

Yavapai College
District Governing Board
Regular Meeting

Tuesday, September 24, 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}
 - d. Open Call – **INFORMATION** {Time: 10}
2. Study Session
 - a. Open Meeting Law Training – Ms. Danee Garone, Senior Staff Attorney, Arizona Ombudsman-Citizens’ Aide - **INFORMATION** {Time: 30}
 - b. President’s Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. Presidents Report on Board Policy 205, Treatment of Students and Enrollment – Mr. Rodney Jenkins, Vice President of Student Development (*Attached*)
 - ii. College Council – Dr. Douglas Berry, 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 Vice President (*Attached*)
 3. Student Government Association – Mr. Jackson James, Vice President of Yavapai College Student Government Association (*Attached*)
 - iii. Budget to Actual Monthly Reports and Cash Reserves Monthly Reports (*Attached*)
 - c. Prescott Pines at Yavapai College Update – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** {Time: 30} (*Attached*)
 - d. 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
 - e. 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*)

3. Board Business

- a. Association of Community College Trustees (ACCT) Delegate for Yavapai College – Board Chair McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}
- b. Yavapai College President Tribute – Board Chair McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 15}
- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Truth in Taxation – Public Hearing Minutes – Tuesday, May 21, 2024 (*Attached*)
 - ii. Truth in Taxation – Special Meeting Minutes – Tuesday, May 21, 2024 (*Attached*)
 - iii. Budget Public Hearing Minutes – Tuesday, May 21, 2024 (*Attached*)
 - iv. Budget Adoption Minutes – Tuesday, May 21, 2024 (*Attached*)
 - v. Regular Meeting Minutes – Tuesday, May 21, 2024 (*Attached*)
 - vi. Board Executive Session Confidential Minutes - Tuesday, May 21, 2024
 - vii. Board Self-Assessment Workshop Minutes – Tuesday, May 28, 2024 (*Attached*)
 - viii. 2024-16 Yavapai College District Governing Board Resolution (*Attached*)
 - ix. Lease Agreement - Town of Chino Valley (50 acres) – Amendment #2 (*Attached*)
 - x. Intergovernmental Agreement – Mountain Institute Career Technical Education District No. 2 (MICTED) – Concurrent Enrollment – Amendment #1 (*Attached*)
 - xi. Intergovernmental Agreement – Valley Academy for Career and Technology Education (VACTE) – Concurrent Enrollment – Amendment #1 (*Attached*)
 - xii. Intergovernmental Agreement – Northern Arizona Regional Training Academy (NARTA) – Academy Sergeant – (*Attached*)
 - xiii. Yavapai College Summary of New Program Proposals – (*Attached*)
 1. Bachelor of Applied Science in Computer Science
 2. Bachelor of Science in Computer Science
 - xiv. Receipt of Report on Revenues and Expenditures for July 2024 (*Attached*)
 - xv. Receipt of Report on Revenues and Expenditures for August 2024 (*Attached*)
 - xvi. Acceptance of President’s Report on Board Policy 205 Treatment of Students and Enrollment
- d. 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}
 - ii. A.R.S. §38-431.03(A)(1), Board’s Goals for President’s 2024-2025 Evaluation – Board Chair McCasland – **PROCEDURAL** {Time: 90}

- e. Convene 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}
 - ii. Possible Action: Board’s Goals for President’s 2024-2025 Evaluation as the Result of Executive Session – Board Chair McCasland – **DECISION** {Time: 5}
- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Student Affairs

TREATMENT OF STUDENTS
POLICY 205



Be More



Supporting and Protecting Students

Student Code of Conduct – Community Standards

Housing Handbook

Annual Clery Security Report – Timely Warnings of Security Threats (YCPD)

4.7 – Processing Complaints

Appeal of Academic and Non-Academic Decisions Process

10.4 Title IX- Sexual Harassment

10.08 Prohibited Harassment

10.06 Antidiscrimination

10.05 Student and Employee Grievance

10.10 Public Access and Expression on College Property

Title IX & Harassment

We are required to prevent, stop, and remedy sexual harassment and discrimination.

We are required to investigate and report all incidences.

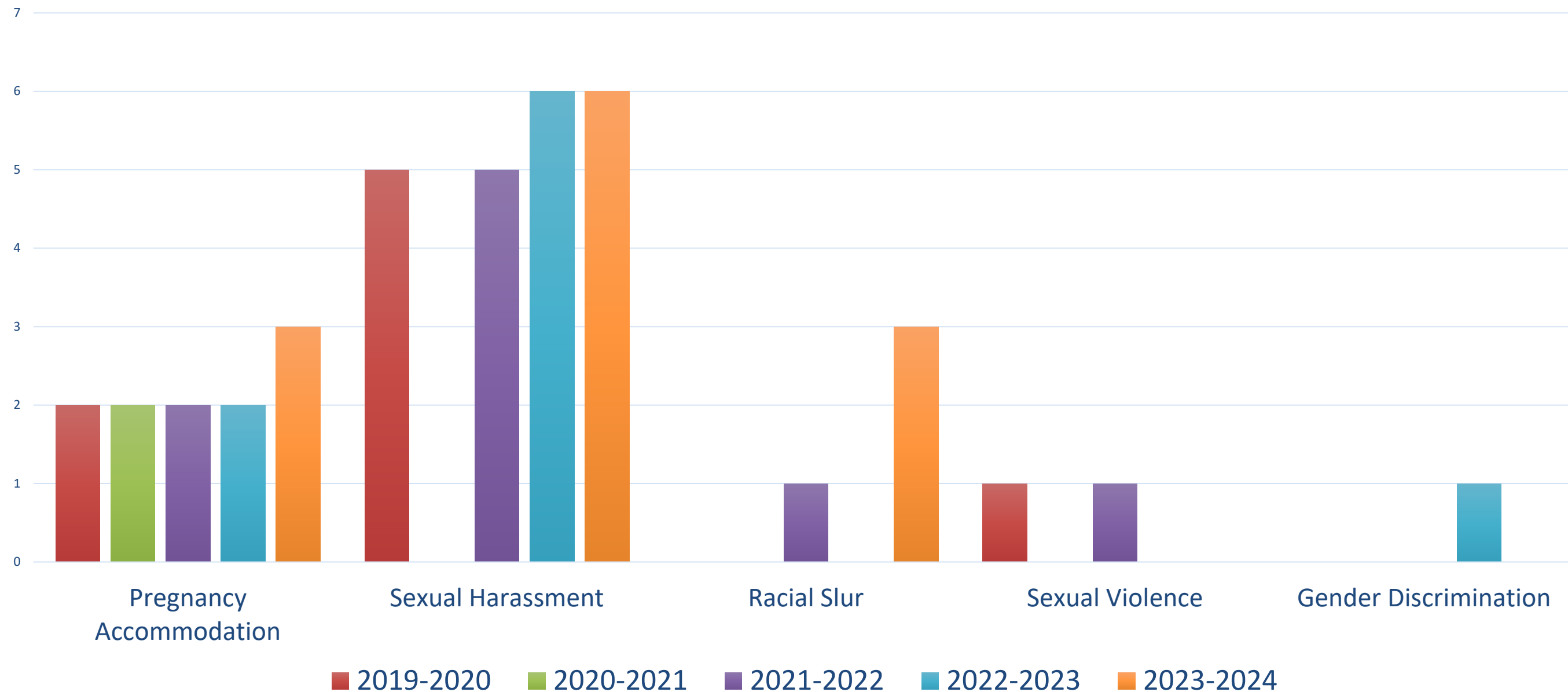
We are required to train the Title IX Team – each year.



Title IX Cases per Academic Year

TITLE IX, SEXUAL HARASSMENT & DISCRIMINATION CASES

ACADEMIC YEARS: 2019-2024





Student Conduct & Community Standards

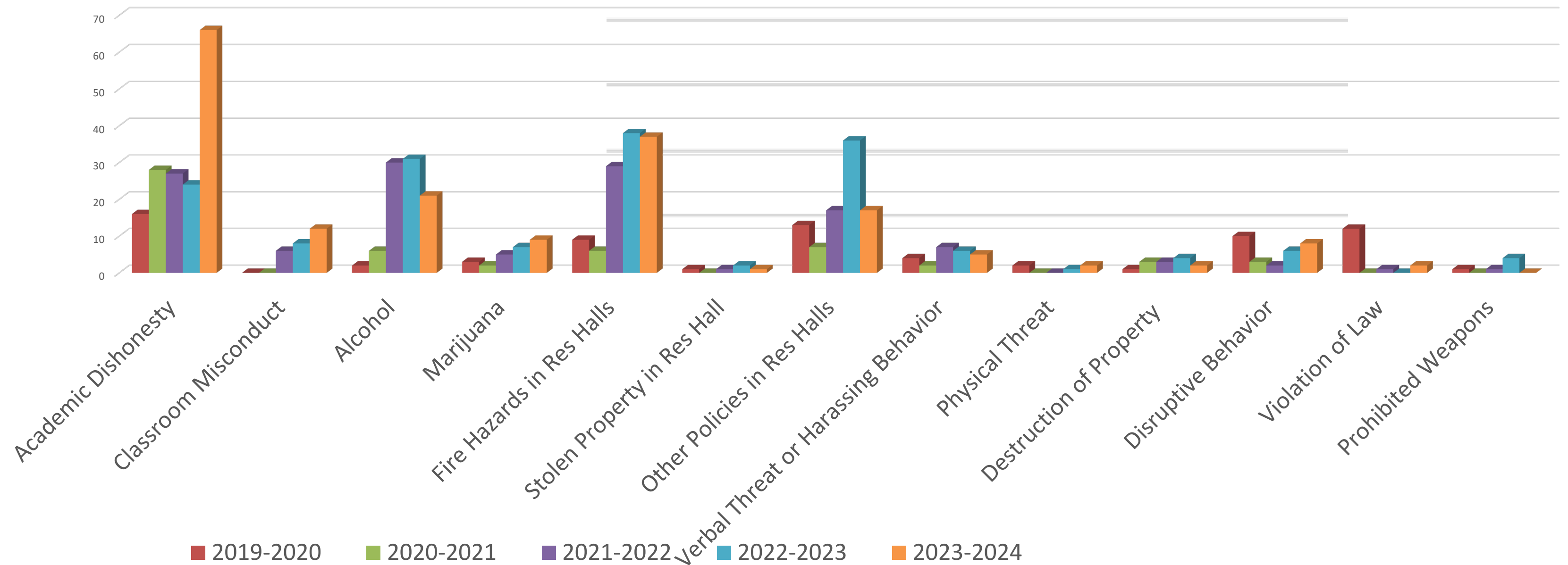
Student Code of Conduct outlines behavior expectations and applies a consistent response to violations of the Code.

Alcohol and drugs is the unhealthy by-product of the anxiety and stress.

Disruptive behaviors and academic misconduct is a continual educational process.

Conduct Cases by Issue per Academic Year

STUDENT CONDUCT CASES ACADEMIC YEARS: 2019-2024



CARE TEAM

CAMPUS AWARENESS RESPONSE & EVALUATION

Cross-Functional Team

Assess potential threat students pose to self or others.

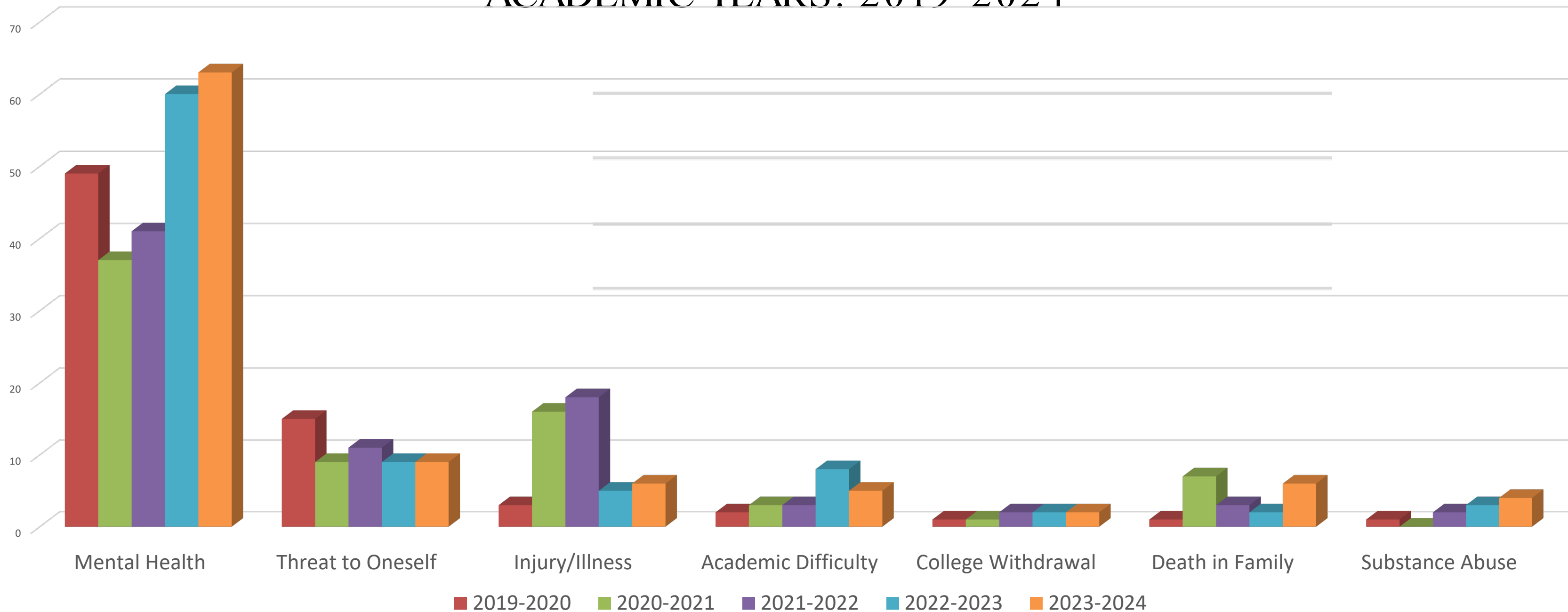
Team promotes student safety, personal wellness, and academic success.

Collaboration with Campus Safety Team to address campus community safety.

CARE Cases

CARE Support CASES

ACADEMIC YEARS: 2019-2024



Mental Health Services

Basic Needs Support Services - referrals to Yavapai College, County, and State resources.

- Collaboration with Polara Health

Usage of BetterMynd – online platform with licensed mental health counselors

22-23 – 124 students

23-24 – 207 students – use on average 5 sessions/student

Fall 22 versus Spring of 23 Wellness Survey –

- 43% -> 19% of students felt things were hopeless.
- 78% -> 44% felt overwhelmed with all they had to do.
- 55% -> 22% felt very lonely.

Basic Needs Wrap Around Services

Our Basic Needs Support Services - referrals to Yavapai College, County, and State resources.

Technology insecurity is addressed by loaning laptops and hotspots

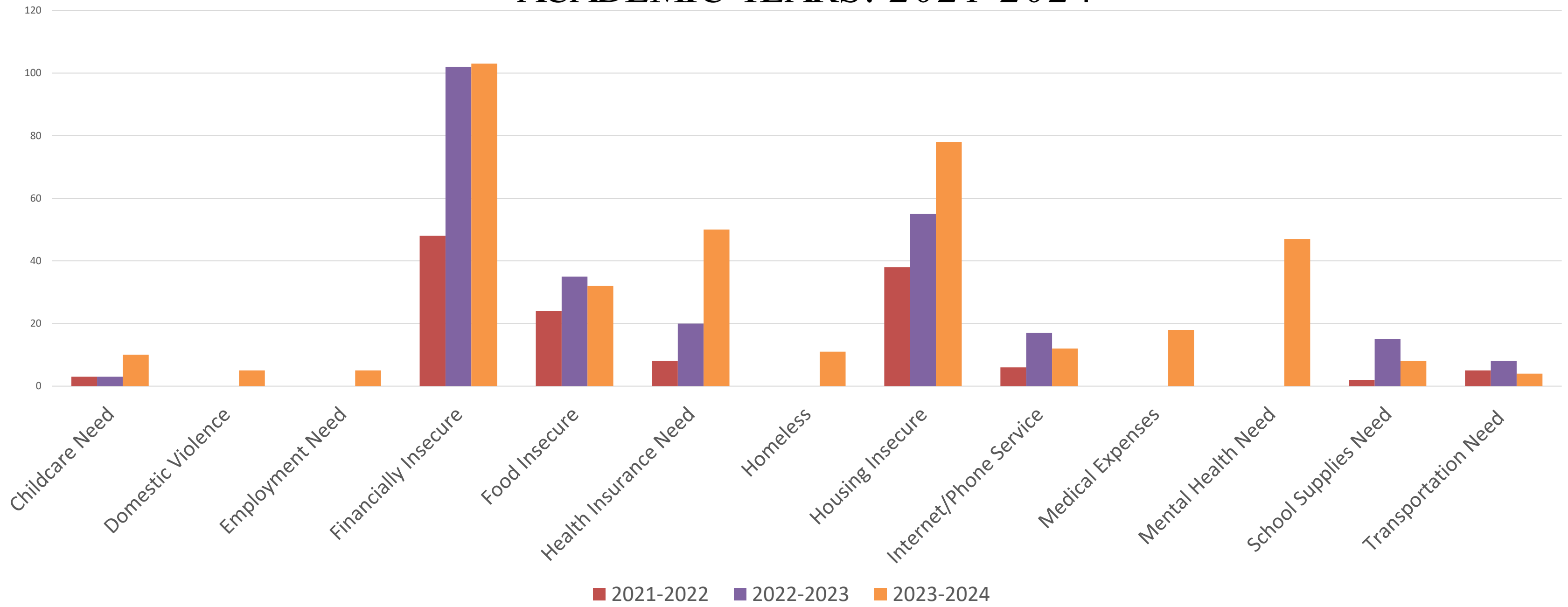
Housing and general financial insecurity continues to increase

Health insurance needs made a big surge as more students enroll in allied health programs

Basic Needs per Academic Year

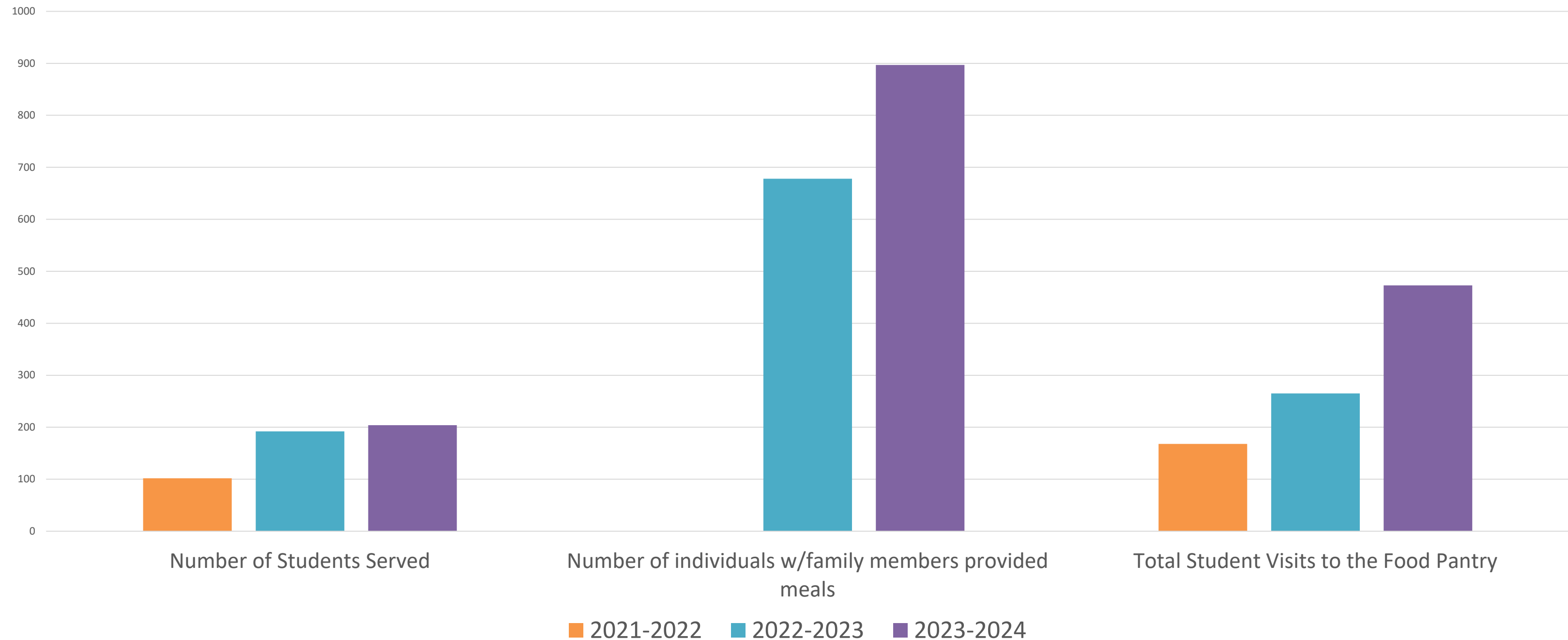
SOCIAL SERVICES - BASIC NEEDS CASES

ACADEMIC YEARS: 2021-2024



Food Pantry Utilization

ACADEMIC YEARS: 2021-2024



HOPE Survey

September/October

2024

Annual Assessment of Student Basic Needs at higher education institutions.

- Raise awareness.
- Provide data to mobilize and improve resources.
- National, 2-year college, and state comparisons.

Based on our HOPE Survey Data YC has mobilized to prioritize student homelessness and eliminating the stigma of asking for help.

Strategic Plan

Enhance Student Basic Need Support

Expand Community Partnerships

Expand Awareness of YC Student Basic Needs Services

DOE Grant for Student Basic Needs

YC Foundation Fundraising – yc.edu/ishelter+



Questions?

Faculty Association Update

New 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

New Full Time Faculty

1. Lee Brown - Mathematics
2. Kassandra Corona - Allied Health Services
3. Robert Davis - Computer Information Systems
4. Amber George - Philosophy
5. Danyel Giacomini - Nursing
6. Nicole Goldberger - Allied Health Services
7. Doug Harsh - Commercial Driving
8. Cherrell Hawkins - Nursing
9. Sean Holmes - Computer Network Technology
10. Jared King - Automotive Technology
11. Karissa Lockard - English
12. Russell Montgomery - Agriculture Science
13. Rebecca Risaliti - Allied Health Services
14. Kathleen Tallman - Biological Sciences
15. Casey Truse - Nursing
16. Joe Varela - Allied Health Services
17. Brett Watts - Business Administration



2024-25 Projects

- Our new VP of External Affairs, Heather Leavitt is heading up an effort to team up with TELS to provide instruction focused professional development to FT and ADJUNCT faculty!
- Our Faculty Service Document has been moved to a Dynamic Forms process
- Continue to align YCFA with the Mission and Vision of YC!
- Faculty will work on the Annual Assessment Day of courses on Friday September 13



Faculty Highlights

Philip Reid

Philip Reid, faculty in computer information systems was selected as a Distinguished Guest Lecture for the Fall 2024 series at The Boyd Tenney Library at the Prescott campus.

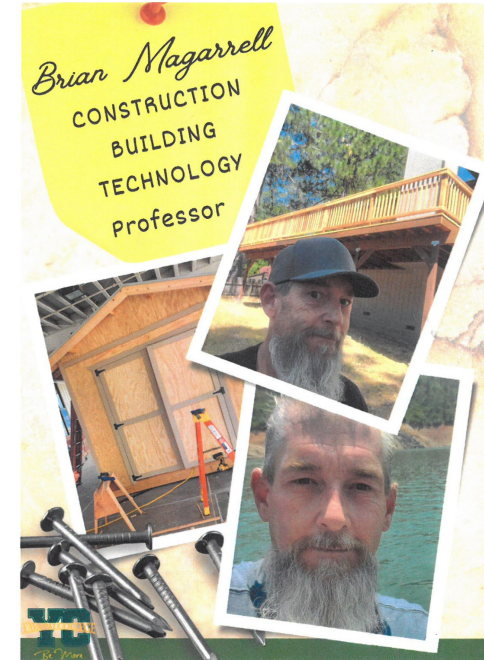
Philip's lecture, titled Demystifying and Innovating with Artificial Intelligence (AI) highlights the application of AI and responsibilities when using AI.

Philip is a respected subject matter expert at YC and has lectured and conducted presentations using various AI software to faculty. His presentations included understanding the pros and cons of AI , the application of software to advance training, the development policies in organizations using AI, and the need to use AI in an ethical manner.



Brian Magarrell

Brian led student workers over the Summer and into the Fall semester to make progress and improve the construction of the 3D concrete printed house at the Chino Valley campus. While Division 1 was fortunate to have grant money available to pay for the construction progress, students worked to build onto the roof and improve other parts of the building.



Tiffany Kragnes

Tiffany Kragnes is the Paralegal Studies Program Director and recently joined the Yavapai County Bar Association. The LAW100 class has the highest number of students since August 2022. As this program grows, the YC Paralegal program plans to seek American Bar Association (ABA) accreditation.

The Paralegal Program is developing new coursework in Mediation and Alternative Dispute Resolution to enhance the employability of paralegals, providing them with additional income opportunities and making them more valuable to the YC community.





Monthly Professional Development for Staff and YCSA General Meetings

Professional Development Sessions

Dr. Janet Nix: MBTI

**Veronica Aguilera: Wealth Works
Financial Strategies**

**Candance Lea: Breath for Balance and Life:
Bringing Yoga to Work**

Rachel Garmon: Embracing Conflict

Staff Participation

- **30 staff members attended the first training for MBTI**
- **24 staff members attended the first Wealth Works Financial Strategies**
- **8 staff members attended the first Breath for Balance and Life: Bringing Yoga to Work**



**Thank you to the
Professional
Development & Training
Committee Team for all
their hard work.**

**Dr. Janet Nix , HR
Tabitha Fedina, HR
Jamie Oltersdorf, HR
Pamela Pierce, HR
Shelly Gilliam, YCSA
Ginney Bilbray, YCSA
Julie Galgano, YCSA
Gwen Payne, YCSA**

Student Government Association 2024-2025

- Introduce Leadership Team
- SGA Senate Update
- Plans for 2024-2025





Susanna Marcinek, President
Jackson James, Vice President
Jericho Nucum, Secretary
Conner Bustamante, Treasurer

YC Senate

U.S. Posters World War

32 USA

MONTHLY SCHOLARSHIPS

I WANT YOU

SCAN

To Apply

APPLY FOR
YCSGA SENATE

SGA
STUDENT GOVERNMENT ASSOCIATION

BE THE VOICE for your peers
REPRESENT
Your Campus + More

Applications open
AUG 19th - SEPT 19th

MORE INFO

WWW.YC.EDU/SENATE

- Strengthens YC students' voice
- 5 Senator - Chosen by students
- Will be instated on October 10th



What we've done

- SGA Structure and Foundation
- FREE Feminine Hygiene Products
- Free access to Fitness Center for students
- 988 Suicide and Crisis Hotline Promotion
- Veteran support – Unheard 22
- You Belong Campaign
- Ruff's Closet

READY to do more!



Yavapai College Budget to Actual Status by Fund August 2024

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of August 31, 2024, the General Fund has a surplus of \$2,015,500. This is primarily the result of tuition and fee revenues being recorded for the fall 2024 semester and the first quarter state appropriations being received. 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.).

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

Auxiliary Fund



As of August 31, 2024, the Auxiliary Fund has a moderate surplus due to the collection of the fall 2024 semester room revenues. This will even out over the next several months. For the fiscal year ended June 30, 2025, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



As of August 31, 2024, the Unexpended Plant Fund has a surplus of \$3,391,100 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 August 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. College debt is at fixed rates of interest—as of August 31, 2024, there were no variances from budget.

**Yavapai College
Budget to Actual Status by Fund
July 2024**

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of July 31, 2024, the General Fund has a surplus of \$5,343,900. This is primarily the result of tuition and fee revenues being recorded for the fall 2024 semester and the first quarter state appropriations being received.

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

Auxiliary Fund



As of July 31, 2024, the Auxiliary Fund has a large surplus due to the collection of the fall 2024 semester room revenues. This will even out over the next several months. For the fiscal year ended June 30, 2025, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



As of July 31, 2024, the Unexpended Plant Fund has a deficit of \$12,636,000 due to a significant amount of Capital Improvement and Preventative Maintenance projects, including the Prescott Center for Learning and Innovation, being encumbered for the fiscal year. The supporting revenues including bond proceeds, to cover this deficit, will be received over the remaining fiscal year.

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 July 31, 2024, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

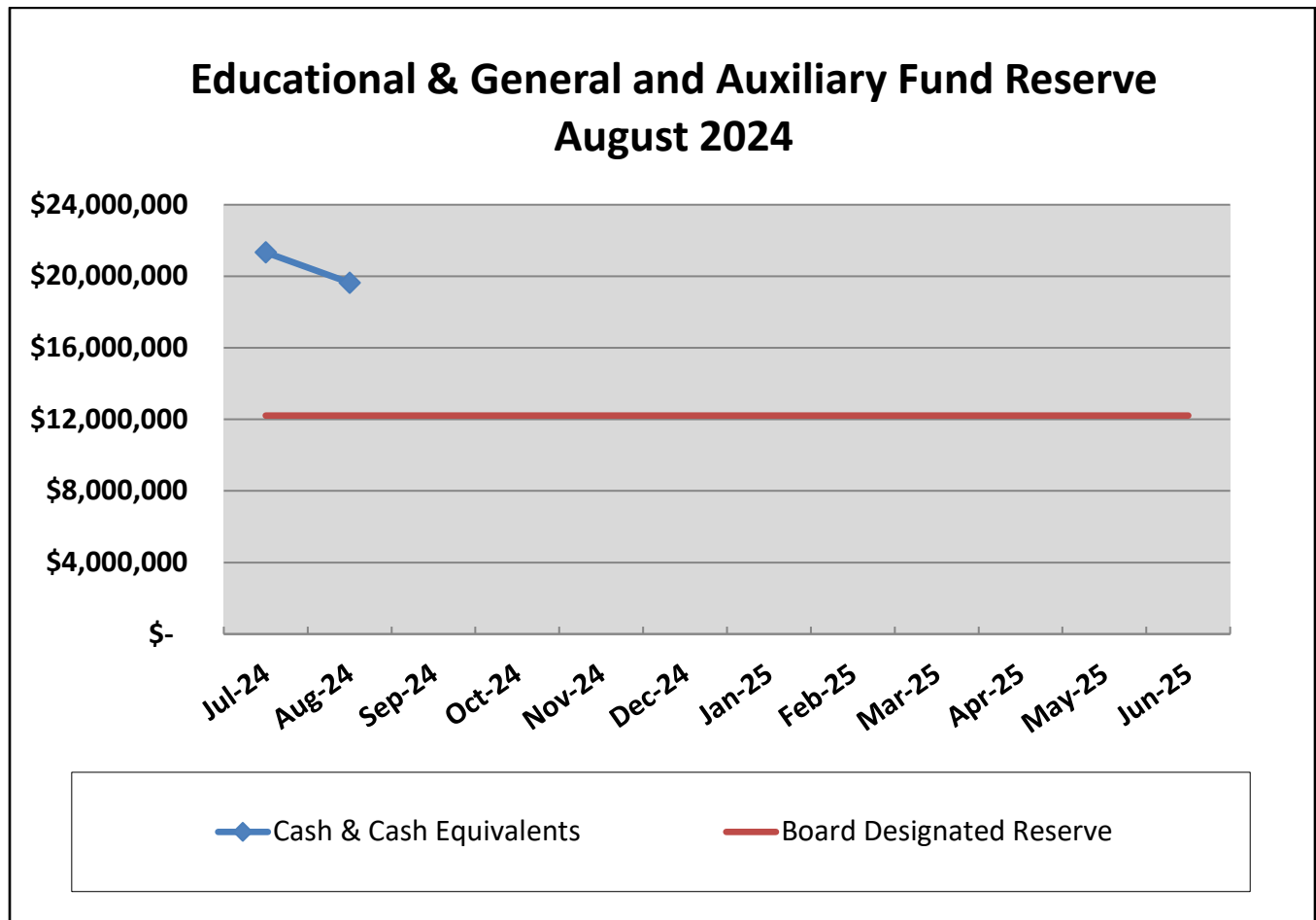


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Yavapai College Cash Reserves August 2024

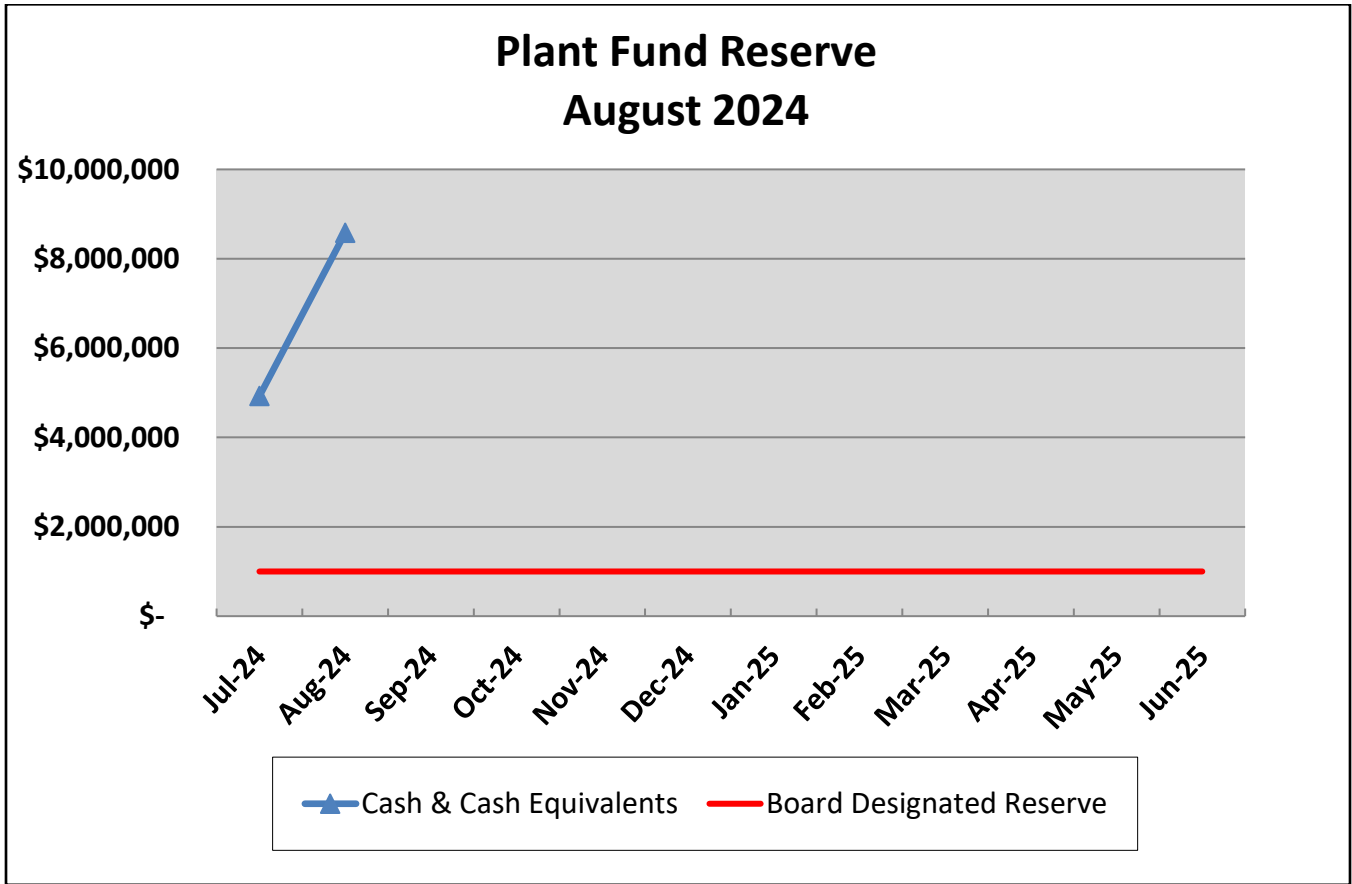
The President's monthly report on cash reserves below displays the District's reserves at August 31, 2024, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

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



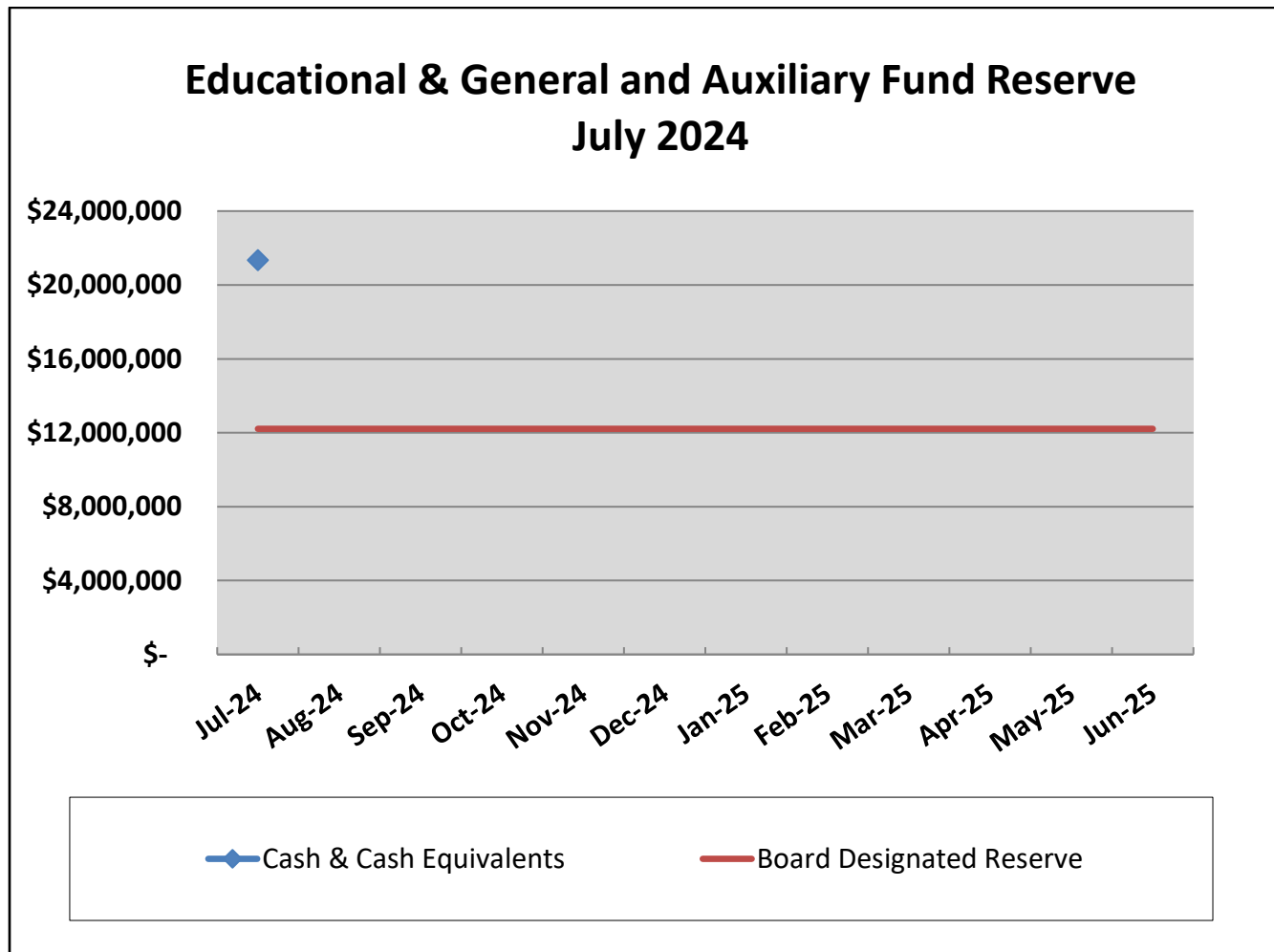
Plant Fund Reserves shall not drop below \$1 million.

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

Yavapai College Cash Reserves July 2024

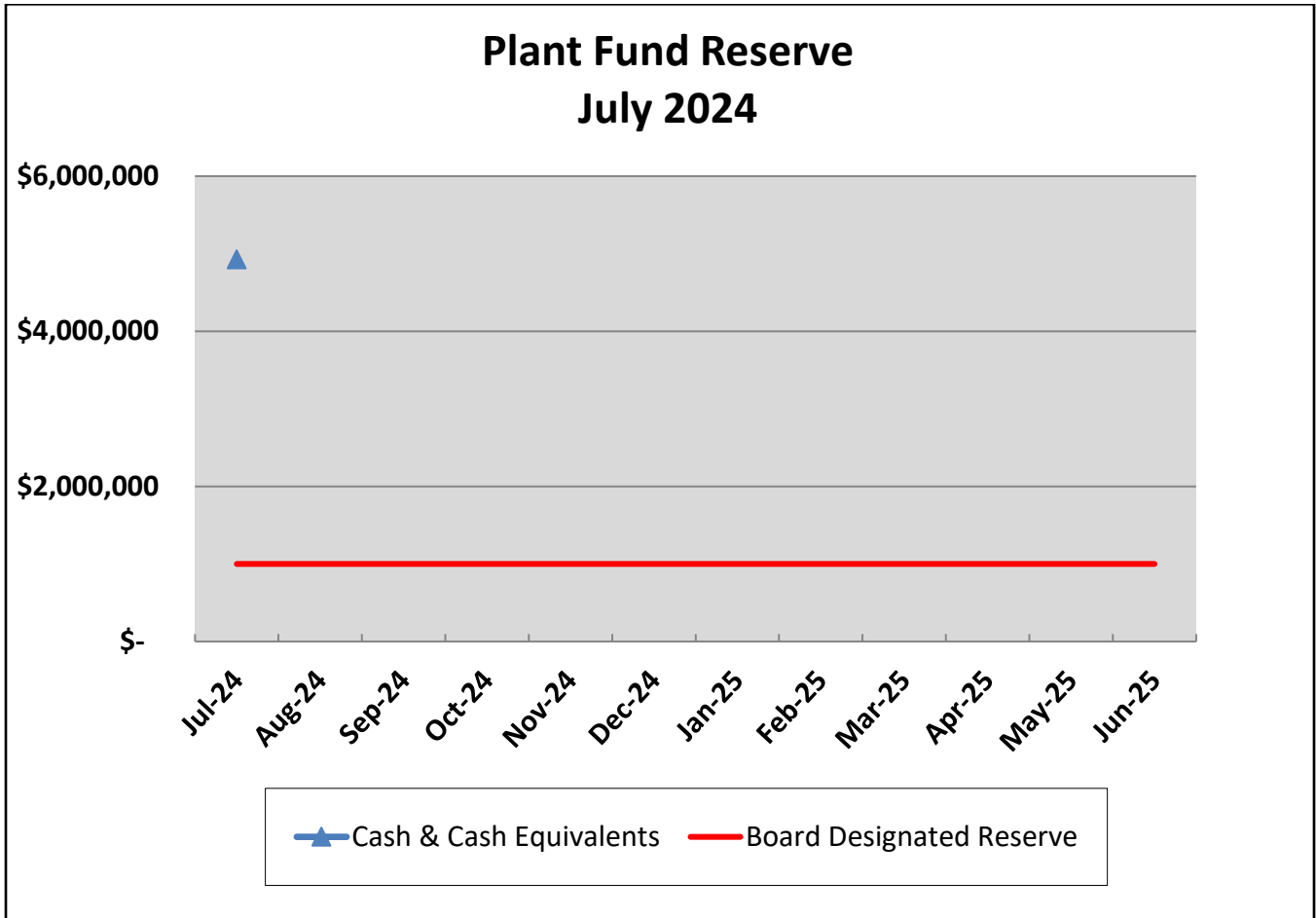
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Plant Fund Reserves shall not drop below \$1 million.

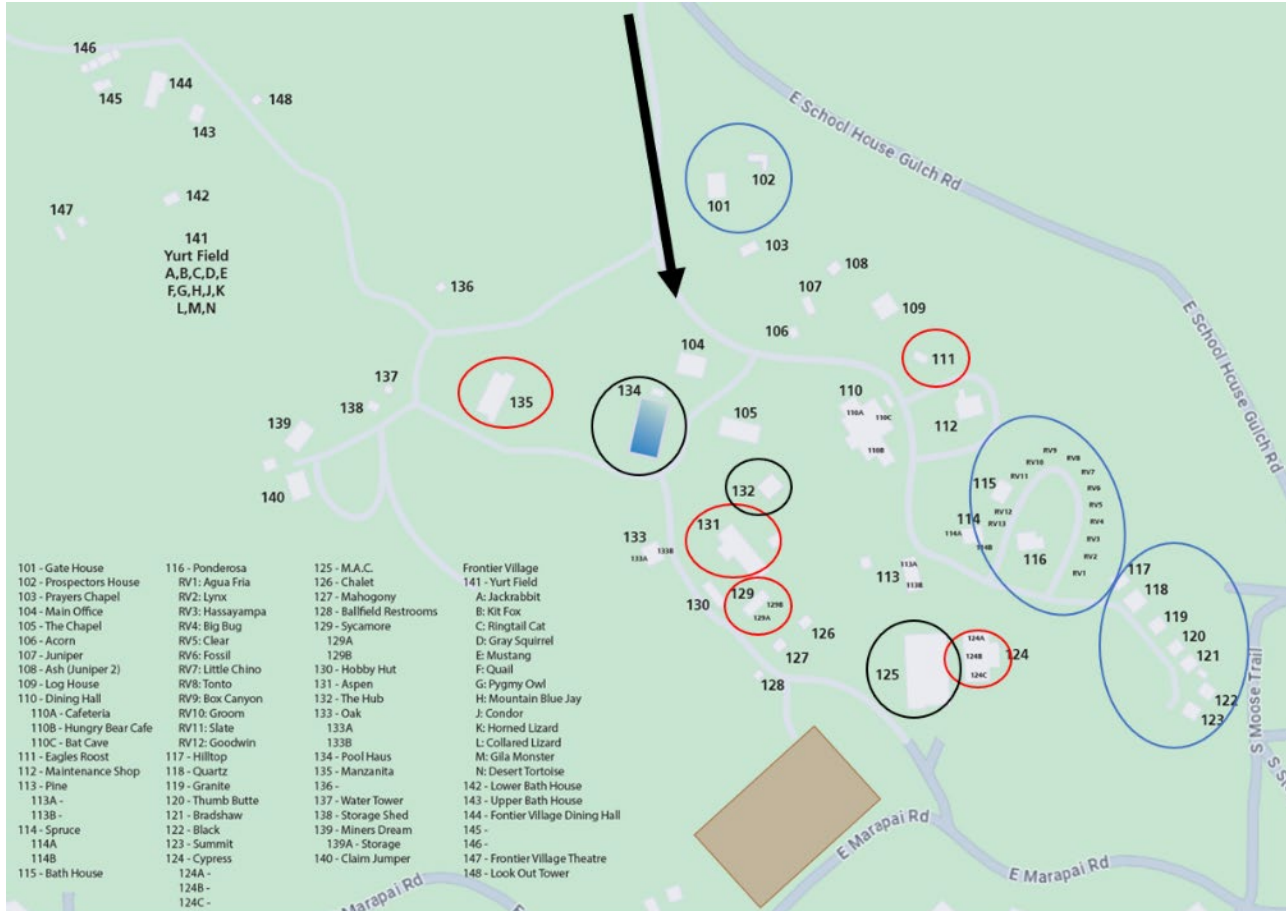
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Prescott Pines at Yavapai College Update

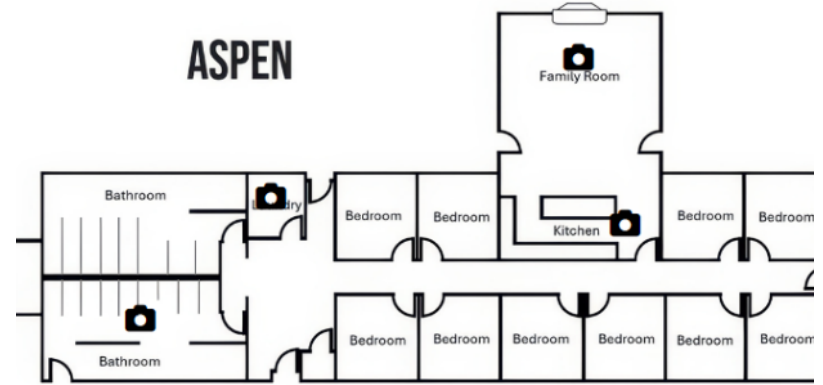
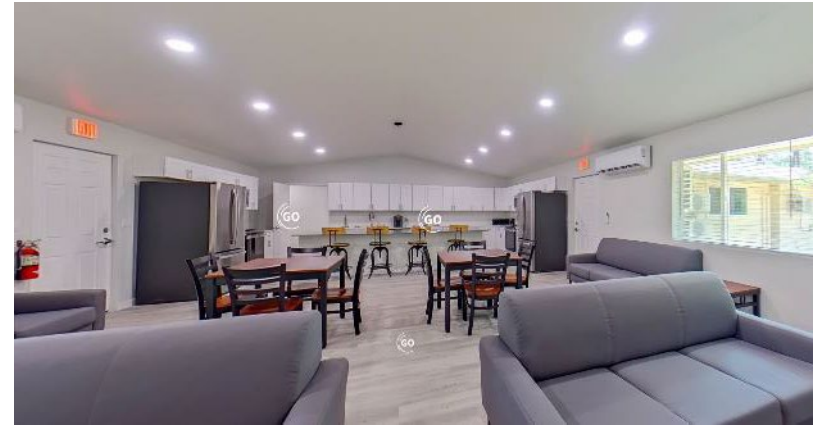
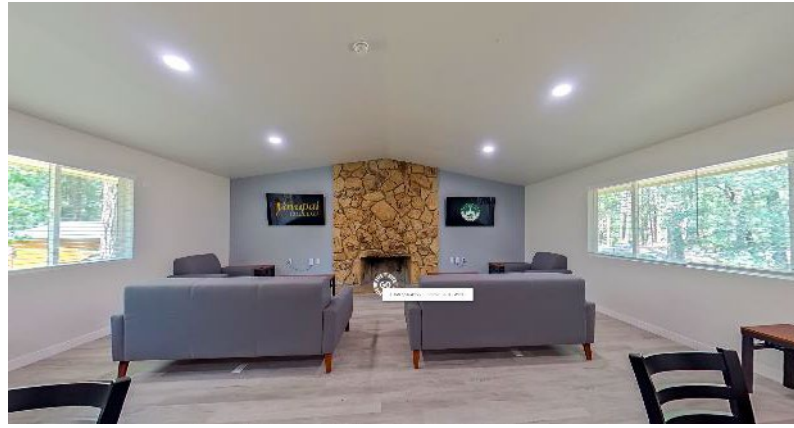
Prepared for
Yavapai College District
Governing Board
September, 2024



Timeline



1. 4/23/24 DGB Resolution
2. 5/14/24 Close on Property
 - ~72,000 Ft, 42 acres
 - 11 Houses, 16 Bunkhouses, 11 Yurts, 15 RV, Common & Support Spaces
3. May- June
 - Civil Engineering & Utilities
 - Aspen (20 students), Sycamore (4), RV Pads (10 Employees or Students)
 - Housing Application, Rules, 360 Videos, website
4. July-Aug
 - Roofing, Pool, Laundry Room, Game Room, Gym set-up, Utilities
 - Eagle's Roost (1)
 - 7/21 1st students move in
 - Hired Property Manager; Selected Campway as camp operator
5. Sep
 - Manzanita (24), Cypress (8), Pine – 2 Employees, Gate- 1 Employee



Aspen Lodge

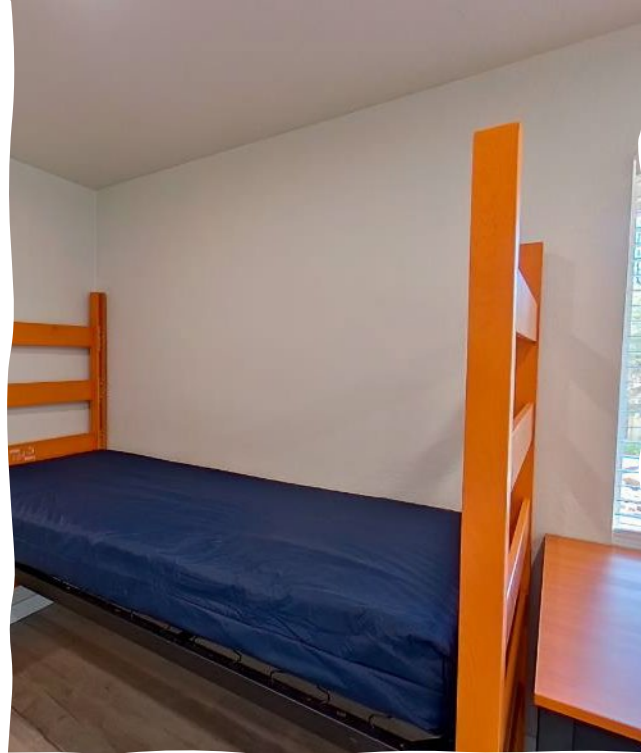
1 Apartment, 10 Bedrooms, Common Baths



Cypress Lodge

- 2 Apartments
- 4 Students per apt





Eagle's Roost

- Studio Apartment
- 1 Student
- Fenced yard





Manzanita Lodge

- 4 Apartments
- 6 Students per apt

49 of 116



Sycamore Cabin

2 Studio Apartments
1 or 2 Students per Apt



Next Steps

Capital

1. Oct – Dec
Utilities
6 employee houses, +3 RV pads
2. Spring 2025
10 Cabins, Cafeteria, Main Office
3. Summer 2025
Frontier Village
4. Fall 2025
2 Employee Houses, Gym, Chapel, Field

Operations

- Select and implement property management software
- Market Prescott Pines to Employees for Spring move-in
- Market Prescott Pines to 21+ students for FY25-26
- Market Summer Camps for 2025
- Plan Open House for Spring

Residency Status

Capacity

- In first 4 months
 - 57 student beds
 - 10 RV spots
 - 3 Employee Apartments

Occupancy

- 26 Students
- 4 Employees





Questions
and
Discussion

2024-2025
District Governing Board
Calendar Dates

Dates, Time, and Location	Board Study Sessions	Board Meeting Type
Tuesday, September 24, 2024 1:00pm Rock House	Study Session 1:00pm-3:00pm	Business Meeting 3:00pm-4:00pm
Tuesday, October 29, 2024 1:00pm Clarkdale Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, November 19, 2024 ** 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Wednesday, December 11, 2024 5:00pm – 7:00pm TBA		Board Dinner
Tuesday, January 28, 2025 9:00am – 4:00pm Rock House		Elections, Budget, Policy & Attorney Education Workshop
Tuesday, February 25, 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

Third Tuesday is Thanksgiving Week **

DATES AND PLACES OF COLLEGE HOSTED EVENTS – FY 2024-2025

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Eternamente: Dia de Los Muertos Spectacular	Friday, October 4, 2024/ Jim & Linda Lee PAC / 7 PM
YC Performing Arts Dept: A Jazz Panarama	Wednesday, October 9, 2024 / Jim & Linda Lee PAC / 7 PM
Melissa Etheridge: I'm Not Broken Tour	Friday, October 11, 2024/ Jim & Linda Lee PAC / 7 PM
Wine and Dine in the Vines	Saturday, October 19, 2024 / Southwest Wine Center/ 5 PM
Anastasia	November 8-10 & 15-17, 2024

LIST OF DATES AND PLACES OF NATIONAL, STATE, AND LOCAL CONFERENCES, CONGRESSES, WEBINARS, SEMINARS AND EVENTS – FY 2024-2025

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
ACCT Leadership Congress 2024	Wednesday, October 23 – Saturday, October 26, 2024 Location: Seattle, Washington
National Legislative Summit 2025	Sunday, February 9 – Wednesday, February 12 , 2025 Location: Washington, DC – Marriott Marquis

DATE: September 3, 2024
TO: Ms. Deb McCasland
Yavapai College

ACCT Voting Member Board Chair

FROM: Jee Hang Lee, ACCT President and Chief Executive Officer
SUBJECT: VOTING DELEGATE NOTIFICATION FOR THE ACCT LEADERSHIP CONGRESS

According to our records, the board of Yavapai College is entitled to 1 vote(s) during the Annual ACCT Leadership Congress, October 23-26, 2024, at the Seattle Convention Center in Seattle, Washington.

Eligibility requirements for voting delegate(s) include:

- ✓ Fiscal year 2025 ACCT membership dues MUST have been received and verified at the time of delegate sign-in at Congress. If you have questions about your dues payment, please contact membershipupdates@acct.org.
- ✓ Only voting members of governing boards may serve as voting delegates (e.g., Chancellor/President, Professional Board Staff, and "trustee emeritus" may not serve as voting delegates.)
- ✓ Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be located near the Congress Registration Desk on the following days:
 - **Wednesday, October 23rd, 7:30 a.m. – 6 p.m.**
 - Convention Center, 6th floor
 - **Thursday, October 24th, 7 a.m. – 5 p.m.**
 - Convention Center, 6th floor
 - **Friday, October 25th, 8:30 a.m. – 10:30 a.m.**
 - Convention Center, 6th floor

Please note the following:

- **Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.**
- **Voting Delegate(s) MUST be determined by your Board or Board Chair before approaching the Voting Delegate Desk to register. ACCT staff CANNOT be involved in the selection of ANY Voting Delegate(s.)**

The Fall 2024 *Advisor* contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity, Equity and Inclusion Committee. Please visit www.acct.org/product/advisor to review the Fall 2024 *Advisor*.

If you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at www.acct.org or contact congress@acct.org for registration information. Thank you for your attention to this important matter. I look forward to seeing you in Seattle!

Yavapai College
District Governing Board
Truth in Taxation Public Hearing

Tuesday, May 21, 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 Community Room 19-147
1100 E. Sheldon Street
Prescott, Arizona 86301

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

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=da5e0b4e-f7b9-4598-89c8-b178000ff70e>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Truth in Taxation Public Hearing to order at 1:00 p.m.

2. Board Business
 - a. 2024-2025 Yavapai Community College District Proposed Truth in Taxation Overview – Dr. Clint Ewell, Vice President of Finance - **INFORMATION** (*Attached*) {Time: 30}

Recorded discussion and comments are available and begin at 4:35.

Dr. Clint Ewell showed a video that showcased Yavapai College's educational opportunities and facilities. Dr. Ewell provided College budget information,

including reviewing financial information he had presented in prior public board meetings. He indicated that the College was asking for board approval to raise the tax levy by 3.4%. That increase is well within the statutorily allowed levy. For a \$230,858 value home this translates to a \$11.35/year increase. The College has only raised the tax levy 4 out of the past 10 years, with the most recent increase last year.

b. Public Comments - **INFORMATION** {Time: 25}

Recorded discussion and comments are available and begin at 24:56.

The following members of the public spoke to the governing board about the proposed increase in the College’s tax levy:

- 1. *William Kiel* spoke in opposition to the proposed increase (*Recording at 27:20*)
- 2. *Laura Polk* spoke regarding potential changes to the FEC tuition (*Recording at 30:25*)
- 3. *Jessica Pae Cirelli* spoke in opposition to the proposed increase (*Recording at 31:53*)

3. Adjournment of Truth in Taxation – Public Hearing: Procedural - **DECISION** {Time: 1}

Chair McCasland adjourned the Truth in Taxation Public Hearing Meeting at 1:31 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Truth in Taxation Special Meeting

Tuesday, May 21, 2024

Immediately after adjournment of Truth in Taxation Public Hearing (estimated time
1:45 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 Community Room 19-147
1100 E. Sheldon Street
Prescott, Arizona 86301

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=da5e0b4e-f7b9-4598-89c8-b178000ff70e>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Truth in Taxation Special Meeting to order at 1:31 p.m.

2. Board Business
 - a. Roll Call Pursuant to A.R.S. 1561.01 to Consider the Increased Primary Property Tax Levy as Proposed at the Truth in Taxation Public Hearing – **DECISION** (*Attached*) {Time: 15}

Recorded discussion and comments are available and begin at 36:01.

Attorney Lynne Adams noted that the correct statute that governs the board's vote on this issue is A.R.S. § 15-1461.01, not A.R.S. 1561.01 as indicated on the agenda.

Chair McCasland called for a roll call vote on whether the board should adopt the proposed tax levy increase. Each board member was given the opportunity to speak about the proposed 3.4% tax levy increase, and each board member gave their reasoning for their vote.

Executive Assistant, Yvonne Sandoval, completed the roll call to approve the 3.4% tax levy increase as proposed at the Truth in Taxation Public Hearing. Board members voted as follows:

**District 1 Board Member Mr. Ray Sigafos - Aye
District 2 Board Chair Ms. Deb McCasland – Aye
District 3 Board Member Mr. Toby Payne – Nay
District 4 Board Secretary Mr. Chris Kuknyo – Nay
District 5 Board Member Mr. Steve Bracety – Aye**

The final vote was 3-2, approving the 3.4% tax levy increase.

3. Adjournment of Truth in Taxation Special Meeting: Procedural - **DECISION** {Time: 1}

Chair McCasland adjourned the Truth in Taxation Special Meeting at 1:47 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Budget Public Hearing

Tuesday, May 21, 2024

Immediately after adjournment of Truth in Taxation Special Meeting (estimated time
2:00 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 Community Room 19-147
1100 E. Sheldon Street
Prescott, Arizona 86301

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

AGENDA

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=da5e0b4e-f7b9-4598-89c8-b178000ff70e>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Budget Public Hearing Meeting to order at 1:47 p.m.

2. Board Business
 - a. 2024-2025 Yavapai Community College District Proposed Budget Overview – Dr. Clint Ewell, Vice President of Finance - **INFORMATION** (*Attached*) {Time: 15}

Recorded discussion and comments are available and begin at 52:00.

Dr. Ewell reviewed budget information that he had presented in prior public governing board meetings, and he also discussed details included in the Budget booklet, which is available at: [fy2024-25-draft-budget-book.pdf \(yc.edu\)](https://yc.edu/fy2024-25-draft-budget-book.pdf).

b. Public Comments - **INFORMATION** {Time: 25}

Recorded discussion and comments are available and begin at 1:14:18.

The following members of the public spoke to the governing board about the proposed College budget:

- 1. *William Kiel* spoke in opposition to the proposed budget (*Recording at 1:15:27 – 1:18:44 ~ total time: 3:17*) - It should be noted that Mr. Kiel’s time was paused so that Secretary Kuknyo could explain that open meeting law prohibits the board from responding to the open call statements. This is why the total time recorded for this speaker is being documented in the minutes.
- 2. *Jessica Pae Cirelli* spoke in opposition to the proposed budget (*Recording at 1:19:31*)
- 3. *Julie Watson* (*Signed up to speak but was not present at the time of the public comments*)

3. Adjournment of Budget Public Hearing: Procedural - **DECISION** {Time: 1}

Chair McCasland adjourned the Budget Public Hearing Meeting at 2:19 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Budget Adoption Meeting

Tuesday, May 21, 2024

Immediately after adjournment of public budget hearing (estimated time 2:40 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 Community Room 19-147
1100 E. Sheldon Street
Prescott, Arizona 86301

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

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=da5e0b4e-f7b9-4598-89c8-b178000ff70e>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Budget Adoption Meeting to order at 2:19 p.m.

2. Board Business
 - a. Comments from Yavapai College Governing Board - **DISCUSSION** {Time:15}

Recorded discussion and comments are available and begin at 1:23:45.

Each board member was given an opportunity to speak about the proposed College budget for the 2024-2025 fiscal year.

- b. Roll Call to Adopt 2024-2025 Yavapai County Community College District Budget as Proposed at the Budget Public Hearing –**DECISION** (*Attached*) {Time: 5}

Recorded discussion and comments are available and begin at 1:41:06.

Chair McCasland called for a roll call vote on whether the board should adopt the proposed 2024-2025 Yavapai County Community College District Budget.

Executive Assistant, Yvonne Sandoval, completed the roll call to approve the 2024-2025 Yavapai County Community College District Budget as proposed at the Budget Public Hearing. Board members voted as follows:

**District 1 Board Member Mr. Ray Sigafos - Aye
District 2 Board Chair Ms. Deb McCasland – Aye
District 3 Board Member Mr. Toby Payne – Aye
District 4 Board Secretary Mr. Chris Kuknyo – Nay
District 5 Board Member Mr. Steve Bracety – Aye**

The final vote was 4-1, approving the 2024 -2025 Yavapai County Community College District Budget as Proposed at the Budget Public Hearing.

3. Adjournment of Budget Adoption Meeting: Procedural - **DECISION** {Time: 1}

Chair McCasland adjourned the Budget Adoption Meeting at 2:38 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, May 21, 2024

Immediately following adjournment of Budget Adoption Meeting (estimated time
3:00 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 Community Room 19-147
1100 E. Sheldon Street
Prescott, Arizona 86301

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

MINUTES

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1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Regular Meeting to order at 3:08 p.m.

- b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Dr. Rhine.

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

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

2. Study Session

- a. Yavapai College Revenue Bond – Dr. Clint Ewell, Mr. Nick Dodd, Managing Director at Raymond James Public Finance/Debt Investment Banking and Mr. Timothy A. Stratton Managing Partner at The Stratton Law Firm -
INFORMATION AND DISCUSSION {Time: 15}

Recorded discussion and comments are available and begin at 2:13:41.

Dr. Clint Ewell introduced Mr. Nick Dodd and Mr. Timothy A. Stratton. He further asked the board to modify the agenda to allow for item “3.a. Consideration and Action on a Bond Resolution Authorizing the Issuance of Revenue Bonds to Fund Various Capital Projects of the District” to be considered immediately after this agenda item. Chair McCasland stated that she would accept that change unless there was opposition from the board.

Member Sigafos moved, seconded by Member Bracety, to approve the change of agenda request and to consider agenda item 3.a immediately after this item. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Mr. Dodd detailed the legislative review process, repayment sources, and financial governance for revenue bonds, highlighting Yavapai College’s history with such bonds and upcoming repayments. In response to a board question, Mr. Stratton clarified that Arizona community colleges can issue bonds independently without an IDA and discussed the revenue categories pledged for the bond. Mr. Dodd provided insights into gross revenues, existing debt, and the benefits to investors from new bond sales, along with the debt service coverage ratio, indicating strong repayment prospects. Member Sigafos’s inquiry about bond trade differences was addressed by Mr. Dodd and Mr. Stratton. Mr. Stratton also discussed annual debt service limits and key documents in the board package.

Mr. Stratton outlined public disclosure requirements under SEC regulations, including the posting of annual financial statements on a website called EMMA, which serves as the repository for municipal bond information. He emphasized the importance of adhering to IRS guidelines for tax-exempt bonds. Mr. Dodd then presented on interest rate trends and market stability, illustrating historical interest rate trends, recent increases, and the effects of federal fiscal policies, financial crises, and COVID-19. He emphasized the relative stability of tax-exempt bond rates and the market's reduced volatility.

Mr. Dodd also addressed legal documents, interest rate fluctuations, and the College’s credit ratings for revenue and general obligation bonds, explaining the role of municipal bond insurance. Member Payne inquired about project parameters and the status of building M, with Mr. Stratton and Dr. Ewell providing clarifications on project completion, fund reallocation, and reimbursement regulations.

3. Board Business

- a. Consideration and Action on a Bond Resolution Authorizing the Issuance of Revenue Bonds to Fund Various Capital Projects of the District – Dr. Clint Ewell – **INFORMATION, DISCUSSION, and DECISION** {Time: 10} (*Attached*)

Chair McCasland explained that revenue bonds are a financial tool used to fund updates and services for College buildings and structures without imposing a burden on taxpayers. Dr. Ewell acknowledged this clarification and confirmed that the financing would rely solely on non-tax dollars. Secretary Kuknyo inquired about other revenue sources, to which Dr. Ewell responded that the funds would come strictly from fees and tuition. Member Sigafos, leveraging his expertise as an accountant, elaborated on the money source and usage process, seeking confirmation from Dr. Ewell, who affirmed the accuracy of his explanation.

Member Sigafos moved, seconded by Member Bracety, to approve the Bond Resolution Authorizing the Issuance of Revenue Bonds to Fund Various Capital Projects of the District, as presented. Motion carried 4:1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Nays: Payne).

2. Study Session

- b. President’s Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. 2024 Yavapai College Faculty Emeritus – Dr. Douglas Berry, Provost (*Attached*)

Recorded discussion and comments are available and begin at 2:42:26.

Dr. Berry outlined the process for faculty to achieve emeritus status, which includes being nominated by two College members and meeting specific criteria. Dr. Berry then recognized Dr. Amy Ilona Stein for her 34 years of service, her efforts in accreditation, her teaching, and community engagement. Dr. Berry congratulated her on achieving emeritus status. Dr. Berry also introduced Dr. Beth Boyd, highlighting her teaching in chemistry and geology, her extensive rock collection, and her contributions to the community, and congratulated her on achieving emeritus status as well. Chair McCasland expressed gratitude for the opportunity to acknowledge the significant contributions of both faculty members.

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

There were no comments or questions about the reports.

- c. Yavapai College District Governing Board – Rock House Updates – Dr. Clint Ewell, Vice President of Finance - **INFORMATION AND DISCUSSION** {Time: 15} (*Attached*)

Recorded discussion and comments are available and begin at 2:45:46.

Due to Dr. Ewell’s temporary absence from the meeting at the time of this agenda item, Mr. David Laurence, Facilities Director, filled in for this presentation. Mr. Laurence provided an update on the Rock House Project, known as the ACCC

project, which focuses on acoustics, capacity, comfort, and communication. He discussed the status of HVAC units, sound damping orders, and communication technology improvements, along with the project's total cost and room reverb time. Mr. Gray mentioned engaging a consultant and plans for soundproofing and technology upgrades. Secretary Kuknyo raised the issue of similar improvements on the other side of the mountain, where Mr. Gray explained the impracticality of building a dedicated space like the Rock House in the Verde Valley due to infrequent meetings and instead proposed improved communication and recording systems for those meetings. Ms. Sandoval inquired about modifications to the Rock House board table, to which Mr. Gray responded that changes would be minimal. Mr. Gray further explained there would be a new presenter station accommodating three people instead of two. Member Payne asked about the progress on the Verde Valley Pavilion, which led to a brief discussion on the execution of the purchase order for the Pavilion. This discussion did not continue after advice from Attorney Adams that the items was not on the agenda. Mr. Laurence highlighted the costs associated with spiral ductwork and remodeling. Member Sigafos asked for clarification that the discussion was informational and not for voting, and Chair McCasland confirmed it was just for informational purposes. Member Sigafos indicated he was asking as he was unsure about the project's impact on the budget, to which Mr. Laurence responded that the current fiscal year funds would be used. The Board thanked the team for their efforts and expressed appreciation for the updates.

- d. 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 – Board Member Bracety

Recorded discussion and comments are available and begin at 2:53:14.

Chair McCasland shared her recent public engagements. She emphasized activities related to the Arizona Association Community College Trustees' meeting and the positive impact on students and families from attending various College ceremonies and events. She asked Member Sigafos to give a summary on what occurred at the recent AACCT meeting, as no other members were able to attend. Member Sigafos recounted discussions from the meeting, particularly focusing on artificial intelligence and a pertinent tax law case.

Member Bracety reported on the College Foundation's annual luncheon, noting significant fundraising achievements and changes in board leadership.

Secretary Kuknyo expressed gratitude to the staff for effectively countering misinformation about the library and books on social media. Chair McCasland also highlighted the efforts to provide accurate information regarding the College's budget and taxation issues to the public.

- e. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}

- i. 2023-2024 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
- ii. 2023-2024 Dates, Times, and Places of Future College Events (*Attached*)
- iii. 2023-2024 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)

Recorded discussion and comments are available and begin at 3:01:17.

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meetings, College events, and conference dates. She also made an announcement that the Board Self-Assessment was sent out to the board for completion. She further explained that she will send out a reminder to complete the assessment, as it has to be completed prior to next Tuesday's Workshop meeting.

3. Board Business

- b. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Regular Meeting Minutes – Tuesday, April 23, 2024 (*Attached*)
 - ii. Receipt of Report on Revenues and Expenditures for April 2024 (*Attached*)
 - iii. Intergovernmental Grant Agreement with State of Arizona – The Office of the Governor (*Attached*)
 - iv. Intergovernmental Agreement with Northern Arizona Regional Training Academy Sergeant (*Attached*)
 - v. Intergovernmental Agreement with Mountain Institute Career Technical Education District No. 2 for Culinary Building Construction/Renovation (*Attached*)
 - vi. Yavapai College's Presentation Proposal Letter to the 2024 Association of Community College Trustees Leadership Congress (*Attached*)
 - vii. Yavapai College's Faculty Member Nomination Letter to the 2024 Association of Community College Trustees Leadership Congress (*Attached*)

Recorded discussion and comments are available and begin at 3:03:32.

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

d. Executive Session

- viii. A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement – Attorney Lynne Adams – **PROCEDURAL** {Time: 90}

Member Bracety moved, seconded by Member Sigafos, to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Secretary Kuknyo asked Attorney Adams to explain the reason for an executive session for this item because it has been portrayed as a secret meeting. Attorney Adams indicated that for employee matters, the board may meet in executive session, but it is the employee's purview, as it is their privacy interest in both their employment and evaluation that is being protected by meeting outside of a public meeting.

e. Convene in Public Session

- ix. Possible Action: President's Evaluation and Consideration of President's Contract, as the Result of Executive Session – Attorney Lynne Adams – **DECISION** {Time: 5}

The Board reconvened in public session at 5:23 p.m.

Recorded discussion and comments are available and begin at 3:07:21.

Member Bracety moved, seconded by Member Sigafos, to extend Dr. Rhine's contract for another year, extending it to June 30, 2029. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Member Payne moved, seconded by Member Sigafos, to increase Dr. Rhine's salary by 10.2% for the next fiscal year. Motion carried 4:1 (Ayes: McCasland, Sigafos, Bracety, and Payne; Nays: Kuknyo).

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

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

Regular Meeting adjourned at 5:25 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Self-Assessment Workshop

Tuesday, May 28, 2024
9:00 a.m.

The meeting location will be open to the public at 8:45 a.m. at the latest.

Livestream Link:

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

Prescott Campus
The Rock House
1100 E. Sheldon Street
Prescott, Arizona 86301

Members Present:

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Mr. Ray Sigafoos, Board Member

Mr. Steve Bracety, Board Member – Arrived late, as noted below

Mr. Toby Payne, Board Member

Administration Present:

Dr. Lisa B. Rhine, President

Atty. Sarah Lawson, Board Attorney

Ms. Yvonne Sandoval, Executive Assistant

Ms. Deanne Petty, DGB Coordinator

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=ff0da801-e056-4466-bd45-b17e015771aa>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:18 a.m.

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

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

2. Study Session

- a. Yavapai College District Governing Board Self-Assessment Results – Dr. David Borofsky, Executive Director of Arizona Community College Coordinating Council (AC4) – **INFORMATION AND DISCUSSION** {Time: 120}

Recorded discussion and comments are available and begin at 0:34.

Member Bracety arrived for the meeting at 10:01 a.m.

Dr. Borofsky led a self-assessment study session for the Yavapai College District Governing Board, evaluating their views of their own performance through a questionnaire and providing feedback. The board's overall performance was rated highly, with an average score of 4.5 out of 5, and individual scores ranged from 4.8 to 5. Dr. Borofsky also shared their extensive experience in board facilitation, discussed the typical roles of board members, and suggested holding workshops to better inform members about different aspects of the College's operations. Concerns were raised about a board member's understanding of the board's role in reviewing educational programs and services, and Dr. Borofsky emphasized that board members should focus on the future rather than the past.

Chair McCasland stressed the importance of new board members understanding the College's programs and operations, while not getting involved in day-to-day operations. Secretary Kuknyo suggested that board members should promote the College's programs and services and visit the campuses annually. Dr. Borofsky also emphasized the board's role in ensuring the College's overall outcomes meet expectations and praised Dr. Rhine's team for the significant increase in graduates. Chair McCasland discussed her efforts to promote the College's achievements and offerings to the public, while also highlighting the importance of maintaining confidentiality in executive sessions. Dr. Borofsky expressed concerns about the improper use of email communications and advised board members to address any issues directly with the College's administration. Dr. Borofsky also shared his personal policy of not speaking to the press unless specifically directed by the College's marketing team.

Dr. Borofsky stressed the board's role in supporting Dr. Rhine's leadership and focusing on student success. He commended the board for addressing housing insecurity for students by purchasing a camp. He urged the board to trust the staff and make decisions that benefit students and taxpayers. Dr. Borofsky also highlighted the complexities of financial management in a large organization like a College, underlining the importance of cost accounting and detailed budgeting. Lastly, he pointed out the transformative impact of the College's initiatives on the local economy and the success of its graduates.

Chair McCasland discussed the distinction between the roles of the president and board members in decision-making processes, using the example of a request for information about enrollments in certain academic programs. Dr. Borofsky emphasized that board members should focus on setting the budget and supporting the president, rather than getting involved in operational details. Dr. Borofsky also highlighted the importance of trust between board members and the president, suggesting that this is a key area for improvement. The discussion also touched on

the need for board members to coordinate with Dr. Rhine when visiting campuses to ensure proper notification and involvement of campus staff.

Dr. Borofsky emphasized the importance of maintaining trust within the team and addressing disagreements privately with Dr. Rhine. He also advocated for distinguishing strategic and operational board roles and taking a mindful approach to community involvement. He stressed that while the board can advocate for the community, academic program decisions lie with the College president. The board discussed the delegation of responsibilities from the Board to the College president, emphasizing the importance of student success and career and technical education (CTE) leading to high-wage, high-demand jobs.

Dr. Borofsky outlined the board's role in strategic decision-making, policy development, and ensuring the College community's well-being. He emphasized that all board decisions must be collective, with no individual holding excessive power. He also discussed the board's efforts to revise and strengthen their policies over the past four years and stressed the importance of maintaining these policies for the betterment of the College. He urged the board to focus on students and the institution, to stay informed about relevant issues, and to maintain a positive relationship with the president and other board members.

LUNCH

- b. Yavapai College Hope Survey Presentation – Dr. Lisa Rhine, President - **INFORMATION AND DISCUSSION** {Time: 60}

Recorded discussion and comments are available and begin at 3:19:21.

Dr. Rhine discussed the importance of addressing students' basic needs, such as food and housing security, mental health, and childcare, which are necessary for their academic success and well-being. She reported that a significant number of Yavapai College students, consistent with national trends, experience food and housing insecurity, anxiety, and depression. Dr. Rhine also highlighted the College's efforts to support students, including building campus infrastructure, creating a care team, and establishing telehealth services and partnerships. She emphasized the need to communicate opportunities to the wider community and to remain committed to helping students overcome obstacles while they are attending College to better themselves.

3. Adjournment of Self-Assessment Workshop: Procedural - **DECISION** {Time: 1}

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

Workshop adjourned at 3:55 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
RESOLUTION DIRECTING THE PRESIDENT TO CREATE A COMPREHENSIVE
ACADEMIC PROGRAM PORTFOLIO EVALUATION PROCESS

RESOLUTION 2024-16

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 Governing Board's responsibility includes 1) governing the College as a whole, and 2) delegating authority to the President to perform and oversee the daily operations and administrative functions of the College;

WHEREAS, the Governing Board understands that Yavapai College prioritizes providing academic programs of study that lead to meaningful jobs that pay living wages for graduates;

WHEREAS, the Governing Board understands that new programs must be created to meet the emerging and future needs of Yavapai County and the state of Arizona;

WHEREAS, the Governing Board understands that Yavapai College requires a more informed, effective and frequent approach to academic program portfolio evaluation to ensure viable program mix;

WHEREAS, the Governing Board understands that vital decisions on which academic programs to start, stop or grow must be founded on consistent criteria and reliable data;

WHEREAS, the Governing Board understands that current or new programs should further the institutions mission, deliver successful academic results, meet student demand and employer need but also consider program economics;

WHEREAS, the Governing Board understands that an academic program portfolio evaluation process requires the input and voice of multiple stakeholders;

WHEREAS, the Governing Board believes that the College plays an instrumental role in meeting the needs of students and employers and that a comprehensive academic program portfolio evaluation process is vital to the continued operations and economic viability of the College, so that Board goals are realized;

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED that the Yavapai County Community College District Governing Board delegates to the President the authority and responsibility for creating a comprehensive academic portfolio program evaluation framework. The framework aids the institution in managing a portfolio of academic programs that enable institutional growth, reduce

risk and promotes financial sustainability while meeting the needs of learners and employers. This shall be based on the following principles:

1. The College will adopt a comprehensive academic program portfolio evaluation process that uses evaluation criteria to assess program fit with mission, markets and margins and assesses program portfolio risk and growth.
2. The academic program portfolio evaluation process will be used to manage the academic program portfolio by evaluating health and viability of current programs, identifying potential future programs and guiding decisions on program continuance.
3. An Academic Master Planning Committee, made up of key stakeholders, will be established by the Provost and VP for Workforce Development and Health Sciences. The AMP Committee will regularly review data and provide input into the management of the academic program portfolio to the Executive Leadership Team through the Provost and VPWDHS.
4. The Academic Master Planning Committee will be added as an official college committee aligned with the All-College Council, regularly informing the Council of its work and interfacing and collaborating with other relevant college committees as necessary.
5. The framework shall be evaluated by the President each year to determine whether it has met the goals adopted by the Governing Board in this Resolution and whether it should be modified to better effectuate those goals. The President shall inform the Governing Board of the results of the evaluation at least once yearly, starting with a report in or before September 2025.

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 -- day of September 2024.

Approved as to form:

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Board Secretary

**SECOND AMENDMENT
TO THE
AMENDED LEASE AGREEMENT**

THIS SECOND AMENDMENT TO THE AMENDED LEASE AGREEMENT (this “Second Amendment”) is entered into as of June 25, 2024 between the Town of Chino Valley, an Arizona municipal corporation (the “Town”), and the Yavapai County Community College District, a community college district of the State of Arizona (the “College”) (each individually a “Party,” and together, the “Parties”).

RECITALS

A. The Town and the College entered into the Amended Lease Agreement (the “Lease”) for the College to lease from the Town 50 acres of real property adjacent to the College’s 30-acre campus, in what is commonly known as “Old Home Manor,” from May 19, 2008, through April 18, 2015, with options to renew.

B. The College may renew the Lease by giving the Town written notice of its intent to renew at least one year before the end of its then-current term.

C. The College renewed the Lease on June 24, 2014, extending it through April 18, 2025, pursuant to paragraph 2.5, “Options to Renew,” and the Parties memorialized that renewal by executing the First Amendment to Lease Agreement.

D. On January 9, 2024, the College gave the requisite notice and exercised its second renewal option, extending the Lease, as amended, through April 18, 2035.

E. The Parties now desire to memorialize that renewal by executing this Second Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Incorporation of Defined Terms. Except as otherwise defined herein, all capitalized terms used herein have the meanings ascribed thereto in the Lease.

2. Conflict of Interest. The Lease and this Second Amendment may be canceled by the Landlord pursuant to Ariz. Rev. Stat. § 38-511.

(SIGNATURES FOLLOW)

IN WITNESS WHEREOF, the Parties have executed this Second Amendment as of the date and year first set forth above.

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

YAVAPAI COLLEGE



Jack W. Miller, Mayor

Dr. Lisa B. Rhine, President

ATTEST:



Erin N. Deskins

Erin N. Deskins, Town Clerk
APPROVED AS TO FORM:



Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

YAVAPAI COUNTY COMMUNITY COLLEGE
DISTRICT, a community college district of the
State of Arizona

Deb McCasland, Board Chair
Yavapai College; Yavapai County

Date

ATTEST:

Yvonne Sandoval, Secretary

Date

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

Between

Yavapai County Community College

District And

Mountain Institute Career and Technology District #02

This First Amendment to Intergovernmental Agreement (IGA) is entered into by and between Yavapai County Community College District, a community college district of the State of Arizona (hereinafter referred to as "College"), and Mountain Institute Career and Technology District #02 (herein referred to as "School District") (collectively "Parties). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") 11-951.

Witnesseth:

Whereas, on April 10, 2023, College and School District entered into an IGA for the purpose of offering college level courses that may be counted towards both high school and college graduation requirements effective through June 30, 2026, and;

Whereas, the College and School District each desire, to update Attachment A "Colleges Facilities and Locations," Exhibit A "Financial Provisions" and Exhibit B "Concurrent Enrollment Courses, Credits, and Tuition Costs" as required based on changes to class locations and fees.

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

1. Attachment A, Exhibit A, and Exhibit B are hereby deleted in their entirety and replaced with the attached Attachment A, Exhibit A and Exhibit B due to updates required in locations and pricing.
2. Except as expressly amended herein, the terms and conditions set forth in said original IGA shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE CAUSED THE FIRST AMENDMENT TO IGA TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

Yavapai County Community College District

Mountain Institute Career and Technology District #02

By: Lisa B. Rhine, Ph.D.

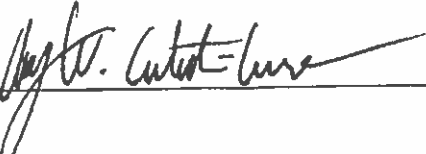
Title: President



By: William Stiteler

Title: Superintendent

Pursuant to A.R.S. Section II-952(D), the foregoing Amendment to Agreement has been reviewed by the undersigned attorneys for Yavapai County Community College District and Mountain Institute Career and Technology District #02, who have determined that the Amendment to Agreement is in proper form and within the powers and authority granted under the laws of this State to Yavapai County Community College District and Mountain Institute Career and Technology District #02.

By: 
Title: Attorney

Counsel for Yavapai County Community College District

Date: 8-26-2024

By: 
Title: Attorney

Counsel for Mountain Institute Career and Technology

Date: 8/28/2024

ATTACHMENT A

COLLEGE FACILITIES AND LOCATIONS – 2024/25 School Year

Career and Technical Education Center (CTEC)

220 Ruger Road
Prescott, AZ 86301
928-776-2002

Programs offered at this location:

Advanced Manufacturing
Pre-Engineering
Automotive Repair Technology
Automotive Collision Repair
Diesel Technician
Aviation Technology
Construction Technology
Welding Technology

Prescott Valley Center

3800 North Glassford Hill Road
Prescott Valley, AZ 86314
928-717-7777

Programs offered at this location:

CCMA Medical Assistant
Certified Nursing Assistant
Emergency Medical Technician
Phlebotomy Technician

Chino Valley Center

2275 Old Home Manor Drive
Chino Valley, AZ 86323
928-717-7720

Programs offered at this location:

Electrical Line Worker

Prescott Campus

1100 East Sheldon Street
Prescott, AZ 86301
928-717-7777

Programs offered at this location:

Culinary Arts

Online Programs

No location, all classes are offered asynchronously online

Programs offered online:

Medical Records Technician
Behavioral Health Technician
Early Childhood Education
Education Professions
Organizational Management
Graphic Design
Legal Office Clerk
Computer Programming

EXHIBIT A
FINANCIAL PROVISIONS – 2024/25 School Year

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

1. INSTRUCTORS

Instructors shall be provided by and paid for by College.

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

TUITION:

College tuition in Concurrent Enrollment classes varies based on discipline for in-state students. The tuition rates range from one hundred eight to one hundred thirty nine Dollars (\$108 to \$139) per credit hour for each in-state student. College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred sixty two to four hundred eight Dollars (\$162 to \$408) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <https://www.yc.edu/v5content/academics/tuition-fees.htm> for specific information about tuition rates).

3. ADDITIONAL FEES AND/OR COSTS:

School District is responsible for payment of any fee or cost.

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

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

5. FINANCIAL AID

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

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

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

Payments to be sent to the College:

Yavapai College
Attn: Accounting Manager
1100 E. Sheldon Street
Prescott, AZ 86301

Invoices to be sent to the School District:

Mountain Institute Career and Technology Education District #02
Mr. William Stiteler, Superintendent
220 Ruger Road Suite 2
Prescott, AZ 86301

EXHIBIT B

**CONCURRENT ENROLLMENT COURSES, CREDITS, and TUITION COSTS
2024/25 School Year**

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

COURSE	COLLEGE TITLE	CREDITS	TUITION COST
AHS 100	Fundamentals of Health Care	3	\$417
AHS 105	Phlebotomy	2	\$278
AHS 114	Nursing Assistant	4	\$556
AHS 114C	Nursing Assistant Clinical	1.5	\$208.50
AHS 114L	Nursing Assistant Skills Lab	0.5	\$69.50
AHS 130	Medical Terminology	3	\$417
AHS 134	Introduction to Health Information Systems	3	\$417
AHS 173	Legal & Ethical Aspects of HIM	2	\$278
AHS 296	Internship: Allied Health Services	3	\$417
AIT 105	Modern Maintenance	3	\$417
AIT 115	Hydraulic Systems	3	\$417
ART 110	Drawing I	4	\$500
ART 112	Two-Dimensional Design	3	\$375
ART 130	Web Site Design	3	\$375
ART 131	Graphic Design I	4	\$500
ART 132	Graphic Design II	4	\$500
ART 137	Adobe Photoshop I	3	\$375
ART 230	Graphic Design III	4	\$500
ART 231	Digital Illustration	3	\$375
AUT 103	Automotive/Diesel Preventative Maintenance	4	\$556
AUT 105	Introduction to Auto Body Repair	4	\$556
AUT 106	Automotive/Motorcycle Custom Painting	3	\$417
AUT 107	Autographics/Airbrushing	3	\$417
AUT 108	Diesel Engine Repair	4	\$556
AUT 109	Auto/Diesel Electrical Systems	4	\$556
AUT 110	Advanced Airbrushing Techniques	3	\$417
AUT 111	Autobody Welding and Collision Repair	3	\$417
AUT 115	Auto Body and Paint Project	2	\$278
AUT 122	Automatic Transmissions & Transaxles	4	\$556
AUT 123	Automotive Brakes	4	\$556
AUT 126	Auto/Diesel Suspension & Steering	4	\$556
AUT 135	Diesel Braking Systems	4	\$556
AUT 153	Auto Engine Repair	4	\$556
AUT 230	Advanced Medium/Light Duty Diesel	4	\$556
AUT 275	Basic Automotive Upholstery	3	\$417
AUT 276	Advanced Upholstery	2	\$278
AVT 122	Fundamentals of Air Traffic Control	3	\$417
AVT 123	Air Traffic Control Tower Procedures	3	\$417
AVT 124	Fund of Air Traffic Control Radar Operation	3	\$417
BHS 150	Introduction to Behavioral Health and Social Sciences	3	\$324
BHS 160	Ethical, Legal and Professional Issues in Behavioral Health and Social Service	3	\$324
BHS 165	Applied Therapeutic Communication Skills	3	\$324
BHS 180	Child, Family, and Adult Advocacy	3	\$324
CBT 101	Plan Reading, Drawings, and Codes	2	\$278
CBT 102	Framing I	2	\$278
CBT 103	Masonry & Concrete	2	\$278
CBT 104	Framing II	2	\$278
CBT 115	Basic Residential Electrician	3	\$417
CBT 120	Basic Residential Plumber	5	\$695
CBT 250	3D Concrete Construction	3	\$417
CNC 101	CNC Machine Operator	2	\$278
CNC 102	CNC Machine Set Up	2	\$278
CNC 201	Computer Aided Programming for CNC Machining	3	\$417

CNC 202	3-D Programming & Rapid Prototyping for CNC	4	\$556
CSA 126	Microsoft Office for Windows	3	\$324
CSA 282	Database Concepts	3	\$324
CSC 105	Introduction to Programming	3	\$324
CSC 113	Programming: Python	3	\$324
CSC 125	Programming: C# Fundamentals	3	\$324
CSC 205	Programming: JavaScript, HTML & CSS	3	\$324
CSC 211	Programming: PHP and MySQL	3	\$324
CSC 220	Programming: Java	3	\$324
CUL 101	Culinary Principles	4	\$556
CUL 102	Culinary Fundamentals: Hot Foods	4	\$556
CUL 103	Culinary Fundamentals: Breakfast & Garde Manger	4	\$556
CUL 104	Culinary Fundamentals: Baking & Pastry	4	\$556
ECE 200	Intro to Early Childhood Education	3	\$324
ECE 202	Early Childhood Curriculum	3	\$324
ECE 230	Language & Literacy Experiences	3	\$324
ECE 234	Child Development	3	\$324
ECE 240	Family & Community Partnerships	3	\$324
ECE 270	Health, Safety & Nutrition	3	\$324
ECE 280	Observation and Assessment of the Young Child	3	\$324
EDU 200	Intro to Education	3	\$324
EDU 210	Cultural Diversity in Education	3	\$324
EDU 240	Family and Community Partnerships	3	\$324
EGR 102	Introduction to Engineering	3	\$417
ELT 101	Basic Electricity: AC & DC	4	\$556
ELT 102	Power Electronic Fundamentals	2	\$278
ELT 130	Introduction to Robotics	3	\$417
ELT 135	Robot Operator	2	\$278
ELT 165	Programmable Logic Controllers	3	\$417
ELT 183	Digital Circuits	3	\$417
EMS 120	Basic First Aid, CPR and AED	0.5	\$69.50
EMS 123	Cardiopulmonary Resuscitation for the Health Care Provider	0.5	\$69.50
EMS 144	Emergency Medical Technician	10	\$1,390
EMS 144L	Emergency Medical Technician Lab	4	\$556
EMS 143	Emergency Medical Technician Practicum	2	\$278
EUT 101	Basic Electricity for Line workers	4	\$556
EUT 201	Introduction to Linework I	3	\$417
EUT 202	Field Training I	4	\$556
FSC 105	Firefighter I & II Certification	12	\$2,076
LAW 100	Introduction to Paralegal Studies	3	\$324
LAW 102	Legal Computer Applications	3	\$324
LAW 107	Law Office Management	3	\$324
MET 200	SolidWorks for CNC	3	\$417
MET 250	Projects in Manufacturing Technology	4	\$556
MGT 120	Supervision Techniques	3	\$324
MGT 132	Ethics in Business	3	\$324
MGT 140	Organizational Behavior	3	\$324
MGT 220	Principles of Management	3	\$324
MGT 223	Human Resources Management	3	\$324
MGT 229	Strategic Management	3	\$324
MGT 233	Business Communication	3	\$324
MKT 240	Principles of Marketing	3	\$324
MTC 105	Introduction to Motorcycle & UTV Technology	3	\$417
MTC 215	Motorcycle and UTV Repair Procedures	3	\$417
NTR 135	Human Nutrition	3	\$324
PPT 120	Energy Industry Fundamentals	3	\$417
STU 101	Introduction to Student Success	1	\$108
UAS 100	Introduction to UAS	3	\$417
UAS 103	UAS Simulations	3	\$417
UAS 110	UAS Fixed-Wing Systems	4	\$556
UAS 115	UAS Multirotor Systems	4	\$556

UAS 120	UAS Sensing Systems	3	\$417
UAS 132	UAS Flight Operations	4	\$556
WLD 130	Oxyacetylene	4	\$556
WLD 140	Arc I	4	\$556
WLD 145	Arc II	4	\$556
WLD 156	Blueprint Reading	4	\$556
WLD 200	Gas Tungsten Arc Welding	4	\$556
WLD 210	Gas Metal Arc Welding	4	\$556
WLD 250	Welded Metal Fabrication	4	\$556

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

Between

Yavapai County Community College District

And

Valley Academy for Career and Technology District #01

This First Amendment to Intergovernmental Agreement (IGA) is entered into by and between Yavapai County Community College District, a community college district of the State of Arizona (hereinafter referred to as "College"), and Valley Academy for Career and Technology District #01 (herein referred to as "School District") (collectively "Parties). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") 11-951.

Witnesseth:

Whereas, on November 1, 2022, College and School District entered into an IGA for the purpose of offering college level courses that may be counted towards both high school and college graduation requirements effective through June 30, 2026, and;

Whereas, the College and School District each desire, to update Attachment A "Colleges Facilities and Locations," Exhibit A "Financial Provisions" and Exhibit B "Concurrent Enrollment Courses, Credits, and Tuition Costs" as required based on changes to class locations and fees.

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

1. Attachment A, Exhibit A, and Exhibit B are hereby deleted in their entirety and replaced with the attached Attachment A, Exhibit A and Exhibit B due to updates required in locations and pricing.
2. Except as expressly amended herein, the terms and conditions set forth in said original IGA shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE CAUSED THE FIRST AMENDMENT TO IGA TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

Yavapai County Community College District

Valley Academy for Career and Technology District #01

Robert R Weir

By: Lisa B. Rhine, Ph.D.

By: Robert R Weir

Title: President

Title: Superintendent

Date: _____

Date: 9/3/24

Pursuant to A.R.S. Section 11-952(D), the foregoing Amendment to Agreement has been reviewed by the undersigned attorneys for Yavapai County Community College District and Valley Academy for Career and Technology District #01, who have determined that the Amendment to Agreement is in proper form and within the powers and authority granted under the laws of this State to Yavapai County Community College District and Valley Academy for Career and Technology District #01.

By: *Myra L. Cotton-Lee*

Title: Attorney

Counsel for Yavapai County Community College District

Date: 8-26-2024

By: *Cari O'Brien*

Title: Attorney

Counsel for Valley Academy for Career and Technology District #01

Date: 9/8/24

ATTACHMENT A

COLLEGE FACILITIES AND LOCATIONS – 2024/25 School Year

Verde Valley Campus

601 Black Hills Drive
Clarkdale, AZ 86324
928-634-7501

Programs offered at this location:
Emergency Medical Technician
Phlebotomy Technician

Sedona Center

4215 Arts Village Drive
Sedona, AZ 86336
928-649-4275

Programs offered at this location:
Culinary Arts

Online Programs

No location, all classes are offered asynchronously online

Programs offered online:
Second Year Allied Health

EXHIBIT A

FINANCIAL PROVISIONS – 2024/25 School Year

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

1. INSTRUCTORS

Instructors shall be provided by and paid for by College.

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

TUITION:

College tuition in Concurrent Enrollment classes varies based on discipline for in-state students. The tuition rates range from one hundred eight to one hundred thirty nine Dollars (\$108 to \$139) per credit hour for each in-state student. College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred sixty two to four hundred eight Dollars (\$162 to \$408) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <https://www.yc.edu/v5content/academics/tuition-fees.htm> for specific information about tuition rates).

3. ADDITIONAL FEES AND/OR COSTS:

School District is responsible for payment of any fee or cost.

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

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

5. FINANCIAL AID

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

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

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

Payments to be sent to the College:

Yavapai College

#01

Attn: Accounting Manager

1100 E. Sheldon Street

Prescott, AZ 86301

Invoices to be sent to the School District:

Valley Academy for Career and Technology Education District

Mr. Bob Weir, Superintendent

3405 E. State Route 89A, Building B

Cottonwood, AZ 86326

EXHIBIT B

CONCURRENT ENROLLMENT COURSES, CREDITS, and TUITION COSTS 2024/25 School Year

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

COURSE	COLLEGE TITLE	CREDITS	TUITION COST
AHS 100	Fundamentals of Health Care	3	\$417
AHS 105	Phlebotomy	2	\$278
AHS 130	Medical Terminology	3	\$417
BHS 150	Introduction to Behavioral Health and Social Sciences	3	\$324
BHS 155	Professional Resiliency and Well-Being	3	\$324
CUL 101	Culinary Principles	4	\$556
CUL 102	Culinary Fundamentals: Hot Foods	4	\$556
CUL 103	Culinary Fundamentals: Breakfast & Garde Manger	4	\$556
CUL 104	Culinary Fundamentals: Baking & Pastry	4	\$556
EMS 144	Emergency Medical Technician	10	\$1,390
EMS 144L	Emergency Medical Technician Lab	4	\$556
EMS 143	Emergency Medical Technician Practicum	2	\$278
NTR 135	Human Nutrition	3	\$324
		-	

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (IGA)
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) ACADEMY
SERGEANT
BETWEEN YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT AND YAVAPAI
COUNTY**

This First Amendment to the Intergovernmental Agreement - NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) -ACADEMY SERGEANT (the "Agreement") is entered into by and between the Board of Supervisors of YAVAPAI COUNTY, ("County"), for and on behalf of the Yavapai County Sheriff's Office, and the YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, dba Yavapai College, a community college district and political subdivision of the State of Arizona (hereinafter referred to as "College").

Whereas, effective July 1, 2024, the County and the College entered into an Intergovernmental Agreement to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the County of a Police Sergeant to supervise NARTA at the College, in return for the College paying the cost of the salary and benefits of said officer, and the Parties now desire to amend the Agreement.

Whereas, the parties mutually agree to delete in its entirety Section 4. BUDGETING AND FINANCING due to a change in personnel and salary and replace/amend said Section 4 (pursuant to Section 10 of the original Agreement) as follows.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT THE AGREEMENT IS AMENDED AS FOLLOWS:

- Section 4 of the Agreement shall be deleted and replaced with the following:

Section 4. BUDGETING AND FINANCING. The County estimates that the full cost of the salary and benefits for the assigned Sergeant will be as outlined in the table below for the remainder of FY 2024-2025. The College shall pay to the County during FY 2024-2025 the total cost of \$30,736.25 through September 6, 2024, based on \$6,147.25 per pay period. The remaining cost of \$20,069.04 through October 26, 2024, based on \$5,734.01 per pay period; an additional \$103,133.45 from October 27, 2024, through June 30, 2025, based on a merit raise of 3% and \$5,893.34 per pay period. The payments shall be divided into twelve (12) monthly installments made by the College to the County on or before the 15th day of each month. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

**NARTA Sergeant Cost Effective 07/01/2024 – 09/06/2024
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA/ MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	42.84%	5.15%			
Lewis, Michael	Sergeant	\$ 95,623.50	\$ 7,315.20	\$ 40,965.11	\$ 4,924.61	\$ 11,000.00	\$-----	\$ 159,828.42
Cost per Pay Period \$								\$ 6,147.25
Effective Pay Periods								5
Subtotal Cost								\$ 30,736.25

**NARTA Sergeant Cost Effective 09/09/2024 – 10/26/2024
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA/ MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	42.84%	5.15%			
Berry, Stephen	Sergeant	\$ 88,720.29	\$ 6,787.10	\$38,007.77	\$4,569.09	\$ 11,000.00	\$ - - -	\$149,084.25
Cost per Pay Period \$								\$ 5,734.01
Effective Pay Periods								3.5
Sub-Total Cost								\$20,069.04

**NARTA Sergeant Cost Effective 10/27/2024 - 06/30/2025
October 2024 Estimated Merit Raise 3%
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA/MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	42.84%	5.15%			
Berry, Stephen	Sergeant	\$ 91,381.90	\$6,990.71	\$39,148.00	\$ 4,706.17	\$ 11,000.00	\$—	\$153,226.78

Cost per Pay Period \$5,893.34
Effective Pay Periods 17.5
Sub-Total Cost \$103,133.45

FY 24/25 TOTAL Cost:
\$153,938.74

2. Except as expressly amended herein, the terms and conditions set forth in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment by and through their authorized representatives the day and year first above written.

YAVAPAI COUNTY

Craig Brown, Chair

ATTEST:

Jayme Rush, Clerk of the Board

The foregoing Second Amendment has been submitted to me as Attorney for the Sheriff's Office to review prior to its execution, pursuant to A.R.S. § 11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the County under the laws of Arizona.

, Attorney for the Sherrif's Office

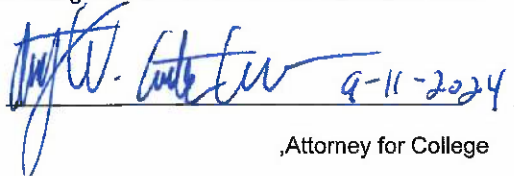
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

Deb McCasland, Board Chair

ATTEST:

Yvonne Sandoval
Secretary

The foregoing First Amendment has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to A.R.S. § 11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.

 9-11-2024

, Attorney for College

Yavapai College

Provost

Date: March 5, 2024
To: Dr. Lisa Rhine
From: Dr. Douglas Berry, Provost
RE: Curriculum Proposal – New Programs

The following curriculum proposals have been reviewed by the appropriate faculty, Associate Vice President, Dean and the Curriculum Committee. I recommend approval of the Bachelor of Applied Science in Computer Science and Bachelor of Science in Computer Science.

Overview of New Programs (Provost)

Bachelor of Applied Science in Computer Science

The Bachelor of Applied Science in Computer Science prepares individuals to meet growing demands across industries for professionals skilled in emerging technologies and able to apply computational thinking to solve complex problems. Focusing on real-world applicability, the program balances conceptual foundations with hands-on projects, internship experience, and cutting-edge special topics. Students can enter the degree program as freshmen or as a transfer student to the bachelor's degree.

Bachelor of Science in Computer Science

The Bachelor of Science in Computer Science program is tailored to immerse individuals in the fundamental concepts, methodologies, and innovative technologies that form the backbone of the computer science field. The program places a strong emphasis on the theoretical frameworks and practical applications of computing, preparing individuals to become pioneers in technology development, system design, and computational problem-solving. Designed to balance core computer science principles with opportunities for specialization in areas driving technological advancement. Students can enter the degree program as freshmen or as a transfer student to the bachelor's degree.

Summary of New Program Proposal for

Bachelor of Applied Science in Computer Science

The Bachelor of Applied Science in Computer Science prepares individuals to meet growing demands across industries for professionals skilled in emerging technologies and able to apply computational thinking to solve complex problems. Focusing on real-world applicability, the program balances conceptual foundations with hands-on projects, internship experience, and cutting-edge special topics. Students can enter the degree program as freshmen or as a transfer student to the bachelor's degree.

Credit Hours Required: 120

General Education Requirements (31 Credits)

Minimum credit hours are listed for each category.

- First-Year Composition **Credits: 6**
 - ENG 101 - College Composition I **Credits: 3**
 - ENG 102 - College Composition II **Credits: 3**
- Mathematics **Credits: 3** - (MAT 152 or higher)
- Physical and Biological Sciences **Credits: 4**
- Arts and Humanities (Select from two different prefixes) **Credits: 6**
 - PHI 105 - Introduction to Ethics **Credits: 3**
 - Choose from a prefix other than PHI for the remaining 3 credits.
- Social and Behavioral Sciences (Select from two different prefixes) **Credits: 6**
- Communication **Credits: 3**
- Options - Select 3 credits from:
 - Any course(s) from the categories above
 - OR World Languages

Lower Division Requirements (24 credits)

CNT 105 Cybersecurity Principles
CNT 135 Security+: Implementing and Maintaining Network Security
CSA 110 Intro to Computer Information Systems
CSA 214 Foundations of Data Science
CSA 250 Introduction to Artificial Intelligence
CSA 281 Systems Analysis and design
CSC 105 Intro to Programming
CSC 113 Programming: Python

Lower Division Electives (20 Credits)

- All electives need to be 100-level or above. Students are encouraged to see an academic advisor to assist with selecting the most appropriate courses.
 - THR, DAN, PHE, and REC are limited to a total of 4 activity-based credits hours.
 - Practicums, internships, project classes, private/applied music lessons, and music ensembles are limited to a total of 6 credit hours.
- The following course prefixes are recommended lower-division electives: CSA, CNT, CSC, and VGD.

Upper Division Requirements (45 Credits)

CNT 330 Operating Systems Principles
CNT 340 Virtualization Concepts and Implementation
CNT 360 Cybersecurity Risk Management
CSA 310 Advanced Artificial Intelligence
CSA 320 Advanced Data Science
CSA 410 Machine Learning Principles
CSA 415 Computer Vision
CSA 420 Ethics in Information Technology
CSA 430 Artificial Neural Network Concepts
CSA 450 Big Data Architecture
CSA 494 Project Capstone: Computer Science
[Left] CSA 495 - Practicum: Computer Science
[After] or CSA 496 - Internship: Computer Science

Program Outcomes

1. Create intelligent systems and machine learning prototypes.
2. Evaluate deep learning and data science models.
3. Apply security best practices when programming computing systems and infrastructure.
4. Synthesize innovative solutions.
5. Critique ethical implications of analytics, architectures, and system design through applied interventions.
6. Analyze technical complexities to derive key insights across domains
7. Apply relevant knowledge, skills, and habits of mind to seek career opportunities in the field.

President

Signature: Lu B Phine Date: 7-15-24

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Summary of New Program Proposal for

Bachelor of Science in Computer Science

The Bachelor of Science in Computer Science program is tailored to immerse individuals in the fundamental concepts, methodologies, and innovative technologies that form the backbone of the computer science field. The program places a strong emphasis on the theoretical frameworks and practical applications of computing, preparing individuals to become pioneers in technology development, system design, and computational problem-solving. Designed to balance core computer science principles with opportunities for specialization in areas driving technological advancement. Students can enter the degree program as freshmen or as a transfer student to the bachelor's degree.

Credit Hours Required: 120

General Education Requirements (32 Credits)

Minimum credit hours are listed for each category.

- English Composition **Credits: 6**
 - ENG 101 - College Composition I **Credits: 3**
 - ENG 102 - College Composition II **Credits: 3**
- Mathematics **Credits: 10**
 - MAT 182 - Precalculus (Algebra) **Credits: 3** and MAT 183 - Precalculus (Trigonometry) **Credits: 2**, or MAT 187 - Precalculus **Credits: 5**
 - MAT 220 - Calculus and Analytic Geometry I **Credits: 5**
- Physical and Biological Sciences **Credits: 4**
- Arts and Humanities (Select from two different prefixes) **Credits: 6**
 - PHI 105 - Introduction to Ethics **Credits: 3**
 - Choose from a prefix other than PHI for the remaining 3 credits.
- Social and Behavioral Sciences (Select from two different prefixes) **Credits: 6**

Lower Division Requirements (24 credits)

CNT 105 Cybersecurity Principles
CNT 135 Security+: Implementing and Maintaining Network Security
CSA 110 Intro to Computer Information Systems
CSA 214 Foundations of Data Science
CSA 250 Introduction to Artificial Intelligence
CSA 281 Systems Analysis and design
CSC 105 Intro to Programming
CSC 113 Programming: Python

Lower Division Electives (19 Credits)

- All electives need to be 100-level or above. Students are encouraged to see an academic advisor to assist with selecting the most appropriate courses.
 - THR, DAN, PHE, and REC are limited to a total of 4 activity-based credits hours.
 - Practicums, internships, project classes, private/applied music lessons, and music ensembles are limited to a total of 6 credit hours.
- The following course prefixes are recommended lower-division electives: CSA, CNT, CSC, and VGD.

Upper Division Requirements (45 Credits)

CSA 310 Advanced Artificial Intelligence
CSA 315 Software Engineering for the Cloud
CSA 320 Advanced Data Science
CSA 345 Information Technology Management
CSA 355 Advanced Programming Techniques
CSA 390 IT Project Management
CSA 420 Ethics in Information Technology
CSA 440 Software Assurance
CSA 450 Big Data Architecture
CSA 470 Disruptive Technologies
CSA 494 Project Capstone: Computer Science
[Left] CSA 495 - Special Topics in Computer Science
[After] or CSA 496 - Internship: Computer Science

Program Outcomes

1. Synthesize computer science principles to architect solutions for complex problems.
2. Create scalable and efficient software systems using advanced programming techniques.
3. Evaluate algorithms and systems to enhance computational efficiency and performance.
4. Critique the impact of computing on society to promote ethical practices in technology development.
5. Investigate emerging technologies and theoretical frameworks to advance knowledge in computer science.

President

Signature: Lee B. Thorne Date: 7-15-24

Approved Not/Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

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

For the Month Ended July 31, 2024

District Governing Board

Fiscal Year 2024-25 Budget:

\$ 321,830

	<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	\$ 6,598	\$ 79,025	\$ 85,623	
AZ CC Administrators Conference (Lake Havasu)	Registration/Travel	322	-	322	
Osborn Maledon, PA	Legal Services	-	55,000	55,000	
Other - Various	Supplies/Other	607	-	607	
					<u>141,552</u>
Remaining Budget - July 31, 2024					<u>\$ 180,278</u>

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the One Month Ended July 31, 2024 - 8.3% 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	\$ 10,778,548		\$ 10,778,548	\$ 63,395,200	17.0%	
Restricted Fund	853,897		853,897	20,152,600	4.2%	
Auxiliary Fund	1,450,494		1,450,494	8,451,900	17.2%	
Unexpended Plant Fund	947,483		947,483	31,745,500	3.0%	
Debt Service Fund	201,233		201,233	2,416,800	8.3%	
TOTALS	14,231,655		14,231,655	126,162,000	11.3%	
	<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	\$ 3,897,509	\$ 23,962,725	\$ 22,425,563	\$ 5,434,671	\$ 63,395,200	8.6%
Restricted Fund	363,337	2,434,493	2,159,892	637,938	20,152,600	3.2%
Auxiliary Fund	463,164	2,718,912	2,312,510	869,566	8,451,900	10.3%
Unexpended Plant Fund	289,998	13,293,506	-	13,583,504	31,745,500	42.8%
Debt Service Fund	-	201,134	-	201,134	2,416,800	8.3%
TOTALS	5,014,008	42,610,770	26,897,965	20,726,813	126,162,000	16.4%
SURPLUS/(DEFICIT)				\$ (6,495,158)	-	

COMMENTS:

Through the first month, 16.4% of budget has been committed (excluding labor encumbrances) compared to 11.3% of revenues received. This is the result of a significant amount of Preventative Maintenance and Capital Improvement Projects, including the Prescott Center for Learning and Innovation, being encumbered for the fiscal year. The supporting revenues will be received over the remaining fiscal year.

The budget currently has a deficit of \$(6,495,158).

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the One Month Ended July 31, 2024 - 8.3% 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	\$ 4,086,063		\$ 4,086,063	\$ 49,180,300	8.3%	\$ 49,180,300	\$ -	\$ 3,769,458	8.4%		
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-	-	0.0%		
Tuition and Fees	6,303,297		6,303,297	14,111,000	44.7%	14,111,000	-	5,186,840	21.5%		
Tuition and Fees - Contingency	-		-	(630,000)	0.0%	(630,000)	-	-	0.0%		
State Appropriation - Maintenance	92,825		92,825	371,300	25.0%	371,300	-	93,250	-0.5%		
State Appropriation - Rural Aid	458,400		458,400	1,833,600	25.0%	1,833,600	-	771,100	-40.6%		
YCF Contribution - Basketball Program	-		-	366,000	0.0%	366,000	-	-	0.0%		
Other Revenues	31,393		31,393	512,000	6.1%	512,000	-	24,448	28.4%		
Interest Income	64,820		64,820	900,000	7.2%	900,000	-	113,477	-42.9%		
Fund Balance Applied to Budget	324,008		324,008	8,388,100	3.9%	8,388,100	-	235,383	37.7%		
General Fund Transfer In/(Out)	(582,258)		(582,258)	(11,487,100)	5.1%	(11,487,100)	-	(597,917)	-2.6%		
TOTAL REVENUES	10,778,548		10,778,548	63,395,200	17.0%	63,395,200	-	9,596,039	12.3%		
		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)
EXPENDITURES (Note 1):											
Instruction		\$ 853,411	\$ 3,635,300	\$ 3,587,146	\$ 901,565	\$ 23,308,900	3.9%	\$ 23,308,900	\$ -	\$ 862,870	-1.1%
Academic Support		477,128	3,013,655	2,976,898	513,885	6,252,400	8.2%	6,252,400	-	418,756	13.9%
Institutional Support		1,478,047	7,896,548	7,117,443	2,257,152	14,404,600	15.7%	14,404,600	-	1,292,336	14.4%
Student Services		609,996	5,291,166	5,291,166	609,996	10,842,600	5.6%	10,842,600	-	619,839	-1.6%
Operation/Maintenance of Plant		473,693	4,126,056	3,452,910	1,146,839	7,473,500	15.3%	7,473,500	-	368,390	28.6%
Scholarships		759	-	-	759	1,085,800	0.1%	1,085,800	-	108,635	-99.3%
Public Service		4,475	-	-	4,475	27,400	16.3%	27,400	-	1,090	310.6%
TOTAL EXPENDITURES		3,897,509	23,962,725	22,425,563	5,434,671	63,395,200	8.6%	63,395,200	-	3,671,916	6.1%
SURPLUS/(DEFICIT)					\$ 5,343,877	\$ -					

COMMENTS:

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2024 semester being recorded. This will even out over the next few months.

First quarter State appropriations were received in July 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.

Instructional expenditures under budget due to faculty contracts beginning in mid-August. This will even out over the next few months.

Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licensense, 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 \$5,343,877.

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 One Month Ended July 31, 2024 - 8.3% of the Fiscal Year Complete

r 2024-2025

Fiscal Year 2024-2025

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Percent Change</u>	
Salaries	\$ 1,663,003	\$ 1,573,291	5.7%	1
Benefits	802,709	694,623	15.6%	2
Supplies	164,434	222,433	-26.1%	3
Contractual Services and Other	1,051,444	888,261	18.4%	4
Utilities & Communications	146,400	118,104	24.0%	5
Travel, Conferences & Memberships	68,760	66,569	3.3%	
Scholarships	759	108,635	-99.3%	6
	<u>\$ 3,897,509</u>	<u>\$ 3,671,916</u>	6.1%	

- 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 decreased from the prior year mainly due to the timing of purchases.
This will even out in the months ahead.
- 4** - Contractual Services increased from the prior year mainly due to price increases and the timing of purchases.
This will even out in the months ahead.
- 5** - Utilities increased from the prior year due to provider rate increases, slightly warmer 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.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the One Month Ended July 31, 2024 - 8.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

RESTRICTED FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Federal Grants and Contracts	\$ 150,229		\$ 150,229	\$ 12,295,800	1.2%
State Grants and Contracts			-	1,061,000	0.0%
Private Gifts, Grants and Contracts	28,628		28,628	1,259,200	2.3%
Proposition 301 Workforce Development	225,890		225,890	1,420,000	15.9%
Proposition 207 Workforce Development	225,000		225,000	2,700,000	8.3%
State Appropriation - STEM Workforce	159,150		159,150	636,600	25.0%
Fund Balance Applied to Budget	65,000		65,000	780,000	8.3%
TOTAL REVENUES	853,897		853,897	20,152,600	4.2%

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non- Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
Instruction	\$ 157,588	\$ 1,086,679	\$ 892,610	\$ 351,657	\$ 6,296,600	5.6%
Student Services	45,489	366,047	344,247	67,289	1,359,500	4.9%
Scholarships	8,864	-	-	8,864	8,680,300	0.1%
Public Service	151,396	981,767	923,035	210,128	3,816,200	5.5%
TOTAL EXPENDITURES	363,337	2,434,493	2,159,892	637,938	20,152,600	3.2%
SURPLUS/(DEFICIT)				\$ 215,959		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in July 2024.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the One Month Ended July 31, 2024 - 8.3% 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 and Summer Conferences	\$ 1,240,000	\$ 438,100	\$ 801,900	\$ 642,030	\$ 20,131	621,899
Transfer To Debt Fund to Pay Revenue Bonds	(402,300)	-	(402,300)	(33,408)	-	(33,408)
Subtotal - Residence Halls and Summer Conferences	837,700	438,100	399,600	608,622	20,131	588,491
Bookstore Rental and Commissions	45,000	-	45,000	-	-	-
Food Services	1,625,000	2,092,200	(467,200)	534,008	495,514	38,494
Vending	45,000	-	45,000	-	-	-
Employee/Student Housing & Summer Conferences	608,700	428,600	180,100	8,029	2,112	5,917
Edventures & Community Education	47,000	75,700	(28,700)	660	2,625	(1,965)
Winery - Tasting Room	300,000	354,900	(54,900)	14,437	22,678	(8,241)
Family Enrichment Center	869,800	1,181,700	(311,900)	39,772	74,783	(35,011)
Community Events	966,800	1,175,200	(208,400)	51,742	74,038	(22,296)
Performing Arts Productions	300,000	313,600	(13,600)	-	7,405	(7,405)
SBDC (Federal Grant Match Requirement)	-	193,100	(193,100)	-	8,863	(8,863)
Yavapai College Foundation	550,500	550,500	-	-	30,469	(30,469)
Other Auxiliary Enterprises	280,600	263,100	17,500	25,816	33,531	(7,715)
General Fund Transfer In	1,975,800	-	1,975,800	167,408	-	167,408
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,285,200	(1,285,200)	-	97,417	(97,417)
	<u>\$ 8,451,900</u>	<u>\$ 8,451,900</u>	<u>\$ -</u>	<u>\$ 1,450,494</u>	<u>\$ 869,566</u>	<u>\$ 580,928</u>

Comments:

Residence Halls and Summer Conferences revenues are above budget due to most of the fall 2024 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$580,928.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the One Month Ended July 31, 2024 - 8.3% of the Fiscal Year Complete

Fiscal Year 2024-2025

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	\$ 643,937		\$ 643,937	\$ 7,750,500	8.3%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Revenue Bond Proceeds	-		-	16,000,000	0.0%
Investment Income	24,159		24,159	500,000	4.8%
Other	29,387		29,387	40,000	73.5%
General Fund Transfer In	250,000		250,000	7,500,000	3.3%
TOTAL REVENUES	947,483		947,483	31,745,500	3.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Planned Maintenance	\$ 34,540	\$ 471,716	\$ -	\$ 506,256	\$ 3,963,200	12.8%
Unplanned Maintenance	6,877	55,710	-	62,587	283,900	22.0%
Capital Improvement Projects	93,722	11,415,859	-	11,509,581	18,909,100	60.9%
Equipment	28,134	529,093	-	557,227	2,510,000	22.2%
Furniture and Fixtures	-	-	-	-	265,200	0.0%
Enterprise Resource Planning Software	-	821,128	-	821,128	1,500,000	54.7%
Library Books	-	-	-	-	8,000	0.0%
Contributions to Capital Projects						
Accumulation Account - Future Projects	126,725	-	-	126,725	1,520,700	8.3%
Capital Contingency	-	-	-	-	2,785,400	0.0%
TOTAL EXPENDITURES	289,998	13,293,506	-	13,583,504	31,745,500	42.8%
SURPLUS/(DEFICIT)				\$ (12,636,021)	-	

COMMENTS:

General Fund Transfer In 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.

The Budget currently has a deficit of (-\$12,636,021) as a result of a significant amount of Preventative Maintenance and Capital Improvement Projects, including the Prescott Center for Learning and Innovation, being encumbered for the fiscal year. The supporting revenues including bond proceeds 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 One Month Ended July 31, 2024 - 8.3% 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	\$ -		\$ -	\$ -	100.0%
General Fund Transfer In	167,608		167,608	2,011,300	8.3%
Auxiliary Fund Transfer In	33,525		33,525	402,300	8.3%
Fund Balance Applied to Budget	100		100	3,200	3.1%
TOTAL REVENUES	201,233		201,233	2,416,800	8.3%

	<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>
<u>DEBT SERVICE FUND</u>						
EXPENDITURES (Note 1):						
Revenue Refunding Bonds - 2024						
Principal Payments	\$ -	\$ 45,500	\$ -	\$ 45,500	\$ 546,000	8.3%
Interest Payments	-	51,167	-	51,167	614,000	8.3%
Revenue Refunding Bonds - 2021						
Principal Payments	-	70,000	-	70,000	840,000	8.3%
Interest Payments	-	942	-	942	11,300	8.3%
Revenue Bonds - 2013						
Principal Payments	-	30,417	-	30,417	365,000	8.3%
Interest Payments	-	3,108	-	3,108	37,300	8.3%
Bank Fees	-	-	-	-	3,200	0.0%
TOTAL EXPENDITURES	-	201,134	-	201,134	2,416,800	8.3%
SURPLUS/(DEFICIT)				\$ 99	\$ -	

COMMENTS:

Through the first month, 8.3% of budget has been committed compared to 8.3% of revenues received

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

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

For the Month Ended August 31, 2024

District Governing Board

Fiscal Year 2024-25 Budget:

\$ 321,830

	<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	\$ 19,788	\$ 72,600	\$ 92,388	
AZ CC Administrators Conference (Lake Havasu)	Registration/Travel	322	-	322	
Osborn Maledon, PA	Legal Services	552	54,448	55,000	
Other - Various	Supplies/Other	689	-	689	
					<u>148,399</u>
Remaining Budget - August 31, 2024					<u>\$ 173,431</u>

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% 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	\$ 15,079,934		\$ 15,079,934	\$ 63,395,200	23.8%
Restricted Fund	4,981,765		4,981,765	20,152,600	24.7%
Auxiliary Fund	1,970,793		1,970,793	8,451,900	23.3%
Unexpended Plant Fund	18,714,296		18,714,296	31,745,500	59.0%
Debt Service Fund	402,370		402,370	2,416,800	16.6%
TOTALS	41,149,158		41,149,158	126,162,000	32.6%

	<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	\$ 11,330,076	\$ 28,368,846	\$ 26,634,529	\$ 13,064,393	\$ 63,395,200	20.6%
Restricted Fund	4,571,656	2,644,382	2,273,301	4,942,737	20,152,600	24.5%
Auxiliary Fund	1,387,253	2,373,956	2,050,189	1,711,020	8,451,900	20.2%
Unexpended Plant Fund	1,739,891	13,583,317	-	15,323,208	31,745,500	48.3%
Debt Service Fund	-	402,266	-	402,266	2,416,800	16.6%
TOTALS	19,028,876	47,372,767	30,958,019	35,443,624	126,162,000	28.1%
SURPLUS/(DEFICIT)				\$ 5,705,534	-	

COMMENTS:

Through the second month, 28.1% of budget has been committed (excluding labor encumbrances) compared to 32.6% of revenues received

The budget currently has a surplus of \$5,705,534.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% 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	\$ 8,172,126		\$ 8,172,126	\$ 49,180,300	16.6%	\$ 49,180,300	\$ -	\$ 7,538,916	8.4%
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-	-	0.0%
Tuition and Fees	6,550,136		6,550,136	14,111,000	46.4%	14,111,000	-	5,861,339	11.8%
Tuition and Fees - Contingency	-		-	(630,000)	0.0%	(630,000)	-	-	0.0%
State Appropriation - Maintenance	92,825		92,825	371,300	25.0%	371,300	-	93,250	-0.5%
State Appropriation - Rural Aid	458,400		458,400	1,833,600	25.0%	1,833,600	-	771,100	-40.6%
YCF Contribution - Basketball Program	-		-	366,000	0.0%	366,000	-	-	0.0%
Other Revenues	67,313		67,313	512,000	13.1%	512,000	-	81,134	-17.0%
Interest Income	255,633		255,633	900,000	28.4%	900,000	-	210,041	21.7%
Fund Balance Applied to Budget	648,017		648,017	8,388,100	7.7%	8,388,100	-	470,767	37.7%
General Fund Transfer In/(Out)	(1,164,517)		(1,164,517)	(11,487,100)	10.1%	(11,487,100)	-	(1,195,833)	-2.6%
TOTAL REVENUES	15,079,934		15,079,934	63,395,200	23.8%	63,395,200	-	13,830,714	9.0%

	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)
EXPENDITURES (Note 1):										
Instruction	\$ 3,221,534	\$ 9,338,910	\$ 9,090,657	\$ 3,469,787	\$ 23,308,900	14.9%	\$ 23,308,900	\$ -	\$ 2,374,545	35.7%
Academic Support	1,070,766	2,763,232	2,726,475	1,107,523	6,252,400	17.7%	6,252,400	-	842,879	27.0%
Institutional Support	3,697,256	7,276,216	6,586,953	4,386,519	14,404,600	30.5%	14,404,600	-	2,339,462	58.0%
Student Services	1,660,632	5,176,095	5,015,604	1,821,124	10,842,600	16.8%	10,842,600	-	1,418,774	17.0%
Operation/Maintenance of Plant	1,360,639	3,814,392	3,214,839	1,960,192	7,473,500	26.2%	7,473,500	-	953,503	42.7%
Scholarships	316,403	-	-	316,403	1,085,800	29.1%	1,085,800	-	541,197	-41.5%
Public Service	2,846	-	-	2,846	27,400	10.4%	27,400	-	2,844	0.1%
TOTAL EXPENDITURES	11,330,076	28,368,846	26,634,529	13,064,393	63,395,200	20.6%	63,395,200	-	8,473,204	33.7%

SURPLUS/(DEFICIT)				\$ 2,015,541	\$ -					
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COMMENTS:

Tuition and Fees revenues above budget due to most of the revenue related to the fall 2024 semester being recorded. This will even out over the next few months.

First quarter State appropriations were received in July 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 \$2,015,541.

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 Two Months Ended August 31, 2024 - 16.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Percent Change</u>	
Salaries	\$ 5,629,963	\$ 3,999,482	40.8%	1
Benefits	2,096,383	1,522,882	37.7%	2
Supplies	508,568	545,503	-6.8%	
Contractual Services and Other	2,263,994	1,361,688	66.3%	3
Utilities & Communications	356,414	279,510	27.5%	4
Travel, Conferences & Memberships	163,710	222,942	-26.6%	5
Scholarships	316,403	541,197	-41.5%	6
	<u>\$ 11,335,435</u>	<u>\$ 8,473,204</u>	33.8%	

- 1** - Salaries increased due to having 3 pay periods in the month of August this fiscal year versus 2 in the prior year, annual compensation increases and the addition of several new positions.
- 2** - Benefits increased due to having 3 pay periods in the month of August this fiscal year versus 2 in the prior year, 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** - Contractual Services increased from the prior year due to the purchase of the new Banner SAAS upgrade software, price increases and the timing of purchases.
- 4** - Utilities increased from the prior year due to provider rate increases, warmer summer temperatures, and the addition of the Prescott Pines property.
- 5** - Travel, Conferences & Memberships decreased due to less conference registrations and travel so far this fiscal year.
- 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.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% 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	\$ 3,668,340		\$ 3,668,340	\$ 12,295,800	29.8%
State Grants and Contracts	35,550		35,550	1,061,000	3.4%
Private Gifts, Grants and Contracts	145,553		145,553	1,259,200	11.6%
Proposition 301 Workforce Development	328,172		328,172	1,420,000	23.1%
Proposition 207 Workforce Development	450,000		450,000	2,700,000	16.7%
State Appropriation - STEM Workforce	159,150		159,150	636,600	25.0%
Fund Balance Applied to Budget	195,000		195,000	780,000	25.0%
TOTAL REVENUES	<u>4,981,765</u>		<u>4,981,765</u>	<u>20,152,600</u>	<u>24.7%</u>

		<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		\$ 476,911	\$ 1,356,903	\$ 1,107,745	\$ 726,069	\$ 6,221,600	11.7%
Academic Support		2,788	-	-	2,788	75,000	3.7%
Student Services		150,070	317,564	317,564	150,070	1,359,500	11.0%
Scholarships		3,561,823	-	-	3,561,823	8,680,300	41.0%
Public Service		380,064	969,915	847,992	501,987	3,816,200	13.2%
TOTAL EXPENDITURES		<u>4,571,656</u>	<u>2,644,382</u>	<u>2,273,301</u>	<u>4,942,737</u>	<u>20,152,600</u>	<u>24.5%</u>
SURPLUS/(DEFICIT)					<u>\$ 39,028</u>		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in July 2024.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

AUXILIARY FUND

	<u>Budgeted Revenues</u>	<u>Budgeted Expenses</u>	<u>Budgeted Surplus/ (Deficit)</u>	<u>Actual Revenues</u>	<u>Actual Expenditures and Non-Labor Encumbrances</u>	<u>Year-to-date Surplus/ (Deficit)</u>
AUXILIARY ENTERPRISES						
Residence Halls and Summer Conferences	\$ 1,240,000	\$ 438,100	\$ 801,900	\$ 718,883	\$ 77,620	641,263
Transfer To Debt Fund to Pay Revenue Bonds	(402,300)	-	(402,300)	(66,817)	-	(66,817)
Subtotal - Residence Halls and Summer Conferences	837,700	438,100	399,600	652,066	77,620	574,446
Bookstore Rental and Commissions	45,000	-	45,000	886	-	886
Food Services	1,625,000	2,092,200	(467,200)	570,211	644,182	(73,971)
Vending	45,000	-	45,000	2,083	-	2,083
Employee/Student Housing & Summer Conferences	608,700	428,600	180,100	24,155	4,598	19,557
Edventures & Community Education	47,000	75,700	(28,700)	8,205	13,238	(5,033)
Winery - Tasting Room	300,000	354,900	(54,900)	40,488	61,623	(21,135)
Family Enrichment Center	869,800	1,181,700	(311,900)	75,486	203,366	(127,880)
Community Events	966,800	1,175,200	(208,400)	112,704	299,430	(186,726)
Performing Arts Productions	300,000	313,600	(13,600)	-	30,790	(30,790)
SBDC (Federal Grant Match Requirement)	-	193,100	(193,100)	-	34,507	(34,507)
Yavapai College Foundation	550,500	550,500	-	91,981	91,981	-
Other Auxiliary Enterprises	280,600	263,100	17,500	57,711	54,852	2,859
General Fund Transfer In	1,975,800	-	1,975,800	334,817	-	334,817
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,285,200	(1,285,200)	-	194,833	(194,833)
	<u>\$ 8,451,900</u>	<u>\$ 8,451,900</u>	<u>\$ -</u>	<u>\$ 1,970,793</u>	<u>\$ 1,711,020</u>	<u>\$ 259,773</u>

Comments:

Residence Halls and Summer Conferences revenues are above budget due to most of the fall 2024 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$259,773.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

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	\$ 1,287,874		\$ 1,287,874	\$ 7,750,500	16.6%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Revenue Bond Proceeds	16,000,000		16,000,000	16,000,000	100.0%
Investment Income	146,632		146,632	500,000	29.3%
Other	29,790		29,790	40,000	74.5%
Fund Balance Applied to Budget	750,000		750,000	-	100.0%
General Fund Transfer In	500,000		500,000	7,500,000	6.7%
TOTAL REVENUES	18,714,296		18,714,296	31,745,500	59.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Planned Maintenance	\$ 140,810	\$ 823,220	\$ -	\$ 964,030	\$ 3,963,200	24.3%
Unplanned Maintenance	10,340	90,894	-	101,234	283,900	35.7%
Capital Improvement Projects	1,066,409	11,581,331	-	12,647,740	18,909,100	66.9%
Equipment	216,374	374,402	-	590,776	2,510,000	23.5%
Furniture and Fixtures	-	-	-	-	265,200	0.0%
Enterprise Resource Planning Software	52,432	713,470	-	765,902	1,500,000	51.1%
Library Books	76	-	-	76	8,000	1.0%
Contributions to Capital Projects						
Accumulation Account - Future Projects	253,450	-	-	253,450	1,520,700	16.7%
Capital Contingency	-	-	-	-	2,785,400	0.0%
TOTAL EXPENDITURES	1,739,891	13,583,317	-	15,323,208	31,745,500	48.3%
SURPLUS/(DEFICIT)				\$ 3,391,088	-	

COMMENTS:

General Fund Transfer In 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. The \$4.5M difference will come from Plant fund reserves (fund balance).

The Budget currently has a surplus of (\$3,391,088) as a result of the 2024 revenue bond proceeds that will be used throughout the year for various Preventative Maintenance and Capital Improvement Projects, including the Prescott Center for Learning and Innovation.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2024 - 16.7% 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	\$ 3		\$ 3	\$ -	100.0%
General Fund Transfer In	335,217		335,217	2,011,300	16.7%
Auxiliary Fund Transfer In	67,050		67,050	402,300	16.7%
Fund Balance Applied to Budget	100		100	3,200	3.1%
TOTAL REVENUES	402,370		402,370	2,416,800	16.6%

	<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>
<u>DEBT SERVICE FUND</u>						
EXPENDITURES (Note 1):						
Revenue Refunding Bonds - 2024						
Principal Payments	\$ -	\$ 91,000	\$ -	\$ 91,000	\$ 546,000	16.7%
Interest Payments	-	102,333	-	102,333	614,000	16.7%
Revenue Refunding Bonds - 2021						
Principal Payments	-	140,000	-	140,000	840,000	16.7%
Interest Payments	-	1,883	-	1,883	11,300	16.7%
Revenue Bonds - 2013						
Principal Payments	-	60,833	-	60,833	365,000	16.7%
Interest Payments	-	6,217	-	6,217	37,300	16.7%
Bank Fees	-	-	-	-	3,200	0.0%
TOTAL EXPENDITURES	-	402,266	-	402,266	2,416,800	16.6%
SURPLUS/(DEFICIT)				\$ 104	\$ -	

COMMENTS:

Through the second month, 16.6% of budget has been committed compared to 16.6% of revenues received

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