

Yavapai College
District Governing Board
Regular Meeting

Tuesday, November 19, 2024
1:00 p.m.

The meeting location will be open to the public at 12:45 p.m. at the latest.

Livestream Link:

<https://www.youtube.com/user/YavapaiCollege>

Prescott Campus
The Rock House
1100 E. Sheldon Drive
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 on 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 reasonable accommodation, such as a sign language interpreter or closed caption, 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 the meeting conclusion time is included for planning purposes only and does 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.

If the agenda includes an Open Call, members of the public will have no more than 3 minutes to speak. The time allotted for each speaker may be less than 3 minutes, depending on the number of individuals wishing to address the board at the meeting and the board president's determination of the total time available for open call at the meeting, given the other matters on the board's agenda. *In addition, if there are a number of people who wish to speak about the same issue and who have the same viewpoint about that issue, the board president may direct them to appoint a representative or representatives to speak for the entire group. Members of the board may not discuss items that are not specifically identified on the agenda but that are raised in Open Call. Matters raised during Open Call that are on the current board agenda may be discussed and/or decided by the board at the appropriate time on the agenda.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Pledge of Allegiance {Time: 1}
 - c. Adoption of Agenda – **DECISION** {Time: 1}
2. Study Session
 - a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Douglas Berry, Dr. Marylou Mercado, Dr. Janet Nix, and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Alex Barber, Faculty Senate President (*Attached*)
 2. Staff Association – Ms. Ginney Bilbray, Staff Association Representative (*Attached*)
 3. Student Government Association – Ms. Susanna Marcinek, President of Yavapai College Student Government Association (*Attached*)
 - ii. Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
 - b. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland
 - iii. Yavapai College Foundation – Member Steve Bracety
 - c. 2024-2025 Dates, Time, and Places of Future Meetings, Workshops, and Retreats- **INFORMATION, DISCUSSION, AND DECISION** {Time: 5} (*Attached*)
3. Board Business
 - a. Expenditure Limitation – Dr. Clint Ewell, Vice President of Finance – **INFORMATION, DISCUSSION, AND DECISION** {Time: 20}
 - b. Policy Review and Policy Update Proposal – Dr. David Borofsky - **INFORMATION, DISCUSSION, AND DECISION** {Time: 30} (*Attached*)
 - c. Consent Agenda – **DECISION** {Time: 5}
 - i. Special Meeting Minutes – Thursday, October 17, 2024 (*Attached*)
 - ii. Board Executive Session Confidential Minutes – Thursday, October 17, 2024
 - iii. Regular Meeting Minutes – Tuesday, October 29, 2024 (*Attached*)
 - iv. Board Executive Session Confidential Minutes – Tuesday, October 29, 2024
 - v. Nursing Tuition Correction for Fiscal Year 2026 (*Attached*)
 - vi. 2024-18 Yavapai College District Governing Board Resolution
 - vii. Receipt of Report on Revenues and Expenditures for October 2024 (*Attached*)

- d. Parting Comments from Departing Board Members and Farewell: Mr. Ray Sigafoos and Mr. Chris Kuknyo – Board Chair Deb McCasland – **INFORMATION AND DISCUSSION**
4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Faculty Association Update

2024-2025 FA Senate Officers



Alex
Barber,
President



Heather
Leavitt, Vice
President of
External
Affairs



Bambi Pish-
Derr, Vice
President of
Internal
Affairs



Philip
Reid,
Treasurer



Brandelyn
Andres,
Secretary

Major Faculty Activity

- Faculty will be attending a performance of Anastasia on November 15th at 7:00 pm

2024-25 Projects

- Working with the Staff Association in support of the holiday celebration and food drive in December
- Faculty nomination under way for S.A.M. awards.



Faculty Highlights

Gillian Troxel

Gillian Troxel is one of YC's Nursing Faculty who is the lead faculty member at the Verde Campus for nursing. She is an active peer mentor with two new nursing instructors under her wing and is responsible for the development of student nurse leaders. Gillian helps with fund raising and chaperones so students can go to Nationals. She is not busy enough, so she took on graduate classes in which she is working to complete a doctorate in education this month. Gillian is an all-around excellent person and a positive role model for all in the nursing program. Her work is a credit to Yavapai College and the Nursing Program.

The Faculty Association recognizes Gillian's work as a teacher and mentor who continues to promote a professional learning environment. Thank you, Gillian!



Jennifer Riley

Jennifer Riley is a Cisco Instructor in the Computer Science Department. She has been with Yavapai College for close to 20 years. Jennifer has been a key resource in developing many of our Cybersecurity courses at the college. She one of the faculty co-advisors for the students who participated in the TracerFire Cybersecurity competition sponsored by Sandia National Labs.



The Faculty Association acknowledges the high level of mentorship and extended work by Jennifer. She is a big difference maker in the YC computer science program!

Tara O'Neill



Dr. Tara O'Neill is a longtime faculty member in Education and Early Childhood Education and currently serves as the Education Program Director. Recently, she has (temporarily) taken on the role of Director at the Family Enrichment Center (FEC). Dr. O'Neill shines in this new role. She excels at building relationships with staff, children, and families. Despite an incredibly busy schedule, she also finds time to mentor new faculty, head the STARs planning committee, and serve the local community. Dr. O'Neill is a true asset to YC!

The Family Enrichment Center is an exceptional school that serves to meet the childcare needs of not only staff, faculty, and students, but also community members. In addition, it serves as a lab school for early childhood, psychology and elementary education students to do observation and practicum hours. Lastly, it is the only highly qualified center that cares for infants in Yavapai county, and one of only a few that care for toddlers. The FEC is a 5-star center (the highest possible) and accredited by the National Accreditation Commission.

Philip Reid

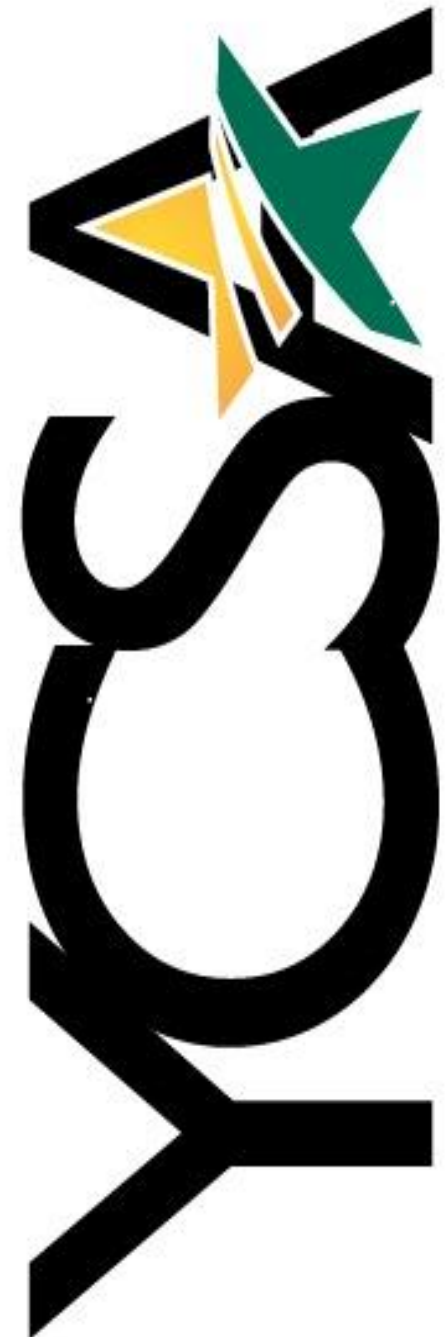


Professor Philip Reid has been selected to participate in The Microsoft Faculty Training for AI-900: Azure AI Fundamentals certification! Philip will be in training November 8th through the 15th leading to a certification Artificial Intelligence. This is an exceptional honor For Philip and the YC community. Philip has been a guest speaker, is a member of the Faculty Association Senate and an informal mentor to other instructors.

The National Applied AI Consortium empowers community colleges national to train the AI workforce.



Winter Activities for the YCSA



YAVAPAI COLLEGE STAFF ASSOCIATION

A festive graphic for a holiday food drive. It features a green, cloud-like shape containing the text 'Holiday Food Drive' in white and gold. Below this, a roasted turkey is surrounded by oranges, lemons, and greenery. The background is a red and white speckled pattern with a green gradient at the bottom.

Holiday
Food Drive

Let's Share & Care

Join us in helping YC students in need!
Accepting Donations through December 17th

Items needed:
Instant Potatoes, Sweet Potatoes, Dinner Rolls, Biscuits, Mac n' Cheese, Rice, Gravy, Pie Crust, Pie Filling, Apple Cider, Hot Chocolate Packets, Marshmallows, Sugar, Cinnamon, Flour, or other baking supplies.

Money Donations - [CLICK HERE](#) and choose YCSA for your gift fund

Drop-off location:
Prescott - Building 1 Verde - Building i Room 121

For more information call 928-717-2270

YCSA
**ANGEL TREE
TOY DRIVE**

FIND A TAG ON THE ANGEL TREE &
HELP BRING JOY TO A CHILD IN NEED

Trees can be found:

PRESCOTT CAMPUS
Building 1

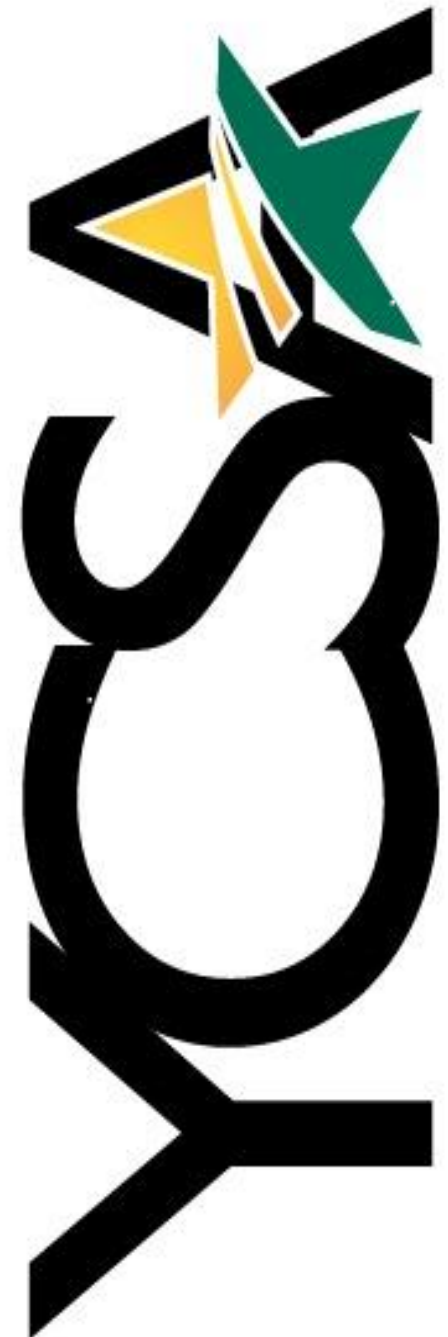
VERDE CAMPUS
Building i

Accepting toy donations until December 17th

For more information call 928-717-7146



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YAVAPAI COLLEGE STAFF ASSOCIATION

STAFF & FACULTY PLEASE JOIN US FOR A

Winter Wonderland Celebration

HOSTED BY YCSA

Verde Valley

December 4th

4 pm - 6 pm

Strada @ Bocce

Prescott

December 17th

11:30 - 1:30 pm

19 - 147

**Come enjoy food, entertainment, and celebrate
the end of the semester with staff and faculty!**

RSVP REQUIRED BY NOV. 26TH
RSVP BY [CLICKING HERE](#) OR
SCANNING THE QR CODE BELOW



16 of 50



YAVAPAI COLLEGE
Be More

Student Government Association '24 -'25

- YC Senate
- Communication Plan
- SGA Initiatives



CONGRATULATIONS!

Meet your your new YCSGA
Senate Representatives!



JAMES BOGLIVI
CTEC/Chino Valley
Center



**ZIYANA DE LOS
GUERRERO**
Online Courses



ANTHONY OLSTADT
Verde Valley
Campus/Sedona
Center



ELIAS KLINE
Prescott
Campus/Residence
halls



**TAMMY
BROCKETT**
Prescott Valley
Campus



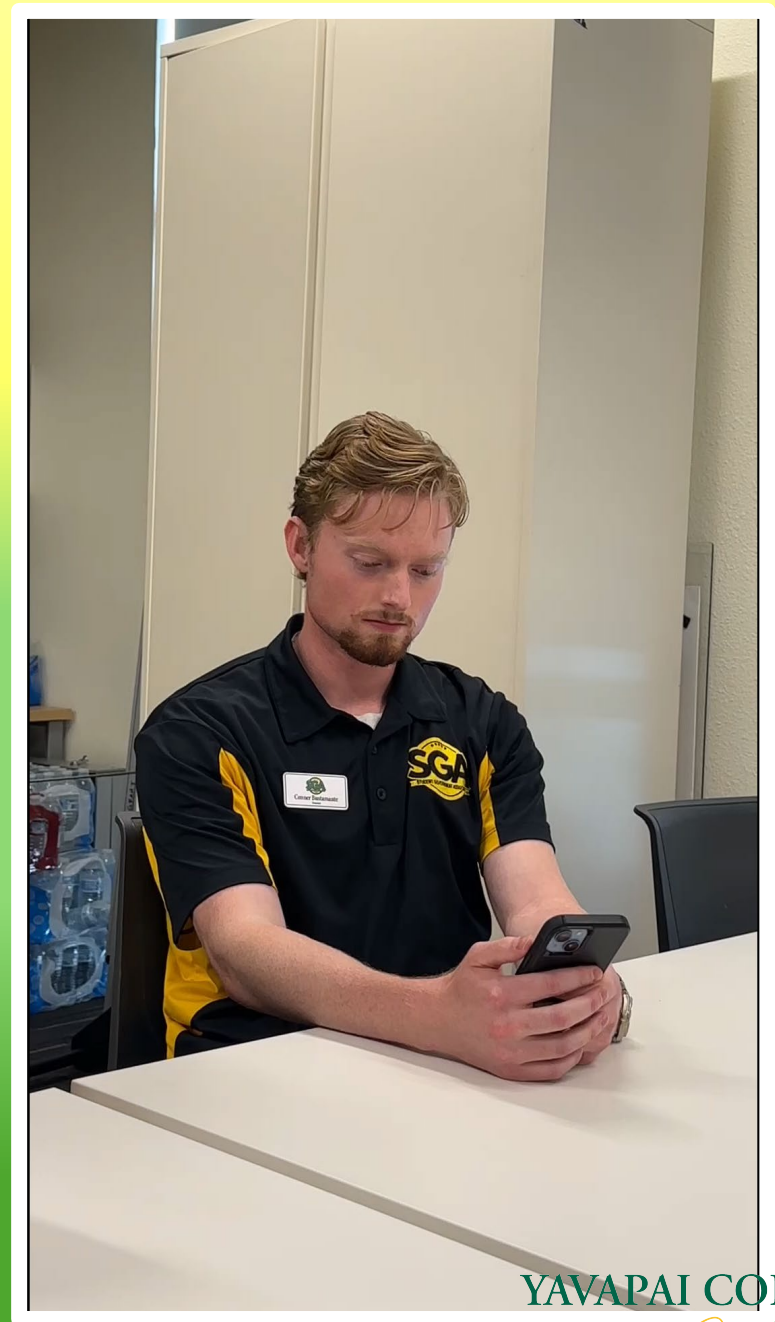
"We're here to represent you!"

YC Senate

- Committees
- Dean/AVP Introductions
- Initiatives

Communication

- YC Club & Organization
- Social Media
- YC & You Podcast



SGA Initiatives

- Resource Hub for Students
- Online Engagement
- SGA Podcasts – YC & YOU





**Thank
you!**

Yavapai College Budget to Actual Status by Fund October 2024

The President's Monthly report below provides a brief financial status of each of the District's five funds as of October 31, 2024.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of October 31, 2024, the General Fund has a surplus of \$3,069,100. This is primarily the result of a significant amount of tuition and fee revenue being recorded for the spring 2025 semester. Institutional Support and Operation & Maintenance of Plant 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, fuel, etc.). These revenues, expenses and encumbrances will even out over the remaining fiscal year.

For the fiscal year ended June 30, 2025, the General Fund is projected to be within budget.

Auxiliary Fund



As of October 31, 2024, the Auxiliary Fund has a moderate surplus due to the collection of a significant amount of spring 2025 semester room revenues. This will even out over the remaining fiscal year. For the fiscal year ended June 30, 2025, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



As of October 31, 2024, the Unexpended Plant Fund has a surplus of \$2,813,700 due to the 2024 revenue bond proceeds that were received in August 2024. These funds will be used for various Capital Improvement and Preventative Maintenance projects, including the Prescott Center for Learning and Innovation

For the fiscal year ended June 30, 2025, 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 October 31, 2024, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund



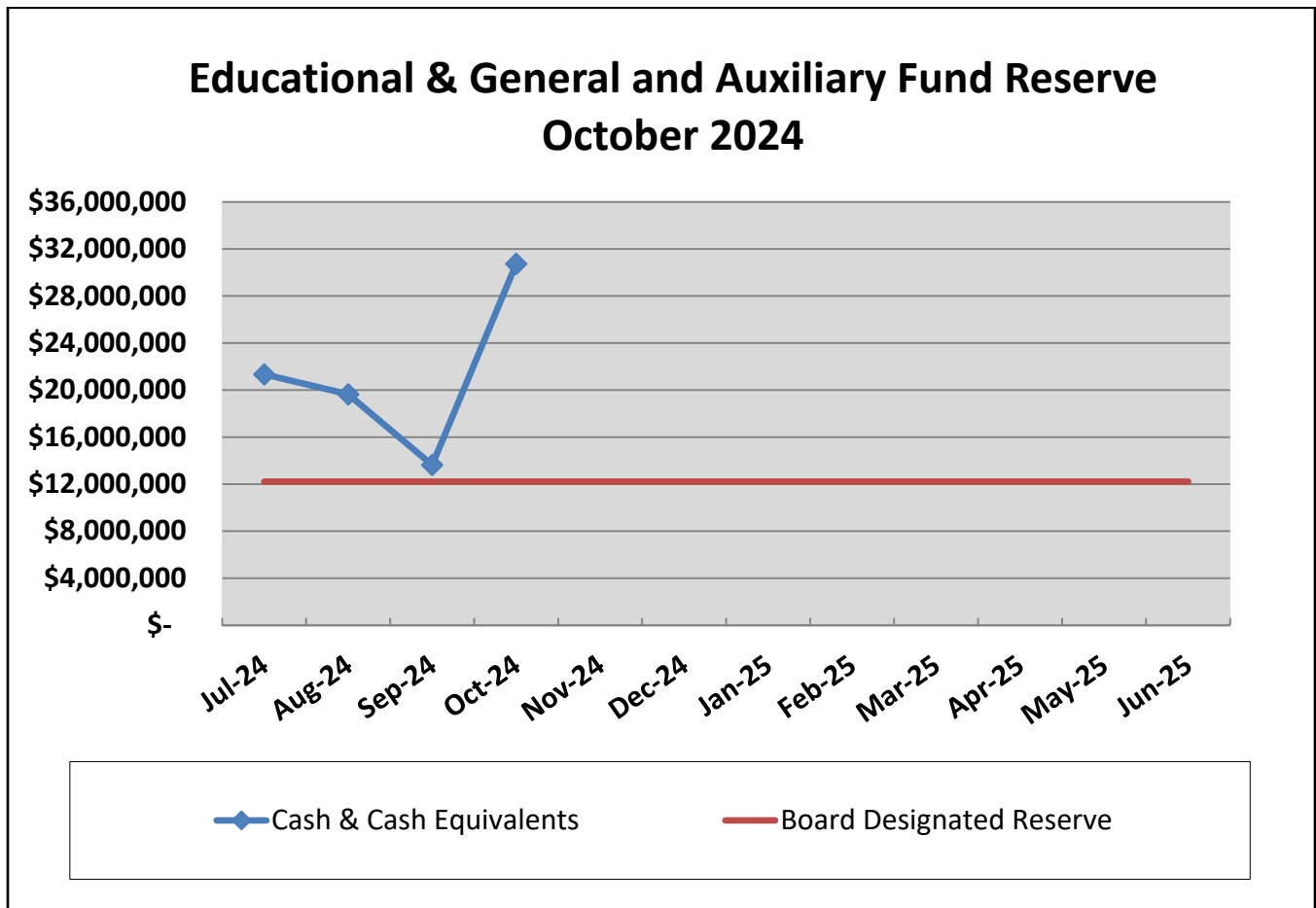
The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds and includes the interest earned on the unspent 2024 Revenue Bond debt proceeds. The interest earned on the debt proceeds will be transferred to the Plant fund later in the fiscal year.

For the fiscal year ended June 30, 2025, the Debt Service Fund is projected to be within budget.

Yavapai College Cash Reserves October 2024

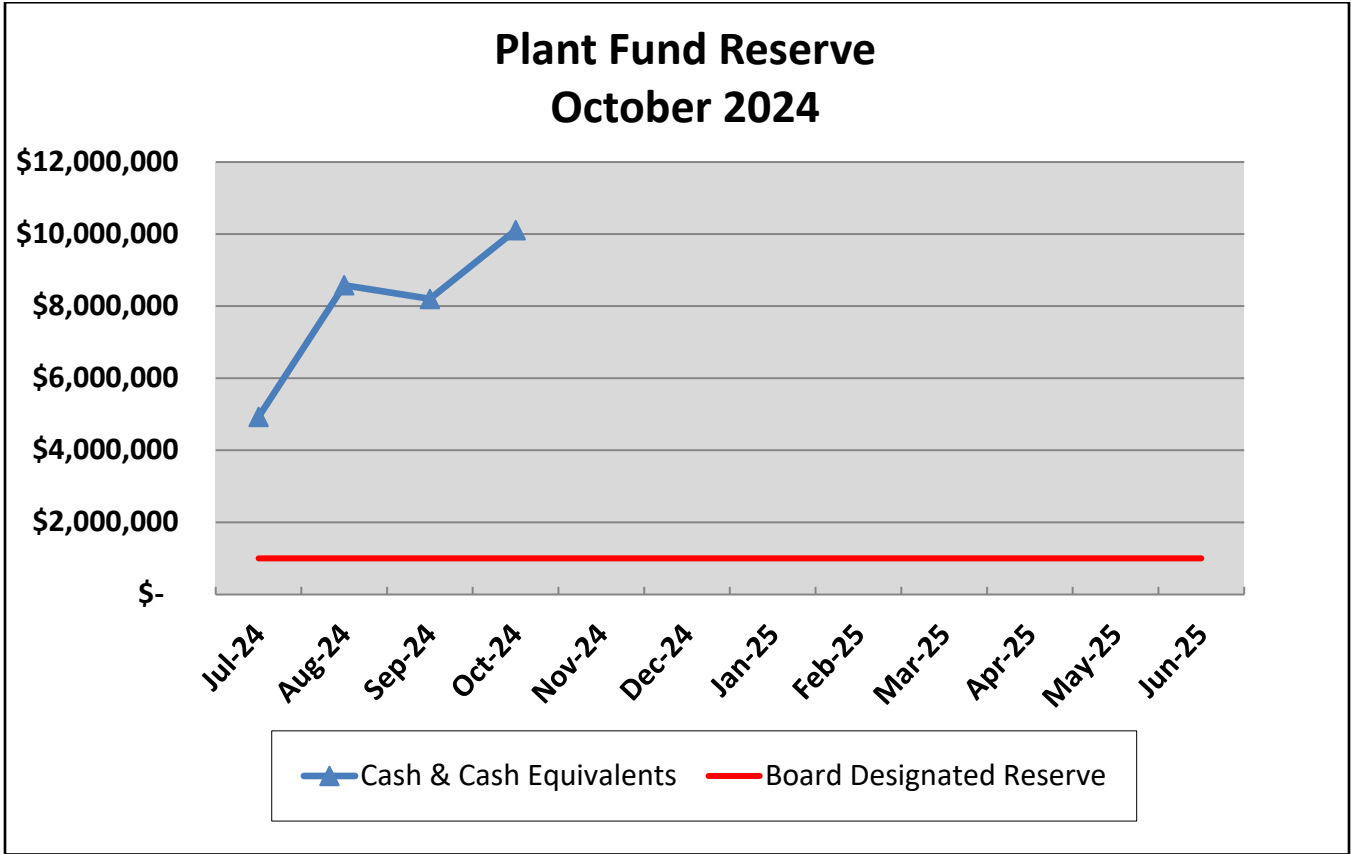
The President's monthly report on cash reserves below displays the District's reserves at October 31, 2024, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

As of October 31, 2024, Current Fund reserves have exceeded the DGB's reserve requirements.



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

As of October 31, 2024, Plant Fund reserves have exceeded the DGB's designated reserve.

2024-2025

District Governing Board Calendar Dates

Dates, Time, and Location	Board Study Sessions	Board Meeting Type
Tuesday, January 14, 2025 9:00am – 5:00pm Rock House		Board Member Onboarding and Refresher Workshop
Tuesday, January 28, 2025 9:00am – 4:00pm Rock House		Elections, Budget, Policy & Attorney Education Workshop
Tuesday, February 25, 2025** Tuesday, February 18, 2025 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, March 25, 2025 1:00pm Clarkdale Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, April 22, 2025 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, May 27, 2025 1:00pm Rock House		Truth in Taxation & Budget Public Hearing/Adoption Business Meeting
Thursday, May 29, 2025 9:00am-4:00pm Rock House		Board Self-Assessment Workshop

**** Conflict with Bellwether Conference (Top 10 Finalist)**

Conduct & Ethics Policy 306 Conflict of Interest

The Board expects of itself that all decisions made by the Board demonstrate a clear lack of conflict of interest by any single Board member or of the Board as a whole.

The Board shall:

1. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the Board.
2. Not conduct private business or self-dealing or provide personal services between any Board member(s) and the organization except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.
3. Not use their positions to obtain employment in the College for themselves, family members or close associates.
 - a. Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from any deliberations and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with AZ statute.
4. Refrain from using their Board position for personal or partisan gain, take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

When voting on a matter under consideration that involves or appears to involve a conflict of interest, the member shall declare the conflict at the beginning of discussion on an issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict. To assist in identifying any potential conflicts, each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

Proposed New District Governing Board Policy

Policy 310 Yavapai College Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members. The Board shall:

1. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as abiding by Board Policy, respect of roles, abiding by the majority's decisions and adherence to ethical practices.
2. The Board will protect the mission of student learning and student success as they protect the long-term interests of the college.
3. Yavapai College District Governing Board will demonstrate a commitment to informed, ethical decision-making based on what is best for the students, the college and the community-- not on special interests or personal agendas. Members will review Board materials provided, attend scheduled meetings, and request data and information through protocols established by the Board in conjunction with the President.

In addition:

Per Yavapai College Board Policy 401, Delegation to and Accountability of President, the Governing Board has delegated the day-to-day management of Yavapai College to the President. Therefore,

- The Board acknowledges the difference between governance and administration of the college. The Board's primary function is to establish the policies by which the college shall be administered. The authority for overall college administration, to initiate policy recommendations, administer academic programs, conduct college business, direct staff and faculty, and implement board actions is delegated to the college president. Yavapai College District Governing members will respect the delegation of authority to the president to administer the college.
- The Board provides visible public support for the President, does not undermine his/her authority and counters misinformed public criticism.
- The Board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Yavapai College District Governing Board will promote a healthy working relationship with college president through respectful, supportive, open and honest communication.
- Authority rests with the entire board and not individuals. The Board's voice is only expressed through the policies and actions it takes in the official meetings. Once the Board has decided on a policy or position, each Board member must be prepared to honor the

Board's decision. As individuals, YCDGB members have no legal authority to determine policies, programs, or procedures, or to direct the President or any staff.

- Under no circumstances should an individual Board member direct or contact by any means, a staff member concerning a college or community issue. Board members will refer all of their concerns and constituent concerns via email to the President to resolve or answer. Board members never speak or act on behalf of the college, unless instructed to do so by a majority vote of the Board.
- The Board understands that the President is the primary contact with the college community and does not publicly criticize the President.
- The Board will maintain appropriate confidentiality of all executive {closed} sessions, as required by Arizona state statutes, 38-431.03.
- The Board will monitor inappropriate behavior of the Board as a whole and individual Board members, and take appropriate corrective action-when necessary.
- Board members do not speak to the press in any way that reflects negatively on their colleagues or the college.
- The Board should be knowledgeable of the Higher Learning Commissions Criteria for Accreditation, especially as it relates to the Board (see HLC Criteria 2.5). Therefore, the Board's performance as a whole and as individuals has the potential to positively and/or negatively affect accreditation.
- YCDGB will devote time to activities that will enhance their knowledge of the college, and higher education's issues as they engage in a regular and ongoing process of professional development, continuous improvement, self-assessment, and participate in college events as appropriate.

Yavapai College
District Governing Board
Special Meeting

Thursday, October 17, 2024
1:00 p.m.

The livestream will be viewable to the public at 12:45 p.m. at the latest.

Livestream Link:

<https://www.youtube.com/user/YavapaiCollege>

ZOOM Meeting
(Online Only)

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Steve Bracety, Board Member
Mr. Toby Payne, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant
Ms. Deanne Petty, DGB Coordinator

Guest Presenter:

Scot Journell, Project Manager, Matrix New World Engineering/Southwest Groundwater – via ZOOM

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=70e50478-9843-480e-b528-b20c015aef3c>

1. General Functions: Procedural

a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Special Meeting to order at 1:00 p.m.

b. Adoption of Agenda – **DECISION** {Time: 1}

Member Sigafoos moved, seconded by Member Bracety, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracety and Payne).

2. Board Business

a. Executive Session

- i. A.R.S. §38-431.03(A)(7), Discussion and Consultation with College Representatives Regarding Potential Lease and/or Purchase of Real Property, or Properties, in Prescott – **PROCEDURAL** {Time: 60}

Secretary Kuknyo moved, seconded by Member Bracety, to go into Executive Session pursuant to A.R.S. §38-431.03(A)(7), Discussion and Consultation with College Representatives Regarding Potential Lease and/or Purchase of Real Property, or Properties, in Prescott. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

b. Reconvene in Public Session

- i. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Lease and/or Purchase of Real Property, or Properties, in Prescott, as the Result of Executive Session – **DECISION** {Time: 5}

The Board reconvened in public session at 1:47 p.m.

Member Bracety moved, seconded by Secretary Kuknyo, that the board confirm its instructions to College Representatives regarding negotiations for potential lease and/or purchase of real property, or properties, in Prescott, as the result of executive session. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

3. Adjournment of Board Special Meeting: Procedural - **DECISION** {Time: 1}

Member Sigafos moved, seconded by Member Bracety, to adjourn the Special Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Special Meeting adjourned at 1:49 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Regular Meeting

Tuesday, October 29, 2024
1:00 p.m.

The meeting location will be open to the public at 12:45 p.m. at the latest.

Livestream Link:

<https://www.youtube.com/user/YavapaiCollege>

Verde Valley Campus
M-137
601 W. Black Hills Dr.
Clarkdale, AZ

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafos, Board Member
Mr. Steve Bracety, Board Member
Mr. Toby Payne, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant
Ms. Deanne Petty, DGB Coordinator

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=99eba874-cca1-48bd-b955-b218017b8665>

1. General Functions: Procedural

a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Regular Meeting to order at 1:00 p.m.

b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Member Sigafos.

- c. Adoption of Agenda – **DECISION** {Time: 1}
Chair McCasland explained that due to the availability of an attorney who will be providing legal advice to the board in the executive session, agenda items 3.e and 3.f need to be moved to earlier in the agenda.

Secretary Kuknyo moved, seconded by Member Bracety, to adopt the agenda with the amendment of moving item 3.e and 3.f to immediately after this agenda item. Motion carried 4:1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Nay: Payne).

3. Board Business

- e. Executive Session
 - i. A.R.S. §38-431.03(A)(7) and §38-431.03(A)(3), Discussion and Consultation with College Representatives Regarding Legal Advice and Potential Lease and/or Purchase of Real Property, or Properties, in Prescott – **PROCEDURAL** {Time: 60}

Member Sigafos moved, seconded by Secretary Kuknyo, to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(7) and § 38-431.03(A)(3), Discussion and Consultation with College Representatives Regarding Legal Advice and Potential Lease and/or Purchase of Real Property, or Properties, in Prescott. Motion carried 4:1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Nay: Payne).

- f. Reconvene in Public Session
 - ii. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Lease and/or Purchase of Real Property, or Properties, in Prescott, as the Result of Executive Session – **DECISION** {Time: 5}

The Board reconvened in public session at 2:05 p.m.

Recorded discussion and comments are available and begin at 13:00.

Secretary Kuknyo moved, seconded by Member Sigafos, that the board confirm its instructions to College Representatives regarding negotiations for potential lease and/or purchase of real property, or properties, in Prescott, as the result of executive session. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

1. General Functions: Procedural

- d. Open Call – {Time: 10}

The following members of the public requested to speak:

1. William Kiel (Recording at 14:28)

2. Ray Sigafos (Recording at 16:47)

2. Study Session

- a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Douglas Berry, Dr. Marylou Mercado, Dr. Janet Nix, and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Alex Barber, Faculty Senate President (*Attached*)

Recorded discussion and comments are available and begin at 20:14.

Dr. Berry introduced Dr. Alex Barber, president of the Faculty Association, to share a faculty senate report. Dr. Barber highlighted several key updates, including the Association's ongoing projects focused on faculty contracts, professional portfolios, and organizing community-building events such as potlucks and food drives. They are also preparing for the SAM Awards and plan to attend sports events in the spring. Dr. Barber recognized three faculty members — Jason Whitesitt, Jessica Hawk, and Jared King — for their outstanding contributions and achievements. Secretary Kuknyo praised the Faculty Association's accomplishments, noting that other colleges aspire to replicate their successful initiatives. Other board members expressed gratitude for the Faculty Association's hard work and dedication.

2. Staff Association – Ms. Bobbi Evans, Staff Association Representative (*Attached*)

Recorded discussion and comments are available and begin at 20:14.

Dr. Nix introduced Ms. Bobbie Evans, the coordinator at the Verde Valley campus, who provided an update on YCSA. Ms. Evans expressed gratitude to Chair McCasland and the board members for allowing her to represent YCSA. She shared insights from the recent YCSA retreat, themed "Go Team," which featured keynote speakers Carol Beard and Ginney Bilbray. Ms. Evans highlighted the retreat's focus on positive leadership traits inspired by cheerleaders and how these traits can enhance teamwork and morale in the workplace. She described retreat activities, including an icebreaker and facilitated discussions on applying cheerleading principles to improve work environments. Chair McCasland and Dr. Rhine thanked both Ms. Evans and Dr. Nix for their presentation.

3. Student Government Association – Mr. Conner Bustamante, Treasurer of Yavapai College Student Government Association (*Attached*)

Recorded discussion and comments are available and begin at 27:41.

Mr. Jenkins introduced Connor Bustamante, the treasurer of the Student Government Association, who shared his personal journey and spoke about the significant impact Yavapai College has had on his life. Mr. Bustamante introduced representatives from each campus and outlined future SGA initiatives, including efforts to enhance online engagement and improve access to information about college resources. Secretary Kuknyo inquired if the recent changes led by Dr. Rhine and the staff had affected him positively. Mr. Bustamante responded enthusiastically, noting a positive shift and expressing how much he enjoys coming to college each day. Member Sigafos praised the student representatives and asked about his transition from Southern California to Prescott Valley and his experience in the bachelor's program, while Member Bracety expressed excitement for his upcoming graduation. Chair McCasland reflected on her own experience in student government at Yavapai College and shared satisfaction with SGA's efforts. Mr. Jenkins also praised the student government team and voiced enthusiasm for their future initiatives.

- ii. Budget to Actual Monthly Report and Cash Reserves Monthly Report
(Attached)

There were no comments or questions about the report.

- b. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland
 - iii. Yavapai College Foundation – Member Steve Bracety

Recorded discussion and comments are available and begin at 33:51.

Chair McCasland reported on her participation in the recent ACCT Leadership Conference in Seattle, including a board chairperson workshop, where they highlighted the College's strong leadership and staff. McCasland also discussed hosting a breakfast at the conference for the AACCT, which brought together representatives from all Arizona community colleges. Member Bracety provided an update from the College Foundation meeting, announcing the hiring of a new Chief Development Officer, Ms. Nicole Kennedy, and shared excitement about her addition to the team, along with the date of the next meeting. Secretary Kuknyo spoke about a presentation on housing issues at the ACCT conference, noting its positive impact on attendees, and Chair McCasland added that it had also resonated with their peers.

- c. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2024-2025 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (Attached)
 - ii. 2024-2025 Dates, Times, and Places of Future College Events (Attached)

- iii. 2024-2025 Dates, Times, and Places of Future National, State, and Local Events (*Attached*)

Recorded discussion and comments are available and begin at 36:47.

District Governing Board Coordinator, Ms. Deanne Petty, reviewed the future meetings, College events, and conference dates.

3. Board Business

- a. Bachelor of Applied Science in Business – Optimized 92 Credit Hour Degree – Dr. Doug Berry, Provost - **INFORMATION, DISCUSSION, AND DECISION** {Time: 30} (*Attached*)

Recorded discussion and comments are available and begin at 39:01.

Dr. Berry, along with Associate Dean of Business Ms. Lauri Dreher, presented the new program proposal for the 92-credit Bachelor of Applied Science in Business degree, detailing its history and the Higher Learning Commission’s recent approval of a reduced-credit bachelor’s program. Dr. Berry highlighted the benefits of this optimized degree, including faster graduation, cost savings, and increased hands-on experience, which is especially advantageous for working adult students. He also emphasized collaborations with industry and university partners and the program’s endorsement by both the College curriculum committee and College Council. Ms. Dreher outlined the structure of the 92-credit degree, contrasting it with the previous 120-credit Bachelor of Science degree, and explained the adjustments made to general education, lower division, upper division, and elective requirements. Chair McCasland inquired about transfer credits for prior learning, which were confirmed as applicable. Member Sigafos congratulated the team on the program’s accreditation, noted its positive impact on the accounting profession. Secretary Kuknyo shared how early business courses had benefited his career.

Dr. Rhine concluded the presentation with thanks and addressed questions about the new program’s unique curriculum. Chair McCasland expressed gratitude to Dr. Rhine and the team for their proactive approach in expanding opportunities for students. Dr. Rhine recognized the College’s strong relationship with the Higher Learning Commission and the dedication of faculty and staff. In response to Member Sigafos, Dr. Rhine shared that while some universities are piloting 92-credit bachelor’s programs, the College aims to be the first community college to offer a 92-credit option. Chair McCasland emphasized the degree’s alignment with community needs and demand for business education. Dr. Rhine concluded by noting the upcoming visit from the Higher Learning Commission for curriculum approval, with plans to enroll students by fall 2025.

Member Sigafos moved, seconded by Member Bracety, to approve the new program proposal for the Bachelor of Applied Science in Business – Optimized 92 Credit Hour Degree. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- b. Preliminary Budget Assumptions & Proposed Scholarship, Tuition, Fees, and Discounts for Fiscal Year 2026 – Dr. Clint Ewell, Vice President of Finance – **INFORMATION, DISCUSSION, AND DECISION** {Time: 60} (Attached)

Recorded discussion and comments are available and begin at 49:35.

Dr. Ewell began by explaining the timing of discussing budget assumptions and seeking approval for next year's tuition rates in October to enable financial aid packaging in November. He outlined the College's annual budget cycle, noting key activities from February through May, and provided an overview of revenue sources, with an emphasis on property taxes and tuition. Highlighting Arizona's relatively low property taxes, Dr. Ewell presented comparative graphs showing the College's property tax and tuition rates among peer institutions and emphasized the affordability of tuition. He proposed a 1% annual increase in the property tax levy to avoid larger, less frequent hikes to the tax levy in the future. Dr. Ewell discussed budget assumptions, including projected growth from new programs, a 5% tuition increase, anticipated revenue growth, salary raises, and increased health insurance costs. He clarified fund allocations and addressed questions on property tax usage and OER and ERP systems.

Moving to tuition, Dr. Ewell outlined the College's efforts to enhance transparency by reducing course and program fees and explained the three-tier tuition system, proposing shifts to different tiers for some courses due to cost considerations. He discussed out-of-state tuition options and proposed increases for upper-division courses, as well as discounts for high school concurrent coursework and possible in-state rates for out-of-state students taking six or fewer credits. Secretary Kuknyo commented on OER's role in offsetting costs. Dr. Ewell noted the College's continued support for scholarship programs, including the YC Promise, which offers tuition reimbursement for timely degree completion, and the Workforce Promise, aimed at local residents. Member Bracety shared positive feedback about these scholarship programs.

Dr. Ewell concluded by discussing proposed fee increases for specific programs, such as aviation, fire science, and commercial truck driving, along with administrative fees for items like proctoring, transcripts, and meal plans, aligning them with peer benchmarks.

He summarized the proposed changes to tuition and fees, as outlined in his presentation, and requested approval from the board.

Member Sigafos moved, seconded by Member Payne, to approve the Preliminary Budget Assumptions & Proposed Scholarship, Tuition, Fees, and Discounts for Fiscal Year 2026, as presented by Dr. Ewell. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- c. Yavapai College Past President Tribute – Mr. Rodney Jenkins, Vice President of Community Relations and Student Development - **INFORMATION, DISCUSSION AND DECISION** {Time: 15}

Recorded discussion and comments are available and begin at 1:14:42.

This agenda item was first discussed at the last regular board meeting, and the board asked the College administration to further examine this issue and report back to the board. Mr. Jenkins expressed caution about naming opportunities linked to previous College presidents, noting that any naming is typically tied to a cash donation or significant achievement to avoid setting a precedent. Member Sigafos provided historical context, emphasizing the positive changes and accomplishments of former President Jim Horton, such as acquiring the CTEC property and establishing the Southwest Wine Center and the Family Enrichment Center. Member Sigafos advocated for honoring Horton's contributions, which he viewed as exceptional and transformative. Mr. Jenkins acknowledged Horton's achievements but reiterated that such accomplishments align with a president's expected role and outcomes. He suggested an endowment or scholarship as a more fitting recognition method, emphasizing the importance of focusing on future accomplishments.

Chair McCasland sought clarification on whether the board should vote on a recognition plan or if the College administration could proceed independently. Mr. Jenkins confirmed that he would prefer that the board give the administration the authority to move forward with potential tributes to President Horton, with the President reporting progress back to the board. Member Payne suggested that the naming opportunity might extend beyond a building's interior. Chair McCasland supported giving Mr. Jenkins flexibility on the naming location. Secretary Kuknyo suggested a formal motion might be unnecessary, but Mr. Jenkins emphasized the importance of finalizing a motion for legal records.

Member Sigafos moved, seconded by Member Bracety, to direct the College staff to follow the direction of the board regarding possible honoring options for President Horton, and to work with the President, who will report back to the board as necessary. Motion carried 4:1 (Ayes: McCasland, Sigafos, Bracety, and Payne; Nay: Kuknyo).

- d. Consent Agenda – **DECISION** {Time: 5}
- i. Regular Meeting Minutes – Tuesday, September 24, 2024 (*Attached*)
 - ii. Board Executive Session Confidential Minutes – Real Estate - Tuesday, September 24, 2024
 - iii. Board Executive Session Confidential Minutes – President Goals - Tuesday, September 24, 2024
 - iv. 2024-17 Yavapai College District Governing Board Resolution (*Attached*)
 - v. Yavapai College Summary of New Program Proposals (*Attached*)
 1. Limited X-Ray Machine Operator Certificate
 - vi. Acceptance of President's Report on College Council for 2023-2024 (*Attached*)
 - vii. Receipt of Report on Revenues and Expenditures for September 2024 (*Attached*)

Recorded discussion and comments are available and begin at 1:43:08.

Secretary Kuknyo moved, seconded by Member Sigafos, to approve the Consent Agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Member Sigafoos moved, seconded by Member Bracety, to adjourn the Regular Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracety, and Payne).

Regular Meeting adjourned at 3:48 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Correction to FY 2025-26 Tuition Increase

There was a scrivener's error in the rates approved by DGB in October, 2024.

The DGB approved \$38/ credit increase for upper division Nursing classes

Correct tuition increase should have been \$15/ credit.

The YC District Governing Board approves the correct lower rate increase.

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
RESOLUTION REAFFIRMING DELEGATION OF AUTHORITY AND
ACCOUNTABILITY TO PRESIDENT

RESOLUTION 2024-18

RECITALS:

WHEREAS, the District Governing Board is the legally constituted and final authority for the operation of Yavapai County Community College District, including any policies that govern the College;

WHEREAS, the Board's sole official connection to the operational organization, its achievement, and conduct is through the College President;

WHEREAS, only officially passed motions of the Board shall be binding on the President;

WHEREAS, The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President;

WHEREAS, In the case of Board members 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;

WHEREAS, The Board shall instruct the President through written policies which prescribe the organizational priorities to be achieved, allowing the President to use a reasonable interpretation of these policies;

WHEREAS, the Board fully understands proper use of authority including the clear distinction of Board and Staff roles and collective rather than individual authority of the Board;

WHEREAS, the Board acts consistent with its own policies and those imposed upon it by law and regulations;

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED AND REAFFIRMED that the Yavapai County Community College District Governing Board Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), delegates to the College President all of its authority to operate the college and employ, except for any actions taken with regard to a contract of employment for the position of College President. The Board will exercise authority over the College and the President only as they operate with one voice as a whole. Individual Board members will abide by and uphold majority decisions of the Board.

This shall be based on the following principles:

- 1. Accordingly, decisions or instructions of individual Board members, or officers shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
- 2. The Board shall not evaluate, either formally or informally, any staff other than the President.
- 3. The President shall be authorized to establish all college operational policies, make all decisions, take all actions, establish all practices, and develop all activities.
- 4. As long as any particular delegation is in place, the Board shall respect and support the President's choices.

NOW, BE IT ALSO RESOLVED that the Governing Board delegates to the President such additional authority as is necessary to ensure that College operations meet the changing needs of our students and employers.

The Governing Board shall retain all powers and duties as prescribed by law that are not formally delegated in this Resolution or Board Policies.

PASSED AND ADOPTED by the Yavapai County Community College District Governing Board this 19th day of November 2024.

Approved as to form:

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Board Secretary

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

For the Four Months Ended October 31, 2024

District Governing Board

Fiscal Year 2024-25 Budget:

\$ 321,830

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>	
	<u>Purpose</u>				
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 37,374	\$ 56,538	\$ 93,912	
ACCT Leadership Conference (Seattle)	Registration/Travel	7,471	-	7,471	
AZ CC Administrators Conference (Lake Havasu)	Registration/Travel	322	-	322	
Deborah McCasland	Travel	188	-	188	
Osborn Maledon, PA	Legal Services	2,857	52,143	55,000	
Other - Various	Supplies/Other	1,453	-	1,453	
Printing/Postage	Printing/Postage	157	-	157	<u>158,503</u>
Remaining Budget - October 31, 2024					<u>\$ 163,327</u>

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 26,934,885		\$ 26,934,885	\$ 63,395,200	42.5%
Restricted Fund	7,818,189		7,818,189	20,152,600	38.8%
Auxiliary Fund	4,374,680		4,374,680	8,451,900	51.8%
Unexpended Plant Fund	21,374,191		21,374,191	31,745,500	67.3%
Debt Service Fund	894,819		894,819	2,416,800	37.0%
TOTALS	<u>61,396,764</u>		<u>61,396,764</u>	<u>126,162,000</u>	<u>48.7%</u>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Fund	\$ 21,780,788	\$ 22,941,543	\$ 20,856,540	\$ 23,865,791	\$ 63,395,200	37.6%
Restricted Fund	7,079,836	2,449,909	1,827,184	7,702,561	20,152,600	38.2%
Auxiliary Fund	2,875,114	1,701,922	1,682,732	2,894,304	8,451,900	34.2%
Unexpended Plant Fund	4,527,143	14,033,320	-	18,560,463	31,745,500	58.5%
Debt Service Fund	1,100	804,534	-	805,634	2,416,800	33.3%
TOTALS	<u>36,263,981</u>	<u>41,931,228</u>	<u>24,366,456</u>	<u>53,828,753</u>	<u>126,162,000</u>	<u>42.7%</u>

SURPLUS/(DEFICIT)			<u>\$ 7,568,011</u>	<u>-</u>
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COMMENTS:

Through the fourth month, 42.7% of budget has been committed (excluding labor encumbrances) compared to 48.7% of revenues received

The budget currently has a surplus of \$7,568,011.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 24/25 Budget	Percent of Budget	FY 24/25 Estimate	Budget to Estimate Variance	FY 23/24 Actuals	Percent Change (Current Versus Prior Year)		
REVENUES:											
Primary Property Taxes	\$ 16,344,252		\$ 16,344,252	\$ 49,180,300	33.2%	\$ 49,180,300	\$ -	\$ 15,077,832	8.4%		
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-	-	0.0%		
Tuition and Fees	9,805,109		9,805,109	14,111,000	69.5%	14,111,000	-	8,501,507	15.3%		
Tuition and Fees - Contingency	-		-	(630,000)	0.0%	(630,000)	-	-	0.0%		
State Appropriation - Maintenance	185,650		185,650	371,300	50.0%	371,300	-	186,500	-0.5%		
State Appropriation - Rural Aid	916,800		916,800	1,833,600	50.0%	1,833,600	-	1,542,200	-40.6%		
YCF Contribution - Basketball Program	-		-	366,000	0.0%	366,000	-	-	0.0%		
Other Revenues	240,873		240,873	512,000	47.0%	512,000	-	232,008	3.8%		
Interest Income	475,202		475,202	900,000	52.8%	1,050,000	150,000	354,037	34.2%		
Fund Balance Applied to Budget	1,296,033		1,296,033	8,388,100	15.5%	8,388,100	-	941,533	37.7%		
General Fund Transfer In/(Out)	(2,329,033)		(2,329,033)	(11,487,100)	20.3%	(11,487,100)	-	(2,391,667)	-2.6%		
TOTAL REVENUES	26,934,885		26,934,885	63,395,200	42.5%	63,545,200	150,000	24,443,950	10.2%		
EXPENDITURES (Note 1):											
		Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 24/25 Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 24/25 Estimate	Budget to Estimate Variance	FY 23/24 Actuals	Percent Change (Current Versus Prior Year)
Instruction		\$ 7,232,329	\$ 7,646,710	\$ 7,076,765	\$ 7,802,275	\$ 23,308,900	33.5%	\$ 23,308,900	\$ -	\$ 6,969,526	3.8%
Academic Support		2,104,645	2,240,103	2,186,679	2,158,069	6,252,400	34.5%	6,252,400	-	1,922,032	9.5%
Institutional Support		6,061,279	6,034,590	5,244,068	6,851,802	14,404,600	47.6%	14,404,600	-	4,905,054	23.6%
Student Services		3,321,388	4,102,103	4,005,331	3,418,160	10,842,600	31.5%	10,842,600	-	3,289,356	1.0%
Operation/Maintenance of Plant		2,633,000	2,918,036	2,343,698	3,207,339	7,473,500	42.9%	7,473,500	-	2,237,754	17.7%
Scholarships		426,408	-	-	426,408	1,085,800	39.3%	1,085,800	-	626,996	-32.0%
Public Service		1,738	-	-	1,738	27,400	6.3%	27,400	-	8,966	-80.6%
TOTAL EXPENDITURES		21,780,788	22,941,543	20,856,540	23,865,791	63,395,200	37.6%	63,395,200	-	19,959,684	9.1%
SURPLUS/(DEFICIT)					\$ 3,069,094	\$ -					

COMMENTS:

Tuition and Fees revenues above budget due to a significant amount of revenue related to the spring 2025 semester being recorded. This will even out in the spring.
 Second quarter State appropriations were received in October 2024.
 General Fund Transfer Out less than budgeted due to Plant Fund reserves being lowered by DGB in May 2024 which freed up Plant fund monies for CIP. The original \$7.5M budgeted to be transferred from the GF to the Plant fund will be lowered to \$3.0M.
 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.)
 Operation/Maintenance of Plant expenditures above budget due to the encumbering of various expenses at the beginning of the fiscal year (e.g. supplies, maintenance agreements, fuel, etc.)
 The Budget currently has a surplus of \$3,069,094.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENDITURES BY NACUBO NATURAL EXPENSE CATEGORIES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

	Year to Date	Prior Year	Percent Change	
Salaries	\$ 11,629,597	\$ 11,208,807	3.8%	1
Benefits	3,929,684	3,668,761	7.1%	2
Supplies	1,369,774	1,190,606	15.0%	3
Contractual Services and Other	3,262,675	2,215,466	47.3%	4
Utilities & Communications	722,304	627,356	15.1%	5
Travel, Conferences & Memberships	440,346	421,692	4.4%	
Scholarships	426,408	626,996	-32.0%	6
	<u>\$ 21,780,788</u>	<u>\$ 19,959,684</u>	9.1%	

- 1** - Salaries increased due to annual compensation increases and the addition of several new positions.
- 2** - Benefits increased due to new positions added in the current fiscal year (results in additional FICA, retirement etc.), medical plan premium increases, and higher tuition/fee waiver benefits due to the new bachelor's program.
- 3** - Supplies increased from the prior year due to increased technology related purchases, price increases and the timing of purchases.
- 4** - Contractual Services increased from the prior year due to the purchase of the new Banner SAAS upgrade platform, Coursedog software, price increases and the timing of purchases.
- 5** - Utilities increased from the prior year due to provider rate increases, warmer summer temperatures, and the addition of the Prescott Pines property.
- 6** - Scholarships decreased due to the timing of the Promise program reimbursements. FY23-24 Scholarships include both the May 2023 and May 2024 graduate reimbursements. In addition, less scholarships are budgeted for Athletics in FY25 compared to FY24.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

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	\$ 4,963,320		\$ 4,963,320	\$ 12,295,800	40.4%
State Grants and Contracts	467,264		467,264	1,061,000	44.0%
Private Gifts, Grants and Contracts	372,588		372,588	1,259,200	29.6%
Proposition 301 Workforce Development	536,717		536,717	1,420,000	37.8%
Proposition 207 Workforce Development	900,000		900,000	2,700,000	33.3%
State Appropriation - STEM Workforce	318,300		318,300	636,600	50.0%
Fund Balance Applied to Budget	260,000		260,000	780,000	33.3%
TOTAL REVENUES	7,818,189		7,818,189	20,152,600	38.8%

	<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	\$ 1,028,482	\$ 1,193,780	\$ 803,380	\$ 1,418,882	\$ 6,221,600	22.8%
Academic Support	14,574	34,077	34,077	14,574	75,000	19.4%
Student Services	285,430	247,306	247,306	285,430	1,359,500	21.0%
Scholarships	4,937,712	-	-	4,937,712	8,680,300	56.9%
Public Service	813,638	974,746	742,421	1,045,963	3,816,200	27.4%
TOTAL EXPENDITURES	7,079,836	2,449,909	1,827,184	7,702,561	20,152,600	38.2%
SURPLUS/(DEFICIT)				\$ 115,628		

COMMENTS:

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

Second quarter STEM Workforce appropriation was received in October 2024.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

AUXILIARY FUND

	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/ (Deficit)	Actual Revenues	Actual Expenditures and Non-Labor Encumbrances	Year-to-date Surplus/ (Deficit)
AUXILIARY ENTERPRISES						
Residence Halls	\$ 1,240,000	\$ 438,100	\$ 801,900	\$ 1,221,789	\$ 162,565	1,059,224
Transfer To Debt Fund to Pay Revenue Bonds	(402,300)	-	(402,300)	(134,100)	(268,200)	(402,300)
Subtotal - Residence Halls and Summer Conferences	837,700	438,100	399,600	1,087,689	(105,635)	656,924
Bookstore Rental and Commissions	45,000	-	45,000	12,244	-	12,244
Food Services	1,625,000	2,092,200	(467,200)	1,163,422	881,210	282,212
Vending	45,000	-	45,000	6,064	-	6,064
Employee/21+ Student Housing & Facility Rentals	608,700	428,600	180,100	192,773	93,859	98,914
Edventures & Community Education	47,000	75,700	(28,700)	20,930	24,679	(3,749)
Winery - Tasting Room	300,000	354,900	(54,900)	118,477	114,818	3,659
Family Enrichment Center	869,800	1,181,700	(311,900)	199,830	433,917	(234,087)
Community Events	966,800	1,175,200	(208,400)	509,625	570,035	(60,410)
Performing Arts Productions	300,000	313,600	(13,600)	100,000	114,467	(14,467)
SBDC (Federal Grant Match Requirement)	-	193,100	(193,100)	-	66,867	(66,867)
Yavapai College Foundation	550,500	550,500	-	193,504	193,504	-
Other Auxiliary Enterprises	280,600	263,100	17,500	111,522	78,183	33,339
General Fund Transfer In	1,975,800	-	1,975,800	658,600	-	658,600
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,285,200	(1,285,200)	-	428,400	(428,400)
	\$ 8,451,900	\$ 8,451,900	\$ -	\$ 4,374,680	\$ 2,894,304	\$ 943,976

Comments:

Residence Halls and Summer Conferences revenues are above budget due to most of the 2025 spring semester room revenues being recorded. This will even out over the remaining fiscal year.

The Budget currently has a surplus of \$943,976.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2024 - 33.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>		
REVENUES:							
Investment Income	\$ 89,086		\$ 89,086	\$ -	100.0%		
General Fund Transfer In	670,433		670,433	2,011,300	33.3%		
Auxiliary Fund Transfer In	134,100		134,100	402,300	33.3%		
Fund Balance Applied to Budget	1,200		1,200	3,200	37.5%		
TOTAL REVENUES	894,819		894,819	2,416,800	37.0%		
			<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>		
DEBT SERVICE FUND							
EXPENDITURES (Note 1):		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>			
Revenue Refunding Bonds - 2024							
Principal Payments		\$ -	\$ 182,000	\$ -	\$ 182,000	\$ 546,000	33.3%
Interest Payments		-	204,667	-	204,667	614,000	33.3%
Revenue Refunding Bonds - 2021							
Principal Payments		-	280,000	-	280,000	840,000	33.3%
Interest Payments		-	3,767	-	3,767	11,300	33.3%
Revenue Bonds - 2013							
Principal Payments		-	121,667	-	121,667	365,000	33.3%
Interest Payments		-	12,433	-	12,433	37,300	33.3%
Bank Fees		1,100	-	-	1,100	3,200	34.4%
TOTAL EXPENDITURES		1,100	804,534	-	805,634	2,416,800	33.3%
SURPLUS/(DEFICIT)					\$ 89,185	\$ -	

COMMENTS:

Investment income is the result of earnings on the unspent 2024 Revenue Bond proceeds

Through the fourth month, 33.3% of budget has been committed compared to 37.0% of revenues received

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