



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, September 10, 2019
1:00 PM**

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

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

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	838323
2	Call to Order - PROCEDURAL	0	1:00 PM	853620
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	838324
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	838325
5	Approval of the Minutes from the August 13, 2019 District Governing Board Retreat. - DISCUSSION AND DECISION.	2	1:02 PM	853618
6	Adoption of Agenda - DECISION	1	1:04 PM	838327
7	OWNERSHIP LINKAGE - HEADING	0	1:05 PM	838328
8	Open Call - PROCEDURAL	15	1:05 PM	838329
9	MONITORING REPORT - HEADING	0	1:20 PM	838330
10	May Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:20 PM	838331

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:25 PM	838332
12	Receipt of Report on Revenues and Expenditures - Month of August 2019 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:25 PM	838333
13	For Consideration for Approval of Resolution 2019 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:26 PM	838335
14	INFORMATION - HEADING	0	1:28 PM	838336
15	Information from the President to Include: Budget to Actual Monthly Report for the DGB; Cash Reserves Monthly Report - INFORMATION AND/OR DISCUSSION	10	1:28 PM	838337
16	Update on the Faculty Senate - INFORMATION AND/OR DISCUSSION	10	1:38 PM	838338
17	MONITORING REPORT (CONTINUED) - HEADING	0	1:48 PM	838341
18	Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION	4	1:48 PM	838342
19	Receipt of Content Review of Board-Governance Process Policy 3.0 Global Governance Process - MONITORING AND/OR DISCUSSION	4	1:52 PM	838343
20	Receipt of Content Review of Board- Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION	4	1:56 PM	838344
21	Receipt of Content Review of Board -Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION	4	2:00 PM	838346
22	Receipt of Content Review of Board -President Linkage Policy 4.0 - Global Board - MONITORING AND/OR DISCUSSION	4	2:04 PM	838347
23	Receipt of Board Self-Evaluation -President Linkage Policy 4.1 Unity of Control- MONITORING, DISCUSSION, AND/OR DECISION	5	2:08 PM	838348
24	SHORT RECESS - PROCEDURAL	10	2:13 PM	838340
25	BOARD EDUCATION- HEADING	0	2:23 PM	838349
26	Selection of the Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION	4	2:23 PM	838354
27	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:27 PM	838355
28	OTHER INFORMATION - HEADING	0	2:32 PM	838356
29	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	2:32 PM	838357
30	Review the Board's Annual Calendar - INFORMATION, DISCUSSION, AND/OR DECISION.	30	2:35 PM	853627
31	New policy under the Open Meeting Law Policy- INFORMATION, DISCUSSION, AND/OR DECISION.	20	3:05 PM	856926

Item No.	Item	Time Req.	Start Time	Ref No.
32	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:25 PM	838358

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 1

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

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 : 9/4/2019

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 : 4/18/2019

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 : 4/18/2019

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 : 9/4/2019

Item Type : Decision Item

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

Description : Approval of the Minutes from the August 13, 2019 District Governing Board Retreat. - DISCUSSION AND DECISION.

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the March 5, 2019 Regular Board Meeting and the March 20, 2019 Executive Session Minutes. 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. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Retreat Meeting Minutes Aug. 2019	Sep 04, 2019	Unapproved August 2019 Retreat Minutes -.pdf



**Yavapai College District Governing Board
Unapproved Minutes of DGB Retreat Meeting**

Tuesday, August 13, 2019

8:00 AM

Verde Valley Campus – Building M, Room 137

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. Lisa B. Rhine, President
Lynne Adams, Board Attorney
Ms. Yvonne Sandoval Recording Clerk
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 retreat to order at 8:03 a.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member McCarver.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the Minutes from the May 14, 2019 District Governing Board Budget Hearing and Adoption, Regular Meeting, and the Executive Session of May 14 and July 16, 2019 - DISCUSSION AND DECISION

Member McCarver requested a minor, non-substantive correction to the July 16 Executive Session minutes, which she indicated she would inform staff about (because the minutes are confidential). Member McCarver moved, seconded by Member Irwin, to approve the Minutes from the May 14, 2019 District Governing Board Budget Hearing and Adoption, Regular Meeting and the Executive Session of May 14 and July 16, 2019, as amended. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, and Sigafoos voted aye).

6. Naming of College Facilities, Positions, and Programs – DISCUSSION AND DECISION.

Member Irwin moved, seconded by Member McCasland, to approve naming the College's theatre the Perry and Sandy Massie Foundation Theatre. Motion carried by majority vote. (Sigafoos, McCasland, McCarver, Irwin all voted aye; Chevalier voted nay).

7. President's Proposed Plan to Protect the College from Sudden Loss of Presidential Services – POLICY AND DECISION

Member McCasland moved, seconded by Member Irwin, to approve the new Policy 4.7 Presidential Absences. Motion carried by the majority. (Sigafoos, McCasland, McCarver, Irwin all voted aye; Chevalier voted nay).

8. SHORT RECESS – PROCEDURAL

Meeting recessed at 8:18 a.m.; reconvened at 8:44 a.m.

9. OWNERSHIP LINKAGE – HEADING

10. Governance Process with Emphasis on the Ends – INFORMATION AND/OR DISCUSSION.

The Board discussed potential changes to their Ends statements, led by consultant A.J. Crabill.

11. SHORT RECESS – PROCEDURAL

Meeting recessed at 10:09 a.m.; reconvened at 10:18 a.m.

12. OWNERSHIP LINKAGE – HEADING

13. Governance Process with Emphasis on the Ends – INFORMATION AND/OR DISCUSSION.

The Board continued to discuss potential changes to their Ends statements, led by consultant A.J. Crabill.

14. RECESS and LUNCH – PROCEDURAL

Meeting recessed at 12:35 p.m.; reconvened at 1:09 p.m.

15. OWNERSHIP LINKAGE (CONTINUED) – HEADING

16. Governance Process with Emphasis on the Ends – INFORMATION AND/OR DISCUSSION.

The Board continued to discuss potential changes to their Ends statements, led by consultant A.J. Crabill.

17. Lynne Adams, our Legal Representation, will Discuss Changes in our States Statues – INFORMATION.

Lynne Adams, the Board’s legal counsel, noted that there had been no significant changes to the community college statutes that would impact the Board’s governance.

18. ADJOURNMENT OF BOARD RETREAT MEETING - PROCEDURAL

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

Retreat meeting adjourned at 3:12 p.m.

Respectfully submitted:

Ms. Yvonne Sandoval, Recording Clerk

Date: September 9, 2019

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

Presenter : Ray Sigafoos

Start Time : 1:05 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/18/2019

Item Type : Procedure Item

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

Description : Open Call - PROCEDURAL

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:20 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

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 : 1:20 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/18/2019

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 : May Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the May 14, 2019 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
May Monthly Eval Compilation	Aug 31, 2019	May Monthly Eval Compilation.pdf

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

Compilation for Month of: May 2019

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
1	4	Board focused on administrative/internal operations
	5	Board involved in making decisions in areas already delegated to CEO
	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
	4	Board making reactive decisions rather than pro-active decisions. *Only 4 board members answered this question.
Other Comments: Sigafoos: By definitio the budget and evaluation process are internal actions		

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.		3	2	
The Board's behavior demonstrates that its constituency is the entire county.	1	2	2	
Board members operate ethically and without conflicts of interest.	1	2	2	Chevalier: Refuses to let east side representatives hold board office.
Board decisions are made with the goal of supporting student learning and student success.		2	3	Chevalier: This requires a lot of discussion.
What is the most important thing the Board could do to improve our function as a board?				

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

Item Type : Heading

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:25 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/18/2019

Item Type : Consent Item

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

Description : Receipt of Report on Revenues and Expenditures - Month of August 2019 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

District Governing Board Detail Budget Report of Expenditures - August 2019 - Attached

The report of Revenue and Expenditures for the second month of FY 2019 -2020 ending on August 31, 2019. Expenditures are reported on the modified accrual basis of accounting. - Attached

Attachments :

Title	Created	Filename
Yavapai College Financial Update Aug. 2019	Aug 31, 2019	Consent Agenda 1st Receipt of Rpt on Revenues Expenses Narrative - Aug in Sept.pdf
Report of Expenditures Aug. 2019 - DGB	Aug 31, 2019	Consent Agenda 2nd YCFS Aug 2019 - Governing Board Budget to Actual.pdf
Report of Revenues and Expenditures FY 19- 20 - All Funds	Aug 31, 2019	Consent Agenda 3rd YCFS Aug 2019_Summary Fund Budget to Actuals.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2019

FY2018-2019 Close and Audit

- The year-end close for FY2018-19 is planned for November 2019.
- The auditors will begin their field work on October 14, 2019. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2019 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 FY2018-19 will be presented to the Board in early 2020.

FY 2019-2020 Budget

General Fund

- Total property taxes collected have historically, on average, been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in close to budget for the fiscal year based upon a slight increase in fall 2019 enrollments.
- State appropriations will exceed the budget because of an additional \$1,761,300 of appropriation granted to the College by the State, subsequent to the Board approving the budget. The additional appropriation will be used to fund non-recurring expenses.

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. An example is 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 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 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 Two Months Ended August 31, 2019
Fiscal Year 2019-2020**

District Governing Board

Fiscal Year 2019-20 Budget:

\$ 174,800

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 7,188	\$ 30,277	\$ 37,465	
AJ Crabill	Consulting & Facilitation	-	9,400	9,400	
Association of Community College Trustees	Membership & Conference Fees	1,400	-	1,400	
Deborah McCasland	Travel	-	1,560	1,560	
Lisa Rhine	Travel	484	2,340	2,824	
Osborn Maledon PA	Legal Counsel	1,754	19,496	21,250	
Ourboardroom Technologies	Software Maintenance	5,750	5,750	11,500	
Ray Sigafoos	Travel	281	2,119	2,400	
Sodexo Inc.	Food Supplies	414	5,586	6,000	
Steve Irwin	Travel	-	1,951	1,951	
Supplies/Other	Various Vendors	10	-	10	
The Governance Coach	Consulting	653	-	653	
YC Printing Services	Printing	136	-	136	
				<u>96,549</u>	
Remaining Budget - August 31, 2019					<u>\$ 78,251</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2019 - 16.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 19/20 Budget</u>	<u>Percent of Budget</u>	<u>FY 19/20 Estimate</u>	<u>Budget to Estimate Variance</u>		
REVENUES:									
Primary Property Taxes	\$ 6,331,348		\$ 6,331,348	\$ 38,102,400	16.6%	\$ 38,102,400	\$ -		
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-		
Tuition and Fees	4,714,348		4,714,348	11,341,000	41.6%	11,341,000	-		
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	(570,000)	-		
State Appropriations	590,675		590,675	601,400	98.2%	2,362,700	1,761,300		
Other Revenues	47,587		47,587	421,000	11.3%	421,000	-		
Interest Income	24,984		24,984	225,000	11.1%	225,000	-		
Fund Balance Applied to Budget	633,333		633,333	3,800,000	16.7%	3,800,000	-		
General Fund Transfer Out	(1,068,850)		(1,068,850)	(6,413,100)	16.7%	(6,413,100)	-		
TOTAL REVENUES	11,273,425		11,273,425	47,357,700	23.8%	49,119,000	1,761,300		
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 19/20 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 19/20 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):									
Instruction		\$ 1,730,249	\$ 9,062,845	\$ 8,890,740	\$ 1,902,354	\$ 18,749,600	10.1%	\$ 18,749,600	\$ -
Academic Support		696,871	2,205,508	2,109,080	793,299	4,483,100	17.7%	4,483,100	-
Institutional Support		2,077,082	5,866,897	4,669,490	3,274,489	10,093,500	32.4%	10,093,500	-
Student Services		853,219	2,917,469	2,767,204	1,003,484	6,182,900	16.2%	6,182,900	-
Operation/Maintenance of Plant		1,030,187	2,841,980	2,415,565	1,456,602	6,580,700	22.1%	6,580,700	-
Scholarships		387,882	-	-	387,882	940,500	41.2%	940,500	-
Public Service		54,998	221,206	221,206	54,998	327,400	16.8%	327,400	-
TOTAL EXPENDITURES		6,830,488	23,115,905	21,073,285	8,873,108	47,357,700	18.7%	47,357,700	-
SURPLUS/(DEFICIT)					\$ 2,400,317	\$ -			

COMMENTS:

State Appropriation is at 98.2% due to an additional \$1,761,300 of appropriation granted to the College by the State, subsequent to the College approving its budget. The 1st quarter of this appropriation, as well as the College's recurring appropriation, was received in July. The additional appropriation will be used to fund non-recurring expenses.

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2019 semester being recorded. This will even out over the next few months.

Instructional expenditures under budget due to faculty contracts beginning in mid-August.

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 41.2% of budget due to fall 2019 financial aid awards being made.

The Budget currently has a surplus of \$2,400,317.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2019 - 16.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

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	\$ 3,477,424		\$ 3,477,424	\$ 11,150,000	31.2%
State Grants and Contracts	29,183		29,183	240,500	12.1%
Private Gifts, Grants and Contracts	175,083		175,083	945,400	18.5%
Proposition 301 Funds	249,535		249,535	760,000	32.8%
State Appropriation - STEM Workforce	175,775		175,775	703,100	25.0%
Fund Balance Applied to Budget	15,000		15,000	90,000	16.7%
Reimbursement Due	12,350		12,350	N/A	N/A
TOTAL REVENUES	4,134,350		4,134,350	13,889,000	29.8%

	<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	\$ 168,008	\$ 624,674	\$ 536,144	\$ 256,538	\$ 2,842,100	9.0%
Student Services	191,595	610,238	610,238	191,595	1,505,100	12.7%
Scholarships	3,481,891	-	-	3,481,891	9,383,100	37.1%
Public Service	33,846	63,109	63,109	33,846	158,700	21.3%
TOTAL EXPENDITURES	3,875,340	1,298,021	1,209,491	3,963,870	13,889,000	28.5%
SURPLUS/(DEFICIT)				\$ 170,480		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in July 2019.

Scholarships at 37.1% of budget due to fall 2019 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 Month Ended August 31, 2019 - 16.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 19/20 Budget</u>	<u>Percent of Budget</u>	<u>FY 19/20 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 733,530		\$ 733,530	\$ 1,298,900	56.5%	\$ 1,298,900	\$ -
Bookstore Rental and Commissions	9,066		9,066	165,000	5.5%	165,000	-
Food Services Sales	3,303		3,303	33,000	10.0%	33,000	-
Vending	1,005		1,005	30,000	3.4%	30,000	-
Edventures	5,770		5,770	75,000	7.7%	75,000	-
Winery - Tasting Room	17,145		17,145	175,000	9.8%	175,000	-
Family Enrichment Center	72,751		72,751	592,200	12.3%	592,200	-
Public Services							
Community Events	85,563		85,563	698,000	12.3%	698,000	-
Other Revenues							
Yavapai College Foundation	58,101		58,101	375,200	15.5%	375,200	-
Other	21,494		21,494	327,600	6.6%	327,600	-
Fund Balance Applied to Budget	16,667		16,667	100,000	16.7%	100,000	-
General Fund Transfer In	195,000		195,000	1,170,000	16.7%	1,170,000	-
Auxiliary Fund Transfer Out	(67,317)		(67,317)	(403,900)	16.7%	(403,900)	-
TOTAL REVENUES	1,152,078		1,152,078	4,636,000	24.9%	4,636,000	-

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 19/20 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 19/20 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 54,729	\$ 8,198	\$ -	\$ 62,927	\$ 238,400	26.4%	\$ 238,400	\$ -
Student Services	105,504	368,421	324,310	149,615	722,700	20.7%	722,700	-
Auxiliary Enterprises	190,150	528,821	455,188	263,783	1,415,400	18.6%	1,415,400	-
Public Service	148,545	494,078	451,893	190,730	1,068,700	17.8%	1,068,700	-
Facilities & Administrative Allocation Expense	181,804	-	-	181,804	1,090,800	16.7%	1,090,800	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	680,732	1,399,518	1,231,391	848,859	4,636,000	18.3%	4,536,000	(100,000)
SURPLUS/(DEFICIT)				\$ 303,219	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to all of the fall 2019 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$303,219.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2019 - 16.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

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	\$ 1,427,454		\$ 1,427,454	\$ 8,590,500	16.6%		
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%		
Investment Income	9,786		9,786	90,000	10.9%		
Other	242		242	30,000	0.8%		
Fund Balance Applied to Budget	934,800		934,800	934,800	100.0%		
General Fund Transfer In	3,800,000		3,800,000	3,800,000	100.0%		
TOTAL REVENUES	6,172,282		6,172,282	13,400,300	46.1%		
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Preventative Maintenance		\$ 42,917	\$ 1,258,968	\$ -	\$ 1,301,885	\$ 3,974,000	32.8%
Unplanned Maintenance		32,447	85,505	-	117,952	262,500	44.9%
Capital Improvement Projects		56,552	5,682,182	-	5,738,734	5,237,700	109.6%
Equipment		153,089	265,651	-	418,740	3,307,400	12.7%
Furniture and Fixtures		82,961	-	-	82,961	257,500	2.5%
Library Books		1,479	60,000	-	61,479	98,700	23.9%
Operating Contingency		-	-	-	-	262,500	0.0%
TOTAL EXPENDITURES		369,445	7,352,306	-	7,721,751	13,400,300	57.6%
SURPLUS/(DEFICIT)					(1,549,469)	-	

COMMENTS:

The Budget currently has a deficit of \$1,549,469 as a result of the majority of Capital Improvement 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 Month Ended August 31, 2019 - 16.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

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	\$ 700,990		\$ 700,990	\$ 4,218,600	16.6%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	6,663		6,663	25,000	26.7%
General Fund Transfer In	240,517		240,517	1,443,100	16.7%
Auxiliary Fund Transfer In	67,317		67,317	403,900	16.7%
Fund Balance Applied to Budget	83,333		83,333	500,000	16.7%
TOTAL REVENUES	1,098,820		1,098,820	6,560,600	16.7%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 746,667	\$ -	\$ 746,667	\$ 4,480,000	16.7%
Interest Payments	-	38,433	-	38,433	230,600	16.7%
Pledged Revenue Obligations						
Principal Payments	-	193,333	-	193,333	1,160,000	16.7%
Interest Payments	-	47,183	-	47,183	283,100	16.7%
Revenue Bonds						
Principal Payments	-	54,167	-	54,167	325,000	16.7%
Interest Payments	-	13,150	-	13,150	78,900	16.7%
Bank Fees	1,400	-	-	1,400	3,000	46.7%
TOTAL EXPENDITURES	1,400	1,092,933	-	1,094,333	6,560,600	16.7%
SURPLUS/(DEFICIT)				\$ 4,487	\$ -	

COMMENTS:

Through the second month, 16.7% of budget has been committed compared to 16.7% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:26 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 4/18/2019

Item Type : Consent Item

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

Description : For Consideration for Approval of Resolution 2019 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

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

Attachments :

Title	Created	Filename
Accumulation Resolution September 2019	Sep 06, 2019	Accumulation Resolution _September 2019.pdf

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2019-#01

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$9,000,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$3,800,000 of General Fund monies related to prior fiscal years, which was budgeted to be transferred, and \$5,200,000 of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 10th day of September, 2019.

Mr. Ray Sigafos, Board Chair

ATTEST:

Mr. Steve Irwin, Board Secretary

Yavapai College
Budget to Actual Status by Fund
August 2019

The President's Monthly report below provides a brief financial status of each of the District's five funds for the period July 1, 2019, through August 31, 2019.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the two months ended August 31, 2019, the General Fund has a surplus of \$2,400,300. This is primarily the result of tuition and fee revenues being recorded for the fall 2019 semester.

For the fiscal year ended June 30, 2019, General Fund revenues are projected to be over budget by \$1,761,300 due to an additional appropriation granted to the College by the State, subsequent to the Board approving the budget. The additional appropriation will be used to fund non-recurring expenses.

Auxiliary Fund



For the two months ended August 31, 2019, the Auxiliary Fund has a modest surplus and for the fiscal year ended June 30, 2019, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the two months ended August 31, 2019, the Unexpended Plant Fund has a deficit of \$1,549,500 due to a significant amount of Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2019, the Unexpended Plant Fund 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 August 31, 2019, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

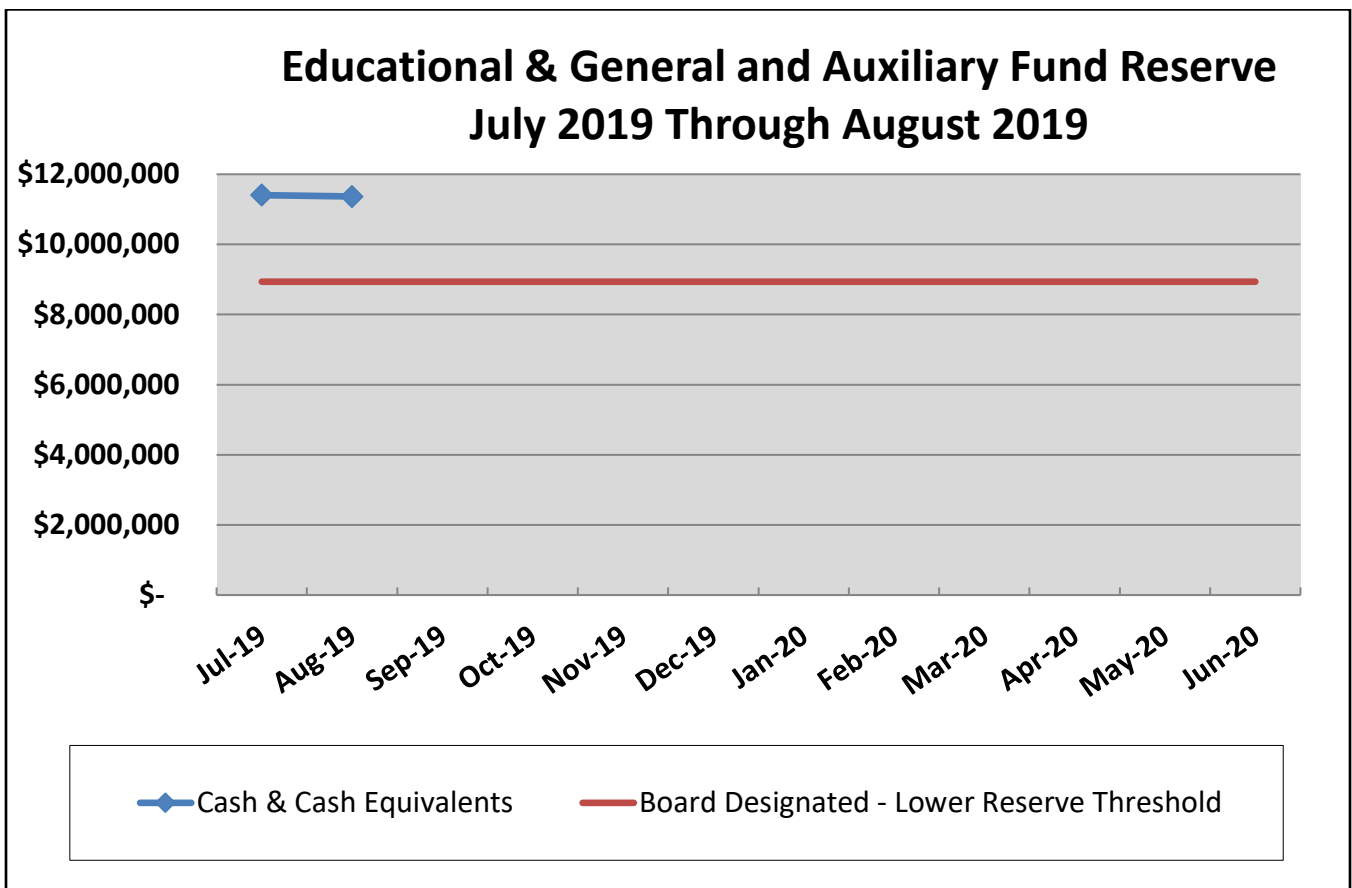


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the two months ended August 31, 2019, there were no variances from budget.

Yavapai College Cash Reserves August 2019

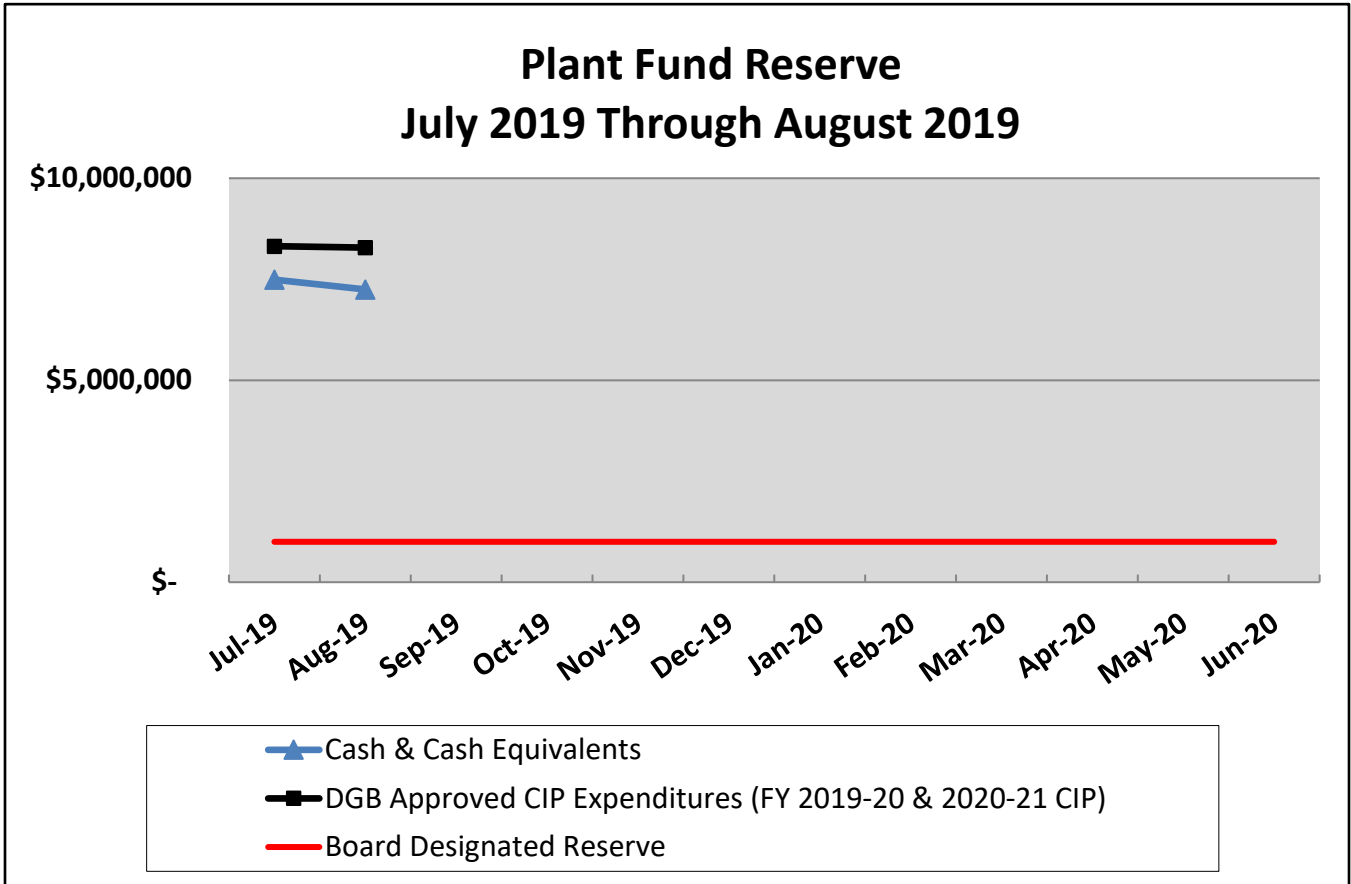
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2019, through August 31, 2019, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2019, through August 31, 2019, Current Fund reserves have been in compliance with the DGB's reserve requirements.



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

For the period July 1, 2019, through August 31, 2019, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently below the amount of monies needed to cover the next twenty-two months of CIP that have been approved by the DGB.

Presenter : Ray Sigafoos

Start Time : 1:38 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/18/2019

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 : Update on the Faculty Senate - INFORMATION AND/OR DISCUSSION

Details : Dr. Jennifer Jacobson, Faculty Senate President will present an update on the following:

- Faculty Senate Update
- Student Highlights - Student: Carissa Bond

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:48 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

Item Type : Heading

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

Description : MONITORING REPORT (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:48 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1	The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:	764156
2.1.1	Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.	764161
2.1.1.1	Permit staff to be without adequate protection from harassment.	764162

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION

Details :

2.1 Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:

2.1.1 Human Resource Policies

Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.

2.1.1.1 Harassment Protection

Permit staff to be without adequate protection from harassment.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1 and its sub-policies.

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 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [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 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2.1,2.1.1,2.1.1.1 Exec. Limitations Interpretations SEPT. 2019 FINAL	Aug 31, 2019	2.1 2.1.1. 2.1.1.1. Exec Limitations Interpretation SEPT 2019 Final.pdf
2.1,2.1.1,2.1.1.1 Compilation	Sep 05, 2019	2.1 Final Compilation.pdf

Monitoring Report
Executive Limitations 2.1-Treatment of Employees
September 2019

Executive Limitations Policy 2.1 Treatment of Employees

The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe.

President's Interpretation:

- *Cause* shall mean to knowingly engage in activity with intent to harm the reputation of the college
- *Allow* shall mean to permit another to act with full knowledge of activity and of implications of harm to the college
- *Unsafe* workplace environment shall mean practices or facilities that are known to cause physical or emotional harm to employees
- *Unfair* workplace environment shall mean practices or facilities that do not allow equal access and treatment to all employees
- *Disrespectful* shall mean practices that are insensitive to age, differing races, ethnicities, gender or abilities of employees

Indicators of Compliance:

We will know we are compliant when:

1. Workplace policies and procedures are available to all employees
2. Policies and procedures exist that address equitable treatment of employees
3. Policies and procedures exist that address employee expectations and behaviors
4. Policies and procedures exist that address workplace safety

Evidence of Compliance:

The college provides a policy manual that is accessible to all employees and external constituents through the College website at <https://www.yc.edu/v6/policies/>

1. Workplace Policies and Procedures are Available to All Employees

The policy manual includes the following sections:

- 1.0: District Governing Board
- 2.0: Human Resources
- 3.0: Academic Systems
- 4.0: Student Policies
- 5.0: Administrative
- 6.0: General Operations
- 7.0: Finance
- 8.0: Development
- 9.0: External Relations
- 10.0: General (policies that apply to students, employees, and visitors)

2. Policies and Procedures that Address Equitable Treatment of Employees

Several policies address equitable treatment of all employees. These include:

- 2.17: Total Compensation
- 2.27: Americans with Disabilities (ADA) Policy
- 2.29: Recruitment and Selection
- 2.45: Separation from Employment
- 10.00: Anti-Discrimination Policy

Together these policies outline the approach Yavapai College takes to ensure equity in hiring, compensation, and termination; and to maintain a discrimination free environment.

3. Policies and Procedures that Address Employee Expectations

Together, the following policies outline the minimum expectations Yavapai College has regarding employee ethical behavior, responsibilities, and behaviors; supervisor feedback and performance management procedures; and corrective action procedures to address poor performance, inappropriate behavior, and ethical lapses

- 2.04: Performance Management
- 2.20: Code of Ethics
- 2.21: Performance Expectations and Corrective Action

In addition to college-wide policies, individual departments may have handbooks and procedures that further establish employee expectations. For example, the Nursing Department maintains a handbook outlining the expectations of nursing faculty in relation to clinical sites and Board of Nursing licensure requirements. The Family Enrichment Center (FEC) handbook outlines behavioral expectations of teachers related to the FEC philosophy for correcting behavior of children.

4. Policies and Procedures that Address Workplace Safety

Safety of students, employees, and visitors both on campus and in the on-line environment are of the utmost importance. There are a wide range of policies that provide for a safe work environment free from threats and hazards; and that protect the health of employees.

- 2.26: Zero Tolerance for Threats and Disruptive Behavior
- 2.32: Drug Free Workplace
- 2.33: Explosives, Fireworks, & Weapons
- 4.03: Registered Sex Offender
- 5.27: Technology Resource Standards
- 6.03: Keys and Building Security
- 6.04: Animal Control
- 6.11: Empowerment of the College Police Department
- 10.02: Alcohol on Campus
- 10.09: Smoking and Tobacco Use

In addition to these policies, the Human Resources Department conducts background checks on all employees and volunteers to protect the safety of our employees, students, and community members on campus. Individual departments such as the YC Police Department, Nursing, Allied health, and Family Enrichment Center require state licensure or certification of select employees that include extensive background checks, finger-print clearance cards, and/or psychological evaluations.

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

2.1.1 Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.

President's Interpretation:

Allow shall mean to permit with full knowledge

Indicators of Compliance:

We will know that we are compliant when:

1. Policies exist that outline employee grievance processes
2. Policies and procedures exist that outline emergency procedures for employees
3. The employee policies and procedures are reviewed regularly and revised as needed to ensure currency
4. Procedures are in place to deliver training on policy related topics and track employee participation in training to protect against wrongful conditions. One-hundred percent (100%) of employees will be offered training. Ninety percent (90%) of employees offered training will satisfactorily complete training modules within the year.

Evidence of Compliance:

1. Policies Exist that Outline Employee Grievance Processes

The employee grievance process is outlined for both faculty and staff in two policies:

2.37: Grievance (Faculty)

10.05: Student and Employee Grievance

For Fiscal Year 2018, there were no employee (staff) grievances filed and there was one faculty grievance filed. This grievance did not involve unfair, disrespectful or unsafe treatment of employees.

2. Policies and Procedures Exist that Outline Emergency Procedures for Employees

The Emergency Operations Center Policy Group consisting of the three Vice Presidents along with the Manager of Risk and Emergency Management, has established an Emergency Operations Plan to outline Command staff, and establish emergency procedures, and processes for different incidences such as active shooter, snow closure, emergency power disruption, business continuity plan, to name a few.

Employees can sign up for text notifications through a downloadable app that also contains quick references to responding to different emergency scenarios around campus.

Download the app from: <https://www.yc.edu/v6/facilities/risk.html>

In addition, each classroom and office on campus has an Emergency Response Guide prominently displayed that provides directions on responding to different emergencies.

View the Emergency Response Guide: <https://www.yc.edu/v6/facilities/docs/risk-management/ERG%20Yavapai%20wallchart%20-2nd%20Edition%20Final.pdf>

In addition to emergency campus procedures, the Risk Management website contains information on general safety topics including flood safety, extreme heat precautions, AED locations, blue-light phone locations, and several awareness videos about responding to campus emergencies. In 2018, Yavapai College won an Emmy Award promoting campus safety called, "[Campus Safety During an Alien Invasion.](#)"

In addition to the Risk Management Department, the Human Resources Department has developed a policy that outlines the steps an employee should take if they are injured on the job.

2.18: Worker's Compensation

Individual campus centers and locations have developed emergency procedures that are site specific as well. For example, the Prescott Valley Center recently conducted a preliminary security assessment and worked with YCPD to provide specialized training at that site for active shooter scenarios.

3. Employee Policies and Procedures are Reviewed Regularly and Revised as Needed to Insure Currency

The college uses a shared governance approach to policy development and regular policy review. As the policy owners for the policy sections, Executive Leadership Team members review all new policies and existing policy revisions.

Once approved by the ELT, the new or revised policy is forwarded to the Policy Review Council (PRC) made up of 10 District-wide representatives including faculty, administrators, and staff and chaired by the Chief Human Resources Officer. This group reviews the new or revised policy and makes necessary changes. See PRC membership: <https://www.yc.edu/v6/policies/>

The new or revised policy is then presented to the President's Leadership Cabinet for broader review and approval. After this review the new or revised policy is reviewed by legal counsel if needed, and the presented to the College President for approval.

In Fiscal Year 2018, the College updated 7 existing polices and created 3 new policies using the policy review process. Administrative policy and procedure

writing guidelines, policy templates, and approval forms are included on the college website: <https://www.yc.edu/v6/policies/guidelines.html>

The Human Resources Department is responsible for maintenance of all policy originals, historical records of policies, and supporting documentation. The department also maintains the college policy website and communicates policy changes to employees.

4. Procedures are in place to deliver mandatory training on policy related topics and track employee participation in training to protect against wrongful conditions.

In addition to making policies readily available to employees, the college provides several touch points to insure employees are aware of their responsibilities related to maintaining an unfair, disrespectful, or unsafe environment.

A. New Employee Online Orientation and Policy Acknowledgement

As part of their onboarding activities, new employees complete a general online orientation. <https://www.yc.edu/v6/human-resources/docs/yc-general-orientation.pdf>.

This orientation provides initial exposure to policies and procedures regarding sexual misconduct, emergency procedures, safety, and accident and incident reporting. In this orientation, employees are asked to locate the college policy website and read all of the Human Resources policies including the performance management policy. In addition, when a new employee first logs in to their email account on the employee portal, they are asked to acknowledge IT policies that protect the security of YC information and the identity of our employees and students.

B. New Employee In-Person Orientation

Every month, all new regular employees are invited to an in-person orientation conducted by the Human Resources Department. They are provided a recap of important policies, learn about mandatory training requirements, and answer specific questions from employees in attendance.

C. Mandatory Annual Online Compliance Training

Each year employees are required to take mandatory training selected by the Human Resources Department on policy related topics that protect against wrongful conditions. These trainings are assigned in August and must be completed by October of the same year. In addition, new employees are assigned these trainings within 30 days of their employment. The goal is that one-hundred percent (100%) of employees will be offered training and ninety percent (90%) of employees offered training will satisfactorily complete training modules within the year.

For the Fiscal Year 2018 these goals have been exceeded.

Training Module	# FT & PT Completed	% FT Completed
Bridges: Taking Action (Harassment)	1764	99.3%
Code of Conduct: Business Ethics	1808	99.6%
Code of Conduct: Data Security	1764	99.8%

In addition, two courses were assigned to select employees in student development, instruction, and the business office to provide knowledge of federal laws related to student information and financial information:

Training Module	# FT & PT Completed	% FT Completed
FERPA Basics	883	99.8%
Red Flags of ID Theft: Identity Theft	166	100% ¹

¹% assigned who completed

Also, supervisors, in addition to the above courses, are required to take additional courses

Training Module	# Supervisors Completed	% Supervisors Completed
Accommodating Disabilities	130	99.2%
Diversity and Inclusion	140	99.3%

The college had near 100% completion on these courses for the Fiscal Year 2018 year, well above the goal of 90%.

Online Safety Training

In Fiscal Year 2018, the college introduced mandatory Safe College Training in order to fulfill national OSHA training standards. These online courses were completed by 100% of the assigned employees and included:

Training Module	% Assigned Completed
Campus Emergency – Do You Know What to Do?	100%
Workplace Injury Prevention	100%
Fire Extinguisher Safety	100%
Workplace Violence	100%

2.1.1.1 Permit staff to be without adequate protection from harassment.

President’s Interpretation:

Permit shall mean to allow another to act with full knowledge of activity and of implications of harm

Harassment shall mean a pattern or course of conduct of using abusive words, gestures and/or actions directed at a specific person for the purpose of causing that person substantial emotional distress and alarm

Indicators of Compliance:

We will know that we are compliant when:

1. Policies and procedures exist that address staff harassment in the workplace
2. All (100%) employees are included in training opportunities on understanding workplace harassment

Evidence of Compliance:

1. Policies and procedures exist that address staff harassment in the workplace

There are several policies that directly address harassment in the workplace. These include:

- 2.26: Zero Tolerance for Threats and Disruptive Behavior
- 10.06: Anti-Discrimination
- 10.07: Sexual Misconduct
- 10.08: Prohibited Harassment

2. All (100%) employees are included in training opportunities on understanding workplace harassment

The annual online compliance course Bridges: Taking Action is focused on harassment. This course leverages a combination of interactive scenarios, video, and real cases to ensure that faculty and staff get the appropriate information and practice doing their part to end harassment on campus and create a workplace that is free of harassment and discrimination. This course is distributed to all employees in August with a completion date in October.

Tracking is done to ensure compliance. For the Fiscal Year 2018, YC employees had near 100% completion for this course.

President's Conclusion

As evidenced above, I believe that all the necessary policies, processes and procedures are in place and we've exceeded our training goals so, therefore, I report compliance. In addition to the above evidence and interpretation related to Executive Limitation 2.1: Treatment of Employees, in the first six months of my employment I conducted listening tours of employees across the entire organization. This approach goes above and beyond ensuring policies are in place and training is conducted and focuses on gauging employee morale, productivity and health of the employee work environment. In essence, it is an attempt to ensure that the policies in place and training received is indeed being practiced and employees report that they are treated fairly, respected and safe when at work and performing their assigned roles.

In response to my findings during the listening tour, one of my priorities is to insure we have a positive working environment for all employees. We are addressing the issues of concern and building on the strengths, which are many, within the college. We can't address everything all at once but we are going to begin and over time will get to a place where we can confidently say that we are a healthier institution than we were in January 2019 when I started. I look forward to sharing the results of my efforts in 2020 in the 2.1 monitoring report.

In my experience, once organizational health is properly understood and areas of concern addressed, it provides the greatest opportunity for organizational improvement and competitive advantage. Most organizations exploit only a fraction of the knowledge, experience and intellectual capital that is available to them. But the healthy ones can tap into almost all of it. By working to understand the organization's health and working to improve the employee experience, we are building a solid foundation upon which we can begin our strategic planning processes and improve the probability that we will be able to execute and carry our plans at the highest possible levels.

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.1 – Treatment of Employees

Compilation - September 2019

Executive Limitation 2.1	Treatment of Employees The President shall not cause or allow a workplace environment that is unfair, disrespectful, or unsafe. Further, without limiting the scope of the above statements by the following list, the President shall not:	
Is the interpretation reasonable?	YES 4	NO 1
Does the data show accomplishment of the interpretation? Chevalier: What data?	YES 4	NO 0
Is there sufficient evidence to indicate compliance with the Executive Limitations policy? Chevalier: What evidence?	YES 4	NO 0
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES 0	NO 5
Comments: Chevalier: Data should accompany this worksheet. McCarver: I'm concerned that the interpretation for the overall policy is focused on what the college will "do"-i.e. put policies and procedures in place, but not on what the outcome should be. So, if the President should not cause or allow a workplace environment that is unfair, disrespectful or unsafe, I would look for an interpretation that would include data to show that whatever processes or procedures are put into place (operational methods) the results of those processes and procedures demonstrates that the workplace environment is not unfair, disrespectful or unsafe. There was date included in the report regarding the number of grievances--1--over the reporting period and that it wasn't due to unfair, disrespectful or unsafe practices, which seems to demonstrate that we are in compliance with the policy, but the interpretation and the bulk of the data is about "what" is being done rather than showing how we know that we are in compliance.		
Executive Limitation 2.1.1	Human Resource Policies Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.	
Is the interpretation reasonable?	YES 5	NO 0

Does the data show accomplishment of the interpretation? Chevalier: What data?		YES 4	NO 0
Is there sufficient evidence to indicate compliance with the Executive Limitations policy? Chevalier: What evidence?		YES 4	NO 0
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?		YES 1	NO 4
Comments: Chevalier: Data should accompany this worksheet.			
Executive Limitation 2.1.1.1	Harassment Protection Permit staff to be without adequate protection from harassment.		
Is the interpretation reasonable?		YES 5	NO 0
Does the data show accomplishment of the interpretation? Chevalier: What data?		YES 4	NO 0
Is there sufficient evidence to indicate compliance with the Executive Limitations policy? Chevalier: What evidence?		YES 4	NO 0
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?		YES 1	NO 3
Comments: Chevalier: Data should accompany this worksheet.			

SHADED ITEMS should be discussed at the meeting.
 Coordinators Comments: All board members completed this worksheet.

Presenter : Ray Sigafoos

Start Time : 1:52 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Monitoring Item

Policy No.	Description	Ref No
3	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	396359

Description : Receipt of Content Review of Board-Governance Process Policy 3.0
Global Governance Process - MONITORING AND/OR DISCUSSION

Details : The Board performed a content review for Review of Board Governance Process Policy 3.0 Global Governance Process. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
3.0 Compilation	Sep 05, 2019	Review 3.0 FINAL Compilation.pdf

**District Governing Board Policy Review
Governance Process
Policy 3.0 Governance Process
Compilation - September 2019**

Governance Process 3.0		The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	1	Chevalier: I will present at the September Retreat.
No	3	*Only 4 Board members answered this question.

Suggested changes/additions should be discussed at the meeting.

Comments from Coordinator: Completed by all Board members.

Presenter : Ray Sigafoos

Start Time : 1:56 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.2	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	429130
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
3.2.1.1	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to: a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively; b) Assist one another in meeting high standards of public accountability; and c) Build the capacities of all our institutions.	560672
3.2.1.2	Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following: a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority. b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence. c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks. d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.	560673
3.2.1.3	Shall monitor the President's performance in order to ensure successful fulfillment of Ends.	558845
3.2.1.4	Shall also approve names for District real property as recommended by the President.	429139

Description : Receipt of Content Review of Board- Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION

Details : The Board performed a content review for Review of Board Governance Process Policy 3.2 Board Job Description. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
3.2,3.2.1,3.2.1.1,3.2.1.2, 3.2.1.3, 3.2.1.4 Compilation	Sep 05, 2019	Review 3.2 FINAL Compilation.pdf

District Governing Board Policy Review
Review of Governance Process Policies
Policy 3.2 Board Job Description
Compilation - September 2019

3.2 Board Job Description	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	
If this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: I have 3 changes I will discuss at the September Retreat 3.2 series.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: See my answer above.
Removed	1	
3.2.1 Ownership Linkage	And its ownership link shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	
If this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: I will discuss at the September Retreat.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed	1	
3.2.1.1 Commitment to Arizona Community Colleges	<p>Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:</p> <p>a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively;</p> <p>b) Assist one another in meeting high standards of public accountability; and</p> <p>c) Build the capacities of all our institutions.</p>	

District Governing Board Policy Review
Review of Governance Process Policies
Policy 3.2 Board Job Description
Compilation - September 2019

It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	Chevalier: With a small modification.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: I will discuss at the September Retreat.
Removed		
3.2.1.2 Governing Policies	Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following: a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority. b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence. c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks. d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	Chevalier: With a small modification.
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: I will discuss at the September Retreat.
Removed		
3.2.1.3 Assurance	Shall monitor the President's performance in order to ensure successful fulfillment of Ends.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?

**District Governing Board Policy Review
Review of Governance Process Policies
Policy 3.2 Board Job Description
Compilation - September 2019**

Yes	4	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.2.1.4 Other Activities	Shall also approve names for District real property as recommended by the President.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	3	McCasland: Continue to review and update to meet present needs. Chevalier: Several I will discuss at the September Retreat.
No	1	

Suggested changes/additions should be discussed at the meeting.

Comments for the Coordinator: Completed by all Board members.

Presenter : Ray Sigafoos

Start Time : 2:00 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565
3.6.1	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	558884

Description : Receipt of Content Review of Board -Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION

Details : The Board performed a content review for Review of Board Governance Process Policy 3.6 Board Committee Purpose and Principles. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
3.6, 3.6.1	Sep 05, 2019	Review 3.6 FINAL Compilation.pdf

District Governing Board Policy Review
Governance Process
Policy 3.6 Board Committee Purpose and Principles
Compilation - September 2019

3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: Illegal/Not Realistic/ Not followed.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: I will discuss at the September Retreat.
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	2	McCasland: Review and update role of board advisory committees.
No	3	Chevalier: I will discuss at the September Retreat.

Suggested changes/additions should be discussed at the meeting.

District Governing Board Policy Review
Governance Process
Policy 3.6 Board Committee Purpose and Principles
Compilation - September 2019

Comments from the Coordinator: Completed by all Board members.

Presenter : Ray Sigafoos

Start Time : 2:04 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Monitoring Item

Policy No.	Description	Ref No
4	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	560684

Description : Receipt of Content Review of Board -President Linkage Policy 4.0 - Global Board - MONITORING AND/OR DISCUSSION

Details : The Board performed a content review for Review of Board President Linkage Policy 4.0 Global Board - President Linkage. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
4.0 Compilation	Sep 05, 2019	Review 4.0 FINAL Compilation.pdf

District Governing Board Policy Review

**Policy 4.0 Board-President Linkage
Compilation - September 2019**

Board – President Linkage 4.0	The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: Not realistic.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: I will discuss at the September Retreat.
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes	1	Chevalier: I will discuss at the September Retreat.
No	4	

Suggested changes/additions should be discussed at the meeting.

Comments from the Coordinator: Completed by Board Members Sigafos, Chevalier, Irwin

Presenter : Ray Sigafoos

Start Time : 2:08 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/18/2019

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.1	Only officially passed motions of the Board shall be binding on the President of Yavapai College. Accordingly:	4407
4.1.1	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	4408
4.1.2	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	429153

Description : Receipt of Board Self-Evaluation -President Linkage Policy 4.1 Unity of Control- MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board will review the compilation of their self-evaluation of President Linkage Policy 4.1 Unity of Control.

Attachments :

Title	Created	Filename
4.1,4.1.1,4.1.2 Compilation	Sep 05, 2019	4.1 Worksheet FINAL Compilation.pdf

District Governing Board Policy Self-Evaluation
Evaluation of Board-President Linkage Policies
Policy 4.1 Unity of Control
Compilation - September 2019

4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	5	
Most of the time		
Some of the time		
Rarely		
Never		
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	
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		
4.1.2 Requests From Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	
Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	2	Sigafoos: Review in conclusion with 3.3.3.5

**District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.1 Unity of Control
 Compilation - September 2019**

Most of the time	1	Chevalier: I don't know
Some of the time		
Rarely		
Never		
Never		

Examples should be discussed at the meeting.
 Comments from Coordinator: Form was completed by all Board members.

Presenter : Ray Sigafoos

Start Time : 2:13 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/18/2019

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 : 2:23 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

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 : 2:23 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 4

Proposed : 4/18/2019

Item Type : Decision 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) AACCT Representative3) Board Spokesperson	802214

Description : Selection of the Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress -
DISCUSSION AND/OR DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/18/2019

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AACCT Representative 3) Board Spokesperson	802214

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

Details : Board Spokesperson - Chair Sigafoos

Arizona Association of Community College Trustees (AACCT) - Deb McCasland

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:32 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/18/2019

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:32 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 4/18/2019

Item Type : Decision Item

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

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

Details : Proposed Dates and Places of Future Meetings for the District Governing Board Meetings and Office School events.

Attachments :

Title	Created	Filename
FY 19-20 Dates and Places of Future Meetings	Aug 28, 2019	FY19-20- Dates and Places of Future Meetings.pdf
Agenda FY 19-20 Dates and Places of Events	Aug 28, 2019	FY 19-20 Dates and Places of Events.pdf

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY and AUGUST 2019 – NO BOARD MEETINGS	
Board Retreat	August 13, 2019, Day, Time 8 a.m. – 5 p.m. Location: Verde Valley Campus – Building M, Room 147
Board Retreat	September 9, 2019, Monday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 8, 2019 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 12, 2019, Tuesday, 1:00 p.m. Location: Chino Valley Center 120/121
DECEMBER 2019 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 14, 2020, Tuesday 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 14, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 10, 2020 – Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 11, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 3, 2020, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting*	April 21, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	May 12, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2020 NO REGULAR BOARD MEETING	

DATES AND PLACES OF EVENTS – FY 2019-2020

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus Mabery Pavilion
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
YC GED Graduation	May 18, 2019, Saturday, 1:30 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
President’s Picnic	June 14, 2019, Friday 10a.m. – 2:00 p.m. Location: Cottonwood – Riverfront Park
GFI Quebec City	June 19, 2019, Wednesday – June 23, 2019 Sunday
Fall Convocation	August 12, 2019, Monday 8:30 – 4:30 p.m. Location: Prescott Campus – Performing Arts Center
AACCT Conference	September 6, 2019, Friday – September 8, 2019 Sunday Location: Hassayampa Inn
Nursing Pinning Ceremony	December 13, 2019, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 12, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 8, 2020, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 9, 2020, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 9, 2020, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 21, 2020, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Govern For Impact (GFI) Conference	June 18, 2020 Thursday – June 20, 2020 Saturday Location: Fort Worth, Texas

Presenter : Ray Sigafoos

Start Time : 2:35 PM

Item No : 30

Proposed By : Heather Scott

Time Req : 30

Proposed : 9/4/2019

Item Type : Decision Item

Policy No.	Description	Ref No
3.4.2	The cycle shall start with the Board's development of its agenda for the next year.	429143
3.4.2.1	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	558931
3.4.2.2	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.	560676

Description : Review the Board's Annual Calendar - INFORMATION, DISCUSSION, AND/OR DECISION.

Details : The Board will discuss and review their Annual Calendar.

Attachments :

Title	Created	Filename
DGB FY 19-20 Annual Calendar	Sep 06, 2019	2019-2020 DGB Calendar - New Exec Limit.pdf

2019 – 2020 DGB Calendar – New Executive Limitations

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
June				No Meeting in June			
July				No Meeting in July			
RETREAT August 13th 8am-5pm Location: Verde Valley Campus						Annual Board Retreat <ul style="list-style-type: none"> • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies Finalize Dates & Places of Future Meetings for next year.	

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2019 – 2020 DGB Calendar – New Executive Limitations

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
RETREAT September 9th 9:00am Location: Prescott Campus, Rock House	Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports YCT Quarterly Report (<i>HR Director/Controller</i>) <i>Sept/Nov/Feb/May</i> Community Relations Report <i>Apr/Sept</i>	Policy 2.1 Treatment of Employees (<i>VP Finance</i>)	EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 3.0 Global Governance Process EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 3.2 Board Job Description EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 3.6 Board Committee Purpose and Principles EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 4.0 Global Board – President Linkage ----- ODD YEARS Evaluate & Review in Policy 4.1 Unity of Control			Annual Board Retreat (Cont. from August Retreat) <ul style="list-style-type: none"> • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies Finalize Dates & Places of Future Meetings for next year. SEPT Impact of Legislative Issues; Changes to AZ Statutes that Govern Community College Board; and Relevant Public Policy Issues (<i>Attorney</i>)	Develop Ownership Linkage Plan (refer to Sept Retreat) - Annual Report (submit timeline to be completed Jan) - Community Survey (<i>2017/2020/2023</i>) - Community Outreach & Feedback - Board Education Needs Review Redistricting Information/File & consider recommendations to Legislators <u>Ownership Linkage Update:</u> Recap Previous Year (<i>Nov/Feb/May</i>) Submit Ownership Feedback Question for the Webpage (<i>Nov/Feb/May</i>)
REGULAR September 10th 1:00pm Location: Prescott Campus, Rock House							

2019 – 2020 DGB Calendar – New Executive Limitations

Month	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
REGULAR October 8th 1:00pm Location: Verde Valley Campus M-137	Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports	Policy 2.3 Compensation & Benefits (<i>VP Finance</i>)	EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 4.2 Accountability of the President ODD YEARS Evaluate & Review in EVEN Policy 4.3 Delegation to President	1.1 & 1.1.1 1.1.2 & 1.1.3 Education (<i>VP Instruction</i>)		Arrange for Board Education over the next year (in support of the Ownership Linkage Plan)	Finalize Ownership Linkage Plan (refer to Sept Retreat) <ul style="list-style-type: none"> - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback Board Education Needs
REGULAR November 12th 1:00pm Location: Chino Valley Center 120/121	FTSE Report – Inst. Research YCT Qtrly Report (<i>HR Dir/Controller</i>) <i>Sept/Nov/Feb/May</i> Student Presentation – Ambassadors <i>Nov/Feb/Apr</i> Sabbatical Report Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports	Policy 2.7 Legislative Delegation Restrictions (<i>VP Finance</i>)		1 Ends (<i>VP Finance</i>) Ends 1.2 Economic (<i>VP Community Relations</i>) Ends 1.3 Community (<i>VP Community Relations</i>) Full year reporting July to June	DGB Legal Services Contract (every 3-5 yrs.) Due 12/31/19	Plan for Annual Board Workshop in February: <ul style="list-style-type: none"> • Draft Budget • Review of Executive Limitations • Assessment of Board's Performance (<i>Review Board Self-Evaluation Process</i>) Identify Potential Board Officers and Liaisons to be appointed in January New Board Member Orientation (<i>post-November election as needed</i>)	Implement Ownership Linkage Plan <ul style="list-style-type: none"> - Annual Report (submit timeline to be completed Jan) - Community Survey (2017/2020/2023) - Community Outreach & Feedback - Board Education Needs <u>Ownership Linkage Update:</u> Recap 1 st Quarter (<i>Nov/Feb/May</i>) Submit Ownership Feedback Question for the Webpage (<i>Nov/Feb/May</i>) Certify Election results (if applicable) Plan for January Oath of Office for newly elected Board members
December				No Meeting in December			

2019 – 2020 DGB Calendar – New Executive Limitations

Information	Monitoring			Policy	Ownership		
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
<p>BUDGET WORKSHOP & REGULAR January 14TH 2020 9:00am</p> <p>Location: Prescott Campus Rock House</p>	<p>Academic Calendar</p> <p>Monthly</p> <ul style="list-style-type: none"> *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports 	<p>Policy 2.8 Communication and Support to the Board <i>(Executive Assistant)</i></p> <p>Policy 2.4 Planning <i>(VP Finance)</i></p>	<p>ODD YEARS Evaluate & Review in EVEN Policy 3.7</p> <p>Cost of Governance</p>	<p>Oath of Office for New Board Members</p> <p>Board Elections: Chair & Secretary – 2 yr. term</p> <p>Liaison Selections: AADGB; YC Foundation; Others as Needed</p> <p>Review Environment Analysis & Preliminary Budget Assumptions <i>(VP Finance)</i></p> <p>Budget Work Study Session (VP Finance)</p>	<p>Ethical Standards/ Training/Open Meeting Law <i>(Attorney)</i></p> <p>Completion of Annual Conflict of Interest Declarations <i>(All Board Members)</i></p> <p>Plan for Annual Board Workshop in February:</p> <ul style="list-style-type: none"> • Draft Budget • Review of Executive Limitations • Assessment of Board's Performance <i>(Chr. compile & discuss results of Board Self-Evaluation)</i> 	<p><u>Board Member Terms</u> <i>McCasland 2022</i> <i>Chevalier 2024</i> <i>Sigafoos 2024</i> <i>McCarver 2020</i> <i>Irwin 2020</i></p> <p>Determine recruiting materials for prospective Board candidates for the County School Superintendent's orientation meeting to be held in March (applicable for 2018/2020)</p> <p>Finalize Annual Report</p>	
<p>ANNUAL WORKSHOP February 10TH 2020 10:00am</p> <p>REGULAR February 11th 2020 1:00pm</p> <p>Location: Prescott Campus Rock House</p>	<p>Student Presentation - Athletes Nov/Feb/Apr</p> <p>YCT Qtrly <i>(HR Director/Controller)</i> Sept/Nov/Feb/May</p> <p>Continuing Contract - Faculty</p> <p>Monthly</p> <ul style="list-style-type: none"> *President Info *Student Info *Faculty Senate *Facilities News 	<p>Policy 2.2 Treatment of Students <i>(VP of Instruction)</i></p>	<p>ODD YEARS Evaluate & Review in EVEN Policy 3.1</p> <p>Governing Style</p> <p>ODD YEARS Evaluate & Review in EVEN Policy 3.5</p> <p>Board Chair Role</p>	<p>Review & Approve Revenue Plan (if needed include Tuition/Fee changes) <i>(VP Finance)</i></p>	<p>Disclose Completed Annual Conflict of Interest Declarations</p> <p>Annual Board Workshop:</p> <ul style="list-style-type: none"> • Draft Budget • Review - Executive Limitations • Assessment of Board's Performance 	<p><u>Ownership Linkage Update:</u> Recap 2nd Quarter <i>(Nov/Feb/May)</i></p> <p>Submit Ownership Feedback Question for the Webpage <i>(Nov/Feb/May)</i></p>	

2019 – 2020 DGB Calendar – New Executive Limitations

Information	Monitoring			Policy	Ownership		
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
	*College Highlights *Financial Reports						
REGULAR March 3RD 10:00am	Sabbatical Requests YC Staff Assoc.Update Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports	Policy 2.5 Financial Condition and Activities (<i>VP Finance</i>)	ODD YEARS Evaluate & Review in EVEN Policy 3.3 Board Members Code of Ethics ----- - EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 4.4 Monitoring President Performance		Develop DGB Budget for next fiscal year (<i>VP Finance</i>) Review Preliminary Capital Budget (<i>VP Finance</i>)	Review of President's Evaluation Process (review previous evaluation packet)	Determine recruiting materials for the Prospective Board Candidate Information packet distributed by County School Superintendent (applicable for 2018/2020) -College Fact Sheet -DGB How It Works -Policy Gov. Fact Sheet
REGULAR April 21ST 1:00pm	Student Presentation- SLC Nov/Feb/Apr Community Relations Report Apr/Sept Faculty Emeritus College Honors Program (done in May for 2018) Monthly *President Info *Student Info *Faculty Senate *Facilities News	Policy 2.6 Asset Protection (<i>VP Finance</i>)	EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 3.4 Agenda Planning EVALUATE EVEN YEARS (REVIEW ODD YEARS) Policy 4.6 President Emeritus/a Status (only reviewed, if needed) ODD YEARS Evaluate & Review in EVEN Policy 4.7		Approval of Preliminary Budget (<i>VP Finance</i>) Staff - distribute President's Evaluation Determine timeline & process for completion of the President's Evaluation packet (<i>Attorney</i>) Dual Enrollment IGA submitted with Legal Counsel's review	Discussion/revision of President's Evaluation Process (review previous evaluation packet)	County School Supervisor issues publicity for orientation meeting to recruit prospective Board candidates (applicable for 2018/2020)

2019 – 2020 DGB Calendar – New Executive Limitations

	Information	Monitoring			Policy	Ownership	
Month	Information	President’s Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education	Ownership Linkage
	*College Highlights *Financial Reports		President Succession <i>(President)</i>				
REGULAR May 12TH 1:00pm	YCT Quarterly Report <i>(HR Director/Controller)</i> <i>Sept/Nov/Feb/May</i> <i>College Honors Program (done in May for 2016)</i> Monthly *President Info *Student Info *Faculty Senate *Facilities News *College Highlights *Financial Reports	Policy 2.0 Executive Limitations & Ends Monitoring <i>(President)</i> <i>Annual summary results prior to meeting for review</i> Executive Session for Annual President Evaluation & Compensation	ODD YEARS Evaluate & Review in EVEN Policy 4.5 President Compensation & Benefits		Truth in Taxation, Tax Levy Meeting <i>(if needed)</i> Financial Budget Adoption Meeting <u><i>(Must be completed by June 15)</i></u> <i>(VP Finance)</i> Dual Enrollment IGA submitted with Legal Counsel’s review	Plan for Annual Board Retreat in Sept: • Review of Ends Statements • Ownership Linkage Plan • Annual Calendar • Review Board Policies MAY or SEPT Impact of Legislative Issues; Changes to AZ Statutes that Govern Community College Board; and Relevant Public Policy Issues <i>(Attorney)</i>	<u>Ownership Linkage Update:</u> <i>(Nov/Feb/May)</i> Submit Ownership Feedback Question for the Webpage <i>(Nov/Feb/May)</i> County School Superintendent will conduct prospective candidate orientation meetings <i>(applicable for 2018/2020)</i>

Presenter : Ray Sigafoos

Start Time : 3:05 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 9/5/2019

Item Type : Decision Item

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

Description : New policy under the Open Meeting Law Policy-INFORMATION, DISCUSSION, AND/OR DECISION.

Details : The Board will discuss a proposed new email policy (3.1.1.2).

Attachments :

Title	Created	Filename
Proposed Email Policy for the YC College Board	Sep 05, 2019	Proposed Email Policy for Yavapai College Board.pdf

3.1.1.1 Open Meeting Law

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.

3.1.1.2 Governing Board Email

This policy governs email communications between and with Board members and is intended to protect Board members from inadvertent violations of the Open Meeting Law.

- Board members may not use e-mail to communicate with any other Board member about College or Board business or about any matter that may foreseeably come before the Board at a future date for some action. Board members may not request that College administration or another third-party forward their email to other members of the Board.
- Board members may use e-mail to communicate with College administration regarding College or Board business, including requests for factual information related to the College or Board, as long as no other Board members are copied on such e-mail messages.
- Board members may not forward e-mail messages received from College administration to any other Board member, regardless of whether the Board member forwarding the e-mail message adds a personal comment to the forwarded message or not.
- Board members may use e-mail to communicate a request to the Board Chairman that a matter be placed on a future Board agenda.
- College administration may use e-mail to communicate with Board members about College and Board business, including requests for factual information, as long as the e-mail messages from administration blind copy all Board members if the email is sent to more than one Board member and do not communicate the opinion of any Board member regarding the subject matter(s) addressed in the e-mail message.

Presenter : Ray Sigafoos

Start Time : 3:25 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 4/18/2019

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