Set Up	2	\$220
CNC 201	Computer Aided Programming for CNC Machining	3	\$330
CNC 202	3-D Programming & Rapid Prototyping for CNC	4	\$440
CNT 100	Computer Networking Technologies I	3	\$330
CNT 110	A+ Computer Technician Certification	4	\$440
CNT 115	Computer Networking Technologies II	4	\$440
CNT 120	Introduction to Windows Server	3	\$330
CPD 104	Career & Personal Development	3	\$330
CSA 126	Microsoft Office	3	\$261
CUL 101	Culinary Principles	4	\$440
CUL 102	Culinary Fundamentals: Hot Foods	4	\$440

CUL 103	Culinary Fundamentals: Breakfast & Garde Manger	4	\$440
CUL 104	Culinary Fundamentals: Baking & Pastry	4	\$440
EGR 102	Introduction to Engineering	3	\$330
EGR 180	CAD (Computer Aided Drawing) with SolidWorks	3	\$330
ELT 101	Basic Electricity: AC & DC	4	\$440
ELT 130	Introduction to Robotics	3	\$330
ELT 141	Electrical Apparatus	4	\$440
ELT 165	Programmable Logic Controllers	2	\$220
ELT 183	Digital Circuits	3	\$330
ELT 201	Introduction to Linework I	2	\$220
ELT 202	Field Training I (Lineworker)	6	\$660
ELT 211	Introduction to Linework II	2	\$220
ELT 212	Field Training II (Lineworker)	6	\$660
ELT 272	Motors and Motor Control	3	\$330
HIM 173	Legal & Ethical Aspects of HIM	2	\$220
HIM 240	Disease Process	4	\$440
IPT 110	Industrial Shop Practices	3	\$330
IPT 261	Machine Shop	3	\$330
MET 100	Introduction to Manufacturing Technology	4	\$440
MTC 105	Introduction to Motorcycle & UTV Technology	3	\$330
MTC 210	Motorcycle and UTV Repair Procedures	3	\$330
PHE 153	First Aid/CPR/AED & Safety	2	\$174
PPT 120	Energy Industry Fundamentals	3	\$330
UAS 100	Introduction to UAS	3	\$330
UAS 103	UAS Simulations	3	\$330
UAS 110	UAS Fixed-Wing Systems	4	\$440
UAS 115	UAS Multirotor Systems	4	\$440
UAS 132	UAS Flight Operations	4	\$440
WLD 130	Oxyacetylene	4	\$440
WLD 140	Arc I	4	\$440
WLD 145	Arc II	4	\$440
WLD 156	Blueprint Reading	4	\$440
WLD 210	Gas Metal Arc Welding	4	\$440

Presenter : Ray Sigafoos

Start Time : 1:47 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/30/2018

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> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : For Consideration for Approval of Addition of Curriculum Certificate Program - RECEIPT, DISCUSSION, AND/OR DECISION

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

- Addition of new curriculum for certificate for Additive Manufacturing Technician (RESA) Certificate

Attachments :

Title	Created	Filename
Curriculum April 2018.pdf	Apr 11, 2018	Curriculum April 2018.pdf

Yavapai College
Instruction and Student Development

Date: April 10, 2018
To: Dr. Penelope H. Wills, President
From: Dr. Ron Liss, Vice President for Instruction & Student Development
RE: Curriculum Proposal

The following curriculum proposal has been reviewed by the appropriate faculty, Deans and the Curriculum Committee. I recommend approval of the creation of a certificate in Additive Manufacturing Technician (RESA).

Overview of New Programs

Additive Manufacturing Technician (RESA) Certificate

The Additive Manufacturing Technician certificate is designed to prepare students for positions in the installation, repair and maintenance of commercial electrical and electronic equipment with an emphasis on 3D printers and their associated networks. RESA Wear came to YC to fulfill their need for trained technicians, and this program was designed specifically to meet their needs. RESA currently has kiosks operating within the US and will be soon moving into the Canadian market. RESA will start completers of the training program at \$25.00 per hour.

New Program Proposal

INSTRUCTIONS:

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

1.	Date:	3/6/2018	
			Last saved: 3/30/2018
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating school:	Career and Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Additive Manufacturing Technician (RESA)	
8.	Program description: (brief/this will appear in the College Catalog)	The Additive Manufacturing Technician certificate is designed to prepare students for positions in the installation, repair and maintenance of commercial electrical and electronic equipment with an emphasis on 3D printers and their associated networks..	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome.	
		1. Troubleshoot DC, AC and active device circuits. (ELT 102)	
		2. Troubleshoot digital circuits. (ELT 105)	
		3. Troubleshoot 3D printers. (ELT 108)	
		4. Troubleshoot embedded systems and IoT. (ELT 150)	
		5. Troubleshoot network hardware devices, network topologies, network media and network protocols and standards. (CNT 100)	
		6. Troubleshoot network media, protocols, operating systems, network management, and security. (CNT 115)	
10.	Projected start semester:	Fall 2018	
11.	Online delivery only:	No	
12.	Special admission required:	Yes	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

STVMAJR (Banner): _____
 SMAPRLE (Banner): _____
 SOACURR (Banner): _____
 AUD027 (Surecode): _____
 STU023 (Surecode): _____
 STU316 (Surecode): _____
 SCRIBE: _____
 CURRULE (Transit-RAD30) _____
 PLANNER (DW): _____
 WEBSITE: _____

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

14. Program sequence Program Progression Plan

Attach form prior to submission

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

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

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

15. CIPC Code:

16. SOC Codes:

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

17. Minimum completion time in months: 16 weeks

(assumes Fall semester start)

18. Program Costs:

In-State Tuition Tier 3 \$110.00 per credit hour
Books & Supplies
Lab Fees
Other Special Fees/Expenses

19. Narrative description of the need for the program:

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

RESA Wear manufactures mobile kiosks that 3D print orthotic inserts for shoes. The kiosk scans, designs and then prints insoles in about an hour; these kiosks will be in Costco's, Walmart's, and Macy's stores throughout the US.

Yavapai College in partnership with RESA Wear has developed a 16 week training/internship program to train students in the basics, operation and maintenance of 3D printers along with the networks that support the kiosks. The training program features six courses including: electronics fundamentals, digital systems, 3D printer operation and maintenance, embedded systems and IoT, and basic and advanced networking.

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

(For example, indicate if Bureau of Labor Statistics data or State labor data

RESA Wear came to YC to fulfill their need for trained technicians. This program was designed specifically to meet their needs. RESA currently has kiosks operating with the US and will be soon moving into the Canadian market. Yavapai College signed a 5 year contract with RESA.

systems information
was used)

21. **Narrative description of any wage analysis the institution may have performed:**
(Include any consideration of Bureau of Labor Statistics wage data related to the program)
RESA starts completers at \$25.00 per hour.

22. **Narrative description of how the program was reviewed or approved:**
The courses and program were reviewed and approved by the RESA team.

23. **Advisory Committee:**
Names of members and expertise: Glen Hinshaw, CEO and Founder: RESA
John Dahl, Logistic and Internal Council: RESA
Santiago Ledesma, Software Engineer: RESA
Number of times met to plan the program: 4
Future meeting plans: quarterly



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

Review Recommendations and Signatures

School Curriculum Representative - Curriculum Committee

Name: Matt Mintzmyer Date: 3/27/18

Reviewed

Reviewed/Change Noted: _____

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

School SLOA Representative - SLOA Committee

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____

Institutional Research (must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____

General Education Committee Chair (If applicable)

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Name: _____ John Morgan _____ Date: 3/27/18

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 4-3-18

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 4/11/18

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] Date: 4-11-18

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

Additive Manufacturing Technician (RESA) Certificate

19 credit hours

Program Requirements:

ELT 102 Electronic Fundamentals	3
ELT 105 Digital Systems Systems Fundamentals	3
ELT 108 3D Printer Operation and Maintenance	3
ELT 150 Embedded Systems and IoT	3
CNT 100 Computer Networking Technologies I	3
CNT 115 Computer Networking Technologies II	4

Presenter : Ray Sigafoos

Start Time : 1:48 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:48 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 12/7/2017

Item Type : Information Item

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

Description : Information from the President to Include Government Finance Officers Association (GFOA) Certificate of Achievement; Phi Theta Kappa (PTK) Annual Convention; American Association of Community Colleges (AACC) Annual Convention; National Council for Marketing and Public Relations Gold Medal; Community Outreach; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- GFOA Certificate of Achievement - The College has received this Certificate for the FY17 annual financial report. This will be the 18th year the College has received this prestigious award.
- Phi Theta Kappa (PTK) Annual Convention - April 19-21, 2018 - Kansas City, MO
- American Association of Community Colleges (AACC) Annual Convention - April 28 - May 1, 2018 - Dallas, TX
- National Council for Marketing and Public Relations (AACC affiliate) Gold Medal for Promotional Video
- Community Outreach - February, March, and April Presentations to City and Town Council Meetings
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
GFOA Award.pdf	Apr 05, 2018	GFOA Award.pdf
Welding Video.pdf	Apr 10, 2018	Welding Video.pdf
Budget to Actual Monthly Report.pdf	Apr 13, 2018	Budget to Actual Monthly Report.pdf
Cash Reserve Monthly Report.pdf	Apr 13, 2018	Cash Reserve Monthly Report.pdf
April 2018 College Highlights.pdf	Apr 13, 2018	April 2018 College Highlights.pdf



Government Finance Officers Association

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

Presented to

**Yavapai County
Community College District
Arizona**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morrill

Executive Director/CEO

The CTEC welding program video was awarded a gold medallion for best :30 promotional video by the **National Council for Marketing and Public Relations, an affiliate of the American Association of Community Colleges**. Special thanks from the marketing department to Jim Voska, John Morgan, and our camera crew at AZ Event Video. This is the fifth medallion award for the Marketing Department.



Welding at YC: Like You've Never Seen It Before

Yavapai College's Career & Technical Education Center (CTEC) offers top quality training for aspiring welders. Check it out here: https://www.youtube.com/watch?time_continue=7&v=K2-6mlk95vk

Yavapai College
Budget to Actual Status by Fund
March 2018

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the nine months ended March 31, 2018, the General Fund has a surplus of \$3,083,800. This is primarily the result of tuition and fee revenues being recorded for the spring 2018 semester, vacancy savings, non-labor savings and unused contingency budgets.

For the fiscal year ended June 30, 2018, General Fund revenues are projected to be above budget by \$100,000 and expenditures are projected to be below budget by \$857,400, resulting in a net surplus of \$957,400 — a 2.2% positive variance.

Auxiliary Fund



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

Unexpended Plant Fund



For the nine months ended March 31, 2018, the Unexpended Plant Fund has a deficit of \$297,300 due to substantially all of the Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2018, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



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

Debt Service Fund

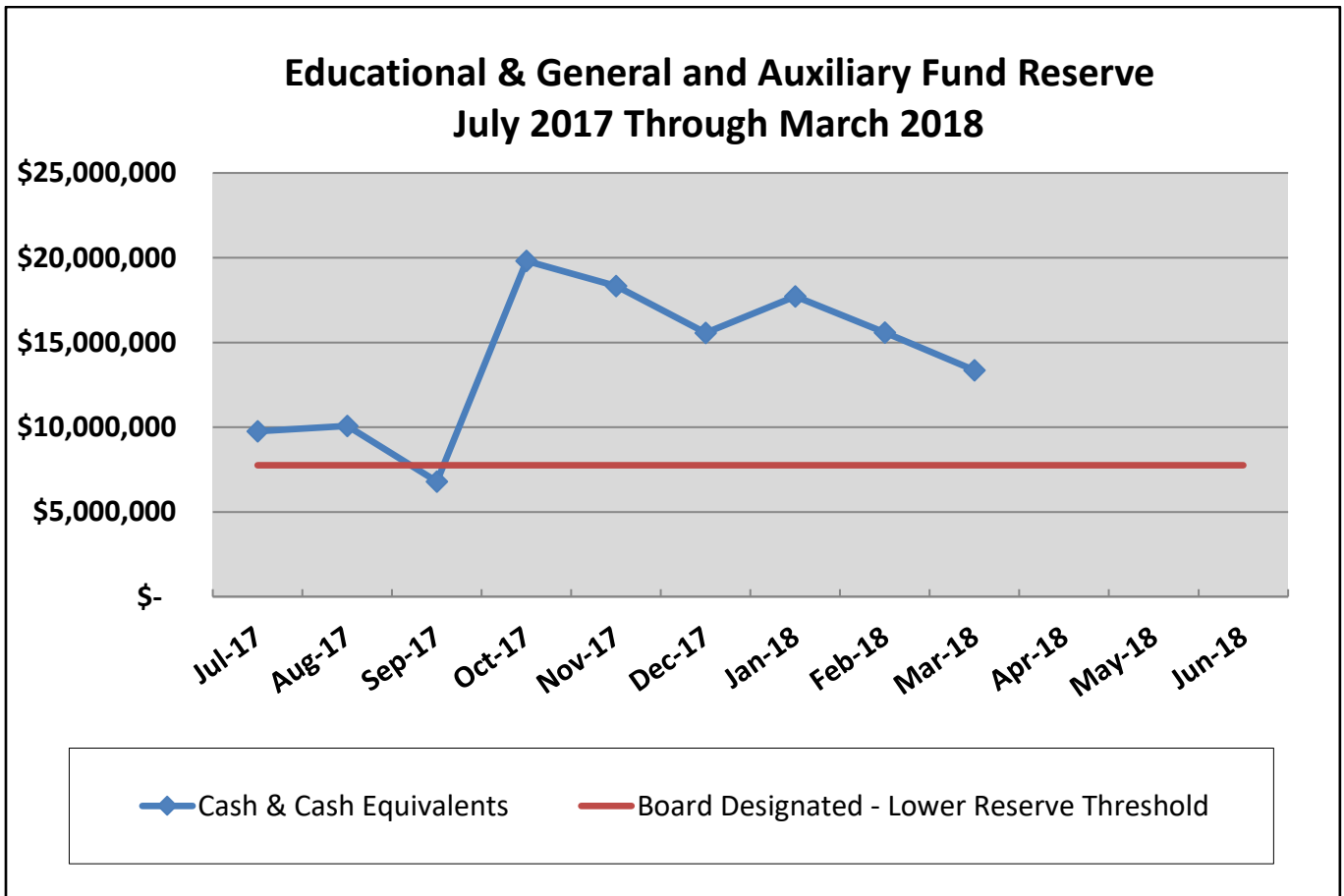


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the nine months ended March 31, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
March 2018

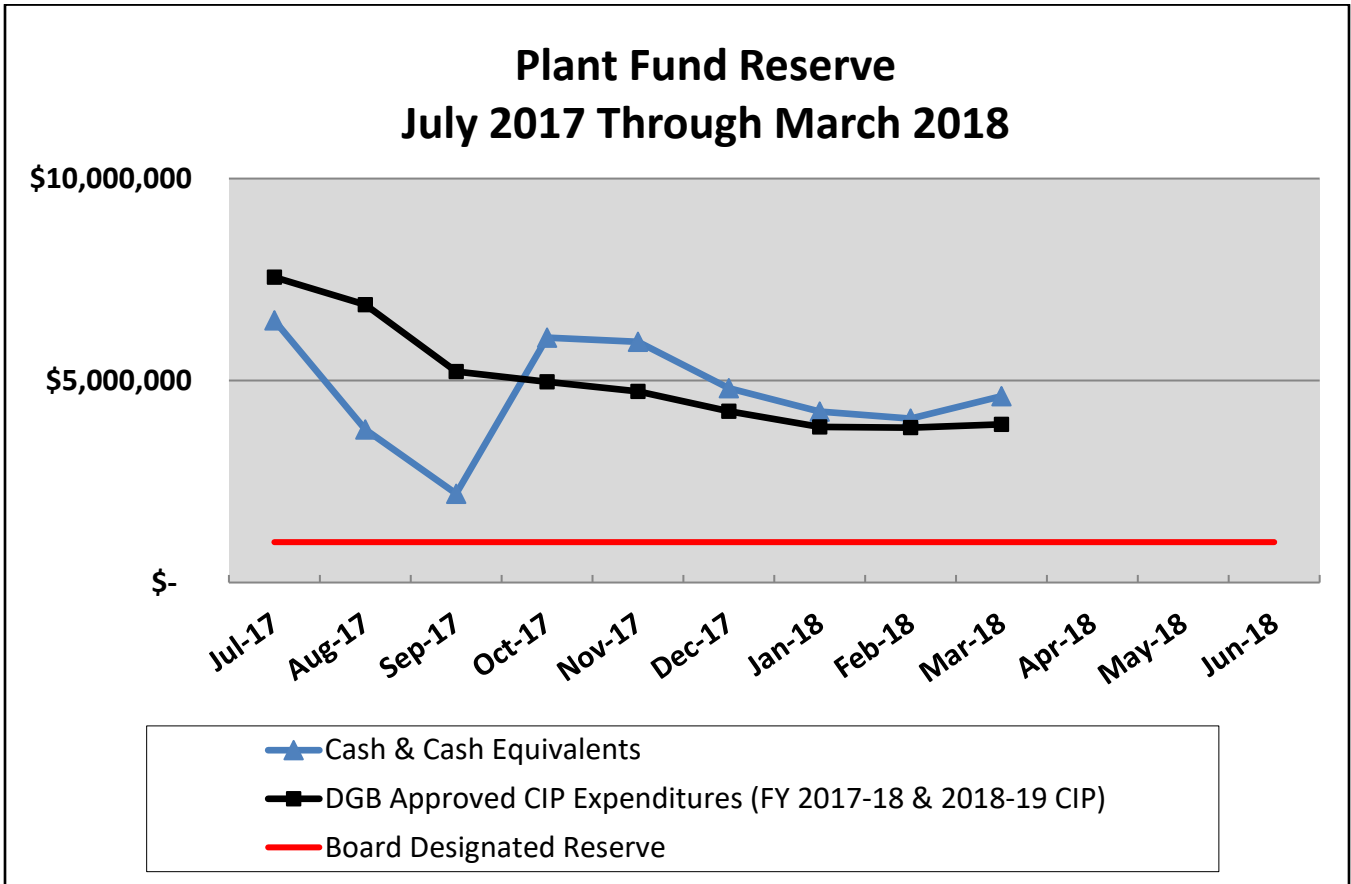
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2017, through March 31, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budget or Plant Fund Reserves to drop below \$1 million.

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



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

April 2018 College Highlights

School of Business and Computer Systems

- **Dr. Joy D'Angelo**, Professor of Business, is working with the Town of Prescott Valley's Economic Development Department on a grant-funded website project for retail business attraction to the area. The project aims to showcase Prescott Valley as a prime location for retailers highlighted by the local training opportunities of Yavapai College's Retail Management Certificate Program.

School of Career and Technical Education

- The RESA program had a 93% pass rate for the first half of the semester in the first three courses. The next three courses have begun and will finish at the end of the spring semester. Successful completers will be eligible for immediate hire by RESA. YC, in conjunction with NACOG and the City of Prescott, will seek 40 new students for training over the summer, and another 40 students for the fall semester. Contracts for RESA are coming in at a very fast pace, and we are working diligently to get a workforce trained.
- **Jose-Vasquez Carreno**, new Automotive Airbrush Instructor, has taken the program to new heights with his skill set for applying custom airbrushing to cars, motorcycles, and more. Students are producing some outstanding works, which when applied to the industry, can turn into tidy sums of revenue for entrepreneurs. Jose brings a modern perspective to the program with technique, opting to use water based candy paints over oil based. This helps YC maintain EPA compliance issues on disposal and human safety.



- **Robert Smith**, Welding instructor, announced a new computerized plasma cutting machine is in place in the CTEC welding shop. The machine allows students to program metal designs into a computer, which then cuts to precise specifications by a

high speed, water cooled unit. The key to the new machine is the speed by which it operates. Compared to the old YC machine, the new machine cuts five times faster.

- After great input from advisory boards, YC will replace the Industrial Machine Maintenance program with an “Advanced Manufacturing” program beginning in the fall of 2019. Through the efforts of four advisory boards, an Advanced Manufacturing degree will have general skillsets that span across four sectors of industry including welding, automation, machinery, and product design.
- The Automotive and Diesel programs will be the benefactors of complete engine and transmission upgrades to keep pace with the many changes occurring in the automotive and diesel industries. Modern transmissions are quickly becoming electric, while diesel engines are getting smaller and more powerful. The average car today has more than 30 onboard computer systems, which means students need to be trained to the latest standards. Funding from Prop 301 monies will update the program components to the most current engine and transmission standards by the end of the current fiscal year.

School of Health and Wellness

- **Michael Nelson**, EMS Program Director, reports the YC EMS Cohort #9 graduated on March 24th. Eight students are currently certified and working as medics as of graduation date. Four more students need to take the exam.

The summer 2018 short 8-week EMS course has been approved and will start June 4.

The current paramedic cohort #10 continues to meet at least once a month on the Verde Valley Campus to accommodate the high number of Verde students.

School of Social Sciences

- **Dr. Michael Davis**, Professor and Program Director for Administration of Justice and Paralegal Studies recently lectured on “Who Wrote the New Testament?” at the Yavapai College Library’s Distinguished Lecture Series. Dr. Davis enjoys a deep passion for the history of Christianity and holds a Doctor of Divinity Degree in Biblical Interpretation. An excerpt of his lecture follows:

Who Wrote the New Testament?

The New Testament is easily the world’s most influential book, having shaped western culture for thousands of years and spawned the world’s largest faith. Christianity argues that it is a historically factual faith. But who wrote the Gospels, and when? Do we have copies of the original texts? When was the New Testament first compiled? Did all Christian texts get included? Do all Christian faiths honor the same New Testament? The answers might surprise you! Come join Dr. Mike Davis for a lively discussion of the origins of the world’s most sacred book.

- The Del E. Webb Family Enrichment Center had its 8th annual *Framing the Future* fundraiser on Saturday, March 3, 2018. The event included a brunch, a silent auction featuring children’s artwork, and a video presentation of the impactful learning

happening at the FEC, for both children and YC students pursuing a degree in early education. The fundraiser was held on the Prescott campus in the Library's Susan N. Webb Community Room and was among the most successful to date, raising close to \$30,000 for the program.

- **Vickey Lamotte**, Co-Director at the FEC, was featured on an "Insights into Education Podcast" with Dan Kenley and Ed Berger, Ed.D. The discussion focused on the field of Early Care and Education, the program at the Del E. Webb Family Enrichment Center/Lab School, and the importance and benefits of high quality early education.

School of Science and Engineering

- **Dr. Jeb Bevers**, Professor of Biology, has several Paleontology students doing outstanding work in our Directed Research Program. The students recently shared their research and presented at the Western Association of Vertebrate Paleontologists meetings in St. George, Utah. They continue to survey and compile the Milk Creek collection at Yavapai College. In March, students conducted the first extensive survey of a 6.7 million year old fossil site at Petrified Forest National Park.
- **Andrea Schaben**, Professor of Math, attended a conference on assessment and math placement in February. She joined others from community colleges in the state where schools shared their procedures to place students in math classes. Yavapai College currently uses the Accuplacer assessment to place students. The movement to use a "multiple-measure" way (by high school GPA, ACT/SAT scores along with placement test scores) to determine placement is gaining momentum across the state as early data indicates that this is a reliable way to predict student success in math courses. The math department is using the information that Andrea brought back to look at how students are placed in math classes here at Yavapai College.

Instructional Support

- Quality Matters (a nationally recognized, faculty-centered, peer-review process that certifies the quality of online and hybrid courses) certifies course design acknowledging faculty's commitment to quality assurance.

Stacey Hilton, Dean of Instructional Support, and **Lindsay Henning**, Computer Systems Professor/Quality Matters Director, are pleased to announce that another of our faculty has earned Quality Matters certifications for her online course. Karen Palmer's *ENG102: College Composition II* has just been QM certified. This is not an easy certification to earn: this course met each and every criterion set forth by Quality Matters.

- The Library's Distinguished Lecture Series continued, with Meg Bohrman's, *Sing a New Song: Creativity, Community, Voice & Healing* on Thursday, March 22nd

YC Library's Distinguished Guest Lecture Series

FREE!

**“Sing a New Song:
Creativity, Community,
Voice and Healing”**

Meg Bohrman, Music Therapist, MT-BC
Thursday March 22, 2018
12:00 p.m. – 1:00 p.m.



Enjoy a presentation on Meg's experiences using music for healing.

She will explore how personal expression, especially creative vocal expression, is an important step on the road towards wholeness.

This will be an interactive talk, focusing on listening and connecting.

Bring your voice!

Prescott Campus Library
Magazine & Newspaper Area



Like us on Facebook! Look for upcoming events.
<https://www.facebook.com/YavapaiCollegeLibrary/>

For more information contact: Ginney Bilbray, ginney.bilbray@yc.edu

- Displays:
 Spring Gardening
 Women's History Month
 Handmade Journals
 Student art/photography
 Middle Eastern Instruments
 “Release your inner Beast!” music display
- Library Instruction--video recorded our first research instruction for HUM101 distance students, via Zoom web-based video conferencing, featuring crystal clear audio and HD video.

Presenter : Ray Sigafoos

Start Time : 2:03 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 12/7/2017

Item Type : Information Item

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

Description : Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Dr. Matt Percy, Faculty Senate President
- Student Leadership Council - Heather Mulcaire, Associate Dean for Student Success, and Diana Dowling, Associate Dean for Student Development, and Students: Alex Daniels, Sam DeKemper, Kennan King, Shannon Klasinski, Nicole Kreuziger, and Carl Muirhead
- Adjunct Advisor Newsletter - Attached - Information Only

Attachments :

Title	Created	Filename
AA Vol 5 Issue 9 April 2018.pdf	Apr 04, 2018	AA Vol 5 Issue 9 April 2018.pdf



In this Issue

April Happenings	1
From our Registrar	1
Verde Valley Job Fair	1
Money Matters—Financial Aid	2
Yavapalooza—A family event	2
Adjunct Faculty Meeting - Prescott Campus	2
YC Libraries...have study rooms, etc.	3
Explore YC: Verde Valley	3
Learning Centers Cram Jam	3
National Library Week ~ Libraries Lead	4
Adjunct Faculty Meeting at Sedona Center	4
Celebrate Earth Day	
Poem by George Gordon, Lord Byron	4



From our Registrar...Sheila Jarrell

Dear Fabulous Faculty,
It's April and our thoughts turn to **Registration**...the 2018-2019 Class Schedule was made available to view on April 1.

Summer 2018 Registration begins:

Monday, April 9, 2018—7:00 am for continuing, degree-seeking students
Wednesday, April 11, 2018 —7:00 am Open Registration—All Students

Fall 2018 Registration begins:

Monday, April 16, 2018—7:00 am for continuing, degree-seeking students
Monday, April 23, 2018 —7:00 am Open Registration—All Students

If you have any questions or concerns, feel free to contact me. I am happy to help you in person!

Sheila Jarrell, M.Ed., Registrar
sheila.jarrell@yc.edu

928.776.2107
Prescott Campus I-111



Explore YC Verde Valley

April Happenings

- April 4** - Job Fair - Yavapai College and Cottonwood Chamber of Commerce
- April 8** - 14 National Library Week—Visit your Library and view various displays
- April 9** - Summer 2018 registration for continuing, degree-seeking students
- April 10** -Evening of Recognition—Verde Valley 6:00 pm— Building M, Room 137
- April 11** - Open registration for Summer 2018 semester
- April 17** - Fall Registration Open 7:00 am for degree-seeking/continuing students
- April 20** - **YAVAPALOOZA** ~ Prescott Campus 4:00 pm to 10:00 pm
- April 20** - Evening of Recognition— CTEC at Prescott Campus, Building 19-Rm 147
- April 22** - *Make every day Earth Day*
- April 23** - Fall Registration opens 7:00 am for all students
- April 24** - **EXPLORE YC VERDE VALLEY** 4:00 pm to 6:30 pm
- May 4** - 3:00 pm
Spring Regular Semester Ends

YAVAPAI COLLEGE & COTTONWOOD CHAMBER OF COMMERCE

JOB FAIR

Wednesday, April 4, 2018
from

2:00 pm to 5:00 pm
Early admission at 1:00 pm
For Veterans, 55 and Older,
and job seekers with disabilities

Verde Valley Fairgrounds
800 E. Cherry Street
Cottonwood, AZ

Learn the latest information about careers

- Find out & apply for part-time, full-time & temporary jobs
- Learn the latest information about careers.
- Meet with reps from business, healthcare, non-profit & military organizations

PROFESSIONAL ATTIRE IS STRONGLY RECOMMENDED

For more information contact:
Kristine Follett at (928) 634-7593
kristine@cottonwoodchamberaz.org
or

Katherine Anderson at (928) 776-2008
katherine.anderson@yc.edu

The Job Fair is coordinated by the Yavapai College Regional Economic Development Center, the Cottonwood Chamber of Commerce, and ARIZONA@WORK, Goodwill of Central and Northern Arizona, and U.S. Department of Veterans Affairs

The Adjunct Advisor

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

Money Matters

Financial Aid April Update

Spring has sprung at the Answer Center and Financial Aid! We have already awarded financial aid for summer to those students who had received PELL grants either this past Fall or Spring.

Great News! Now students who may have received their annual PELL maximums in the Fall and Spring can still receive PELL this summer! In a new law the Government calls "Year Around PELL" a student only has to be attending at least ½ time (6 credits) in order to receive this new benefit, and meet normal financial aid requirements such as maintaining satisfactory progress....

If students are asking whether or not they have anything available send them our way!

The YC Foundation Scholarship deadline is **May 15th!** Please encourage your students to fill out the application located in their financial aid portal. We have one application for all of our scholarships!

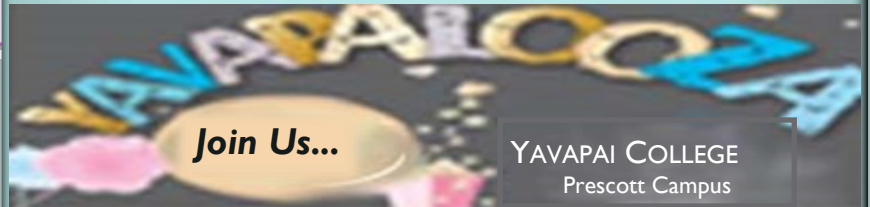
We are already awarding for the 2018-2019 year, so please encourage your students to apply for financial aid at www.fafsa.ed.gov. If students have questions regarding their financial aid we are happy to help! They can come see our Answer Center staff at the Prescott, Prescott Valley, CTEC, and Verde Valley Campuses. Students can also email us at answercenter@yc.edu or call at 928.776.2152.

Ray Ceo
Director of Financial Aid
928.776.2110



Attention—One and All!

Mark your Calendar for a **FUN** evening
Friday, April 20, 2018 at Prescott Campus



What is YAVAPALOOZA?

It's a family event. Gather with your family, friends, and members of the community to enjoy lots of fun activities.

Schedule of Events

4:00pm - Festival and food vendors open and games begin

4:30pm - Silent auction begins

6:00pm - Live music begins

7:00pm - Silent auction ends

7:30pm - Silent auction winners announced

(winners do not have to be present to win)

8:00pm - Live music ends, food vendors close, booths begin closing down

8:00pm - Spring Fling Dance sponsored by the C.A.S.T. Club (Bldg 2)

10:00pm - Dance ends



APRIL 24, 2018 ADJUNCT FACULTY MEETING

All Faculty Welcome

Tuesday, April 24, 2018 ~ 4:00 p.m. to 5:00 p.m.
Prescott Campus 3-105

Teaching and e Learning Support



Find out all that this fantastic department has to offer:
from trainings to support to recording space and
so much more!

RSVP or for questions, contact Tara O'Neill
tara.oneill@yc.edu

More information will be sent out prior to meeting date
ZOOM available for most meetings.

Note: All meetings count as 1 "task" for new adjunct faculty

YC Libraries...

Can you believe that the semester is drawing to a close and final project due dates are quickly approaching!



Help your students by reminding them that the Prescott and Verde Valley Libraries have media & study rooms which are perfect for group collaboration. There are:

- Media rooms are equipped with a computer, a DVD/VHS player, and a whiteboard.
- Study rooms are equipped with 32" monitors, laptop video connections, and whiteboards.

Rooms can be reserved at the Circulation Desk for a 2-hour period.

See you at the Library!

Shelly Gilliam

Prescott Campus

928.776-2274

shelly.gilliam@yc.edu

Sheri Kinney

Verde Valley Campus

928.634-6542

sheri.kinney@yc.edu



You're Invited...

Explore YC: Verde Valley
601 Black Hills Drive, Clarkdale, AZ

Tuesday, April 24, 20

4:00 pm to 6:30 pm

Learn about Yavapai College's educational programs, resources, services, and more, while enjoying:

- ⇒ Free BBQ
- ⇒ Live Band
- ⇒ Tour the Campus
- ⇒ Talk to Faculty & Staff

All buildings on the campus will be open to visitors.

Featured programs include:

- ⇒ Answer Center
- ⇒ Southwest Wine Center
- ⇒ Library
- ⇒ Learning Center/Computer Lab
- ⇒ Art Gallery
- ⇒ Community Room

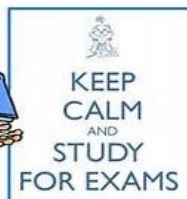


LEARNING CENTERS ~ CRAM JAM

The Prescott and Verde Valley campus Learning Centers are getting ready for CRAM JAM sessions (April 23 through May 5). There are special times dedicated to a particular discipline as well as advice on how to best prepare for final exams, how to de-stress (accompanied by chair massages) and energizing snacks. As always, the goal is to help students get into the right frame of mind for peak performance and aim for higher results. For more specific information with regard to Cram Jam dates, times, and activities, watch for upcoming **NEWSFLASHES** from the Verde and Prescott Learning Centers or visit the Learning Center website: <https://www.yc.edu/v5content/learning-center>

Prescott Learning Center

Located in Building 1, Room 207
Mon—Thurs: 8:00 am—8:00 pm
Fri: 9:30—5:00 pm
(928) 776-2085



Verde Learning Center

Located in Building M, Room 122
Mon—Thurs: 8:00 am—6:00 pm
Fri: 9:30 am — 4:00 pm
(928) 634-6562

Watch for extended hours during Cram Jam!

National Library Week—April 8 to 14, 2018

The Yavapai College Library joins libraries in schools, campuses and communities nationwide in celebrating the dynamic changes happening in today's libraries. Be sure to visit, or better yet, take your students to the library to see informative displays, and partake of yummy treats!

As noted above, next week is National Library Week and the theme is Libraries Lead. The compass in the image below points to many interesting targets. Perhaps you've been able to pursue your education, satisfy your intellectual curiosity, discovered intellectual freedom. You might find it worthwhile to visit the American Library Association website and share where the library has lead you. <http://www.ala.org/conferenceevents/celebrationweeks/natlibraryweek>



ADJUNCT FACULTY MEETING VERDE VALLEY & SEDONA CAMPUSES

Friday, April 20, 2018
12:00 noon to 1:30 pm
Cure the Gut and Heal the Mind

Sometimes it is good to pay attention to the messages our bodies send us—how much thought do we give to nutrition and how it affects learning and memory? This month we have the honor of **visiting** Yavapai College, **Sedona Center** where Chef Jen Jackson will prepare lunch while discussing the virtues of good nutrition and exercise—and I'm almost certain there will be a dessert that is both nutritious as well as delicious! (OMG!)

The conversation will continue as we discuss some important items—

- Ways to help students successfully complete this semester
- Summer Institute
- Topics you would like to pursue for the fall semester

Look forward to seeing you on the 20th!



Celebrate **EARTH DAY**
APRIL 22

There is a pleasure in the pathless woods,
There is a rapture on the lonely shore,
There is society, where none intrudes,
By the deep sea, and music in its roar:
I love not man the less, but Nature more
There's music in the sighing of a reed;
There's music in the gushing of a rill;
There's music in all things, if men had ears;
The earth is but the music of the spheres.

George Gordon, Lord Byron

Presenter : Ray Sigafoos

Start Time : 2:18 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 2/27/2018

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 : Yavapai College Guided Pathways Update - INFORMATION AND/OR DISCUSSION

Details : Tania Sheldahl, Associate Vice President for Student Development, and Scott Farnsworth, Associate Vice President for Student Success and Dean for Science, Health & Public Safety will provide an update on Pathways.

Attachments :

Title	Created	Filename
Pathways for Agenda.pdf	Apr 11, 2018	Pathways for Agenda.pdf

Yavapai
COLLEGE



THE PATHWAYS PROJECT
at Yavapai College

Second Year Accomplishments & Priorities 2017/2018

- Developed Mandatory First Year Experience/Academy
- Developed Student Tracking (CRM)
- Reorganization of Student Development
- Align High Schools to YC Pathways
- Align Gen Ed block w/ Pathways - In Progress
- Align University Pathways/Partnerships - In Progress

First Year Academy

Eligibility

- Full-time degree-seeking student (12+ credit hours)
- U.S. Citizen/legal status
- AZ resident

Requirements

- Complete STU101 in 1st eight weeks in Fall
- Student Engagement Activities
- Maintain a 2.0 cumulative GPA or better

Benefits

- 48-hour priority registration
- Tuition freeze

Student Development Reorganization

Intentional Outreach and Nudging

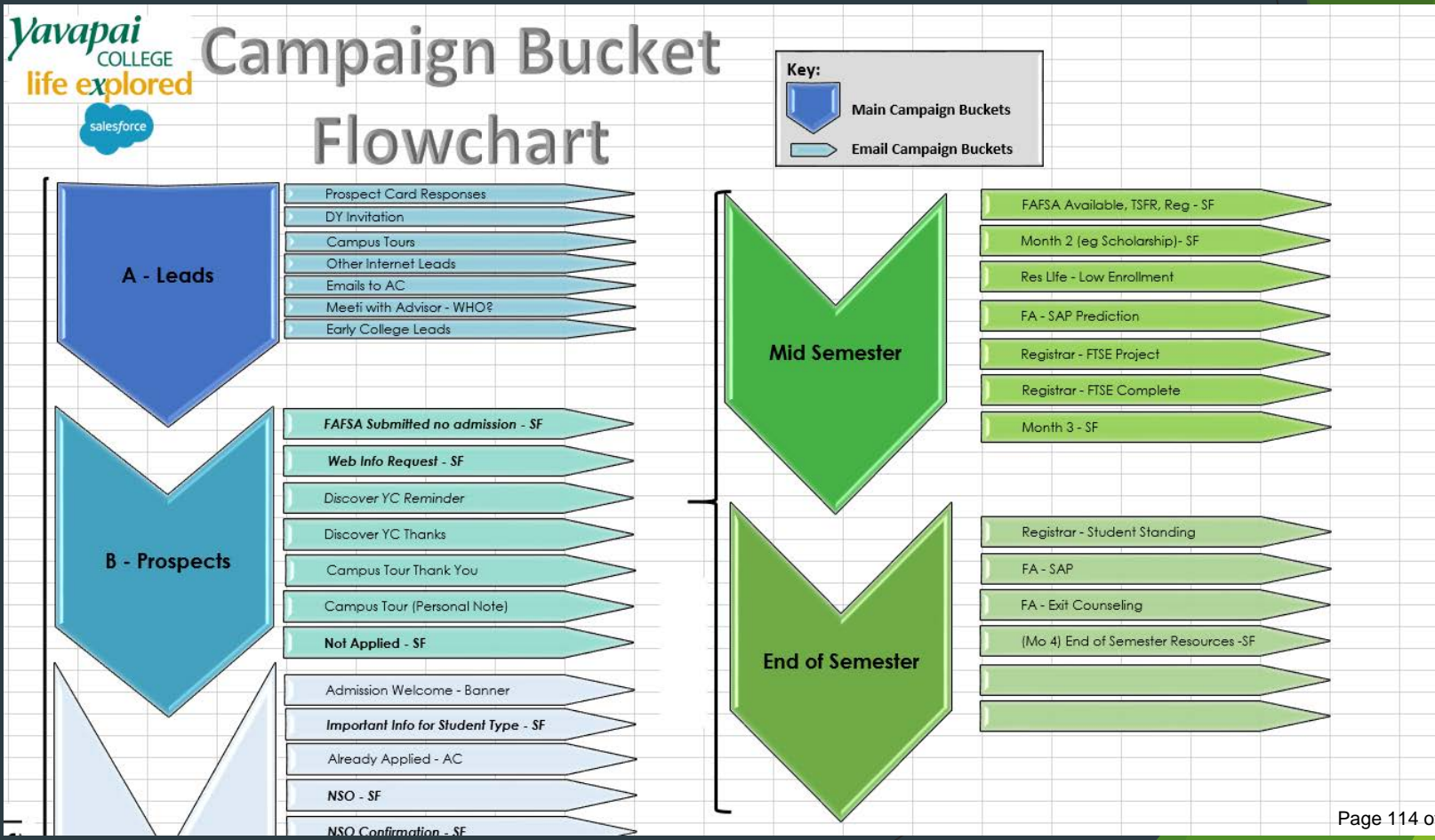
 REPORT
201810 Grad App Underage

Total Records
96


PRIMARY ACADEMIC PROGRAM ↑	CAMPAIGN NAME	FIRST NAME	STUDENT TYPE ↑	INSTITUTION HOURS	SPRING CREDITS	SECONDARY ACADEMIC PROGRAM
Associate of Arts (4 records)	1718 201810 Grad App	Natalya	Underage	47.00	14.0	Arizona General Education-A
	1718 201810 Grad App	Jared	Underage	48.00	13.0	Arizona General Education-A
	1718 201810 Grad App	Bridget	Continuing Student	55.00	10.0	Arizona General Education-A
	1718 201810 Grad App	Shinobi	Continuing Student	52.00	13.0	Arizona General Education-A
Associate of General Studies (1 record)	1718 201810 Grad App	Sean	Continuing Student	20.00	14.0	Arizona General Education-A
Associate of Science (2 records)	1718 201810 Grad App	Ruby	Underage	61.50	12.0	Arizona General Education-S
	1718 201810 Grad App	Branden	Underage	63.00	6.0	Arizona General Education-S
Auto Body Paint Collsn (CERT) (1 record)	1718 201810 Grad App	Cristian	Underage	22.00	5.0	-
Automotive Technician (CERT) (24 records)	1718 201810 Grad App	Ivan	Underage	14.00	4.0	-
	1718 201810 Grad App	Daniel	Underage	19.00	8.0	Automotive Technician (CERT)
	1718 201810 Grad App	Cameron	Underage	14.00	8.0	Automotive Master (CERT)

Student Development Reorganization

Develop Communication Across the Student Life Cycle



Student Feedback

- ▶ Roses are Red, Violets are Blue, Here's a Reminder of Items Soon Due 
- ▶ I have a much clearer sense of what to do now in preparation for my nursing program application. Thanks to you this process is much simpler.
- ▶ ...I naturally assumed there was no hope to recover in **school...** Then Cindy called and I began to hope that I may yet have an option to continue..
- ▶ ...I look forward to your emails letting me know what I need to do next. It takes the pressure off....

Align High School to YC Pathways - Early College

AAEC/Chino High School /Mingus Union/Ashfork

FRESHMAN YEAR	
FALL	SPRING
English 1	English 2
Algebra 1	Algebra 2
Intro to Agriculture	Intro to Agriculture
Geography 1	Geography 2
Elective 1	Elective 1
Elective 2	Elective 2
<i>Meet with a YC Advisor to begin planning</i>	
Take YC Reading Assessment before: April 15	

SOPHOMORE YEAR	
FALL	SPRING
English 3	English 4
Geometry 1	Geometry 2
Biology 1	Biology 2
World History 1	World History 2
YC Class: STU 150	YC Class: ART 112
YC Class: ART 114	YC Class: COM 131
	YC Class: Social Science

The YC classes for each semester must be taken in your combination

Align YC to University Pathways

Major and Elective Studies (22 credits)

Select a link below for additional information about transfer and majors. It is recommended that you meet with an Academic Advisor to assist you with choosing courses.

Major	AZTransfer	Yavapai College
Administration of Justice Studies	AJS Transfer Guide	Department page
English	English Transfer Guide	Department page
Humanities	Humanities Transfer Guide	Department page
Mathematics	Mathematics Transfer Guide	Department page
Psychology	Psychology Transfer Guide	Department page
Sociology	Sociology Transfer Guide	Department page

If you are unsure of your major or the University that you will attend, you may select from the following prefixes - or courses where noted - when completing this requirement: ACC, AGE, AGS, [AHS 230](#) (only), AJS (except [AJS 201](#)), ANT, ART, ASL, BIO, BSA, CHM, CHP, COM, CRW, CSA, DAN*, ECE, ECN, EDU, ENG, ENV, FMA, FYE, GEO, GLG, GRN, HIS, HUM, JRN, MAT (except [MAT 100](#) and [MAT 122](#)), MGT, MUS, NSG (except [NSG 124](#) and [NSG 130](#)), NTR, PHE*, PHI, PHY, POS, PSY, REC*, REL, SOC, SPA, STU, THR, VGD, and WEB. *DAN, PHE and REC are limited to 4 activity-based credit hours each.

Adjusted General Education Core

- ▶ Made adjustments to Ged Ed categories to better align with Universities
- ▶ Allows more flexibility for students and their program of choice
- ▶ Provided YC its first opportunity in 10 years to have faculty wide discussions about Gen Ed.
- ▶ Gen Ed for AAS degrees was also reviewed and adjusted

Metrics - Dashboard

▶ Credit Momentum

- ▶ Earned 6-12 credits in 1st term
- ▶ Earned 12+ credits in 1st term
- ▶ Earned 15-30 credits in year 1
- ▶ Earned 30+ credits in year 1

▶ Gateway Math and English completed

- ▶ Number of students completed Math and/or English year 1

▶ Student Retention

- ▶ Fall to Spring
- ▶ Fall to Fall

▶ Track

- ▶ Students that declare a major
- ▶ Classes completed in year 1

Questions

Thank you

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/7/2017

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:38 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:38 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1	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.	344128

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.1.1 Treatment of Employees

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.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.1.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Report Policy 2 1 1.pdf	Apr 09, 2018	Report Policy 2 1 1.pdf
2.1.1 Compilation.pdf	Apr 13, 2018	2.1.1 Compilation.pdf

Monitoring Report
Executive Limitations 2.1.1 – Treatment of Employees
April 2018

Executive Limitations Policy 2.1.1 – Treatment of Employees

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.

President’s Interpretation:

All College employees (and volunteers) are valued members of our community. As such, the College has developed personnel policies to ensure employees and volunteers behave ethically and within the bounds of the law while at the College. The goal of these policies is to create an open, participative, and productive work environment. These policies are reviewed periodically by the College community in light of best practices.

The critical corollary to creating such a productive work environment is employee training throughout the organization. Faculty and staff must be given opportunities to further their professional development as they are expected to keep current in their respective fields. The College must also provide continued management training and development for all levels of the administration.

Finally, the College has an established a formal grievance process to voice concerns about mistreatment from fellow employees.

Supporting Evidence:

Yavapai College is one of the top ten employers in Yavapai County with roughly 400 full time and 800 part time employees. Collectively, these people represent roughly 80% of the college budget. As a service organization, these people are directly responsible for the quality of service we provide both in and out of the classroom. It is therefore important that we have the appropriate tools and policies to create a productive, engaging environment.

Related to Strategic Plan

The College implemented a five-year Strategic Plan in the Fall of 2015 which supports the **District Governing Board’s Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost.** **The President’s** interpretation and supporting evidence of Executive Limitation 2.1.1 is directly sustained by the **Strategic Initiative “Organizational Development” which promotes internal communication and collaboration within and among College employees, departments, and campuses.** In addition, it supports a commitment to enhance professional development opportunities for faculty and staff.

Policies

The College provides a policy manual that is accessible to all employees and external constituents through the College website. The policy manual includes the following:

- Section 1 – District Governing Board
- Section 2 - Human Resources
- Section 3 – Academic Systems
- Section 4 – Student
- Section 5 – Administrative
- Section 6 – Facilities and Campus Police
- Section 7 – Finance
- Section 8 – Development
- Section 9 – External Relations
- Section 10 – General (policies for Students, Employees, Visitors)

<http://www.yc.edu/v5content/policies/default.htm>

Policy Review

Policies are reviewed periodically both internally and through legal counsel. The College uses a policy review process that includes a Policy Review Council (PRC) made up of District-wide representation, including Faculty. The College updated seven policies in Fiscal Year 2017 using the policy review process which is described on the College website:

<http://www.yc.edu/v5content/policies/guidelines.htm>

Employee Training and Development

The College offers several opportunities for employee development:

A. Online Orientation

The College provides an online resource for new hires and current employees. New hires are required to complete the training within 30 days of being hired, and current employees are invited to review the training. The training includes, but is not limited to the following:

- An overview of the **College's Governing Board**, Leadership, Structure, Departmental Functions, and Mission.
- Links to all College policies
- Directives and links to required trainings
- District/Campus Resources

<http://www.yc.edu/v5content/human-resources/new-employee.htm>

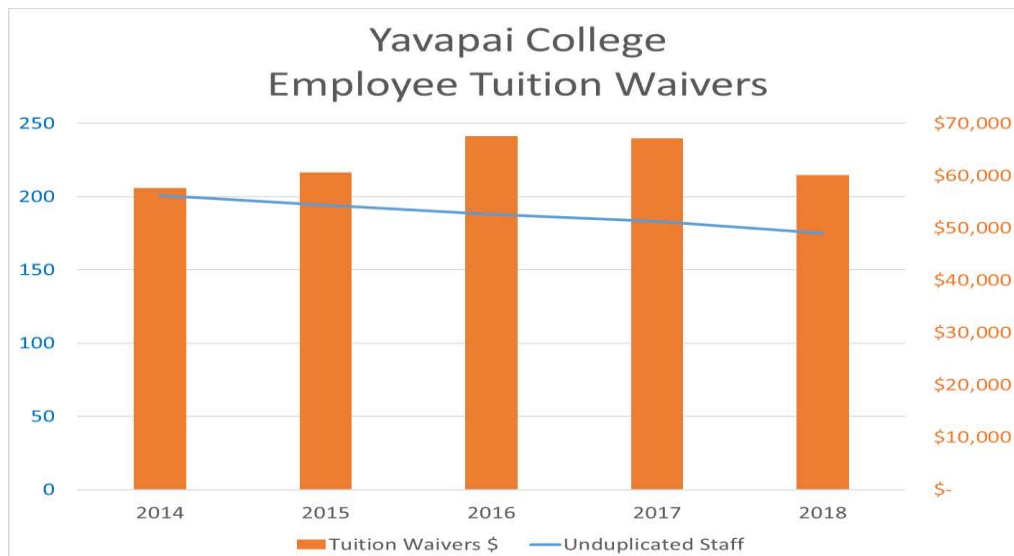
B. In-Person Orientation

In addition to our online Orientation, the College created an In-Person Orientation in FY15. The current format consists of a half-day training offered once per semester, and varies in attendance based on the number of new hires as well as availability of new employees on the scheduled dates.

The in-person orientation is coordinated through Human Resources and is presented by members of **the President's Leadership Team (PLT)**. The training includes a review of the higher education environment, an overview of Yavapai College, I.T. security training, safety training, a review of key policies and benefits, Pathways 101, and a Welcome from the President, the Staff Association, and the Faculty Senate. All full-time new employees are invited and over 48 participated in FY17.

C. Tuition Waivers

Employees may take a certain number of YC classes each semester for no charge. The following chart demonstrates the value of the classwork as well as the number of participants.



D. First Friday Training

On the first Friday of most months, multiple classes are offered by employees to fellow employees.

During 2016/17, 350 employees attended 30 different training sessions (579 hours). Employee participation has demonstrated a steady increase from FY2015 of 250 employees and FY2016 of 256 employees attended. Covered topics included Service Animals, Excel features, PowerPoint tips, 25 live room scheduling, Word, Windows 10 & Office 365, Marketing and Design on a Dime, Creating a LGBT Friendly Environment, Time Management, Developing Trust in the Workplace, Reasonable Suspicion, as well as, a one day Super Support Staff Session.

E. Online Training

In 2017, the College offered online training courses developed by Everfi, a nationally recognized organization providing on-line training resources to colleges and universities. All Managers and Supervisors have completed the required training on Diversity, Accommodating Disabilities, Harassment & Title IX, as well as, Data Security & Privacy.

F. Other Training and Development Opportunities

Faculty and staff have access to a variety of other training opportunities.

- *Convocation* is held prior to the Fall semester start date to assemble all faculty and staff, August 14, 2017. The covered topics included information about the state of the College. The YC Respect Campaign was presented by faculty members Dr. Mark Shelley, Ms. Brandelyn Andres and Dr. Jennifer Jacobson. Spring Convocation included a presentation on Shared Governance from Dr. Matt Percy.
- *Professional Growth Committee* is a faculty led committee to allocate funds to faculty applicants who wish to attend conferences, take classes, or pursue other developmental opportunities.
- *Sabbaticals* offer faculty and staff extended time to perform research, pursue a degree, or enhance their professional skills and knowledge. YC typically supports up to five faculty sabbaticals per year. This year, one faculty member is enhancing their professional skills by completion of a novel during the Fall 2017, which will assist in growing a creative writing program on the Verde Valley Campus. Another faculty member will be researching Neuroscience & the Law in Spring 2018.
- Teaching and eLearning Support (TeLS) and the Teaching and Learning Center (TLC) organize and sponsor Summer and Winter Institutes at the end of the Fall and Spring semesters where YC faculty share best practices on teaching and learning. In 2017, over 150 faculty and staff participated in 47 sessions, representing about 750 training hours, in comparison to the 2016 training hours of 700.

Grievances, Audits, and Employment Legal Activity

For calendar year 2017, Human Resources worked on 28 employment relations issues (2.2% of 1,231 total employees).

The College has a separate formal grievance policy for Faculty and for Staff. Since the last report there has been one formal grievance submitted by a staff employee in connection to corrective action, using the policies outlined below:

Faculty: https://www.yc.edu/v5content/policies/docs/2.37_Faculty_Grievance_03212017.pdf

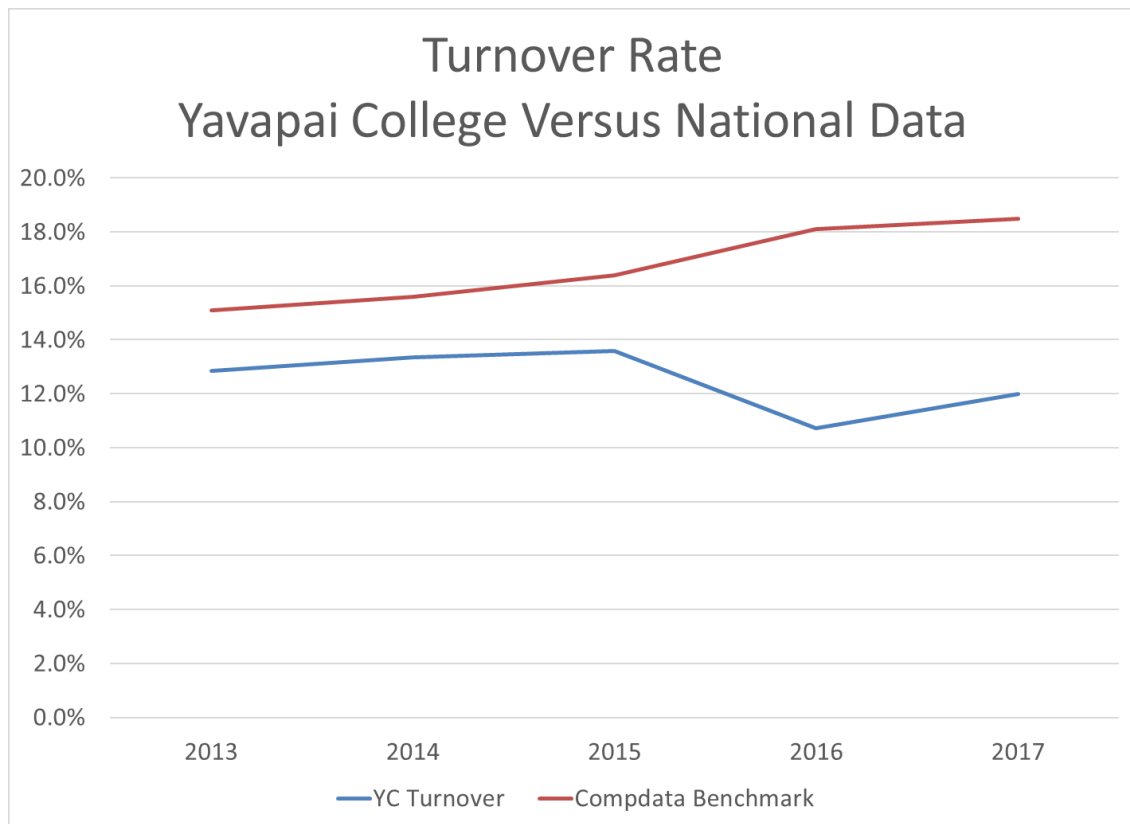
Staff: https://www.yc.edu/v5content/policies/docs/2-hr/2.23_Grievance_Staff_03212017.pdf

To date, the College has the following employment-related matters pending possible legal action:

- Equal Employment Opportunity Commission (EEOC) Notice of Charge was received on 12/10/2015 on behalf of a terminated employee. Two of the three charges were dismissed (Age discrimination, Retaliation) in 2017. The only remaining charge is related to Breach of Contract. All pending investigations with the Board of Nursing have also been dismissed.
- A wrongful dismissal complaint was filed as part of the Aviation lawsuit in 2013, and is still pending.

Employee Statistics/Turnover and Retention

During calendar year 2017, the full time employee turnover rate was 11.98%, up from 2016's turnover rate of 10.71%. Per Compdatasurveys.com, the national turnover rate in 2017 was 18.5%.

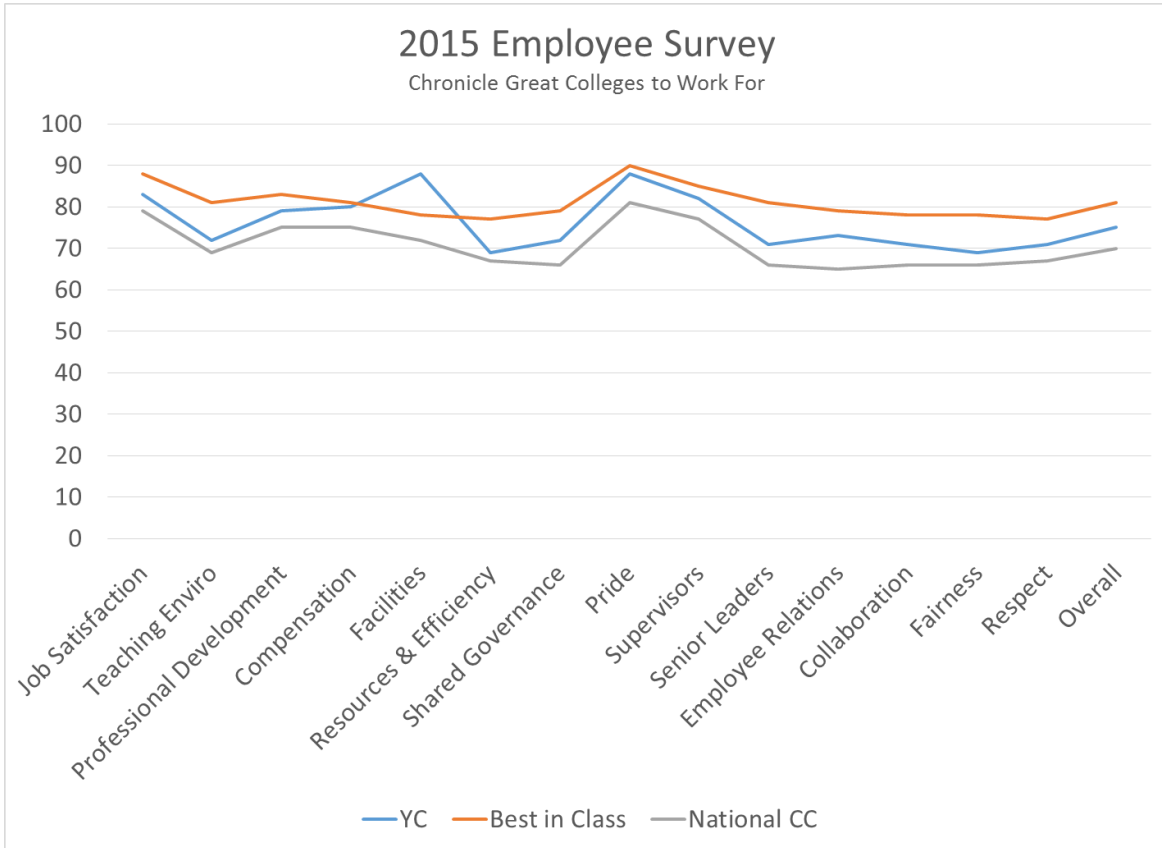


The following table provides details of Yavapai College's 2017 turnover:

Term Reason	Count	%
Death	1	2.04%
Found New Job	13	26.53%
Family Reasons or Relocate	12	24.49%
Retirement < 15 Yrs. Service	7	14.29%
Health Reasons	4	8.16%
Resignation	4	8.16%
Job Related Hrs./ Work Cond	3	6.12%
Retirement > 15 Yrs. Service	2	4.08%
Unsatisfactory Performance	2	4.08%
Violated Rules, Policies	1	2.04%
Grand Total	49	

Employee Surveys

Periodically, the College surveys employees regarding the campus climate. The most recent survey was in 2015, which included both two-year and four-year schools across the country. As you can see from the chart below, Yavapai College was above the national community college average in every category, and achieved **"best in class" across all institutions** as it relates to our **employees' perception of our Facilities**. Relative to Treatment of Employees, particular strengths of YC compared to our peers include Employee Relations between faculty, staff, and administration as well as having pride in where we work and what we are trying to achieve.



President's Conclusion:

I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
 Policy 2.1.1 – Treatment of Employees

Compilation - April 2018

Executive Limitation 2.1.1	Treatment of Employees 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.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 4
Comments:		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:43 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.3	The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	344130
2.3.1	Promise or imply guaranteed employment.	764174

Description : Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION

Details : 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.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Report 2 2 Compensation and Benefits.pdf	Apr 09, 2018	Report 2 2 Compensation and Benefits.pdf
2.2 Compilation.pdf	Apr 13, 2018	2.2 Compilation.pdf

Monitoring Report
Executive Limitations 2.2 – Compensation and Benefits
April 2018

Executive Limitations 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.

President’s Interpretation:

All College employees are valued members of our community (see Executive Limitation 2.1.1). The individual positions that each employee holds are to be consistently evaluated not only to **monitor the employees’ job performance, but also the continued need for such positions to support the Board’s Ends**. As such, no employment is to be viewed as guaranteed or permanent.

Compensation and benefits for all positions are to be reviewed periodically in an effort to recruit and retain employees in relation to the appropriate workforce market. Employment policies and practices must fulfill legal requirements, be consistent with general College policies, and be guided by current best practices in human resource development.

Supporting Evidence:

Related to Strategic Plan

The College implemented a five-year Strategic Plan in the Fall of 2015 which supports the **District Governing Board’s Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost**. The **President’s** interpretation and supporting evidence of Executive Limitation 2.2 is directly sustained by the **Strategic Initiative “Organizational Development” which provides regular and comprehensive evaluation for employee engagement and satisfaction**.

Performance Review

Supervisors provide feedback to employees throughout the year which includes a written evaluation at least annually. This evaluation provides full time employees with feedback in seven different categories in addition to an overall performance assessment of Exceeds Expectations, Meets Expectations, or Needs Improvement. As part of this process, the supervisor and employee set goals for the upcoming year which support the needs of the department, the Strategic Plan of the College, and/or **the employee’s individual development needs**. Per Human Resource records, 99.7% of reviews were completed and submitted for FY 2017.

College policy, process, training, and forms can be found at:

<http://www.yc.edu/v5content/policies/docs/2-hr/2014%202.04.pdf>

<http://www.yc.edu/v5content/human-resources/performance/staff.htm>

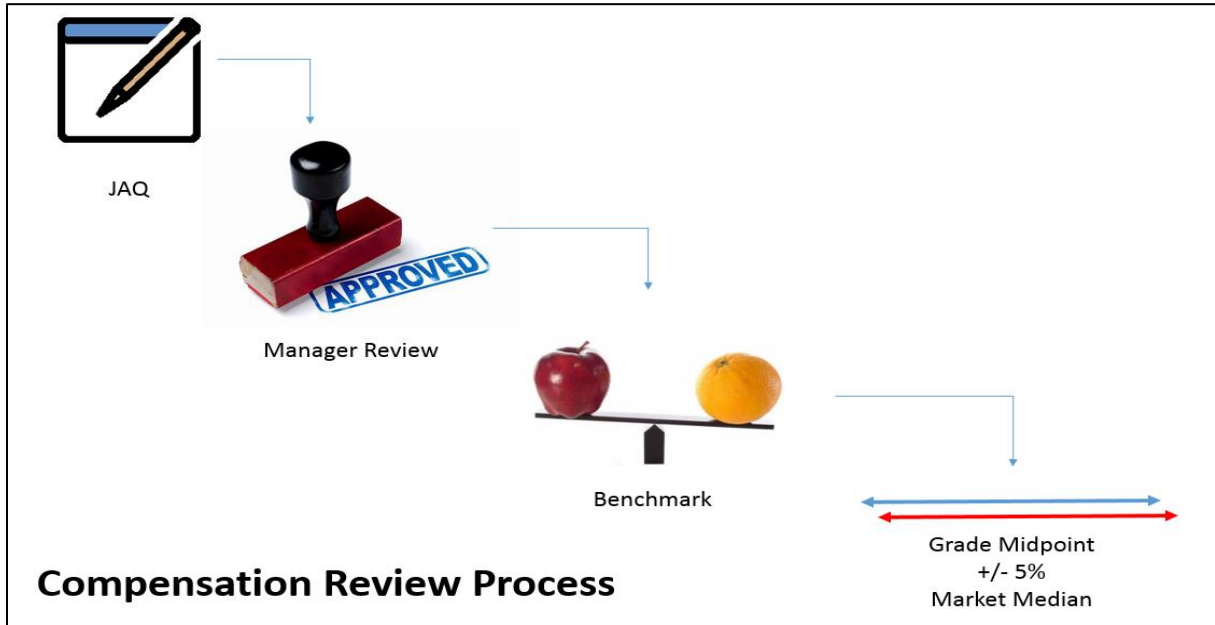
Position Review

As employees leave the organization, we treat this as an opportunity to critically evaluate the need for this position. We assess the need for the work which was being performed, and opportunities to re-engineer processes or automate. We also estimate the relative value of filling this position compared to fulfilling another unmet need in the District.

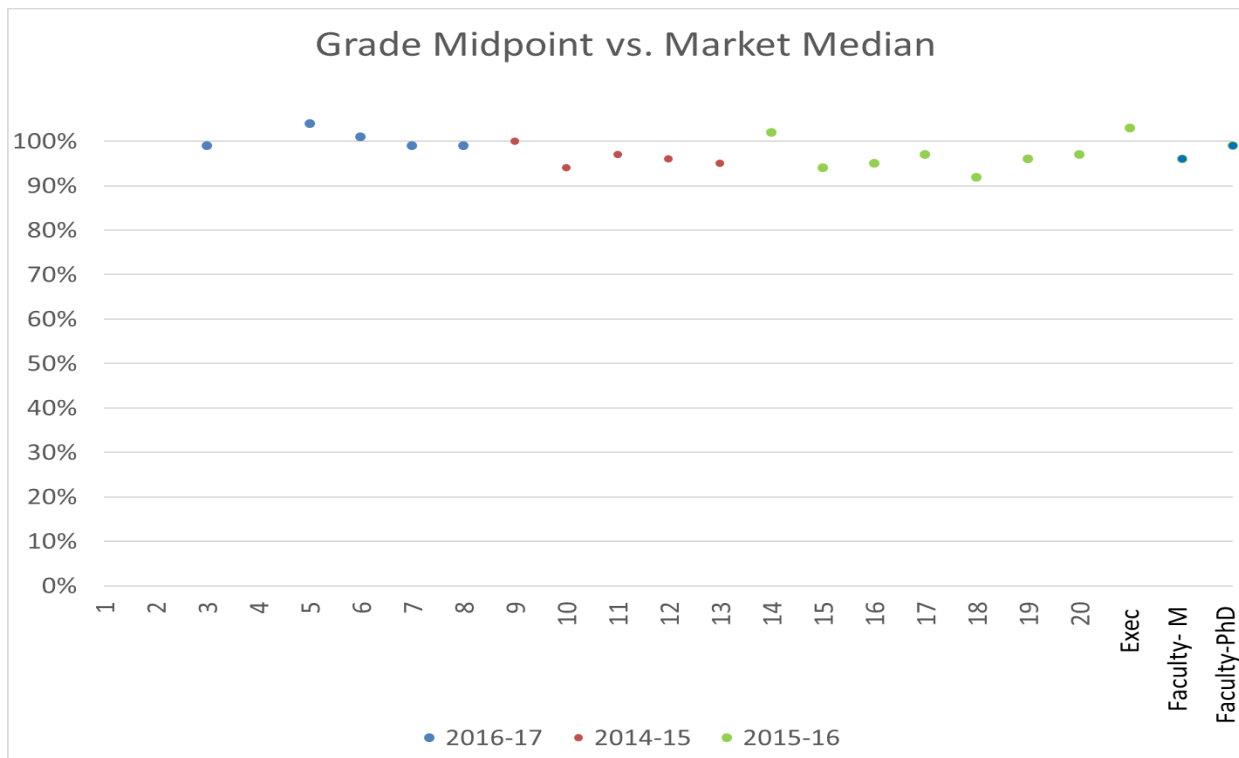
Compensation Review

Per Yavapai College Policy 2.17, **“Yavapai College is committed to providing total compensation, including salary and benefits, that enable the College to attract, retain, and motivate skilled, talented, and diverse employees.”**

To ensure market-competitive salaries, the College has adopted a three-year review cycle. Each year, the Human Resources Compensation Analyst reviews roughly 1/3 of the positions, using a Job Analysis Questionnaire (JAQ) in which individual employees update their duties and responsibilities. **After the JAQ is approved by the employee's supervisor, the compensation analyst benchmarks the position against the appropriate market data to ensure it is placed in the appropriate YC compensation grade, with the goal of placing positions in a grade whose midpoint is within 5% of the market median for that position.** See Compensation Process Diagram below.



The following chart demonstrates the results of the three-year compensation review cycle. Yavapai College positions are placed in grades whose midpoints average 98% of the market medians relevant to those positions.

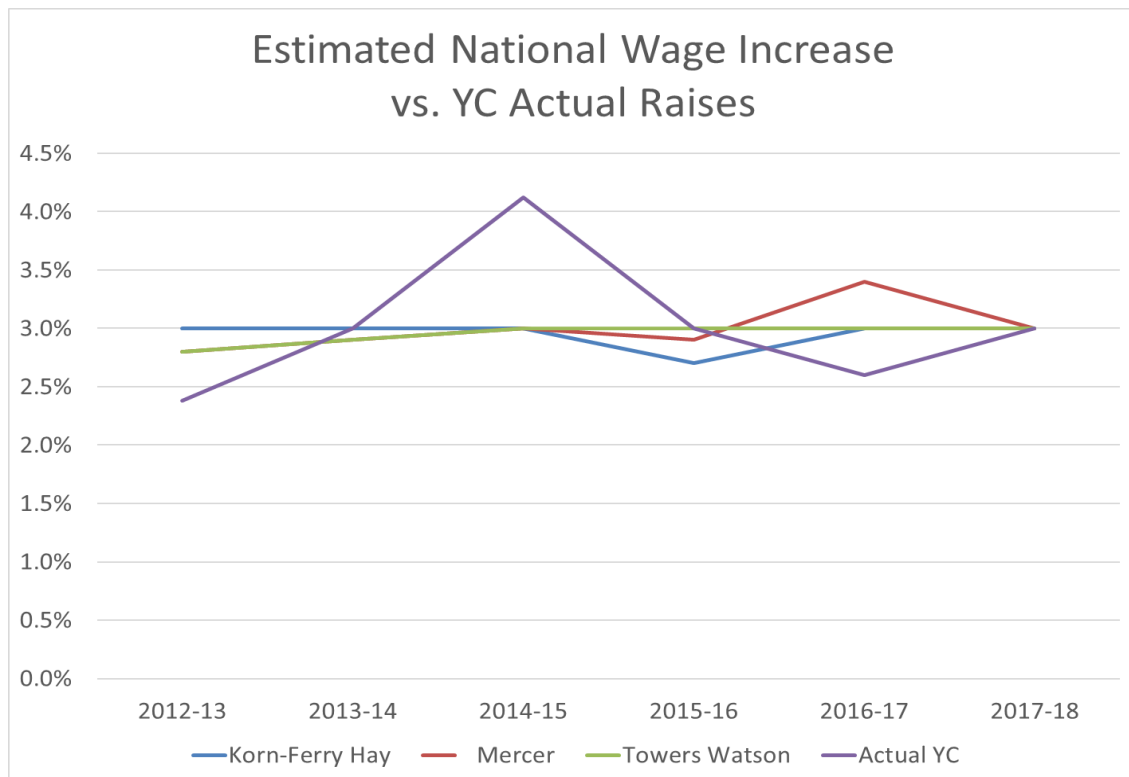


Once Human Resources has verified that positions are placed in the correct grade, they analyze whether individual employees are progressing appropriately within their respective grades, so as to ensure both internal and external equity.

The grades and compensation of 30 staff positions encompassing 130 full time staff were reviewed. Twenty-nine staff employees received pay adjustments as outlined below.

Job Title	Grade	No. of Employees receiving adjustment
Assistant II	6	5
Assistant III	8	7
Custodian	3	1
Custodian, Lead	6 to 7	0
Instructional Support Specialist	8	3
Spec., Learning Center (Tutor)	8	1
Mentor Teacher	8	5
Technician I, Grounds/Trades	6 to 7	3
Technician II, Grounds/Trades/Facilities (Lead)	7 to 8	2
Technician, Lab	8 to 9	2
Total		29

In addition to the position market analyses, the College researches and evaluates benchmark data in order to make annual compensation recommendations to the Board. The College uses a variety of sources including CUPA, Mercer, Korn-Ferry, and Tower-Watson. The benchmarking results are shown below:



When interpreting the above chart, it is important to recall that 2.6% of the YC raises over the past two years have been due to an increase in hours worked—real increases in hourly wages have averaged 1.5%.

Employee Benefits

The College is self-insured through our membership in the Yavapai Combined Trust. The College offers a competitive benefits package which is listed and described on our benefits website:

<http://www.yc.edu/v5content/human-resources/benefits.htm>

The College conducts regular market comparisons for employee benefits as seen in the CUPA-HR Employee Healthcare and Other Benefits Survey. YC benefits are comparable to market, as is demonstrated in the table below.

Yavapai College Benefits		
Benchmark Report vs. CUPA 2017 (358 colleges)		
	<u>Yavapai College</u>	<u>National Colleges</u>
1. Medical		
a. Health	Offers PPO, HMO, HDHP	84% PPO, 37% HMO, 62% HDHP
b. Dental	Yes	94% offer Dental
c. Vision	Yes	78% offer Vision
d. Retiree Coverage (<65)	No	50% (53% subsidize premium)
e. Part-Time Employee	No	37% (90% subsidize premium)
f. Domestic Partner	No	73% same sex, 51% opposite sex (some subsidize)
g. Health Flex Savings	Yes	97%
h. On-campus medical	No	25% (and 42% charge fee)
i. Formal Wellness Program	Yes	59%
2. Paid Time Off		
	53 Days	53 Days*
3. Other		
a. Dependent Care Flex	Yes	98%
b. On-campus fitness	Yes	88%
c. Life Insurance	Yes	99%*
d. Short term disability	Yes	65%*
e. Long term disability	Yes	97%*
f. Tuition assistance	Yes	96%*
g. Childcare benefits	Yes	19% (30% subsidize 30%)*
h. Retirement	Yes	98%*
i. 403(b)	Yes	98%*
j. 457(b)	Yes	94%*

*2016 CUPA Survey



President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
 Policy 2.2 – Compensation and Benefits

Compilation - April 2018

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

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:48 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 2/28/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
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

Description : Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION

Details :

2.3.4 Real Property

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.

2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property Pursuant to A.R.S. §15-1444(B)(2), the 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 Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.

2.3.4.2 Improvements to Leased Property

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 Board's approval.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3.4, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.4.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.3.4 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [at the X board meeting] [within X amount months] that includes a new interpretation.

- If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.3.4 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Policy 2.3.4 Report.pdf	Apr 09, 2018	Policy 2.3.4 Report.pdf
Policy 2.3.4.1 Report.pdf	Apr 09, 2018	Policy 2.3.4.1 Report.pdf
Policy 2.3.4.2 Report.pdf	Apr 09, 2018	Policy 2.3.4.2 Report.pdf
2.3.4 Compilation.pdf	Apr 13, 2018	2.3.4 Compilation.pdf

President's Monitoring Report
 Executive Limitations 2.3.4 – Real Property
 April 2018

Executive Limitations 2.3.4 – Real Property

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.

President's Interpretation:

Real property is commonly defined as land and buildings. As good stewards of public funds, the College will maintain proper care of such real property to extend the useful life of these assets. Critical equipment is equipment that could have material impact on the effective operations of the College (e.g., computer systems, heating and cooling systems, utilities, instructional equipment.) As such, equipment needs are reviewed annually and included as part of the annual budget request process.

Supporting Evidence:

Source: Banner Finance



With Board-approved budgets, the College reinvests in capital assets annually including unplanned maintenance, deferred maintenance, capital improvements, and equipment.

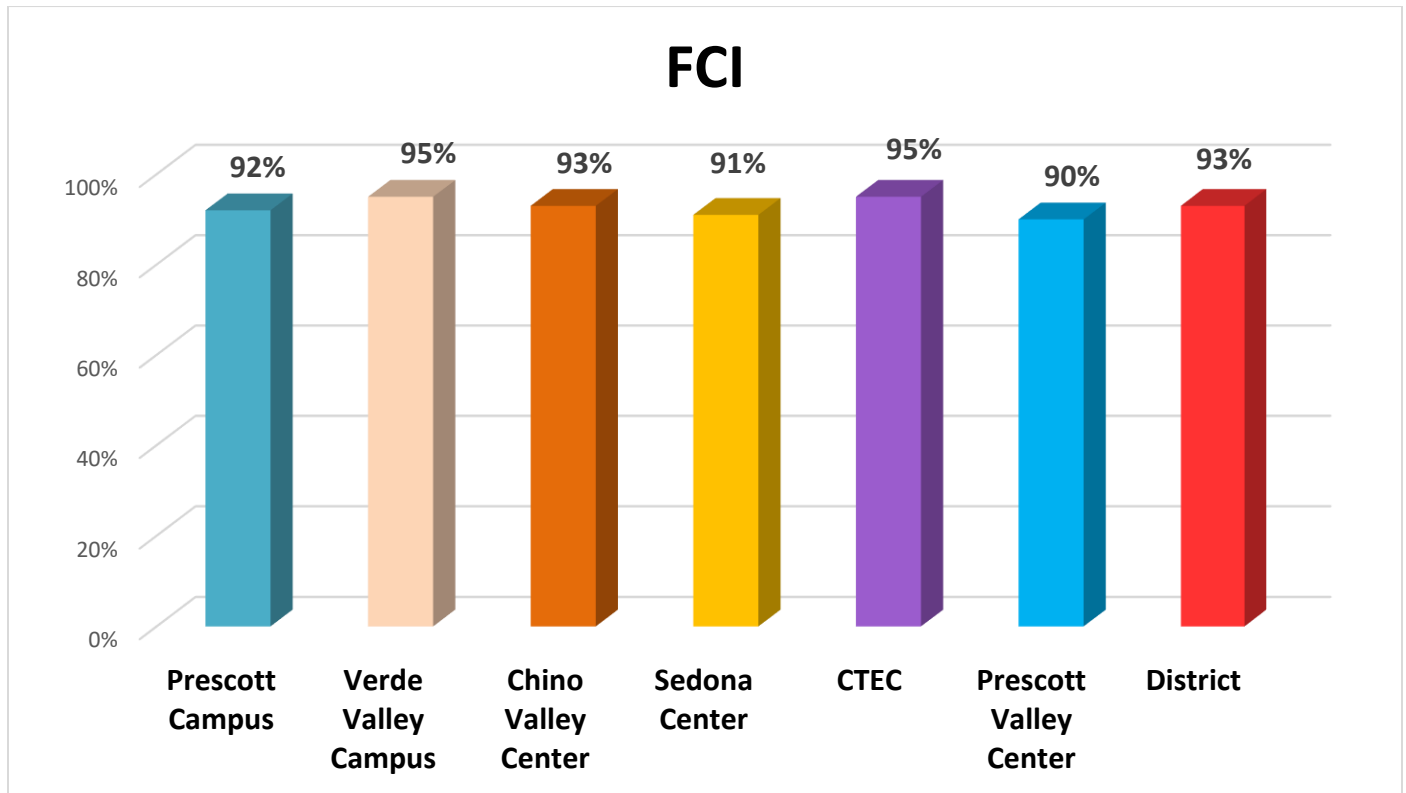
Category	Approved Budget	
Unplanned Maintenance	\$ 250,000	FY2017-18 Adopted Budget - Unplanned Maintenance
Deferred Maintenance	3,674,000	FY2017-18 Adopted Budget - Preventative Maintenance
Capital Improvement Projects	4,208,800	FY2017-18 Adopted Budget - CIP
Equipment	2,240,000	FY2017-18 Adopted Budget - Equipment
Total	<u>\$10,372,800</u>	

Highlights

- Key deferred maintenance projects for the current year include roofing replacements at the Prescott campus and Prescott Valley Center, and the main water line replacement on the Prescott campus.
- Capital Improvement Projects (CIP) are primarily guided by the Campus Master Plan, and are designed to ensure effective teaching and learning spaces. As such, CIPs typically focus on modernizing infrastructure and renovating existing facilities to meet emerging community needs. Major CIP accomplishments included the expansion of Allied Health facilities in Prescott Valley, the renovation of Performing and Visual Arts space in Prescott, and the creation of Culinary Arts space in Sedona.
- YC re-invests in equipment to ensure employees have the tools needed to remain productive and students gain marketable skills relevant to the modern workforce.

Results of Capital Asset Reinvestment Strategy:

- Sightlines, a higher education facilities management consulting firm, reports that YC facilities are among the top 25% best-maintained in the country
- **Using the Facility Condition Index (FCI) metric, YC's facilities are 93% as good as new on average.**



Executive Limitation 2.3.4 supports the Strategic Initiative "Fiscal Stewardship".

President's Conclusion:

I report compliance.

President's Monitoring Report
Executive Limitations 2.3.4.1
Lease Limits and Delegation of Lease Authority for Real Property
April 2018

Executive Limitations 2.3.4.1 - Lease Limits and Delegation of Lease Authority for Real Property

Pursuant to A.R.S. §15-1444(B)(2), the 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 Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

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.

President's Interpretation:

The President has received authority from the Board to enter into leases for Real Property (See 2.3.4). It is expected that the President keep the Board informed of such leases and ensure the legal and proper execution of said leases. This granted authority is limited in terms of duration (one year or less) and fiscal amounts (\$200,000 or less). All leases of a longer period and/or exceeding \$200,000 must have Board approval.

Supporting Evidence:

Source: District Records
Schedule of Leases - attached



The College has eight leases for real property, about half of which the College is the lessor. All of the leases are below the \$200,000 annual threshold and most of the leases allow for renewals. All multi-year leases including renewals have been approved by the Board. Below is listing of all the leases and includes lessor/lessee, a description, start and end dates, renewal information, and annual cost.

[Lease Schedule](#)

Executive Limitation 2.3.4.1 supports the **Strategic Initiative "Student Success"** by entering into lease agreements that directly or indirectly support instruction and student success, such as the leasing of Mayer High School, the leasing of land to NACOG for Head Start child care services, and the leasing of land from the Town of Chino Valley as part of the College's Chino Valley campus.

President's Conclusion:

I report compliance.

President's Monitoring Report
 Executive Limitations 2.3.4.2 - Improvements to Leased Property
 April 2018

Executive Limitations 2.3.4.2 – Improvements to Leased Property

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 require the Board's approval.

President's Interpretation:

The President is expected to keep the Board informed of any improvements to any leased real property, facilities, or land. Improvements to such leased property, when exceeding \$10,000 must be approved by the Board. This fiscal limit relates to major improvements, but not repairs of existing leased property.

Supporting Evidence:

Source: District Records



The College leases property from several public entities as seen on the below chart. For the period March 1, 2017, through February 28, 2018, no real property improvements greater than \$10,000 have been made.

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

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.3.4 – Real Property

Compilation - April 2018

Executive Limitation 2.3.4	Real Property 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.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		
Executive Limitation 2.3.4.1	Lease Limits and Delegation of Lease Authority for Real Property Pursuant to A.R.S. §15-1444(B)(2), the 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 Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board. The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5

Comments:		
Executive Limitation 2.3.4.2	Improvements to Leased Property 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 Board's approval.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 5
Comments:		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:53 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/12/2017

Item Type : Monitoring 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 : Receipt of Board Self-Evaluation - Governance Process Policy 3.4 Agenda Planning - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Governance Process Policy 3.4 Agenda Planning.

Attachments :

Title	Created	Filename
3.4 Compilation Evaluate.pdf	Apr 13, 2018	3.4 Compilation Evaluate.pdf

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

3.4 Agenda Planning	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.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	4	McCarver: We have an annual review of Ends each fall, as part of our September worksheet. This retreat also includes a comprehensive environmental scan, and discussion of ownership linkage data from the prior year as well as priorities related to environmental scan data. The Board also has an annual calendar that includes regular Board education activities and is updated annually as well.
Most of the time	1	
Some of the time		
Rarely		
Never		
3.4.1 End of Year Cycle	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term Ends.	
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		
3.4.2 Start of Annual Cycle	The cycle shall start with the Board's development of its agenda for the next year.	
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		

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

Rarely		
Never		
3.4.2.1 Calendar for Owner Input	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, and will be held during the balance of the cycle.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	McCarver: We set the ownership linkage plan as part of the annual retreat process. This year that plan was approved in October, and includes a Student Survey, and focus groups in the East and West county, as well as our regular open call at Board meetings.
Most of the time	1	
Some of the time		
Rarely	1	
Never		
3.4.2.2 Calendar for Education and Ends	Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	2	
Some of the time		
Rarely	1	
Never		
3.4.2.2.1 Board Member Orientation Process	<p>New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes.</p> <p>a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.</p> <p>b) Board members will be familiarized with:</p>	

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law; 2) The Board's Policy Manual; 3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance); 4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and 5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.		
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	3	
Some of the time		
Rarely		
Never		
3.4.3 All Meeting Agendas	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: a) Ownership Linkage; b) Policy Development; c) Monitoring of President Performance; d) Fulfillment of items that are: 1) Procedural, 2) For Information Only, and 3) For Board Education. 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).	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	
Most of the time	3	

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

Some of the time		
Rarely		
Never		
3.4.3.1 Referencing Existing Board Policy	All items on the agenda will reference the relevant existing 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		
3.4.3.2 Distinguishing Between Matters for the Board or President	a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision. b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Harris: Although there are times where there may be some questions as to ends vs means there is adherence to keeping the distinction between the board's matter and those of the president.
Most of the time	3	
Some of the time		
Rarely		
Never		
3.4.3.3 Process for Placing Items on the Agenda	The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair. a) If it is the Board's issue it will be placed on the next Board agenda.	

District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

	<p>b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.</p> <p>c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.</p>
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Have we acted consistently with respect to this item of policy?

	Check One	Specific Example to Support Your Response
Always	1	Harris: Not quite certain if (c) above is in place or has been requested.
Most of the time	3	
Some of the time	1	
Rarely		
Never		

3.4.3.4 Consent Agenda	<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>
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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		

3.4.4 President Monitoring	<p>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.</p>
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District Governing Board Policy Self-Evaluation
 Evaluation of Governance Process Policies
 Policy 3.4 Agenda Planning
 Compilation - April 2018

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		
3.4.5 Elections/Appointments		As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one year terms at the January or February meeting.
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		

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:58 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/12/2017

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.7	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.</p>	726677

Description : Content Review of Board - President Linkage Policy 4.7 President Succession - MONITORING, DISCUSSION AND/OR DECISION

Details : The Board performed the biennial content review for Policy 4.7 - President Succession. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 4.7 Compilation.pdf	Apr 13, 2018	Review 4.7 Compilation.pdf

District Governing Board Policy **Review**
 Review of Board-President Linkage Policies
 Policy 4.7 President Succession
Compilation - April 2018

4.7 President Succession	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.</p> <p>The Chair of the Board shall be kept apprised of the President's schedule.</p>	
Is this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		
No	5	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:03 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

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
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.4	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 : President's Evaluation Process - INFORMATION AND/OR DISCUSSION

Details : At the May 8, 2018 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2017-2018. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board polices, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 19, 2018.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 4, 2018.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the May 8, 2018 District Governing Board meeting in executive session.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:08 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : POLICY - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:08 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 45

Proposed : 12/7/2017

Item Type : Policy & Decision

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

Description : Consideration of the Preliminary Budget FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the FY 2018-2019 Preliminary Budget for the Board's consideration.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:53 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/28/2018

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 : BOARD EDUCATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:53 PM

Item No : 34

Proposed By : Barbara Robinson

Time Req : 5

Proposed : 3/28/2018

Item Type : Board Education

Policy No.	Description	Ref No
3.1.1.1	<p>1. Board members will take legal action on matters only at a properly-noticed Board meeting and only when the matters are specifically included on the agenda.</p> <p>2. To avoid inadvertent violations of the Open Meeting Law:</p> <p>a) When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.</p> <p>b) To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.</p>	564189
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

Description : Board Education on A.R.S. §38-431.01 (H) Regarding Open Call - INFORMATION AND DISCUSSION

Details : Lynne Adams, District Governing Board Counsel, will provide Board Education on A.R.S. §38-431.0 (H) related to Open Call.

A.R.S. §38-431.0 (H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, 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 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.

Attachments :

Title	Created	Filename
Open Call Basics.pdf	Apr 13, 2018	Open Call Basics.pdf

Open Call Basics



LYNNE C. ADAMS

OSBORN
MALEDON

Public Participation



- The public has a right to do the following at a public meeting:
 - i Attend
 - i Listen
 - i Videotape
 - i Tape record
- The public does not have a right to:
 - i Speak
 - i Disrupt

Open Call



- The Governing Board *may* make an “open call” to the public to allow individuals to address any issue within the Board’s jurisdiction.
- Board can limit speaking time of each speaker.
 - Typically 2 or 3 minutes.
 - But must apply same limit to every speaker regardless of topic or viewpoint.

Open Call



- Responses to issues raised during open call:
 - i May not discuss or take legal action on items not on agenda.
 - i May . . .
 - ÷ Respond to criticism.
 - ÷ Ask staff to review the matter.
 - ÷ Ask that the matter be put on a future agenda.
- Not ok to sneak in discussion in another portion of the agenda *unless the issue is listed on the agenda.*

Open Call



— Respond to criticism:

- i Added by statute in 2000. Before then Board was only able to ask for matter to be placed on future agenda or handled by staff.
- i Despite ability to respond to criticism, the law still includes a prohibition on discussing items not *specifically* listed on the agenda, so unclear how far you can go with response.

Open Call



- Lots of uncertainty, room for interpretation in “respond to criticism.”
 - i What if one board member believes something is criticism, but another does not (public is “just telling the facts”)?
 - i What if one board member disagrees with the “response” of another board member? Can they then respond too?

Proceed at your own risk!

Presenter : Ray Sigafoos

Start Time : 3:58 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:58 PM

Item No : 36

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/10/2018

Item Type : Decision Item

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

Description : Reschedule Community Forums - DISCUSSION AND/OR DECISION

Details : The Board will reschedule the Community Forums that were postponed in April.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:03 PM

Item No : 37

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:</p> <ol style="list-style-type: none">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	560681

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

Details : Board Spokesperson - Ray Sigafoos

Arizona Association for District Governing Boards (AADGB) - Deb McCasland and Dr. Connie Harris

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:08 PM

Item No : 38

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/7/2017

Item Type : Heading

Policy No.	Description	Ref No
3.4	<p>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.</p>	558881

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:08 PM

Item No : 39

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/7/2017

Item Type : Decision Item

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

Description : District Governing Board Dates and Places of Future Meetings - INFORMATION, DISCUSSION AND/OR DECISION

Details : Board members will review dates and places of the 48th Annual Commencement Ceremonies along with future events/meetings.

Verde Valley Campus Commencement - Friday, May 4, 2018 at 6:00 p.m. - Mabery Pavilion

Prescott Campus Commencement - Saturday, May 5, 2018 at 6:00 p.m. - Performing Arts Center

Nursing Pinning Ceremony, Prescott - Saturday, May 5, 2018 at 1:00 p.m. - Performing Arts Center

Northern AZ Regional Training Academy (NARTA) - Thursday, May 24, 2018 at 11:00 a.m. - Performing Arts Center

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Apr 10, 2018	FY17-18- Proposed Dates and Places of Future Meetings.pdf
FY18-19- Proposed Dates and Places of Future Meetings.pdf	Apr 10, 2018	FY18-19- Proposed Dates and Places of Future Meetings.pdf

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

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2017 – NO BOARD MEETING	
Regular Board Meeting	August 8, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 11, 2017, Monday, 9:00 a.m. Location: Hassayampa Inn, Prescott
Regular Board Meeting	September 12, 2017, Tuesday, 1:00 p.m. Location: Sedona Center - Rm 34
Regular Board Meeting*	October 24, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Workshop	December 11, 2017, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Budget Preview Work Session	January 16 2018, Tuesday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 16, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting**	April 17, 2018, Tuesday, 1:00 p.m. Location: CTEC - 181
Truth In Taxation Hearing	May 8, 2018, Tuesday, 10:30 a.m. Location: Prescott Campus-Community Room 19-147
Truth in Taxation Special Meeting	May 8, 2018, Tuesday, 11:00 a.m. Location: Prescott Campus-Community Room 19-147
Budget Public Hearing	May 8, 2018, Tuesday, 11:15 a.m. Location: Prescott Campus-Community Room 19-147
Budget Adoption Meeting	May 8, 2018, Tuesday, 11:40 p.m. Location: Prescott Campus-Community Room 19-147
Regular Board Meeting	May 8, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2018 – NO BOARD MEETING	

*March meeting changed due to Spring Break *October, January, April meetings changed at Board request Rev. 4/10/18

DATES AND PLACES OF EVENTS – FY 2017-2018

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

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

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY & AUGUST 2018 – NO BOARD MEETINGS	
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Sedona Center – Room 34
DECEMBER 2018 – NO BOARD MEETING	
Regular Board Meeting*	January 15, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 11, 2019 – Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	April 16, 2019, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO BOARD MEETING	

*January meeting changed due to Semester Break; March due to Spring Break; April at Board Request.

DATES AND PLACES OF EVENTS – FY 2018-2019

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

Presenter : Ray Sigafoos

Start Time : 4:13 PM

Item No : 40

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/7/2017

Item Type : Procedure Item

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

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments