Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, March 9, 2021
1:00 p.m.

Online Only
Link: https://www.youtube.com/user/YavapaiCollege

The College is committed to protecting the health and safety of its students, employees, and other community members during the COVID-19 pandemic. Therefore, until further notice, all College District Governing Board meetings will be held online only via Zoom. For the March Board Meeting, members of the public may provide comments to the Board during Open Call to the Public via Zoom. In order to participate, you will need to register in advance of the Regular Board Meeting. Registration will close on Monday, March 8, 2021 at 5:00 p.m. As with in-person comments, each member of the public will be limited to three (3) minutes. You will need to complete the Yavapai College District Governing Board Request to Speak – OPEN CALL electronic form: https://yc.jotform.com/203514285068859
After submitting your completed form, you will automatically receive the zoom link.

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

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

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter 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 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.

AGENDA

1.0   General Functions: Procedural
    1.1   Call to Order {Time: 1}

    1.2   Pledge of Allegiance {Time: 1}

    1.3   Adoption of Agenda – **DECISION** {Time: 1}

    1.4   Board Minutes Approval – **DISCUSSION AND DECISION** {Time: 5}
        1.4.1   Regular Board Meeting Minutes – Tuesday, February 9, 2021 (*Attached*)
        1.4.2   Board Retreat Minutes – Friday, February 26, 2021 (*Attached*)
        1.4.3   Board Retreat Minutes – Saturday, February 27, 2021 (*Attached*)

1.5 Open Call – **INFORMATION** {Time: 10}

2.0 New Business:
 2.1 Consent Agenda – **DECISION** {Time: 5}
  2.1.1 Receipt of Report on Revenues and Expenditures for January 2021 (*Attached*)

 2.2 2021-2022 District Governing Board Retreat Action Plan – Chair McCasland **DECISION** {Time: 5}
  2.2.1 Modify District Governing Board Policy Manual
  2.2.2 2021-2022 Presidential Evaluation Process
  2.2.3 2021-2022 Board Self-Assessment Process

 2.3 OurBoardRoom Software Invoice – Chair McCasland **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time: 5}

 2.4 2021-2022 Yavapai College District Governing Board Budget Proposal – Dr. Clint Ewell – **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time: 10}

 2.5 2021-2022 Yavapai College Preliminary Capital Budget Review – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time:10}

 2.6 President's Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** {Time: 5}
  2.6.1 Policy 1.2 Economic Ends (*Attached*)
  2.6.2 Policy 1.3 Community Ends (*Attached*)
  2.6.3 Policy 2.6 Asset Protection (*Attached*)
   2.6.3.1 Policy 2.6.1 Insurance (*Attached*)
   2.6.3.2 Policy 2.6.2 Internal Controls (*Attached*)
   2.6.3.3 Policy 2.6.3 Certification Financial Records (*Attached*)
   2.6.3.4 Policy 2.6.4 Intellectual Property (*Attached*)
  2.6.4 Policy 2.7 Legislative Delegation Restrictions (*Attached*)

3.0 Information Business:
 3.1 Board Self-Evaluation of Board Policies – **INFORMATION AND DISCUSSION** {Time: 5}
  3.1.1 Evaluation Board Policy 3.6 Board Committee Purpose and Principles

 3.2 President's Report – **INFORMATION** {Time: 60}
  3.2.1 Update on the College – Dr. Lisa Rhine
   3.2.1.1 Yavapai College Student Government Association Presentation – Mr. Rodney Jenkins (*Attached*)
   3.2.1.2 Staff Association Presentation – Ms. Lisa Rhodes (*Attached*)
   3.2.1.3 Faculty Senate Report – Dr. Jennifer Jacobson (*Attached*)
   3.2.1.4 Budget to Actual Monthly Report and Cash Reserves Monthly Report for January 2021(*Attached*)

3.3   Board Liaisons Reports – **INFORMATION AND DISCUSSION** {Time: 10}
       3.3.1   Board Spokesperson – Board Chair Deb McCasland
       3.3.2   Arizona Association of Community College Trustees (AACCT) – Board Chair Deb McCasland and Board Secretary Ray Sigafoos
       3.3.3   Yavapai College Foundation – Board Chair Deb McCasland

3.4   Dates and Time of Future Meetings and Events {Time: 5}
       3.4.1   2021-2022 District Governing Board's Meeting Dates, Times, and Places **DECISION** (*Attached*)
       3.4.2   2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)
       3.4.3   2020-2021 Dates, Times, and Places of Future Events (*Attached*)

4.0   Adjournment of Regular Meeting: Procedural - **DECISION** {Time: 1}

Yavapai College
District Governing Board
Regular Board Meeting
Tuesday, February 9, 2021
1:00 p.m.

Online Only
Link: https://www.youtube.com/user/YavapaiCollege

Member Present:
Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member
Administration Present:
Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

1.0   General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
    1.1   Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
    Chair McCasland called the Yavapai College District Governing Board Meeting to
    order at 1:00 p.m.

    1.2   Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
    The Pledge of Allegiance was led by Member Padilla.

    1.3   Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning)
    {Time: 5}
    Member Chevalier read a statement. The Board discussed the adoption of the
    agenda and Board Attorney Adams read Board Policy 3.4.3.3, Process for Placing
    Items on the Agenda, which was referred to by Member Chevalier.
    **Member Chevalier moved, seconded by Member Kuknyo, to not adopt the
    District Governing Board Agenda for this meeting. Motion failed with one aye
    and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafoos, Padilla, and
    Kuknyo)**

    **Member Padilla moved, seconded by Secretary Sigafoos, to adopt the District
    Governing Board Agenda. Motion passed with four ayes and one nay. (Ayes:
    McCasland, Sigafoos, Padilla, and Kuknyo; Nay: Chevalier)**

    1.4   Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board
    Policy 3.5.4 Secretary) {Time: 5}
        1.4.1   Budget Work Session Minutes – Tuesday, January 12, 2021 (*Attached*)
        1.4.2   Regular Board Meeting Minutes – Tuesday, January 12, 2021 (*Attached*)
        **Secretary Sigafoos moved, seconded by Member Chevalier, to approve
        both the Budget Work Session Minutes and the Regular Board
        Meeting Minutes for Tuesday, January 12, 2021. Motion was carried
        unanimously.**

1.5   Open Call – **INFORMATION** (Reference: Board Policy 3.1.1 Trustee Obligation and Board Policy 3.2.1 Ownership Linkage) {Time: 10}
No community member registered for open call.

2.0   New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
2.1   Consent Agenda – **DECISION** (Reference Board Policy 3.4.3.4 Consent Agenda) {Time: 5}
2.1.1   Receipt of Report on Revenues and Expenditures for December 2020 (*Attached*)
2.1.2   Northern Arizona Council of Governments Head Start's Fifth Amendment to Lease Agreement (*Attached*)
2.1.3   Summary of New Program Proposals (*Attached*)
2.1.3.1   Baking and Pastry Certificate
2.1.3.2   Entrepreneurship Principles and Practice Certificate
2.1.3.3   Strategic Leadership Certificate
2.1.3.4   HVAC Service Technician Certificate
2.1.3.5   Plumbing Technician Certificate
2.1.3.6   Residential Electrical Technician Certificate
2.1.3.7   3-D Printing and Manufacturing Certificate
2.1.3.8   Unmanned Aircraft Systems Certificate
2.1.4   Summary of Program Deletion Proposal (*Attached*)
2.1.4.1   Film and Media Animation Certificate

Member Chevalier requested that Consent Agenda Item 2.1.1, Receipt of Report on Revenues and Expenditures for December 2020, be removed for the discussion.

Secretary Sigafoos moved, seconded by Chair McCasland, to approve the Consent Agenda with the exception of agenda item 2.1.1 (Receipts of Report on Revenues and Expenditures for December 2020), which was removed from the consent agenda for discussion. Motion was carried unanimously.

Regarding Consent Agenda item 2.1.1, Member Chevalier asked questions about the data on the report. Member Padilla and Member Kuknyo also asked questions. Dr. Ewell provided a response to the questions.

Member Chevalier moved, and seconded by Secretary Sigafoos, to approve Consent Agenda item 2.1.1 Receipt of Report on Revenues and Expenditures for December 2020. Motion was carried unanimously.

2.2   Receipt of the Yavapai College's Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each major Federal Program – for the Fiscal Year Ended June 30, 2020 – Dr. Clint Ewell - **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 2.5 Financial Conditions & Activities) {Time: 10} (*Attached*)
Dr. Clint Ewell and Mr. Frank D'Angelo presented on the Receipt of the Yavapai College's Comprehensive Annual Financial Report. The Board discussed and asked questions about information included in the report.

2.3   President's Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 10}

    2.3.1   Policy 1.0 Ends (*Attached*)
Member Chevalier discussed his comments on the Board Policy 1.0. Board's legal counsel, Lynne Adams, noted that Member Chevalier continues to evaluate the President against a budget benchmark that the Board has not approved. The Board had a discussion about Member Chevalier's continued request for a different budget presentation format.

Secretary Sigafoos moved, seconded by Member Padilla, that we have read the President's Monitoring Report regarding Policy 1.0 and we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.0. Motion was carried unanimously.

    2.3.2   Policy 1.1 Education Ends (*Attached*)
        2.3.2.1   Policy 1.1.1 Job Seekers Ends (*Attached*)
        2.3.2.2   Policy 1.1.2 Transfer Students Ends (*Attached*)
        2.3.2.3   Policy 1.1.3 Lifelong Learners Ends (*Attached*)
Member Kuknyo moved, seconded by Secretary Sigafoos, we have read the President's Monitoring Report regarding Policy 1.1 an its sub-policies and we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1. and its sub-policies. Motion was carried unanimously.

3.0   Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage)

    3.1   Board Self-Evaluation and Review of Board Policies – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.1.5 Self-Evaluation) {Time: 10}
        3.1.1   Evaluation Board Policy 3.1 Governing Focus and Style
        3.1.2   Evaluation Board Policy 3.5 Board Chair and Other Officer Roles
The Board requested that Policies 3.1, Governing Focus and Style, and 3.5, Board Chair and Other Officer Roles, be placed on the Board Retreat in February for review and possible revision.

    3.2   President's Report – **INFORMATION** (Reference: Board Policy 2.8.1 Information to the Board) {Time: 60}
        3.2.1   Update on the College – Dr. Lisa Rhine
            3.2.1.1   Athletics Update Presentation – Mr. Rodney Jenkins
Mr. Brad Clifford, Yavapai College Athletic Director, Ms. Liz Toiaivao, Yavapai College Student, and Ms. Christina Wombacher, Alumni gave a presentation on athletics at Yavapai College and the Athletic Department.
            3.2.1.2   Recognition of Faculty Members' Advancement to Continuing Status – Dr. Diane Ryan (*Attached*)
The academic deans introduced the new continuing status faculty members.

3.2.1.3   Budget to Actual Monthly Report and Cash Reserves Monthly Report for December 2020 (*Attached*)

3.3   Board Liaisons Reports – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}

    3.3.1   Board Spokesperson – Board Chair Deb McCasland
    Chair McCasland provided no public comments in her role as Board Spokesperson since the last meeting.

    3.3.2   Arizona Association of Community College Trustees (AACCT) – Board Chair Deb McCasland and Board Secretary Ray Sigafoos
    Chair McCasland reported the AACC will be doing State outreach to our legislators and training.

    3.3.3   Yavapai College Foundation – Board Chair Deb McCasland and Board Member Kuknyo
    Member Kuknyo reported on the Foundation's activities and that they ready to get back to normal. Chair McCasland stated they have an aggressive fundraising agenda for this year. The next Foundation Board Meeting will be tomorrow, and Chair McCasland and Member Kuknyo will attend via zoom.

3.4   Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}

    3.4.1   2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)

       3.4.1.1   Board Retreat on Friday, February 26 & Saturday, February 27, 2021 – **INFORMATION** (*Attached*)
       The Board discussed the retreat that is later this month. The Board also indicated that it will discuss the 2021-2022 Dates, Times, and Places of future Board meeting at February's Board Retreat, including potentially changing the date and time of future board meetings.

    3.4.2   2020-2021 Dates, Times, and Places of Future Events (*Attached*)

4.0   Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Secretary Sigafoos moved, seconded by Chair McCasland, to adjourn the District Governing Board Meeting. Motion carried unanimously.

Regular meeting adjourned at 4:00 p.m.

Respectfully submitted:

_____   _____

Yvonne Sandoval, Recording Secretary   **Date:**

_____   _____

Ms. Deb McCasland, Board Chair   **Mr. Ray Sigafoos, Secretary**

Yavapai College
District Governing Board
Board Retreat

Friday, February 26, 2021
9:00 a.m. – 4:00 p.m.

Online Only
Link: https://www.youtube.com/user/YavapaiCollege

Member Present:
Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member (via Zoom)
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member
Administration Present:
Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney (via Zoom)
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

1.0   General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
   1.1   Call to Order (Reference: Board Policy 3.4 Agenda Planning)
           Chair McCasland called the Yavapai College District Governing Board Retreat to
           order at 9:00 a.m.

2.0   New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
   2.1   Purpose and Outcomes - Dr. Pam J. Fisher, Association of Community College
           Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference
           Board Policy 3.2.1 Ownership Linkage)
           Facilitator Dr. Pam Fisher introduced herself and reviewed the two agendas with the
           Board. She discussed the purpose and outcomes of the two-day retreat.

   2.2   Strengthening Our New Team – Dr. Pam J. Fisher, Association of Community
           College Trustees Consultant – **INFORMATION AND/OR DISCUSSION**
           (Reference Board Policy 3.1 Governing Focus and Style)
           Each Board member and president provided brief introductions and personal
           backgrounds.

   2.3   Best Practices of Community College Governing Boards - Dr. Pam J. Fisher,
           Association of Community College Trustees Consultant – **INFORMATION
           AND/OR DISCUSSION** (Reference Board Policy 3.1.1 Trustee Obligation)
           The Board reviewed and discussed the following handouts: Accreditation Rules of
           Engagement, Boards Roles and Responsibilities, Top Twenty Truths for Effective
           Boards, and Trustee Code of Ethics.

2.4   Board Self-Assessment – Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.1.4 Self-Evaluations)
The Board reviewed and discussed their evaluations of Board Policies of 3.1 Governing Focus and Style and 3.5 Board Chair and Other Officer Roles. The Board discussed how to improve their own board self-evaluation. They reviewed samples of self-evaluation tools (provided in the handouts) and would like to move forward with a new Yavapai College District Governing Board Self-Evaluation.

3.0   Adjournment of Retreat: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning)
The Retreat adjourned at 3:34 p.m., and it will begin again in the morning.

Respectfully submitted:

_____   _____

Yvonne Sandoval, Recording Secretary   **Date:**

_____   _____

Ms. Deb McCasland, Board Chair   **Mr. Ray Sigafoos, Secretary**

Yavapai College
District Governing Board
Board Retreat

Saturday, February 27, 2021
9:00 a.m. – 4:00 p.m.

Community Online Only
Link: https://www.youtube.com/user/YavapaiCollege

Member Present:
Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member (via Zoom)
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member
Administration Present:
Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney (via Zoom)
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

1.0   General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
    1.1   Call to Order (Reference: Board Policy 3.4 Agenda Planning)
            Chair McCasland called the Yavapai College District Governing Board Retreat to order at 9:02 a.m.

2.0   New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
    2.1   Reflections on Prior Day Topics- Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1 Ownership Linkage)
            The Board reflected on Friday's retreat and would like to proceed with following items: community outreach by the Board, create and implement a new board self-assessment form. Specifics regarding these items will be brought back to the Board for discussion and decision at future Board meetings.

    2.2   Board/President Relations - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 4.0 Board – President Linkage)
            The Board and president reviewed and discussed the six essentials of good board/president relation and their roles and responsibilities (see handouts).

    2.3   The President's Evaluation Process - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 4.4 Monitoring President Performance)
            The Board reviewed and discussed an effective way to evaluate a community college president. Dr. Rhine provided a presentation on The President's Evaluation Process, which included her proposal for an evaluation schedule and Board policies changes that would be required to implement her proposed revised process.

2.4   Board Policies and College Regulations – Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1.2 Governing Policies)
The Board discussed policy development and reviewed policy manual samples from other community colleges, with the potential for a major overhaul of the Board's policies in the future.

2.5   Modifying Our Board Policies - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1.2 Governing Policies)
The Board reviewed their policy manual and discussed the policies that need attention. Below is the list of policies that were recommended by the Board members. These policies will be discussed by the Board at a future Board meeting for potential revisions, including deletion.

    1.0 Ends
        1.1   Education Ends
            1.1.1   Job Seekers Ends
            1.1.2   Transfer Student Ends
            1.1.3   Lifelong Learners Ends
        1.2   Economic Ends
        1.3   Community Ends
    2.5 Financial Conditions & Activities
            2.5.2   Lease Limits and Delegation of Lease Authority for Real Property
            2.5.2.1 Improvements to Leased Property
    2.8 Communication and Support to the Board
            2.8.1.2 Monitoring Data
            2.8.1.5 Policy Compliance
    3.1 Governing Focus and Style
        3.1.4   Self-Evaluation
    3.3 Board Member Code of Conduct and Ethics
            3.3.3.3 Judgements of President Performance
    3.4 Agenda Planning
            3.4.3.3 Process for Placing Items on the Agenda (section a)
        3.4.4   President Monitoring
        3.4.5   Elections/Appointments
    3.5 Board Chair and Other Officer Roles
        3.5.5   Board Liaisons
    4.2 Accountability of the President
        4.2.2   President Performance
    4.3 Delegation to the President
        4.3.3   President's Authority
    4.4 Monitoring President Performance
        4.4.1   Monitoring Reports
        4.4.2   Methods
        4.4.3   Standard for Compliance
        4.4.4   Schedule
    4.7 President Succession

2.6　　Next Steps- Dr. Pam J. Fisher, Association of Community College Trustees
Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board
Policy 3.2.1 Ownership Linkage)
The Board discussed an action plan with the following items, which will be brought
back to the Board for discussion and decision at future Board meetings:
  ➢ Update/Revise Board Policies
  ➢ President's Evaluation form and process
  ➢ Create and implement a new board self-assessment form
  ➢ Community Outreach by the Board
  ➢ Board Training on Thought Organization and Delivery (how to be effective
    advocates)
  ➢ President's State of the College, including the Board's consideration of the
    College's future
  ➢ Finance/Budget Understanding
  ➢ Public Image and Understanding

The Board discussed the Draft 2021-2022 District Governing Board Calendar.
Decisions regarding specific dates, particularly for the June Board workshop, will be
made at future Board meetings.

Month	Meeting Type
June 2 or 3, 2021 9:00am – 4:00pm **Sedona Campus**	Workshop
July	**No Meeting**
August	**No Meeting**
Tuesday, September 14, 2021 1:00pm **Chino Campus**	Regular Meeting
Tuesday, October 12, 2021 1:00pm **Rock House**	Regular Meeting
Tuesday, November 9, 2021 1:00pm **Verde Valley Campus**	Regular Meeting
December 6 – 10, 2021 4:00pm – 6:00pm **TBA**	Board Dinner
Friday, January 28 and Saturday, January 29, 2022 9:00am – 4:00pm **Prescott Valley Campus**	Workshop
Tuesday, February 8, 2022 9:00am – 4:00pm **Sedona Campus**	Budget Workshop & Regular Meeting
Tuesday, March 8, 2022 1:00pm **Career & Technical Education Center**	Regular Meeting

Tuesday, April 12, 2022 1:00pm **Verde Valley Campus**	Regular Meeting
Tuesday, May 17, 2022 1:00pm **Prescott Campus** **Community Room (19-147) or Zoom**	Regular Meeting

3.0   Adjournment of Retreat Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4
        Agenda Planning)
        The Retreat adjourned at 3:23 p.m.

Respectfully submitted:

_____   _____

Yvonne Sandoval, Recording Secretary   **Date:**

_____   _____

Ms. Deb McCasland, Board Chair   **Mr. Ray Sigafoos, Secretary**

YAVAPAI COLLEGE

FINANCIAL UPDATE

January 2021

FY2019-2020 Close and Audit

- The year-end close for FY2019-20 was completed in November 2020.
- The auditors began their field work on October 12, 2020. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2020 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA).
- The Comprehensive Annual Financial Report (CAFR) for FY2019-20 was presented to the Board in February 2021.

FY 2020-2021 Budget

General Fund

- Total property taxes collected in a fiscal year, including past due taxes from prior years, has averaged approximately .2% less than the current year levy. We expect collections to decrease slightly due to the effects of COVID-19 and property tax refund appeals which will be covered by the budgeted property tax contingency account.
- Tuition and fees is projected to come in below budget by approximately 10%. This shortfall will be covered by the budgeted tuition and fees contingency set-aside and reduced spending as result of the pandemic.

Auxiliary Fund

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

- The total Auxiliary fund is projected to be below budget for the fiscal year due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, the FEC and community events. Several full-time employees have been moved to other departments which will lessen the impact.

Unexpended Plant Fund

- The District Governing Board increased the Plant Fund budget by $1,350,000 earlier in the year for the new Verde Valley Skilled Trades Center and planned maintenance scheduled at the Performing Arts Center. The Unexpended Plant Fund currently has a deficit due to a significant amount of Planned Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
REPORT OF EXPENDITURES

For the Seven Months Ended January 31, 2021
Fiscal Year 2020-2021

<u>District Governing Board</u>

Fiscal Year 2020-21 Budget: **$ 181,450**   *

	Purpose	Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	$ 27,986	$ 16,184	$ 44,170	
Association of Community College Trustees	Membership & Conference Fees	7,322	-	7,322	
Association of Community College Trustees	Consulting & Facilitation Fees	2,250	22,750	25,000	
JS Reporting, Inc.	Captioning Services	1,200	-	1,200	
Osborn Maledon PA	Legal Counsel	27,573	32,427	60,000	
Ourboardroom Technologies	Software Maintenance	6,708	-	6,708	
Supplies/Other	Various Vendors	75	-	75	
YC Printing Services	Printing	2,076	-	2,076	
					146,551

Remaining Budget - January 31, 2021   **$ 34,899**

* Original budget reduced by $80,000. Yavapai County Elections did not invoice the District for November elections because the candidates
   ran unopposed.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

SUMMARY - ALL FUNDS

	Year-to-Date Revenues			Year-to-Date Revenues	Budget	Percent of Budget
REVENUES:						
General Fund	$ 31,065,407			$ 31,065,407	$ 48,664,600	63.8%
Restricted Fund	9,310,274			9,310,274	13,831,000	67.3%
Auxiliary Fund	2,265,568			2,265,568	5,089,000	44.5%
Unexpended Plant Fund	8,257,495			8,257,495	11,755,500	70.2%
Debt Service Fund	2,409,504			2,409,504	4,129,900	58.3%
TOTALS	**53,308,248**			**53,308,248**	**83,470,000**	**63.9%**

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (note 1):						
General Fund	$ 25,724,372	$ 11,294,763	$ 9,987,874	$ 27,031,261	$ 48,664,600	55.5%
Restricted Fund	8,678,583	635,916	507,358	8,807,141	13,831,000	63.7%
Auxiliary Fund	2,144,474	933,860	885,133	2,193,201	5,089,000	43.1%
Unexpended Plant Fund	3,982,457	5,975,959	-	9,958,416	11,755,500	84.7%
Debt Service Fund	176,929	2,231,275	-	2,408,204	4,129,900	58.3%
TOTALS	**40,706,815**	**21,071,773**	**11,380,365**	**50,398,223**	**83,470,000**	**60.4%**
SURPLUS/(DEFICIT)				**2,910,025**	**-**	

COMMENTS:

Through the seventh month, 60.4% of budget has been committed (excluding labor encumbrances) compared to 63.9% of revenues received.

The budget currently has a surplus of $2,910,025.

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

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 20/21 Budget	Percent of Budget	FY 20/21 Estimate	Budget to Estimate Variance	FY 19/20 Actuals	Percent Change (Current Versus Prior Year)
REVENUES:									
Primary Property Taxes	$ 22,714,173		$ 22,714,173	$ 39,320,500	57.8%	$ 39,171,100	$ (149,400)	$ 22,159,718	2.5%
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(600)	149,400	-	0.0%
Tuition and Fees	9,283,269		9,283,269	11,647,000	79.7%	10,319,300	(1,327,700)	10,327,799	-10.1%
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	-	570,000	-	0.0%
State Appropriations	439,350		439,350	585,800	75.0%	585,800	-	1,772,025	-75.2%
Other Revenues	144,236		144,236	419,700	34.4%	$ 293,800	(125,900)	184,113	-21.7%
Interest Income	26,304		26,304	54,900	47.9%	54,900	-	169,055	-84.4%
Fund Balance Applied to Budget	1,148,233		1,148,233	1,968,400	58.3%	1,968,400	-	2,216,667	-48.2%
General Fund Transfer In/(Out)	(2,690,158)		(2,690,158)	(4,611,700)	58.3%	(5,238,900)	(627,200)	(3,740,975)	-28.1%
TOTAL REVENUES	**31,065,407**		**31,065,407**	**48,664,600**	**63.8%**	**47,153,800**	**(1,510,800)**	**33,088,402**	**-6.1%**

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 20/21 Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 20/21 Estimate	Budget to Estimate Variance	FY 19/20 Actuals	Percent Change (Current Versus Prior Year)
EXPENDITURES (Note 1):										
Instruction	$ 9,542,229	$ 3,801,365	$ 3,638,994	$ 9,704,600	$ 19,327,900	50.2%	$ 18,554,800	$ (773,100)	$ 10,852,855	-12.1%
Academic Support	2,673,409	1,185,092	1,147,763	2,710,738	4,432,200	61.2%	4,432,200	-	2,645,376	1.1%
Institutional Support	6,199,022	3,060,870	2,357,214	6,902,678	10,487,100	65.8%	10,172,500	(314,600)	6,623,988	-6.4%
Student Services	3,358,923	1,560,547	1,474,882	3,444,588	6,479,600	53.2%	6,304,700	(174,900)	3,486,019	-3.6%
Operation/Maintenance of Plant	3,233,291	1,572,183	1,254,315	3,551,159	6,467,100	54.9%	6,240,801	(226,300)	3,660,753	-11.7%
Scholarships	513,832		-	513,832	1,121,900	45.8%	922,100	(199,800)	732,022	-29.8%
Public Service	203,666	114,706	114,706	203,666	348,800	58.4%	341,800	(7,000)	168,427	20.9%
TOTAL EXPENDITURES	**25,724,372**	**11,294,763**	**9,987,874**	**27,031,261**	**48,664,600**	**55.5%**	**46,968,900**	**(1,695,700)**	**28,169,440**	**-8.7%**
SURPLUS/(DEFICIT)				$ 4,034,146	$ -					

COMMENTS:

Third quarter State Aid was received in January 2021.

Tuition and Fees revenues above budget due to most of the revenue related to the spring 2021 semester being recorded. This will even out over the next few months. Tuition & Fees is below the prior year due to COVID-19 and reduced enrollment.

The budget includes a Transfer In of $1,080,000 of CARES Act monies coming from the Restricted fund. Of this amount $380,000 was spent at the end of last fiscal year to take care of immediate needs.   Much of the remaining $700,000 is being spent directly out of the Restricted Fund due to the Federal grant guidelines which were communicated after the FY 2020-21 budget was adopted, and therefore will not be transferred into the General Fund.

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 licensee, IT maintenance, dues, etc.).

Scholarships are below budget as a result of athletics not being played for the fall semester, less Honors students being in the residence halls and no Student Leadership scholarships being made.

The Budget currently has a surplus of $4,034,146.

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 Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

	Year to Date	Prior Year	Percent Change	
Salaries	$ 15,531,027	$ 16,310,944	-4.8%	**1**
Benefits	5,052,399	5,288,960	-4.5%	**2**
Supplies & Services	1,507,611	1,753,635	-14.0%	**3**
Contractual Services & Other	2,107,041	2,608,029	-19.2%	**4**
Utilities	792,295	913,781	-13.3%	**5**
Travel, Conferences & Memberships	220,167	562,069	-60.8%	**6**
Scholarships	513,832	732,022	-29.8%	**7**
	$ 25,724,372	$ 28,169,440	-8.7%	

1 - Salaries decreased as a result of many full-time vacant positions being held
   open and a large decrease in part-time wages due to COVID-19.
2 - Benefits decreased in-line with salaries due to COVID-19 and as a result of numerous
   full-time employees selecting less expensive medical plans this fiscal year.
3 - Supplies & Services mainly decreased as a result of COVID-19. Many expenditures such as
   instructional supplies, custodial supplies, office supplies, gas, food and printing are substantially
   less than the prior year.
4 - Contractual Services & Other decreased from the prior year mainly due to the Outward Mindset
   training provided by the Arbinger Institute last fiscal year, more Student Services training provided by
   Inside Track, and less in classroom interpreting services for the deaf this fiscal year.
5 - Utilities decreased from the prior year due to less usage because of COVID-19.
6 - Travel, Conferences & Memberships decreased from the prior year due to substantially less in-state
   and out-of-state travel because of COVID-19.
7 - Scholarships decreased as a result of athletics not being played for the fall semester,
   less Honors students being in the residence halls and no Student Leadership scholarships being made.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

RESTRICTED FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Federal Grants and Contracts	$ 7,612,495		$ 7,612,495	$ 12,435,000	61.2%
State Grants and Contracts	178,585		178,585	254,000	70.3%
Private Gifts, Grants and Contracts	360,993		360,993	1,044,000	34.6%
Proposition 301 Funds	635,076		635,076	420,500	151.0%
State Appropriation - STEM Workforce	523,125		523,125	697,500	75.0%
Fund Balance Applied to Budget	-		-	60,000	0.0%
Restricted Fund Transfer Out	-		-	(1,080,000)	0.0%
Reimbursement Due	-		-	N/A	N/A
TOTAL REVENUES	**9,310,274**		**9,310,274**	**13,831,000**	**67.3%**

	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	$ 827,923	$ 317,092	$ 219,360	$ 925,655	$ 2,242,100	41.3%
Academic Support	89,323	-	-	89,323	-	100.0%
Institutional Support	210,245	9,272	-	219,517	-	100.0%
Student Services	754,698	246,265	240,885	760,078	1,499,400	50.7%
Operation/Maintenance of Plant	43,994	-	-	43,994	-	100.0%
Scholarships	6,631,149	-	-	6,631,149	9,930,500	66.8%
Public Service	121,251	63,287	47,113	137,425	159,000	86.4%
TOTAL EXPENDITURES	**8,678,583**	**635,916**	**507,358**	**8,807,141**	**13,831,000**	**63.7%**
SURPLUS/(DEFICIT)				**$ 503,133**		

COMMENTS:

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

The third quarter STEM Workforce appropriation was received in January 2021.
Academic Support, Institutional Support and Operation/Maintenance of Plant expenditures were spent from the federal CARES Act Institutional funds received by the college,
and were not specifically budgeted. It was intially thought that CARES Act monies would be transferred to the General Fund, however, the grant requires that the monies
be spent out of the Restricted Fund.
Public Service expenditures exceeding budget due to the SBDC being awarded CARES Act monies from the Small Business Administration, subsequent to the budget being adopted

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

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	$ 626,000	$ 348,950	$ 277,050	$ 342,615	$ 145,478	$ 197,137
Transfer To Debt Fund to Pay Revenue Bonds	(400,950)	-	(400,950)	(235,608)	-	(235,608)
Subtotal - Residence Halls and Summer Conferences	225,050	348,950	(123,900)	107,007	145,478	(38,471)
Bookstore Rental and Commissions	130,000	-	130,000	61,582	2,051	59,531
Food Service & Vending	35,500	286,000	(250,500)	3,429	144,100	(140,671)
Edventures	424,800	382,600	42,200	2,625	23,061	(20,436)
Winery - Tasting Room	153,800	319,300	(165,500)	110,557	161,757	(51,200)
Family Enrichment Center	452,800	741,800	(289,000)	202,989	357,707	(154,718)
Community Events	607,000	989,300	(382,300)	146,156	368,786	(222,630)
Performing Arts Productions	198,500	236,150	(37,650)	9,391	40,221	(30,830)
SBDC (Federal Grant Match Requirement)	-	97,300	(97,300)	-	48,471	(48,471)
Yavapai College Foundation	422,600	422,600	-	227,019	227,019	-
Other Auxiliary Enterprises	82,500	74,200	8,300	20,217	38,250	(18,033)
Fund Balance Applied to Budget	100,000	-	100,000	58,333	-	58,333
General Fund Transfer In	2,256,450	-	2,256,450	1,316,263	-	1,316,263
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	636,300	(636,300)
	5,089,000	5,089,000	-	2,265,568	2,193,201	72,367

Comments:

The Budget currently has a surplus of $72,367, however, the Auxiliary Fund is expected to exceed budget due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, FEC and Community Events. Several full-time employees have been moved to other departments which will lessen the impact.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

UNEXPENDED PLANT FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Primary Property Taxes	$ 4,879,777		$ 4,879,777	$ 8,390,500	58.2%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	20,124		20,124	30,000	67.1%
Other	7,594		7,594	30,000	25.3%
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%
Fund Balance	1,350,000		1,350,000	1,350,000	100.0%
TOTAL REVENUES	**8,257,495**		**8,257,495**	**11,755,500**	**70.2%**

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
Planned Maintenance	$ 1,607,989	$ 1,952,979	$ -	$ 3,560,968	$ 3,916,000	90.9%
Unplanned Maintenance	189,603	36,524	-	226,127	275,600	82.0%
Capital Improvement Projects	943,976	3,571,107	-	4,515,083	4,653,200	97.0%
Equipment	1,172,014	346,797	-	1,518,811	2,091,000	72.6%
Furniture and Fixtures	32,286	39,613	-	71,899	257,500	27.9%
Library Books	36,589	28,939	-	65,528	98,700	66.4%
Contributions to Capital Projects Accumulation Account	-	-	-	-	201,000	0.0%
Operating Contingency	-	-	-	-	262,500	0.0%
TOTAL EXPENDITURES	**3,982,457**	**5,975,959**	**-**	**9,958,416**	**11,755,500**	**84.7%**
SURPLUS/(DEFICIT)				**(1,700,921)**	**-**	

COMMENTS:

The DGB increased the CIP budget in September 2020 by $600,000 for the new Verde Valley Skilled Trades Center.

The DGB increased the Planned Maintenance budget in October 2020 by $750,000 to begin roof and HVAC work on the Performing Arts Center this fiscal year, while the PAC is dark, instead of next fiscal year.

The Budget currently has a deficit of ($1,700,921) as a result of a significant amount of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year.

The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2021 - 58.3% of the Fiscal Year Complete

Fiscal Year 2020-2021

DEBT SERVICE FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Secondary Property Taxes	$ 1,290,929		$ 1,290,929	$ 2,248,700	57.4%
Secondary Property Taxes - Contingency	-		-	(15,000)	0.0%
Investment Income	2,287		2,287	10,000	22.9%
General Fund Transfer In	837,229		837,229	1,435,250	58.3%
Auxiliary Fund Transfer In	233,888		233,888	400,950	58.3%
Fund Balance Applied to Budget	45,171		45,171	50,000	90.3%
TOTAL REVENUES	**2,409,504**		**2,409,504**	**4,129,900**	**58.3%**

DEBT SERVICE FUND	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	$ -	$ 1,283,333	$ -	$ 1,283,333	$ 2,200,000	58.3%
Interest Payments	22,437	29,917	-	52,354	89,750	58.3%
Pledged Revenue Obligations						
Principal Payments	-	700,000	-	700,000	1,200,000	58.3%
Interest Payments	117,628	19,601	-	137,229	235,250	58.3%
Revenue Bonds						
Principal Payments	-	192,500	-	192,500	330,000	58.3%
Interest Payments	35,464	5,924	-	41,388	70,950	58.3%
Bank Fees	1,400	-	-	1,400	3,950	35.4%
TOTAL EXPENDITURES	**176,929**	**2,231,275**	**-**	**2,408,204**	**4,129,900**	**58.3%**
SURPLUS/(DEFICIT)				**$ 1,300**	**$ -**	

COMMENTS:

Through the seventh month, 58.3% of budget has been committed compared to 58.3% of revenues received.

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

2.3 OurBoardRoom Software

Board History

Four locations of the Board records

✓ Bound Board Books – complete history going back to 1967

✓ "U" Drive (1997)

✓ Separate Hard Drive (*2005)

✓ OurBoardRoom Software – holds some files going back to 2005

Separate Hard Drive is being updated to back-up the same files as "U" Drive

You Can!

How Board Data is Stored

	Board Policies	Calendar	Agendas	Minutes	Monitoring	Supporting Documents	Task
Our Boardroom Software	95% 2005-2020 * Some older files are corrupted and no longer viewable	40% Staff entries 2005-2016	90% 2005-2020 * Some older files are corrupted and no longer viewable	40% Sporadic gaps in missing documents *no data from 2011; missing significant data 2010, 2012	50% 2006-2018 Gaps in data * Years missing; inconsistencies	0% No supporting documents	40% No longer in use *stopped being used in 2016
Bound Books	100% *paper copy maintained separate from bound books	0% *not included historically	100%	100%	100% *compilations only	100% *completed documents	0%
College Hard-drive	100%	100%	100%	100%	100%	100%	0%
Hard-drive back-up	100%	100%	100%	100%	100%	100%	0%

*Estimate effort it would take 500+ hours to bring up to date.

YC
You Can!

Whereas, Our BoardRoom

- Is an incomplete archive of Board records

- Would require an estimated 500+ hours of staff time to bring up-to-date

- Has been used very sporadically and by very few board members (only 2 since 2015)

- Is not required by law

- Is not the only archive, with three other methods in place that have been maintained and are complete

- Has only been used to 30% capacity

- Has a cost to the college

  Recommendation is to discontinue use of Our Boardroom Software.

OurBoardroom Technologies Inc.

Governing Company Performance from the Boardroom

INVOICE

7647 Goldenrod Trail
NIAGARA FALLS, ON L2H 0K4
Phone (905) 847-5063

DATE: February 1, 2021
INVOICE # 2021101

BILL TO:
Yavapai College
1100 East Sheldon Street, Building 32
PRESCOTT, AZ 86301

FOR: OBR 6 mo Subscription

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	6 Month Subscription to OurBoardroom Term: February 1st, 2021 - July 31st, 2021	$5,750.00	$ 5,750.00
	INVOICE IN US DOLLARS		
	Please note Mailing Address for OurBoardroom™ Technologies Inc. **7647 Goldenrod Trail** **NIAGARA FALLS, ON CANADA L2H 0K4**		
			$ -
			$ -
			$ -
		SUBTOTAL	$ 5,750.00
		TAX RATE	
		SALES TAX	-
		OTHER	
		TOTAL	$ 5,750.00

Make all checks payable to **OurBoardroom Technologies Inc.**
Due upon receipt

Please contact Ray Tooley if you have any questions regarding this invoice (905) 847-5063 or rtooley@ourboardroom.com

Account	011031-District Governing Board Expense Type	FY2017-18 Budget	FY2017-18 Actual	FY2018-19 Budget	FY2018-19 Actual	FY2019-20 Budget	FY2019-20 Actual	FY2020-21 (as of 2-16-21) Budget	FY2020-21 Actual	FY2020-21 Encumb.	FY2020-21 Estimated	FY2020-21 Total	FY2122-22 Proposed Budget
6xxx	Admin Support Salaries & Benefits	$ 41,280	$ 41,169	$ 42,165	$ 32,718	$ 44,841	$ 49,603	$ 51,451	$ 29,928	$ 14,752	$ 5,484	$ 50,164	$ 52,987
7000B	Direct Expense (less Capital) Pool	125,000		125,000		125,000		130,000					130,000
7001	Legal Services		31,735		42,122		58,510		33,698	26,302	-	60,000	
7002	Consulting Services		9,835		8,000		9,962		2,250	22,750	-	25,000	
7005	Professional Services - Other		-		-		-		-	-	-	-	
	Advertising & Printing		18,880		4,287		4,113		1,483	-	-	1,483	
7016	Contractual Services - Other		2,500		78,481		2,981	-	1,200	-	-	1,200	
7101	Supplies - General		1,062		493		422		20	-	500	520	
	Supplies - Software/Computer/Phone/Tech		11,500		11,500		12,162		-	-	-	-	
	Supplies - Food/Other		4,352		3,622		3,056		139	-	-	139	
	Books & Postage		8,742		271		748		463	-	-	463	
7306	Memberships & Dues - Individual		-		175		(825)		-	-	200	200	
7307	Memberships & Dues - Instit'l		5,896		8,058		560		5,627	-	8,000	13,627	
7308	Fees - Filings & Permits		-		200		-		-	-	200	200	
7309	Internet Subscriptions		-		25		-		6,708	-	-	6,708	
7401	Travel - In State		1,554		386		100		-	-	-	-	
7402	Travel - In State Development		150		-		229		-	-	-	-	
7404	Travel - Out Of State		264		2,317		5,215		-	-	-	-	
7405	Travel-OutofState-Traing/Conference		13,911		25,619		2,568		(349)	-	500	151	
7408	Conference/Train'g Registration Fee		16,355		8,792		18,715		1,745	-	500	2,245	
	Subtotal Direct Expense		126,734		194,347		118,515		52,984	49,052	9,900	111,936	
	Total Expense	$ 166,280	$ 167,903	$ 167,165	$ 227,065	$ 169,841	$ 168,118	$ 181,451	$ 82,912	$ 63,804	$ 15,384	$ 162,100	$ 182,987
	Available Budget Surplus / (Deficit)		$ (1,623)		$ (59,900)		$ 1,723				Projected:	$ 19,350	0.8%

District Governing Board
FY2017-18 through FY2020-21 Budget History and FY2021-22 Proposed
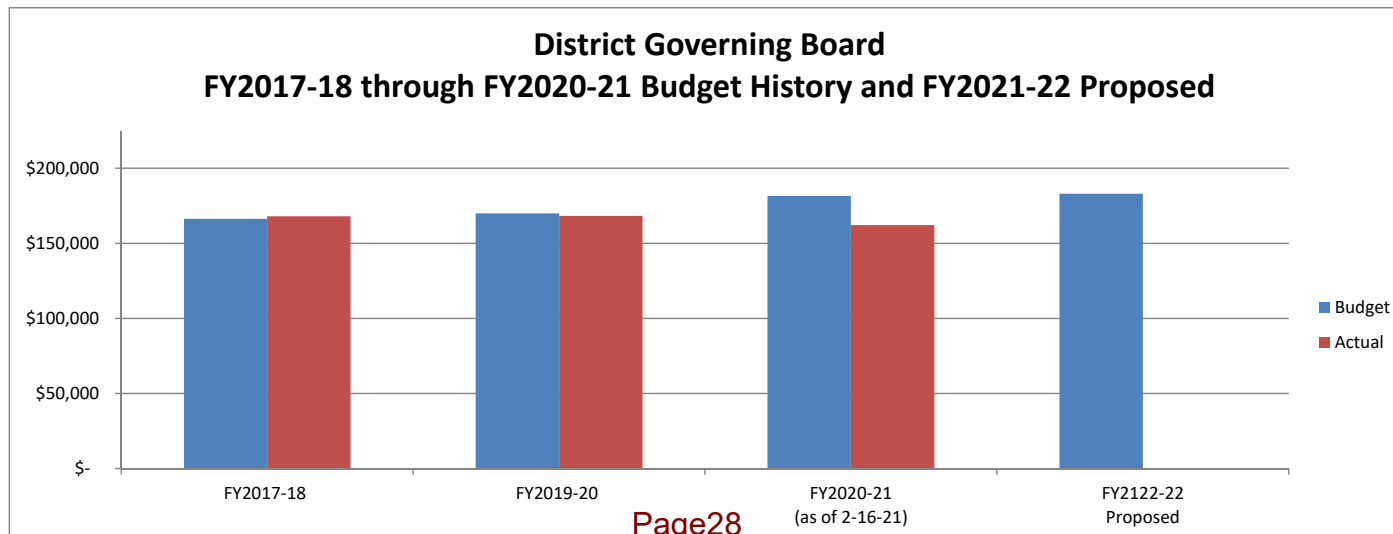
Item #2.5

TO: Yavapai College Community

FR: Clint Ewell

RE: Campus Master Plan (CMP) Update

- CMP approved at end of 2013. We are in year 8 of a 10-year plan, which was slowed to a 14-year plan to help with cash flow constraints.
- Since 2013, YC classroom utilization declined as more students attended YC classes were now online or offsite (high schools).
- The CMP focused on renovating existing space into different types of spaces (Assembly areas for larger groups, Offices, Student Activities, Recreational, etc.) to meet the evolving needs of the College which had emerged since the last CMP was developed in 1999.
- The CMP's goal was to keep physical YC locations relevant through more lab spaces as these cannot easily be replicated online
- Originally, the CMP created unique Centers of Excellence such as Career Technical Education (CTEC), Allied Health (PV), Viticulture & Enology (VVC), and Culinary (SED), with minimal replication of expensive programs.
  - Nursing continued to be offered at both campuses to meet county workforce needs.
  - YC has recently expanded East County access to CTE programs such as advanced manufacturing and Allied Health with the Building L renovation.
  - Beginning this Fall, the Verde Valley Skilled Trades Center (VVSTC) will further expand East County access to CTE programs to meet workforce needs like Construction, Electrical, HVAC and Plumbing.
- The remaining CMP projects were to be completed by 2028 and are as follows:
  - Prescott Circle $400k
  - Internal signage $300k
  - Renovate Libraries $6.3M
  - PV Land $460k
  - PV Expansion $16.9M (since this is fastest growing, youngest community)
  - VVC Parking Expansion $100k
  - VVSTC Phases 2 & 3 $4M
  - Moreover, there are emerging potential capital needs
  - **Pre-COVID forecast was that we were $10M short of the capital funds needed for existing projects, not counting emerging needs**

- Enrollments & Square Feet
  - Per CMP, enrollments were projected to grow by 1.8% per year, 2/3 of which would be online or off-campus.
  - With an improving economy, actual enrollments have shrunk 18% from FY11 to FY20, which corresponds to the national trend of community college enrollments following unemployment rates.
  - During this same time period, online and off-campus have become our first and third highest delivery "locations", further depressing demand for on-campus classrooms and labs.

In summary:
  - We don't need more space, but we should continue to take care of the space we have
    - Our buildings are in great condition because we reinvest through Preventative and Planned Maintenance—this lowers the Total Costs of Ownership for the college.
    - We have reallocated some classrooms into labs and other needed spaces; however, as more students move to online and off-campus delivery, our room utilization remains low. Similarly, COVID-19 has shown us that many of our people can productively telecommute so we may need less office space in the future. We could reallocate existing space to meet emerging needs.
  - We do not have enough money to fulfill the projects outlined in the 2013 CMP, much less other new ideas, as we have added new projects to meet emerging priorities. We need to cut projects and/or issue debt. The College administration recommends we cut projects.
  - After the creation of the Academic Masterplan and Strategic Plan in FY21, it is time to work with an architect to update CMP in FY22—today's world is different than when the current CMP was designed 8 years ago.

Item #2.6.1

End Statement:

1.2 Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.

President's Interpretation:

1.2 Yavapai College actively engages with economic development authorities throughout Yavapai County. The goal is to identify and develop opportunities for partnerships that support job creation and opportunity for upward social and economic mobility for individuals seeking employment. The College works with industry to provide workforce training for entry level workers and training for incumbent workers in need of upskilling.

We will know we are compliant when

- The Small Business Development Centers are growing business opportunities in our community
- Job seekers attending YC Community Job Fairs are successfully placed
- Yavapai College continues to grow workforce training opportunities for industry partners

Supporting Evidence:

Yavapai College (YC) continues to support and lead economic development efforts in Yavapai County through the exceptional programs and services led by the Regional Economic Development Center (REDC) in partnership with College Divisions of Academic Instruction, Institutional Effectiveness and Research, and Student Development. The College's collective efforts are led by the 2015-2020 Strategic Plan (see below) and directly sustained by the Strategic Initiative "Economic Responsiveness" which promotes economic impact, workforce training, and job placement. The following information provides evidence of the College's advancement towards End Statement 1.2.

Yavapai College 2015-2020 Strategic Plan

ECONOMIC IMPACT

The Regional Economic Development Center

In its eighth year of operation, the Regional Economic Development Center (REDC) leads the College's economic development efforts through an innovative approach that meets the challenging rural economic landscape. The REDC acts as the ambassador for non-academic programs and central repository for all the assets of the College to the community. The REDC advances economic development throughout the County by providing regional economic data, impact, and policy analysis; workforce training; counseling for business creation and expansion; entrepreneurial educational services; and promoting regional partner collaboration to leverage resources and increase capacity.

Rural Economic Prosperity Initiatives

Recognizing the critical role that our institution plays as the economic development driver for our rural area, and successful work completed, the REDC has launched an important expansion of the College's economic responsiveness. This expansion is in response to the USDA Task Force on Rural Prosperity Initiatives to achieve e-connectivity, promote economic development, support workforce, harness technology innovation, improve quality of life in Rural America, and to provide world-class resources to build sustainable and robust economic health (see link below). These initiatives align effortlessly with our institutional mission to support economic development, with an emphasis on generating and sustaining economic base jobs within our rural community. This expansion work has begun with the creation of a proposed business plan that will foster partnerships with the State of Arizona, the USDA, as well as private sponsors.

Regional Economic Education and Collaboration

Regional Economic Collaboration is a catalyst for economic growth and unified front to create a sustainable economy. The REDC leads countywide activities that identify common purpose, challenges, and branding for the region. Identifying mutual economic policy and leveraging resources is a key element in delivering economic initiatives and promoting inclusive growth.

Yavapai County COVID-19 Business and Employee Assistance: Since March 2020, REDC has hosted a bi-weekly meeting to assist Yavapai County with the COVID-19. This County initiative brings together over 40 economic development authorities (municipalities, businesses, and political), to identified challenges and resources to aid businesses and displaced employees. The REDC has developed a County website (https://www.ycazbusinesses.org/), provided webinars for businesses and employees, and connected economic development authorities with resources and education (federal funding, state support, and local assets).

Partnerships: In order to promote collaborative efforts for regional growth, the REDC actively engages and participates with several Economic Development Organizations:
Arizona Commerce Authority
Arizona Association of Economic Development
Arizona Israel Technology Alliance
Arizona Technology Council
Embry Riddle Aeronautical University
Greater Prescott Regional Economic Partnership (dormant)
Northern Arizona Technology Alliance
Prescott Valley Economic Development Foundation
Verde Valley Regional Economic Organization
United States Department of Agriculture

Economic Impact Analysis

In FY2020, REDC produced and delivered data research, collection, interpretation, and analysis of regional economic impact and trends. These analyses supported community and business leaders through data-driven decision-making that promotes strong economic development strategies and leverages sustainable growth. Due to COVID-19, all analysis was delivered pro bono due to funding constrains.

Pro bono

Camp Verde	Per Capita Income Report (7 zip codes/areas)
	Economic Overview
Chino Valley	Economic Overview
	Unemployment
Cottonwood	Economic Overview
	Chamber of Commerce Brochure
Prescott Valley	Event Center Impact Study
	Occupations Overview
	Economic Overview
Prescott	Community Profile
Sedona	Economic Overview
	Community Profile
Verde Valley	Economic Overview
	Housing Survey (in process)
Yavapai County	Commuter Patterns for all communities
	Economic Overview
	Labor and Workforce Overview
NACOG	Cost of Hiring

Sustainability

The REDC continues toward sustainability with key steps of understanding economic needs and challenges, providing applicable information, reacting to change, and generating revenue and grant funding opportunities. This year, our team actively engaged in professional development opportunities and education, shared important education through presentations and workshops, received grant funding from the Arizona Commerce Authority.

Economic Development Events & Outreach

Strong and positively engaged communities are key to successful regional ventures. The REDC fosters community connection with the wider public to recruit their support in learning the value of economic development and to build trust and relationships that create a place of economic opportunity. Below are the REDC outreach activities:

Job Fair conducted in partnership with local chapters of the Chamber of Commerce and other community partners. During 2020, the REDC hosted a virtual Job Fair on October 6, 2020.

- 60 employers
- Over 400 jobs
- 75 job seekers with
  - o 604 booth visits (avg of 8 visits per job seeker)
  - o 103 resumes and applications submitted.

Yavapai County COVID-19 Business and Employee Assistance

To provide Yavapai County businesses and displaced employees with the best information, partners across the County have joined together to create this website to streamline the information flow as our community tries to navigate the ever-changing resources available to those impacted by the pandemic. https://www.ycazbusinesses.org/

City/Town Councils and Board of Supervisor

- Camp Verde
- Chino Valley
- Cottonwood
- Prescott
- Prescott Valley
- Sedona
- Yavapai County

Conferences

America's SBDC Annual Conference   American Association of Community Colleges

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Appearances and Publications

- 19 Radio/TV/Podcast
- SBDC Newsletters
- Workforce Reports
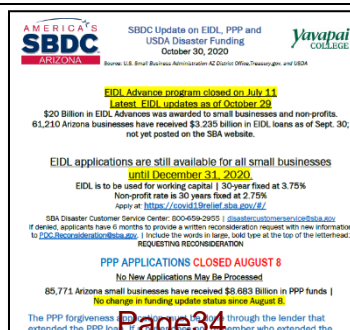
Workforce Training and Development

Workshops: In addition to the 40 SBDC webinars listed below, the REDC partnered with Google to present workforce webinars to Create a Resume with Google Docs and Power Your Job Search with Google Tools.

Training: The REDC is partnering with Google and AZ Community Colleges to offer the Google IT Support Pro Certificate - https://bit.ly/3dreNkQ. 18 students completed the course in Fall of 2020.
The REDC is currently working with Amazon and the AZ Community Colleges to offer training in Clouding Computing Services. Anticipate course to be offered in Fall of 2021.

Small Business Development Center (SBDC)

The Small Business Development Center staff is comprised of the Director and three business analysts: a full-time analyst serving the Verde Valley, and two part-time business analysts serving the Quad Cities Area as well as the Verde Valley. The SBDC is a grant-funded program through the U.S. Small Business Administration for which Yavapai College provides matching cash funds.

The SBDC provides one-on-one, confidential counseling, a variety of free and low-cost workshops, and access to business tools and resources to assist business owners district wide. The SBDC provides counseling from the Prescott Valley Center (our primary location), Verde Valley Campus, Sedona Center, Camp Verde Economic Development offices, Camp Verde Library, and the Prescott Campus. During 2020, the majority of SBDC services were provided virtually.

FY2020 SBDC presented over 40 webinars and topics included:
- Understanding the Federal Paid Sick Time & Family Leave Law
- I Got my PPP Loan, Now What?
- Re-Opening Smartly with Confidence Series
- Special COVID-19 Funding from the USDA
- Use YouTube to Grow Your Business
- Strategies for Success: Stepping Up Your Marketing Game
- Grow with Google: Make Your Website Work for You
- Domino Effect of Minimum Wage Increase
- Social Media Marketing – Design, Content & Holiday Readiness
- Leading with Core Values

The Yavapai College SBDC received the **2019 Arizona Center of Excellence award** for exceeding all goals. This award highlights the positive and lasting impact the SBDC Team has made in our Region and Arizona. The Yavapai SBDC Team continues to be engaged with our community partners, receiving referrals and recognition from chambers and economic development officers alike. In 2020 the SBDC was recognized for Outstanding Community Partnership and for Excellence in Economic Development by the Prescott Chamber of Commerce and the Prescott Valley Chamber of Commerce respectively. In addition, our SBDC client Superstition Meadery, the 2019 Yavapai College SBDC Master Success Award winner, was one of 8 Arizona companies recognized in the America's SBDC 2020 Virtual Annual Report. In 2019, Superstition Meadery also was named the SBA National

Small Business of the Year and the Arizona state SBA Small Business of the Year. See link to the annual report: https://www.sbdcimpact.org/az.

Despite the challenges presented with COVID-19 in 2020, the Yavapai SBDC Team worked remotely with 406 clients, 273 of which were new to the SBDC. This compares with 307 clients in 2019, 262 in 2018 and 205 in 2017. The team continued on track with several professional development goals with one team member completing 60 hours of training to achieve Certified Business Advisor status as well as becoming the team expert in Human Resources. The SBDC team now has four Certified Business Advisors, four LivePlan certified members, one certified QuickBooks Pro team member, one certified in Human Resource Management and one with strategic management certification. In addition, all SBDC team members have gone through Outward Mindset training.

Additionally, the Yavapai SBDC Team accomplished several professional goals, adding a certified QuickBooks Pro, Certified Business Advisor for completing more than 60 hours of training, and completion of the Verde Valley Leadership Academy. Our Program Specialist was recognized by the Arizona SBDC for outstanding administrative and support services.

The SBDC at Yavapai College was accredited by the Small Business Administration in 2018 with no findings. This is a 5-year accreditation. Additionally, earlier this year, the Arizona SBDC network formalized and agreement with the Arizona Commerce Authority to expand the free and low-cost tools and resources offered to our rural communities.

Key Performance Indicators – SBDC

Yavapai SBDC	Last Year			2 Years Ago			3 Years Ago			4 Years Ago		
	2020 (COVID-19 Year)			2019			2018			2017 (6 Months New Staff)		
	ACTUAL	GOALS	STATUS%	ACTUAL	GOALS	STATUS%	ACTUAL	GOALS	STATUS%	ACTUAL	GOALS	STATUS%
New Jobs	203	110	185%	125	120	104%	103.5	85	122%	67.5	85	79%
Jobs Retained	153	50	306%	139	55	253%	77	15	513%	15.5	15	103%
Sales Increase	$537,688	$3.5M	15%	$4.7M	$3.5M	134%	$4.2M	$3.2M	131%	$2.6M	$3.2M	81%
New Capital	$7.9M	$7M	113%	$9.5M	$6M	159%	$4.3M	$3.6M	120%	$1.8M	$3.6M	50%
Long Term Clients	76	55	138%	77	55	140%	86	85	101%	60	85	71%
Business Starts	45	45	100%	71	40	178%	37	30	123%	14	25	56%

SBDC Performance Indicators 5 Year Trend

SBDC Performance Indicators 5 Year Trend
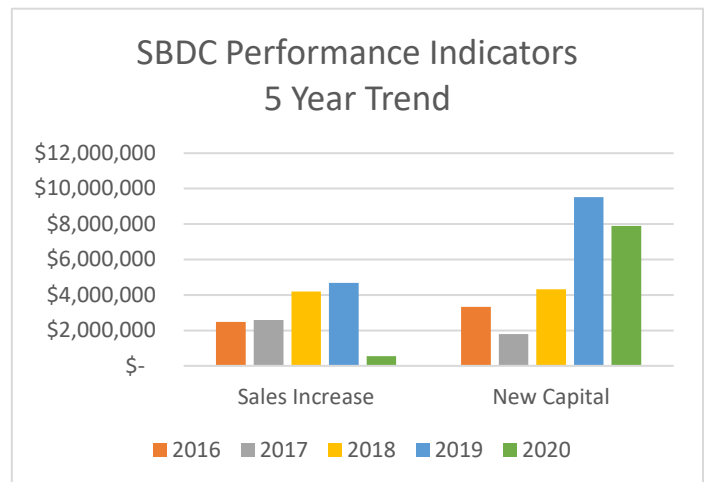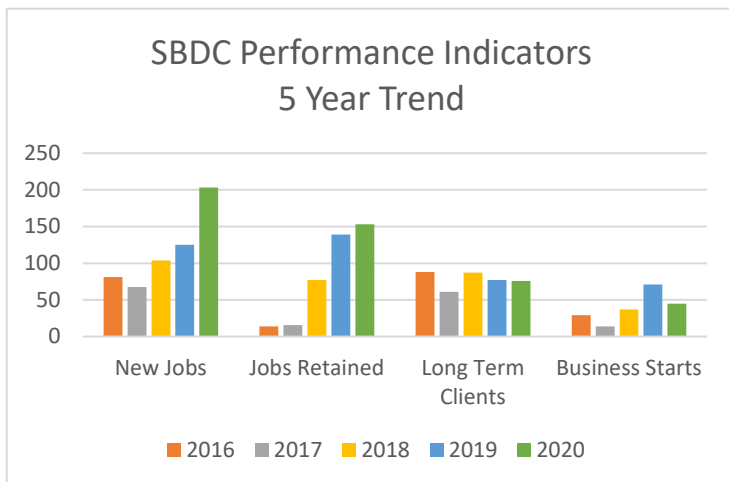
Job Connections: The REDC launched new virtual services in 2020 to connect job seekers with employers. Also provided employment opportunities and workforce recruitment by organizing a Virtual Job Fair with community partners: Arizona at Work; Goodwill of Central and Northern AZ; the Northern Arizona Council of Governments, the Arizona Department of Economic Services Vocational Rehab; the U.S. Department of Veterans Affairs and the chambers of commerce from Prescott, Prescott Valley, Camp Verde, Cottonwood and Sedona.

Job Fair Trends			
Year	# of Job Fairs & Placement Events	# of Employers	# of Job Seekers
2020	COVID Restrictions – 1 Virtual	600	75
2019	7	308	1181
2018	7	340	1250
2017	5	273	984
2016	3	262	854
2015	2	139	527

Career Coaches: Career coaches provide career pathway counseling for incoming students who are undecided in their career choice, provide job placement assistance, internship services, job shadow assistance, graduation follow up assistance, and offer workshops for resumes, interviewing, job search, and soft/hard skills on the Prescott and Verde Valley campuses. YC Employment Services continues to work with the REDC to coordinate services including the placement of student interns and support of the REDC's local area job fairs.

Job Postings: Over the past fiscal year, the college has continued to Yavapai County Job openings through the Job Connections Services department using https://www.yc.edu/v6/employment-services/ website.
- Job postings website – *2020 Outcome: 1,422 jobs posted.*
- Direct Job Placement – *2020 Outcome: 23 placed.*

Job Posting & Placement Trends			
Year	Job Postings	Direct Jobs Placed	Internships & Apprenticeships Placed
2020	1422	23	COVID Restrictions
2019	1914	25	46
2018	1824	12	31
2017	2018	38	6
2016	1719	41	12

- Other – Continue to update job placement services with the new Yavapai College Career Services website offering professional career services to students, faculty, and area employers. The new website was launched to open during the Spring of 2020 and encompasses current and new career tools. Content includes services for alumni and job search preparation.
  https://www.yc.edu/v6/advising/career.html

Economic Indicators

Although Arizona as a whole is ranked third in the nation for economic momentum according to the State Policy Reports Index, which measures growth in population, income, and jobs; this growth is primarily being realized in the metropolitan areas. Currently Maricopa and Pima (both Arizona metropolitan areas) account for 83.5% of total employment within the state of Arizona. Data shows that no other counties in Arizona are growing at the same rate, and that of Arizona's 15 counties, 12 have not recovered from the recession. Below is the 12-month progress of the Yavapai County Economic Indicators:

		Yavapai County		
		2017-18	2018-19	2019-20	% Change
Population[2]		231,275	234,409	239,205	2.1%
Median HH Income[1]		$57,757	$59,325	$59,736	.69%
Living in Poverty[1]		36,686	36,954	35,980	-2.6%
Adults (25+) with an associate's or higher[2]		59,236	60,094	66,621	10.8%
Unemployment[3] (Dec)		4.4%	4.0%	6.5%	2.5%
Jobs[2]		74,931	76,914	77,238	.42%
GDP[2]		$6,522,230,728	$6,858,650,106	$7,333,746,721	6.9%
Median Home Price[4]		$362,700	$379,000	$385,000	1.6%
Business Establishments[2]		5,659	5,787	5,840	.92%

Source: [1] EASI 1/2019; [2]EMSI 2019.3; [3] https://fred.stlouisfed.org/series/AZYAVA0URN; [4] https://www.zillow.com/yavapai-county-az/home-values/

Reskilling and Economic Recovery Due to COVID-19

In response to the COVID-19 pandemic, Arizona was selected as one of 20 states to join the National Governors Association (NGA) and the American Association of Community Colleges (AACC) Reskilling and Recovery Network. The Arizona State Team is composed of representatives from the Office of the Governor of Arizona, Business and Industry, Arizona's Community Colleges represented by four community college Presidents (Yavapai College, Pima, Western, and Maricopa) the ARIZONA@WORK system, Achieve60AZ, and local workforce development leaders.

Out of this effort, this team developed the Arizona Reskilling and Recovery Network Workforce Development and Education/Training Framework to address the equity issues among low-wage workers, racial and ethnic minorities, and women that the COVID-19 pandemic worsened, in order to best serve our employers and communities. The foundation for strategic alignment, initiatives, and policy recommendations of this Arizona Reskilling & Recovery Framework will help us better serve our employers and communities, and strengthen opportunities for upward mobility for all of Arizona's workers.

Recognizing the critical role that the community college plays in the economic vitality of Yavapai County and dependence of our community on the college for the COVID recovery and reskilling of workers, Yavapai College is establishing 2 major workforce initiatives aimed at expanding our skilled workforce and strengthening businesses.

EXPANDING SKILLED WORKFORCE
Workforce Training & Reskilling -YC is establishing the infrastructure necessary to expand partnerships with regional employers and public workforce systems to offer short-term alternative, non-credit industry credentials that lead to high paying jobs in high-demand areas. By meeting the needs of local employers as well as reskilling

workers, we gain the ability to close economic disparities across socioeconomic classes, racial/ethnic minorities, and by gender and thereby increase economic vitality. This will be incorporated in our existing Regional Economic Development Center.

STRENGTHENING BUSINESS:

Seeking grant support from the U.S. Economic Development Administration, YC is planning expansion of the Regional Economic Development Center (REDC) at Yavapai College. The REDC is the premier resource for rural economic growth through policy analysis, workforce development, research, and education. The REDC supports economic development across the County with activities that focus on:

- Support for Current Businesses: Spearheading workforce education and development initiatives to support retention and expansion of current businesses. Programming will focus on diversification, innovation, support for businesses, tapping into the supply chain of urban growth within the state, and partnering with private partners.
- Workforce Training & Reskilling: Deliver online, on-demand, customized workforce training solutions to upskill and reskill workforce. This advanced learning will be delivered at the speed of business to build professional knowledge, competencies, skills, and effectiveness. These programs will be clusters of industries and businesses that focus on applicable skill sets and meet the needs of employers, while offering career opportunities for livable wage jobs.
- Support for New Businesses and Start-ups: Supporting entrepreneurial startups, business retention, and growth through incubation and business assistance. Programming will reduce barriers to entry such as affordable office space, access to equipment and technology, networking and mentoring (providing linkage to industry experts, partnerships, suppliers, and capital); and increased visibility and stature.

Additionally, Richard Hernandez and I represent the college on local, state and national economic development advisory boards.

I serve on:
- The Verde Valley Regional Economic Organization Board
- Prescott Valley Economic Development Foundation Board
- Central Arizona Partnership Board
- American Association of Community College's & National Governor's Association National Reskilling Network

Richard Hernandez serves on:
- NACOG Economic Development Council Board
- AAED Governmental Affairs Committee
- AAED Northern Arizona Rural Economic Development Committee
- Verde Valley Regional Economic Organization Board

President's Conclusion
I report compliance

1 Ends: Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost.
<mark>March 2021 Compilation</mark>

This worksheet is to assist you in assessing the monitoring report, and expediting discussion at the Board meeting.

1.2 Economic Ends	Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.	
Interpretation		
Is the interpretation reasonable?	YES **5**	NO
Does the data show accomplishment of the interpretation?	YES **5**	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES **5**	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO **5**
Comments/Remarks: **McCasland: Excellent accomplishments!**		

SHADED ITEMS should be discussed at the meeting.
Coordinators Comments: This worksheet was completed by all Board Members.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:
We have read the President's Monitoring Report regarding Policy 1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.2.

2. If Board intends to not accept Monitoring Report:
Interpretation: We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that includes a new interpretation.

Or If For Insufficient Evidence:
We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

in for-credit, personal enrichment courses in 2019-2020. COVID-19 negatively impacted personal enrichment and community education enrollments. Traditionally almost all of these classes are offered exclusively in-person, but due to COVID-19, they were offered virtually or canceled.
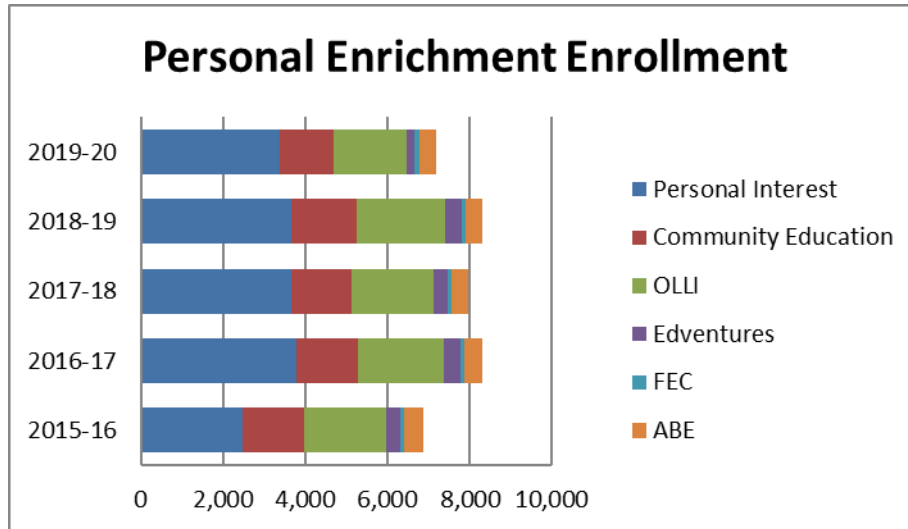
Sources: Office of Institutional Effectiveness and Research

K-12 Outreach

- College for Kids classes introduce K-12 children to the college environment through a variety of courses in the summer, ranging from art to cooking to geology to rocketry.

	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
College for Kids (Verde)	2016-2017									
	2017-2018	184	51	5		46	90%	556	12	4,784
	2018-2019	110	30	4		26	87%	311	12	3,170
	2019-2020	6	16	15		1	6%	6	6	48
2 year Total Counts C4K - (Verde)		300	97	24	0	73	75%	873	9	8,002
2 year Average College for Kids (Verde)		100	32	8	0	24		291	10	2,667

	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
College for Kids (Prescott)	2016-2017	296	39	8		31	79%	329	11	3,938
	2017-2018	253	35	1		34	97%	353	10	4,149
	2018-2019	184	42	16		26	62%	229	9	2,991
	2019-2020	65	28	8	0	20	71%	96	5	870
4 year Total Counts C4K (Prescott)		798	144	33	0	111	77%	1,007	35	11,948
4 year Average College for Kids (Prescott)		200	36	8	0	28	77%	252	9	2,987

- Both day and residential sports camps are held each summer for a variety of sports.

- Beginning in 2016, the YC Performing Arts Center has hosted Missoula Children's Theatre, a week-long music and theatre class in which students learn a full musical from start (Monday morning) to finish (Performances on Saturday) in just one week. Unfortunately, the 2020 Missoula Children's Theatre was canceled due to COVID-19.

Missoula Children's Theatre Attendance
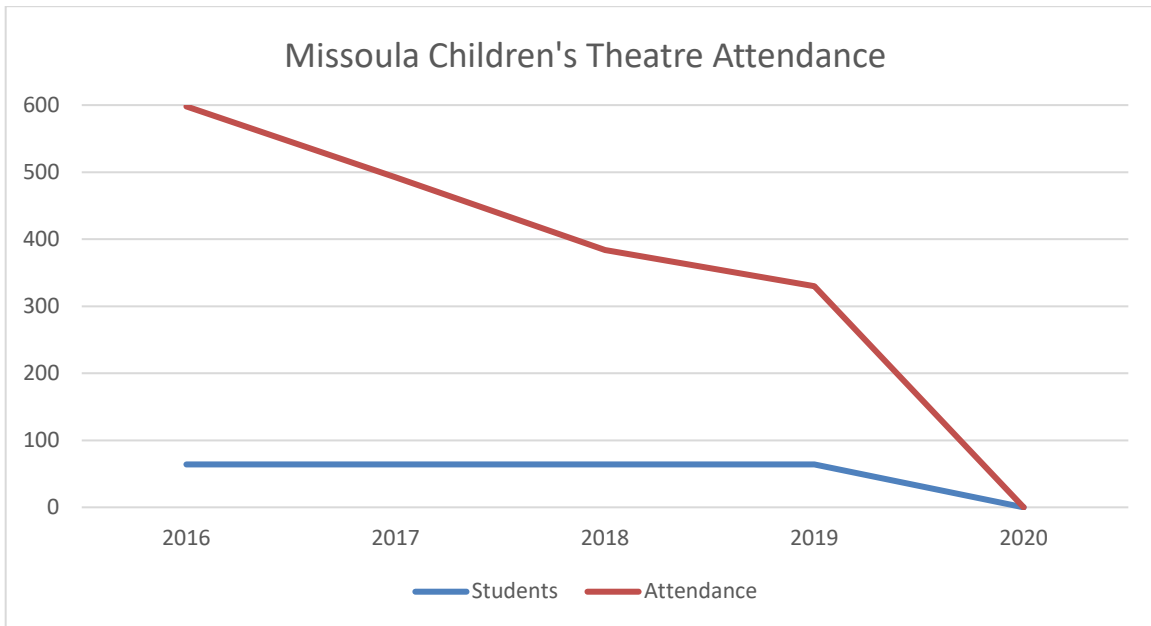
Lifelong Learning

- Yavapai College offers a broad array of lifelong learning programs, including Community Education, College for Kids, EDventures, and Osher Lifelong Learning Institute (OLLI). Due to COVID-19, all Community Education and OLLI classes were moved to a virtual environment.
- More information on classes and services within the division can be found at https://www.yc.edu/v6/lifelong-learning/index.html

	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
	16-17	4,351	1168	225	0	943	81%	14829	68	109899
Division #'s by Year	17-18	4,236	1,264	213	0	1,051	83%	15,102	85	122,634
	18-19	4,427	1,290	231	0	1,059	82%	15,024	86	121,001
	19-20	3,354	1,415	484	242	928	66%	12,389	63	87,747
Cumulative Division Totals:		16,368	5,137	1,153	242	3,981	77%	57,344	302	441,281
Cumulative Division Averages:		4,092	1,284	288	61	995		14,336	75	110,320

Community Education Programs

- Community Education offers lifestyle and leisure classes in both Prescott and the Verde Valley & Sedona that feature hands-on learning and special interest topics. Non-credit courses are taught by community professionals experienced in their chosen fields.

	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
Community Education (Prescott)	2016-2017	1,526	353	146		207	59%	1,890	9	16,529
	2017-2018	1,152	272	89		183	73%	1,688	9	15,145
	2018-2019	1,123	259	93		166	64%	1,549	9	13,087
	2019-2020	923	268	150	53	118	44%	1,148	10	9,479.5
4 year Total Count CommEd - (Prescott)		4,724	1,152	478	53	674	59%	6,275	37	54,240
4 year Average CommEd - (Prescott)		1,181	288	120	53	169	59%	1,569	9	13,560
YC Companion (Prescott)	2016-2017									
	2017-2018	62	55	26		29	53%	70	2	1,935
	2018-2019	124	83	34		49	59%	149	3	2,057
	2019-2020	104	140	40	0	100	71%	144	1	3,371.5
2 year Total Count YC Companion (Prescott)		290	278	100	0	178	64%	363	7	7,364
2 year Average YC Companion (Prescott)		97	93	33	0	59	64%	121	2	2,455
Community Education (Sedona/Verde)	2016-2017									
	2017-2018	247	75	15		60	80%	289	5	2,947
	2018-2019	354	81	28		53	65%	467	9	5,682
	2019-2020	277	89	40	15	49	55%	353	7	3,236.75
2 year Total Counts CommED (Sedona/Verde)		878	245	83	15	162	66%	1,109	21	11,865
2 year Average CommEd (Sedona/Verde)		293	82	28	15	54	66%	370	7	3,955

Osher Lifelong Learning Institute (OLLI)

- OLLI is a member-led program, organized by volunteer council that offers its members in both Prescott and the Verde Valley & Sedona the chance to learn, grow, and connect with one another while participating in senior-friendly learning programs.

	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
Osher Lifelong Learning Institute (OLLI)										
OLLI (Prescott)	2016-2017	1120	332	20		312	94%	8,098	26	64,752
	2017-2018	1027	335	22		313	94%	7,485	24	63,418
	2018-2019	1217	347	14		333	96%	7,977	24	63,361
	2019-2020	1090	396	77	66	319	81%	6,997	22	52,974
4 Year Counts OLLI (Prescott)		4454	1410	133	66	1277	91%	30557	24	244,505
4 Year Averages OLLI (Prescott)		1114	353	33	66	319		7639	24	61126
Verde Valley/Sedona OLLI	2016-2017	959	400	37		363	91%	4,195	12	20,651
	2017-2018	971	391	43		348	89%	4,297	12	25,701
	2018-2019	919	387	31		356	92%	3,855	11	23,973
	2019-2020	687	415	121	85	294	71%	3,381		14,701
4 Year Counts OLLI - (Sedona/Verde)		3,536	1,593	232		1,361	85%	15,728		85,026
4 Year Averages OLLI - Sedona/Verde)		884	398	58		340		3,932	12	21,257

EDventures

- EDventures facilitates local and regional trips, led by experienced and knowledgeable tour leaders. 200 people participated in EDventures trips in 2019-2020. The program took travelers to locations throughout the region to learn about the colorful local history, fascinating cultures, and natural features of the southwest. International EDventures to Iceland in 2018 attracted 34 people, and Ireland in 2019 drew 20 people. 2019 Edventures were cancelled due to the COVID-19 pandemic.
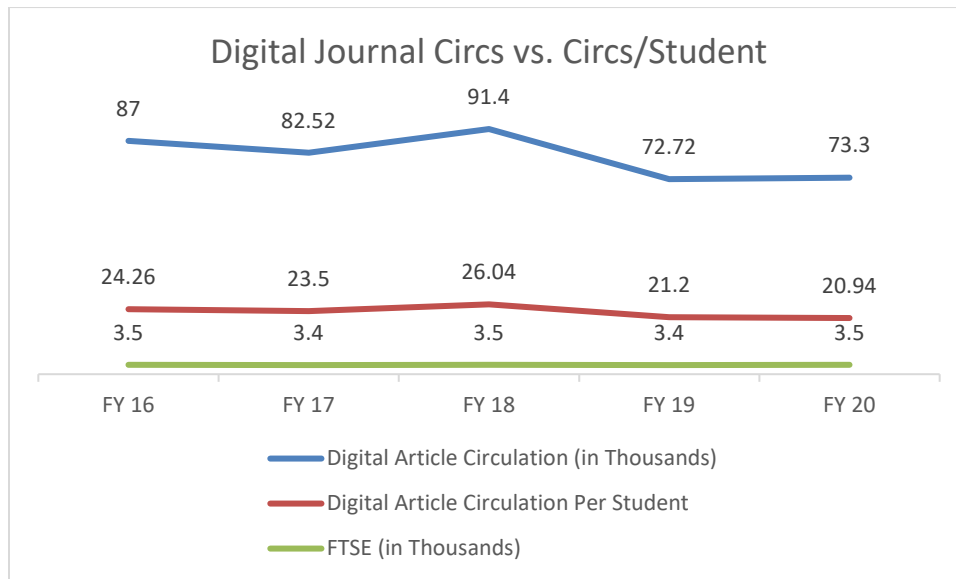
	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
EDventures	2016-2017	408	44	14		30	68%	317	11	4,029
	2017-2018	306	50	12		38	76%	364	10	4,555
	2018-2019	376	61	11		50	82%	487	10	6,681
	2019-2020	200	60	33	23	27	45%	261	10	2,928.5
4 Year Counts Edventures		1290	215	70	23	145	67%	1429	10	18,193.50
4 Year Average Edventures:		323	54	18	23	36		357	10	4,548.38
Edventures International	2016-2017	42	n/a	n/a			n/a	n/a	n/a	n/a
	2017-2018	34	n/a	n/a			n/a	n/a	n/a	n/a
	2018-2019	20	n/a	n/a			n/a	n/a	n/a	n/a
	2019-2020	0	n/a	n/a			n/a	n/a	n/a	n/a
Total Edventures Int'l:		96	n/a	n/a			n/a	n/a	n/a	n/a

Companion Courses

- The Division is also working with the credit side of the College to provide short 8 week blended (credit / non-credit) classes for adult students returning to the college classroom.

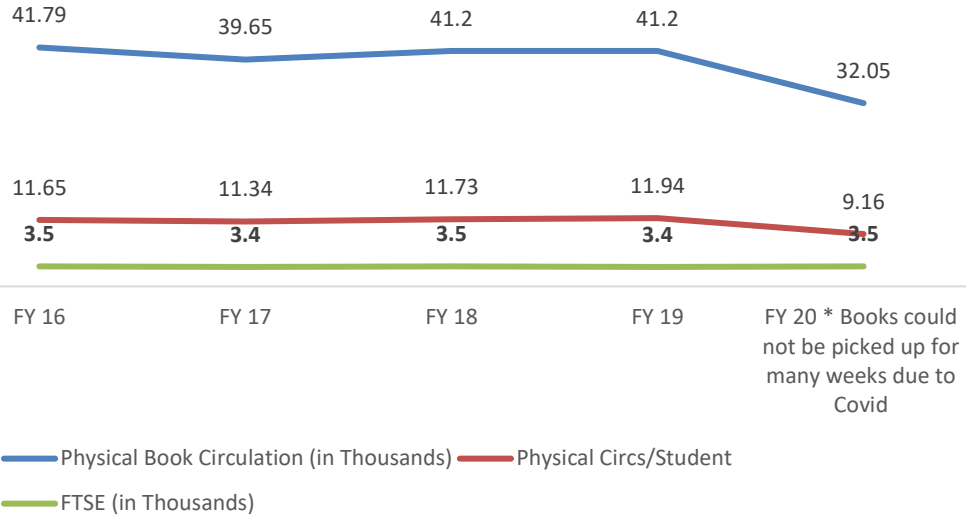|	Fiscal Year	Unduplicated Students Served	Total Offerings (including cancelled)	Numbers cancelled	Cancelled Due to Covid	Classes that 'Made'	Percentage of Offerings that went	Enrollments (seat count)	Average class size	Total hours
YC Companion (Prescott)	2016-2017									
	2017-2018	62	55	26		29	53%	70	2	1,935
	2018-2019	124	83	34		49	59%	149	3	2,057
	2019-2020	104	140	40	0	100	71%	144	1	3,371.5
2 year Total Count YC Companion (Prescott)		290	278	100	0	178	64%	363	7	7,364
2 year Average YC Companion (Prescott)		97	93	33	0	59	64%	121	2	2,455
YC Companion (Sedona/Verde)	2016-2017									
	2017-2018									
	2018-2019									
	2019-2020	2	3	0			100%	3	2	137.5
2 year Total Count YC Companion (Sedona/Verde)		2	3	0	0	0	100%	3	2	138
2 year Average YC Companion (Sedona/Verde)		2	3	0	0	3	100%	3	2	138

YC Library

- YC Library collections represent about 13% of the total Yavapai County Library system. The following data includes gate counts and outcome data from FY16-FY20.
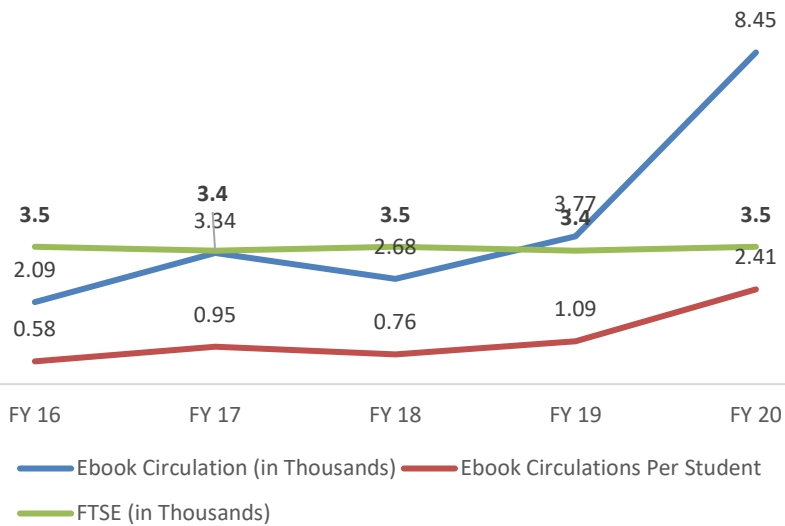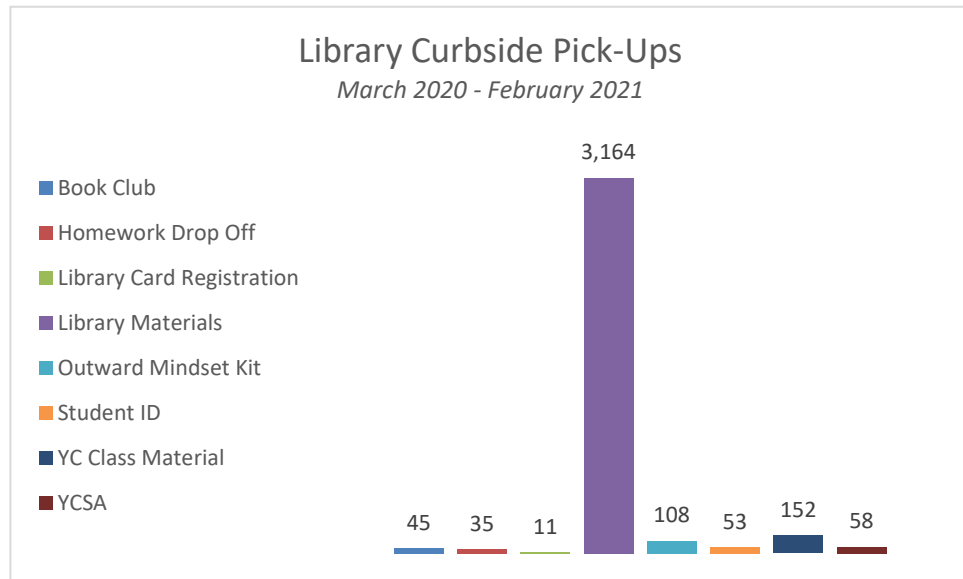
Library Gate Count FY 16 - FY 20

A line chart showing gate count declining from about 121,000 in FY 16, rising slightly to about 123,000 in FY 17, declining to about 109,000 in FY 18, about 107,000 in FY 19, and dropping to about 74,000 in FY 20 (Building was closed March-June due to COVID-19).
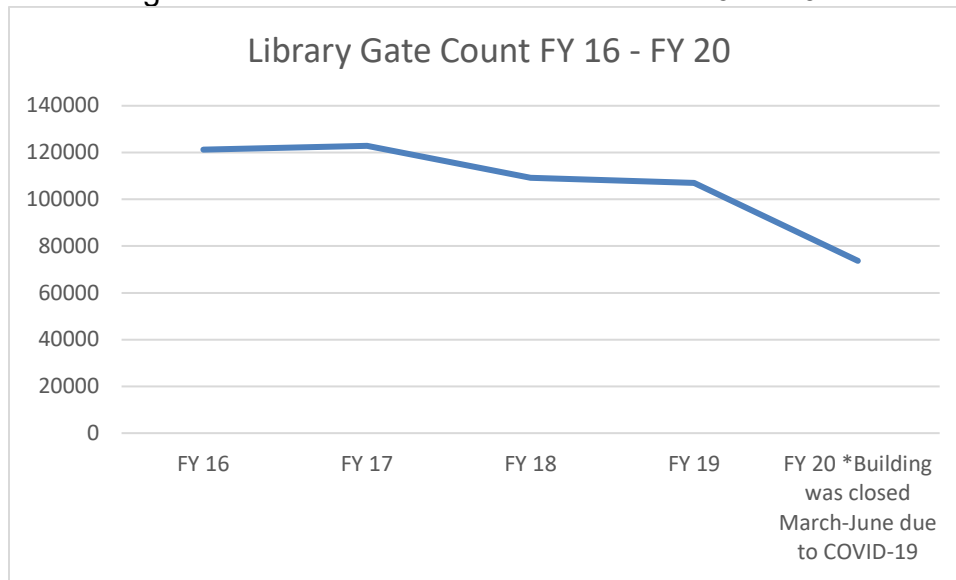
Library Circulations per YC FTSE

Digital Journal Circs vs. Circs/Student

A line chart with three series across FY 16–FY 20:

Digital Article Circulation (in Thousands): 87, 82.52, 91.4, 72.72, 73.3
Digital Article Circulation Per Student: 24.26, 23.5, 26.04, 21.2, 20.94
FTSE (in Thousands): 3.5, 3.4, 3.5, 3.4, 3.5

Legend:
- Digital Article Circulation (in Thousands)
- Digital Article Circulation Per Student
- FTSE (in Thousands)

Districtwide Book Circs vs. Circs/Student

41.79   39.65   41.2   41.2   32.05

11.65   11.34   11.73   11.94   9.16

3.5   **3.4**   **3.5**   **3.4**   **3.5**

FY 16   FY 17   FY 18   FY 19   FY 20 * Books could not be picked up for many weeks due to Covid

— Physical Book Circulation (in Thousands)   — Physical Circs/Student
— FTSE (in Thousands)

Ebook Circs vs. Circs/Student

8.45

3.5   **3.4**   **3.5**   3.77   **3.5**

2.09   3.34   2.68   3.4   2.41

0.58   0.95   0.76   1.09

FY 16   FY 17   FY 18   FY 19   FY 20

— Ebook Circulation (in Thousands)   — Ebook Circulations Per Student
— FTSE (in Thousands)

- Beginning in March, both the Prescott and Verde Valley Campus libraries transitioned to curbside pickup for library materials and other items to help students and the communities continue to have access to services.

Library Curbside Pick-Ups
March 2020 - February 2021

Category	Value
Book Club	45
Homework Drop Off	35
Library Card Registration	11
Library Materials	3,164
Outward Mindset Kit	108
Student ID	53
YC Class Material	152
YCSA	58

Library Spring Survey Data

- Prescott Campus Library
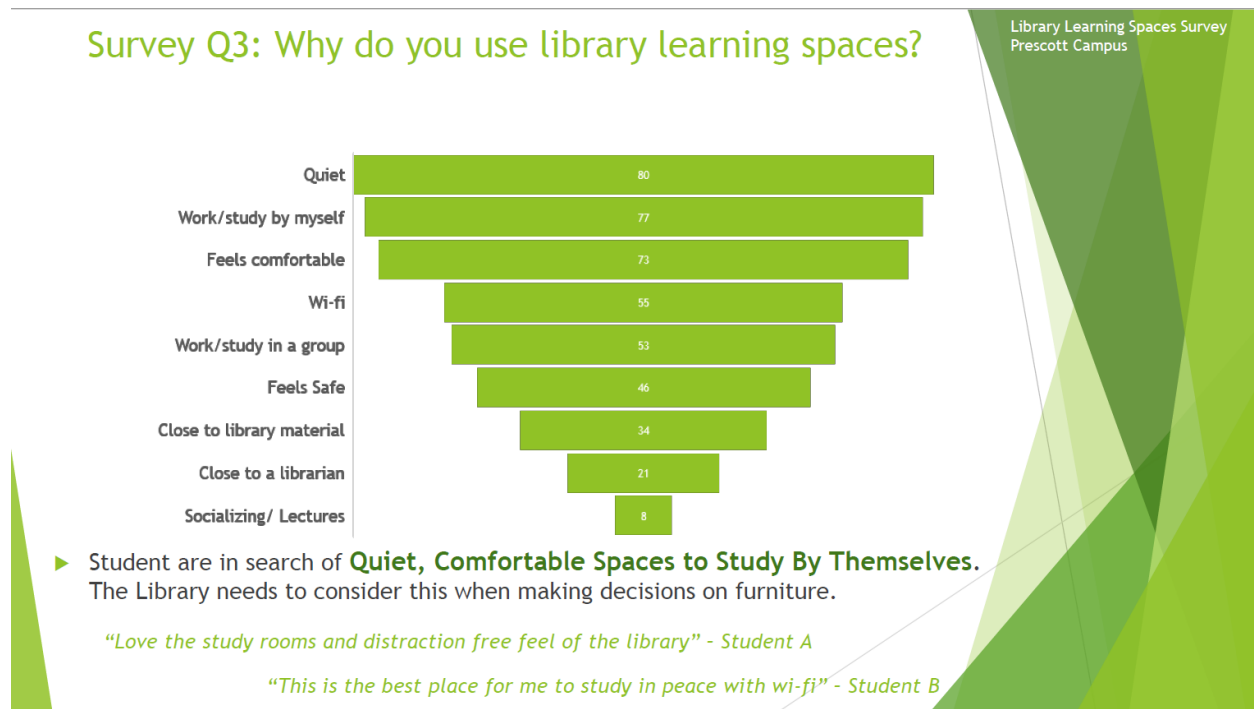
Survey Q3: Why do you use library learning spaces?

Library Learning Spaces Survey
Prescott Campus

Reason	Value
Quiet	80
Work/study by myself	77
Feels comfortable	73
Wi-fi	55
Work/study in a group	53
Feels Safe	46
Close to library material	34
Close to a librarian	21
Socializing/ Lectures	8

▶ Student are in search of **Quiet, Comfortable Spaces to Study By Themselves.** The Library needs to consider this when making decisions on furniture.

"Love the study rooms and distraction free feel of the library" – Student A

"This is the best place for me to study in peace with wi-fi" – Student B

Survey Q7: Library learning spaces contribute to your educational success.

Strongly Agree	60
Agree	36
Neutral	2
Disagree	
Strongly Disagree	

▶ Most students believe the library learning spaces contribute to their educational success which supports the literature on this topic.

"It's been a great semester so far! Thank you for your resources!" – Student F

"The library is my favorite place to study on campus" – Student G

- Verde Valley Campus Library

Survey Q3: Why do you use library learning spaces?

Work/study by myself	21
Quiet	19
Wi-fi	15
Feels comfortable	11
Work/study in a group	9
Feels Safe	7
Close to library material	6
Close to a librarian	4
Socializing/ Lectures	3

▶ Student are in search of **Quiet Spaces with Wi-fi to Study By Themselves.**
The Library needs to consider this when making decisions on furniture and services.

Survey Q7: Library learning spaces contribute to your educational success.
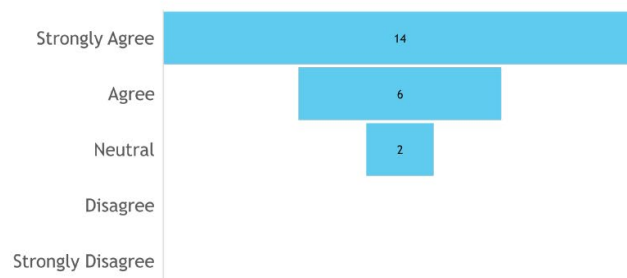
Strongly Agree	14
Agree	6
Neutral	2
Disagree	
Strongly Disagree	

► Most students believe the library learning spaces contribute to their educational success which supports the literature on this topic.

- Library Survey Top Takeaways

Top Takeaways

Students want to be notified by email on new and current library resources.

Students are more aware of the library's online material than services.

Students want in-person help with library resources and access to the physical building.

The frequency which an instructor mentions the library in class impacts students' library website usage.

There is a disparity between what students listed as their preference for contactless library assistance and what they are currently doing.

Many students are unsure about attending library online events and workshops.

Literary Southwest

- Since its inception in September, 2008, The Literary Southwest has presented four programs per year. These multi-genre programs are offered to the community admission-free in September, November, February, and April. Now in its thirteenth season, series events have included *New York Times* bestselling novelists, National Book Award and Pulitzer Prize finalists and winners, as well as U.S. and Arizona Poet Laureates. The series also has begun offering one crossover event per year featuring the author of the book selected for the newly established Riders Read community reads program.
- Audiences for the Literary Southwest vary by event. The average audience estimate for the 2015-2019 period was in the 60-80 range. The February 2020 in-person event attracted an audience of well over 300. Then, due to the Covid pandemic, the series was migrated online via the Zoom and YouTube platforms beginning with the April 2020 event. That first online program drew 400 unique viewers on YouTube and more than 200 dedicated viewers on the internal YC Zoom link the night of the event; its subsequent posting on YouTube in the weeks following the event garnered an estimate of more than 2,000 views nationally and *internationally*. Ensuing events each have had between 125 and 200 viewings—plus Zoom attendees—and counting, as the uploads remain available on YouTube.
- Previously, at each April event—beginning with April, 2008—a brief audience survey form was distributed, collected, and tabulated. Below are the surveys from 2016-2019. There was no audience survey in 2020, as that April event was the first presented in a live stream online format.

2016 Literary Southwest Survey Data

The Literary Southwest Series - April 8, 2016		
Jane Hirshfield & Susan Terris		
Survey Results (based on 77 responders)		
Where do you live?		
Greater Prescott Area	64%	44
Yavapai County	26%	18
Other Arizona	4%	3
Other State	6%	4
		69
Relationship to College:		
Current YC Student	19%	13
Former YC Student	19%	13
YC Faculty/Staff	10%	7
Student at other college	3%	2
Community Member	49%	33
		68
How did you hear about this event?		
Series postcard mailing	19%	15
Newspaper story	16%	12
YC Website	5%	4
Flyer or posting in town	5%	4
YC Library signage/display	1%	1
Newspaper ad	0%	0
Radio	0%	0
Word of Mouth	32%	25
My instructor required/suggested I attend	6%	5
Other	14%	11
		77
Prior acquaintance with work?		
Yes	41%	31
No	59%	45
		76
Did you require an overnight hotel stay?		
Yes	3%	2
No	97%	74
		76
Is this your first literary event?		
Yes	26%	20
No	74%	57
		77
Plan to attend future events?		
Yes	97%	69
No	3%	2
		71

Where do you live?

Relationship to College

How did you hear about this event?

Prior acquaintance with work?

Did you require an overnight hotel stay?

Is this your first literary event?

Do you plan to attend future events?

2017 Literary Southwest Survey Data

The Literary Southwest Series - April 7, 2017
Camille Dungy
Survey Results (based on 57 responders)

Where do you live?

	%	#
Greater Prescott Area	59%	32
Yavapai County	37%	20
Other Arizona	0%	0
Other State	4%	2
		54
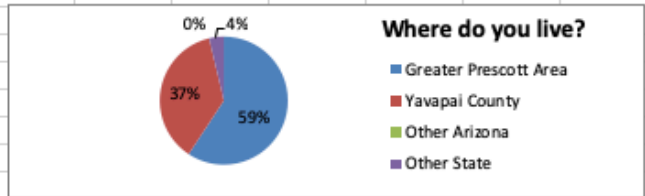
Relationship to College:

	%	#
Current YC Student	49%	28
Former YC Student	4%	2
YC Faculty/Staff	4%	2
Student at other college	7%	4
Community Member	37%	21
		57
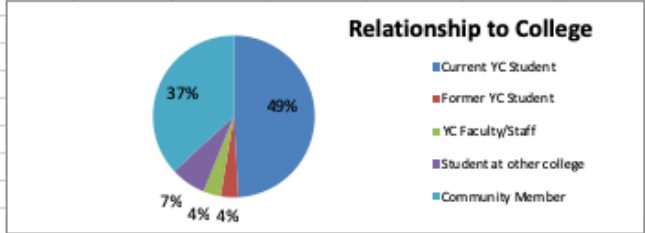
How did you hear about this event?

	%	#
Series postcard mailing	18%	12
Newspaper story	6%	4
YC Website	9%	6
Flyer or posting in town	3%	2
YC Library signage/display	3%	2
Newspaper ad	1%	1
Radio	1%	1
Word of Mouth	9%	6
My instructor required/suggested I attend	33%	22
Other	16%	11
		67
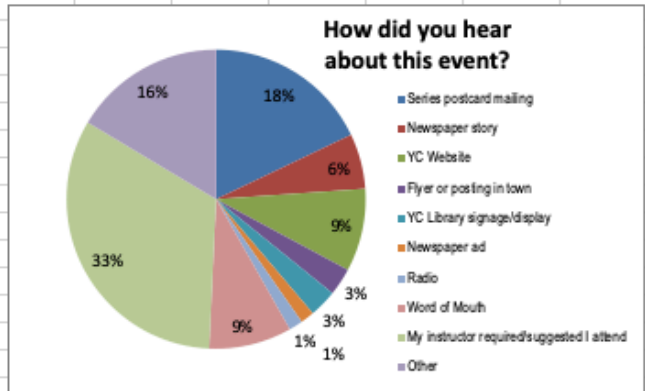
Prior acquaintance with work?

	%	#
Yes	2%	1
No	98%	54
		55
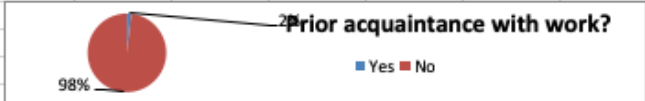
Did you require an overnight hotel stay?

	%	#
Yes	2%	1
No	98%	56
		57

Is this your first literary event?

	%	#
Yes	43%	24
No	57%	32
		56

Plan to attend future events?

	%	#
Yes	91%	41
No	9%	4
		45

2018 Literary Southwest Survey Data

The Literary Southwest Series - April 27, 2018
Kay Ryan
Survey Results (based on 44 responders)

Where do you live?

Greater Prescott Area	57%	20
Yavapai County	43%	15
Other Arizona	0%	0
Other State	0%	0
Total responses:		35
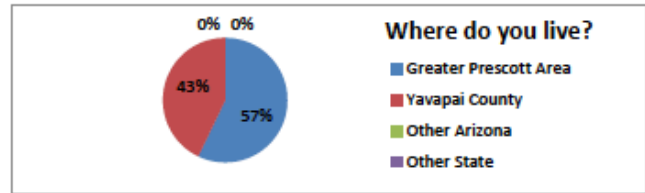
Relationship to College:

Current YC Student	44%	20
Former YC Student	9%	4
YC Faculty/Staff	4%	2
Student at other college	0%	0
Current OLLI Member	2%	1
Community Member	40%	18
Total responses:		45
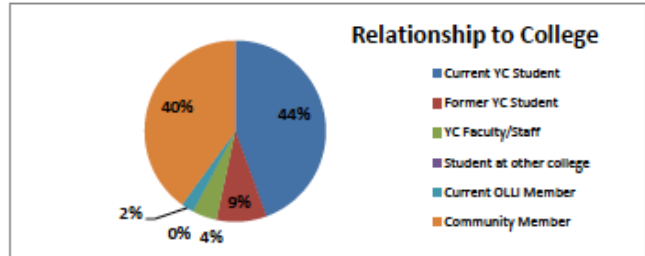
How did you hear about this event?

Series postcard mailing	24%	11
Newspaper story	20%	9
YC Website	7%	3
Flyer or posting in town	2%	1
YC Library signage/display	7%	3
Print ad	2%	1
Radio	0%	0
Word of Mouth	15%	7
My instructor required/suggested I attend	22%	10
Other (e.g. Local bookstore)	2%	1
Total responses:		46
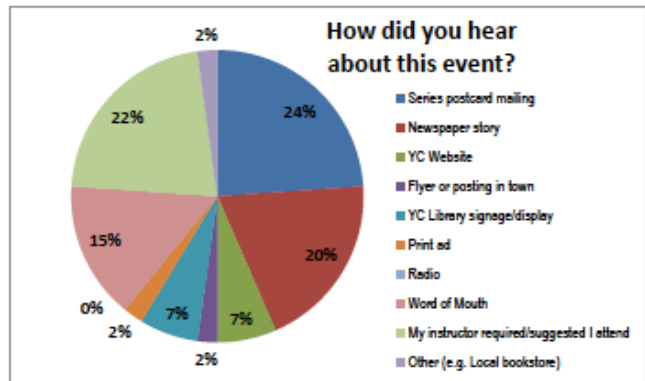
Prior acquaintance with work?

Yes	12%	5
No	88%	38
Total responses:		43
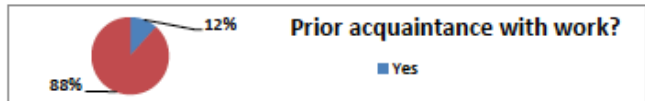
Did you require an overnight hotel stay?

Yes	0%	0
No	100%	44
Total responses:		44

Is this your first literary event?

Yes	18%	8
No	82%	36
Total responses:		44

Plan to attend future events?

Yes	89%	34
No	11%	4
Total responses:		38

Attend fee based events or workshops?

Yes	29%	8
No	32%	9
Maybe	39%	11
Total responses:		28

2019 Literary Southwest Survey Data

The Literary Southwest Series - April 26, 2019
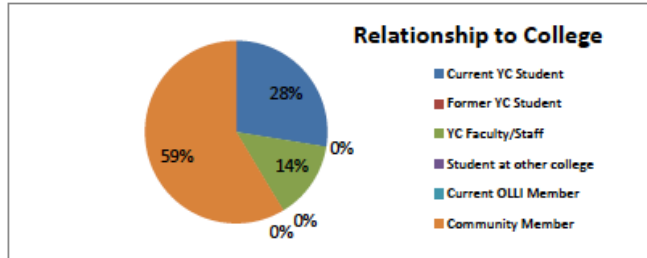**Joe Ide**
Survey Results (based on 29 responders)

Where do you live?

Greater Prescott Area	52%	15
Yavapai County	28%	8
Other Arizona	7%	2
Other State	14%	4
Total responses:		29
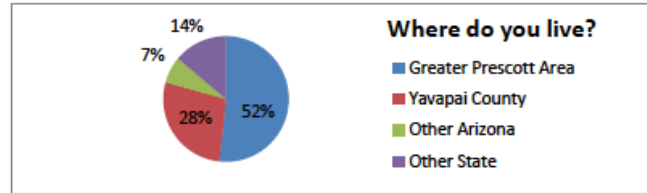
Relationship to College:

Current YC Student	28%	8
Former YC Student	0%	0
YC Faculty/Staff	14%	4
Student at other college	0%	0
Current OLLI Member	0%	0
Community Member	59%	17
Total responses:		29

How did you hear about this event?

Series postcard mailing	23%	7
Newspaper story	6%	2
YC Website	10%	3
Flyer or posting in town	3%	1
YC Library signage/display	0%	0
Print ad	0%	0
Radio	0%	0
Word of Mouth	23%	7
My instructor required/suggested I attend	19%	6
Other (e.g. Local bookstore)	16%	5
Total responses:		31
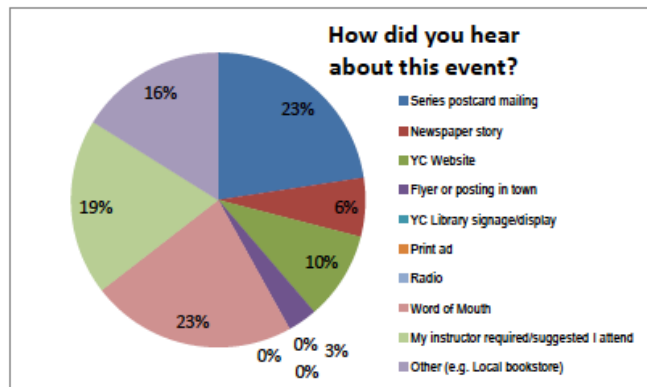
Prior acquaintance with work?

Yes	14%	4
No	86%	25
Total responses:		29
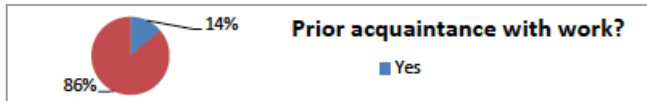
Did you require an overnight hotel stay?

Yes	0%	0
No	100%	28
Total responses:		28

Is this your first literary event?

Yes	29%	8
No	71%	20
Total responses:		28

Plan to attend future events?

Yes	92%	23
No	8%	2
Total responses:		25
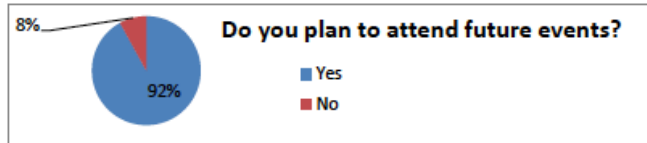
Attend fee based events or workshops?

Yes	38%	6
No	63%	10
Maybe	0%	0
Total responses:		16

Where do you live?
- Greater Prescott Area
- Yavapai County
- Other Arizona
- Other State

Relationship to College
- Current YC Student
- Former YC Student
- YC Faculty/Staff
- Student at other college
- Current OLLI Member
- Community Member

How did you hear about this event?
- Series postcard mailing
- Newspaper story
- YC Website
- Flyer or posting in town
- YC Library signage/display
- Print ad
- Radio
- Word of Mouth
- My instructor required/suggested I attend
- Other (e.g. Local bookstore)

Prior acquaintance with work?
- Yes

Did you require an overnight hotel stay?
- Yes
- No

Is this your first literary event?
- Yes
- No

Do you plan to attend future events?
- Yes
- No

Attend fee-based events/workshops?
- Yes
- No
- Maybe

Art Galleries

- The YC Prescott and Verde Art Galleries typically offer 10+ exhibitions per year. Exhibits include high school, YC student and faculty artwork, representing the College's high-quality instruction. A juried selection of local and regional artists – some with national and international reputations – is offered to support instruction and enrich our community.

*2020 Data: 01/01/20 – 02/29/20
Due to COVID – The Art Galleries closed to visitors from March 2020 to present.
One exhibit was open to visitors for the first two months of that year.

Number of Exhibits

Number of Patrons
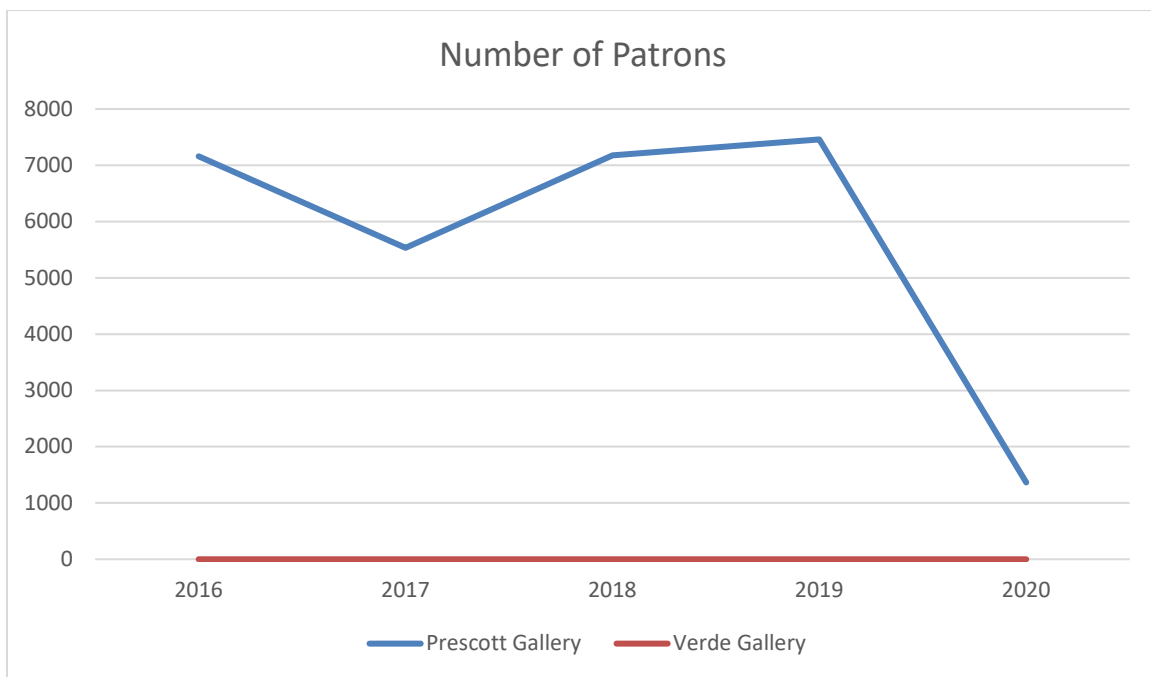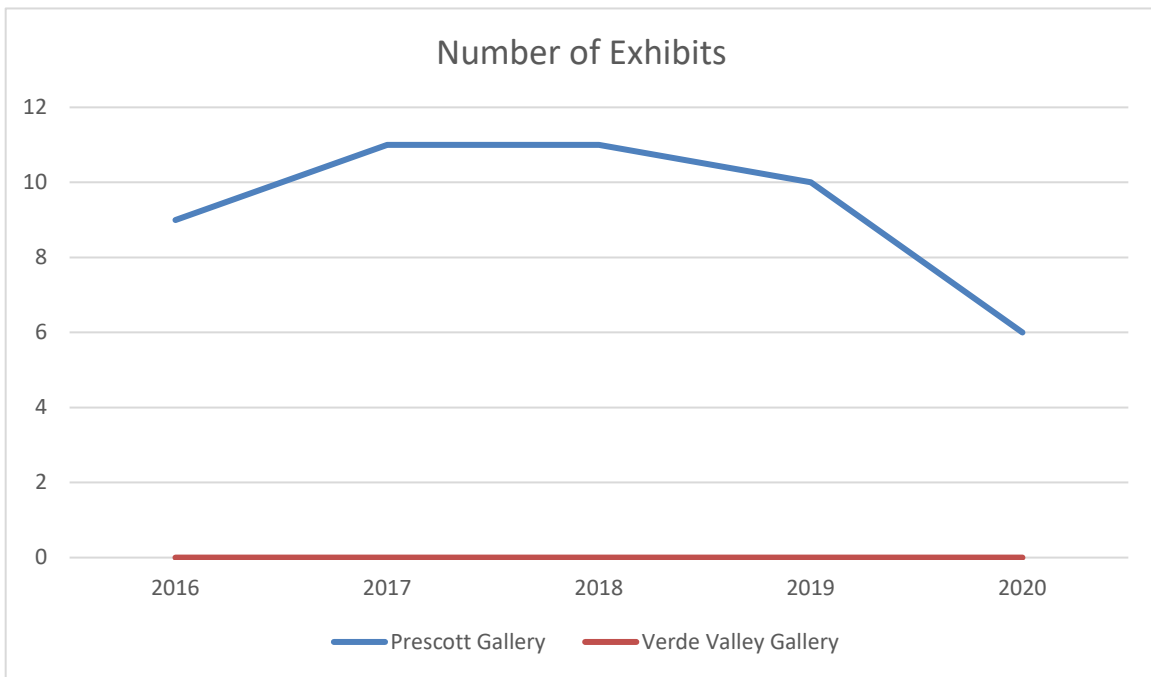
*Beginning MAR 2020 remaining exhibits went online. Number of exhibits represent 1 in-gallery exhibit and 5 online-only exhibits. Online statistics for the Prescott Art Gallery follow on next page.

Prescott Art Gallery Online Statistics 03/01/20 – 12/31/20

- 4,157 Site Sessions
- 2,416 Unique Visitors

Traffic over Time ⓘ

Legend: ● Current period ● Previous Period

Top Referring Sites ⓘ

Referring Site	Site Sessions
Direct	2,400
yc.edu	811
facebook.com	412
il2.cableone.net	77
google.com	63

Legend: ● Current period ● Previous Period

Visitor Retention ⓘ

- ● N/A 0.04%
- ● New Visitor 99.96%

Traffic by Location ⓘ

© Mapbox © OpenStreetMap Improve this map
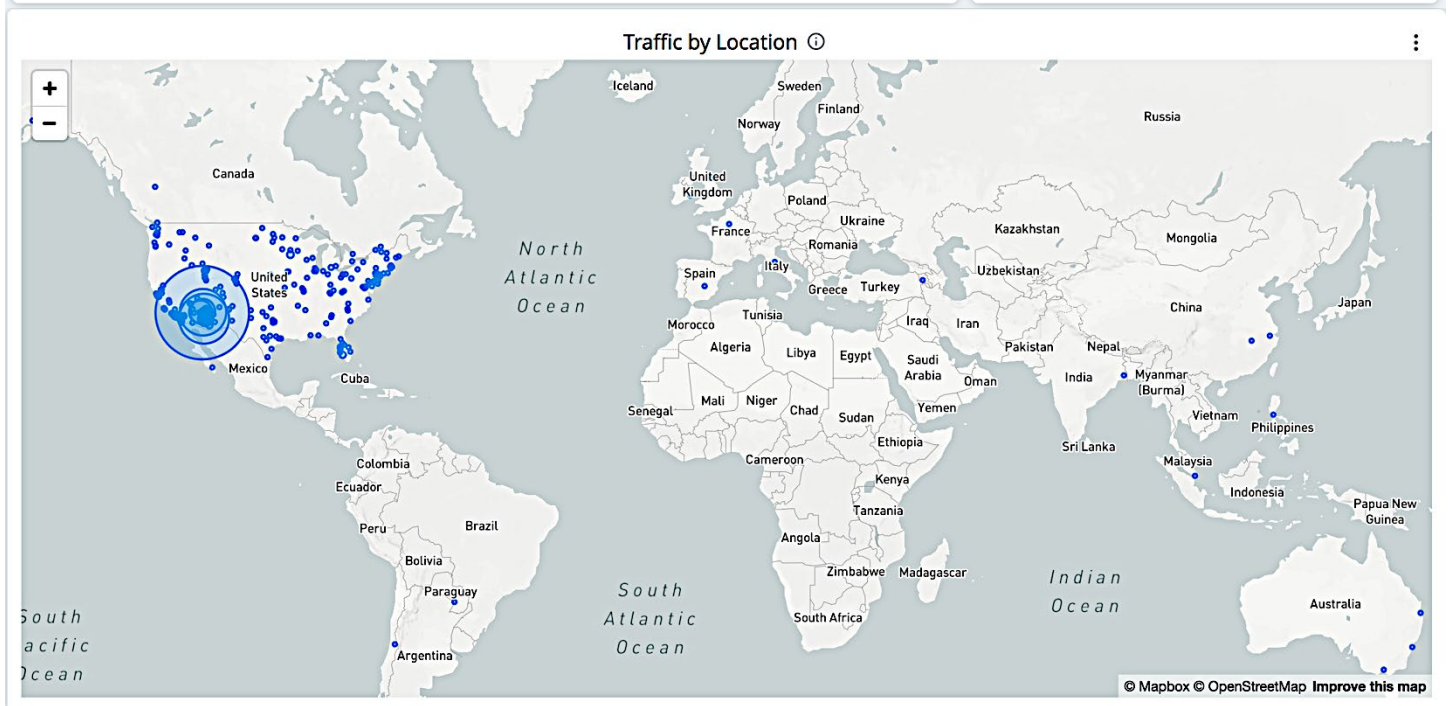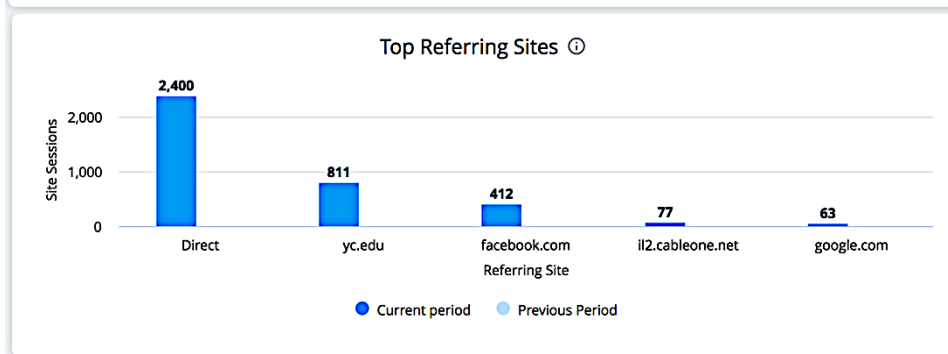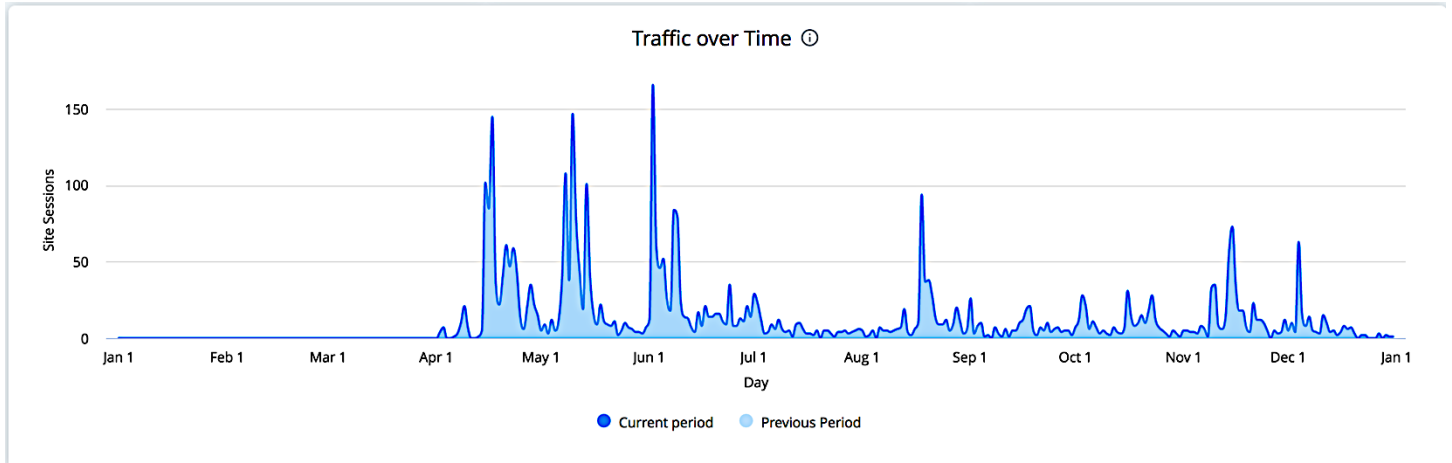
Athletics

Yavapai College's intercollegiate athletic program features four sports which compete in the Arizona Community College Athletic Conference as a part of the National Junior College Athletic Association.

Athletic Team Records by Year

Soccer			
	Overall Record	ACCAC Record	Postseason Record
Fall 2016	18-4-0	17-2-0	0-2
Fall 2017	23-3-3	15-2-3	6-1 (3rd in NJCAA National Tournament)
Fall 2018	16-7-0	14-6-0	1-1
Fall 2019	15-4-0	8-2-0	0-1

Volleyball			
	Overall Record	ACCAC Record	Postseason Record
Fall 2016	18-11	11-5	0-1
Fall 2017	15-13	8-5	1-1
Fall 2018	18-9	7-5	1-1
Fall 2019	20-6	10-3	1-1

Baseball			
	Overall Record	ACCAC Record	Postseason Record
Spring 2017	34-22	20-16	N/A
Spring 2018	28-27	17-19	N/A
Spring 2019	37-19	24-14	3-3
Spring 2020	22-3	12-2	No Postseason Due to COVID

Softball			
	Overall Record	ACCAC Record	Postseason Record
Spring 2017	49-7	44-4	1-2
Spring 2018	50-12	41-7	1-2
Spring 2019	46-14	37-11	0-2
Spring 2020	21-6	15-2	No Postseason Due to COVID

NJCAA All-Americans by Year

NJCAA All-Americans

Year	NJCAA All-Americans
2016	2
2017	4
2018	3
2019	4
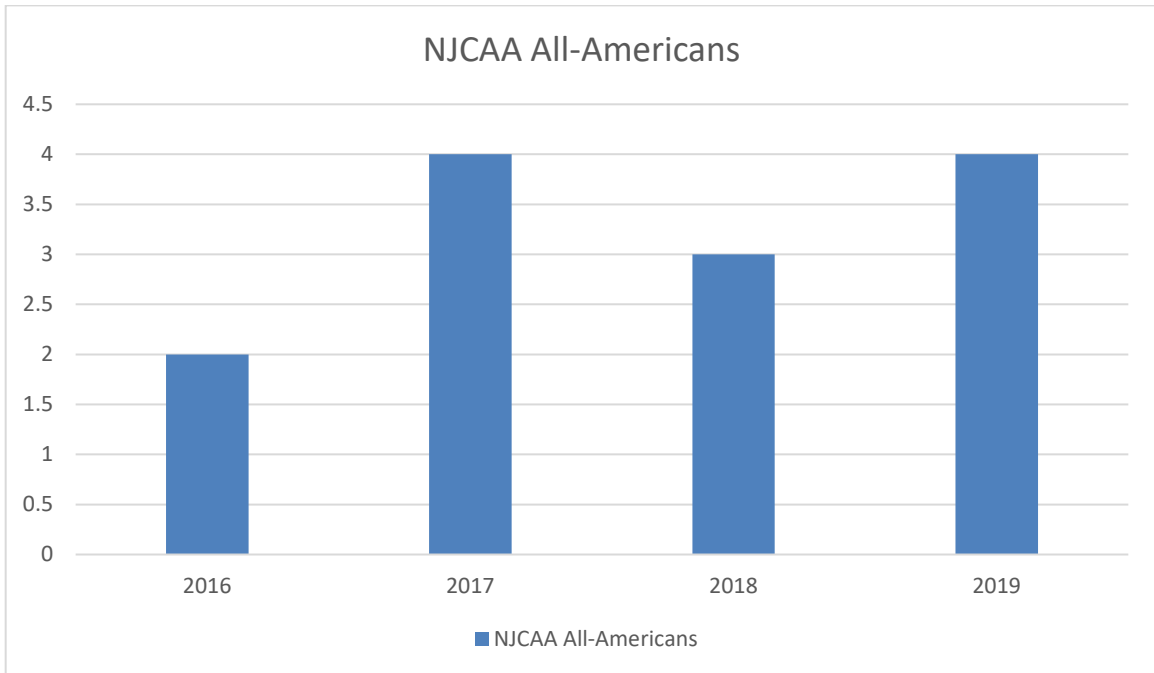
Athletes GPA vs. Non-Athletes

Athletes GPA vs. Non-Athletes

Legend: Athletes (blue), Non-Athlete Degree Seeking Students (red)
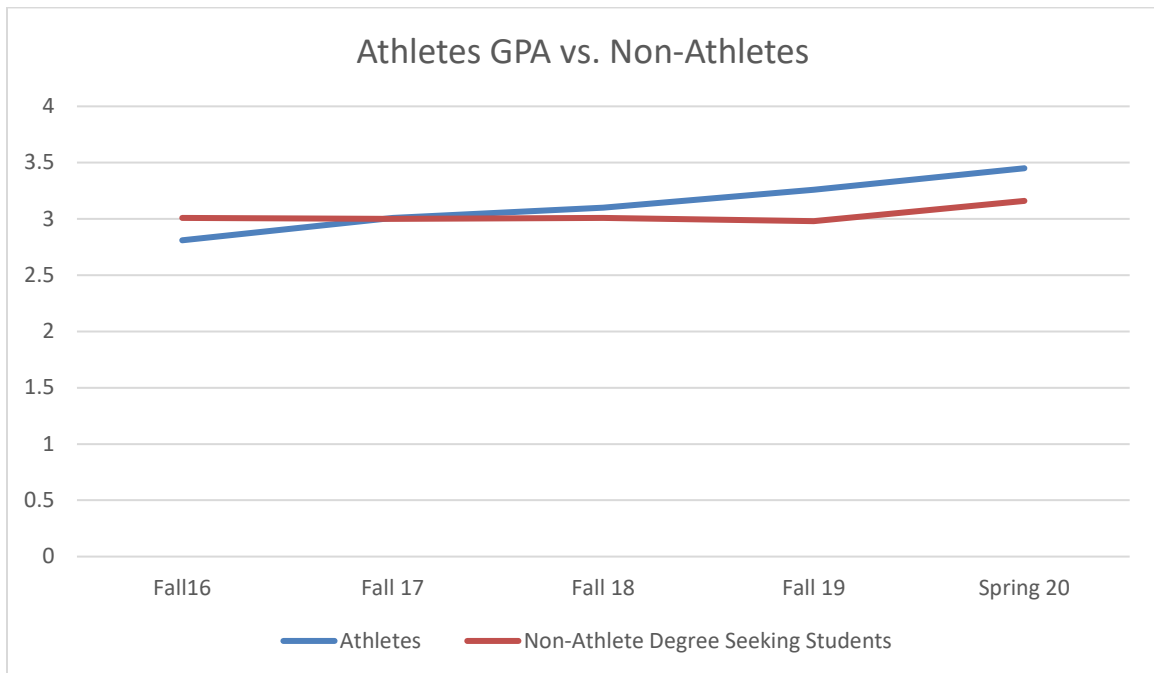
Athletic Director's Honor Roll (<3.0 GPA)

Percentage of Athletes on Honor Roll

Legend: ■ Athletes on Honor Roll ■ Total # of Athletes

(Categories: Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020)
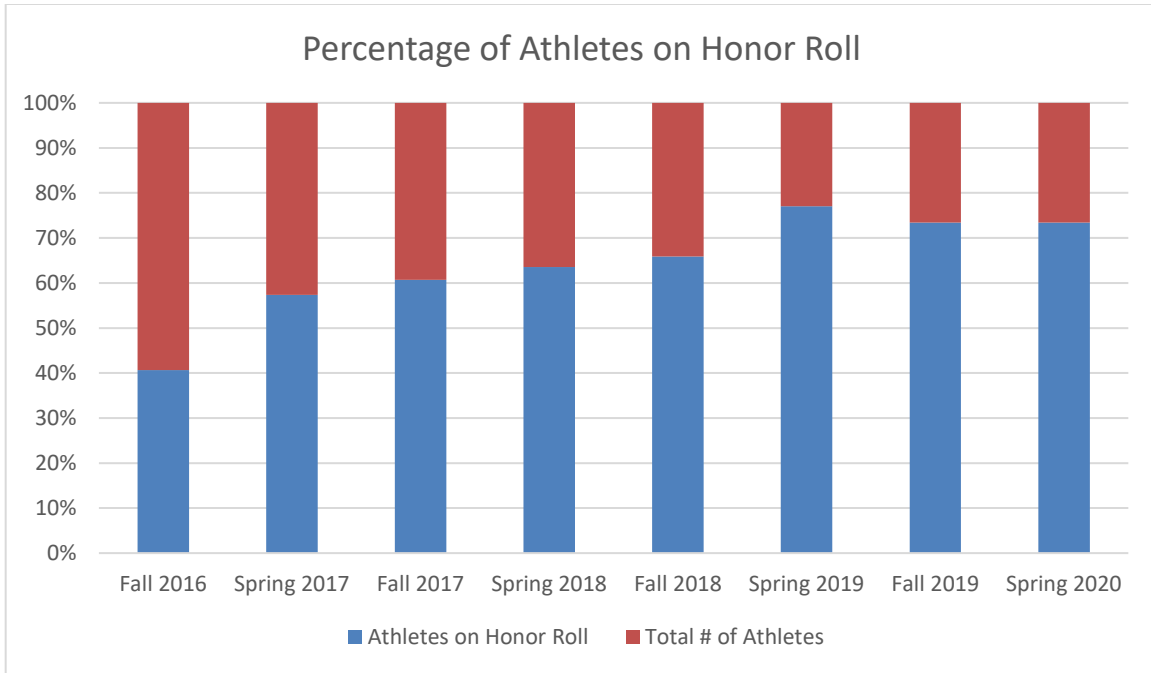
National Academic Awards

2016-17
- NJCAA Honorable Mention Academic Team – **Volleyball**

2017-18
- NJCAA Honorable Mention Academic Team – **Soccer, Softball, Volleyball**
- AVCA Academic Team – **Volleyball**

2018-19
- NJCAA Honorable Mention Academic Team – **Baseball, Softball, Volleyball**
- AVCA Academic Team – **Volleyball**
- NFCA Academic Team – **Softball**

2019-20
- NJCAA Honorable Mention Academic Team – **Soccer, Softball, Volleyball, Baseball**
- USMC/AVCA Academic Team of the Year - **Volleyball**

Community Service Hours by Sort
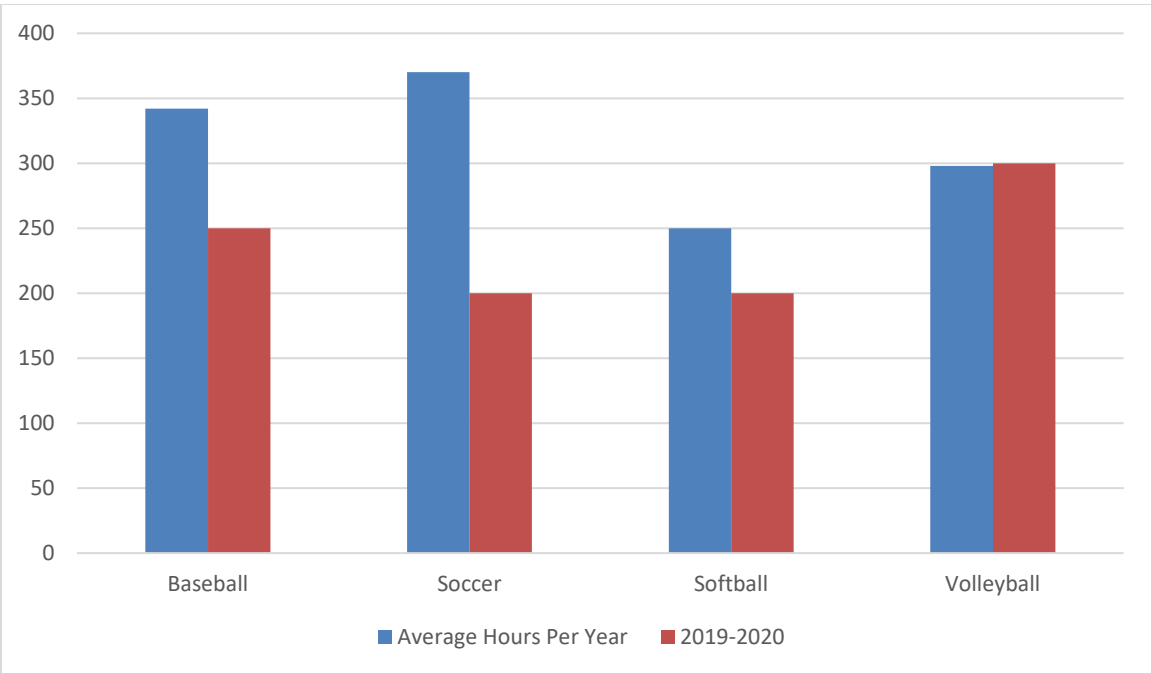
Community Service Hours limited due to COVID-19

Approximate Attendance Per Sport Per Year
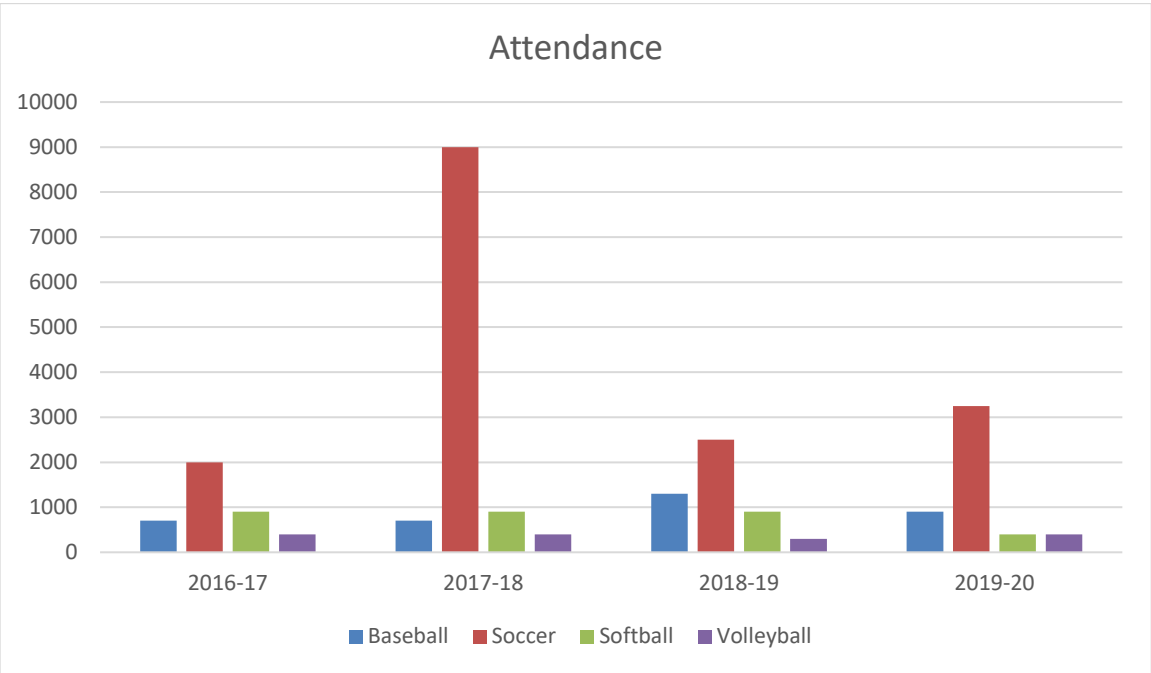
*Softball hosted Regional Tournament in 2016-17 & 2017-18
*Soccer hosted Regional Tournament in 2017-2018
*Baseball and Softball attendance limited in 2019-2020 due to COVID-19

Performing Arts

- The Yavapai College Performing Arts Center hosts events throughout the year, including live events, concerts, movies, school matinees (CUES program) and Yavapai College-sponsored activities.
- The Curtain Up Education Series (CUES) school matinee program introduces K-12 students within Yavapai County to live performing arts.
- The YC Performing Arts Center offers facility rental for community organizations to hold events including concerts, recitals, conferences, summer camps, religious events, lectures and discussions. The Performing Arts Center Ticket Office offers ticketing services to organizers for events held at the Performing Arts Center and events held off the Yavapai Campus.
- The Performing Arts Center offers facility use for Yavapai College departments including Student Services, Student Engagement, OLLI, Campus Safety, NARTA, YC Foundation, and many other departments.
- The Verde Valley Series of live performing arts events and school matinees (CUES program) are presented in venues throughout the Verde Valley, including Sedona Performing Arts Center, Philip England Center for Performing Arts (Camp Verde), Old Town Center for Arts (Cottonwood) and the Sedona Creative Living Center.

YCPAC Number of Events	FY 16-17 Number of Events	FY 17-18 Number of Events	FY 18-19 Number of Events	FY 19-20 Number of Events	FY 19-20 Cancelled Events
YCPAC Presented Events	57	52	50	39	15
YC Performing Arts Department	21	23	21	16	8
YC Film & Media Arts Department	5	7	5	12	1
YCPAC Presented Events - Verde Valley	4	3	3	3	0
Rentals - Ticketed*	16	15	13	12	2
Rentals - Non-Ticketed**	82	83	82	72	5
CUES School Matinees at YCPAC	9	7	7	5	2
CUES School Matinees in Verde Valley	2	2	2	3	2
Yavapai College Events	22	23	20	14	8
TOTALS	218	215	203	176	

YCPAC Attendance	FY 16-17 Event Attendance	FY 17-18 Event Attendance	FY 18-19 Event Attendance	FY 19-20 Event Attendance
YCPAC Presented Events	13436	14049	12707	14685
YC Performing Arts Department	6941	9397	8899	9505
YC Film & Media Arts Department	453	601	351	1275
YCPAC Presented Events - Verde Valley	704	441	154	223
Rentals - Ticketed*	10349	7701	11255	9361
Rentals - Non-Ticketed**	39200	39800	37994	30850
CUES School Matinees at YCPAC	7149	9289	11282	6882
CUES School Matinees in Verde Valley	1570	1608	1776	2590
Yavapai College Events	5200	5400	4800	2800
TOTALS	85002	88286	89218	78171

*Annual Rental Events ticketed
Arizona Cowboy Poets Gathering
Prescott Idol/Prescott Sings competition
Prescott Pops Symphony
Republican Women of Prescott
Summer's DanceWorks Spring Recital

Regular Events non-ticketed *(not every event is listed)*   **Demographics

YRMC Blood Management Symposium (annual)	Area Medical Professionals
AAUW Spring Scholarship Fundraiser (annual)	Community
Cornerstone Church (weekly)	Community
Every Man Prescott - Get Real Men's Expo (annual)	Community
Prescott Film Festival (annual)	Community
Yavapai Symphony Association (8x/year)	Community
Northern Arizona Festival of Theatre (annual)	HS Students
Graduation - AAEC (annual)	HS Students/Community
Graduation - TriCity College Prep (annual)	HS Students/Community
Graduation - Heritage MS Chino Valley (annual)	MS Students/Community
ABODA-AZ Band-Orchestra Directors Event (annual)	MS/HS Students
UCYC Summer Camps (annual 4-5 camps)	MS/HS Students
POPS Music Memory event (annual)	Primary students
Spring Music Event - Acorn Montessori (annual)	Primary students
Graduation - GED (annual)	Yavapai College
Graduation - NARTA (2x/year)	Yavapai College
Graduation - Nurse Pinning (2x/year)	Yavapai College
Graduation - Yavapai College (annual)	Yavapai College

Viticulture, Enology, and the Southwest Wine Center

- Before the pandemic, many of the course offerings for Viticulture and Enology operated online. This helped ease the transition into working remotely in 2020. All lecture-based classes follow an 8-week scheduling model. Many of the instructors chose to meet with students weekly via web live. On-campus weekends lab, known as Grape Camps, provides lab opportunities for students. The Grape Camps follow social distancing practices and are limited to registered students and YC faculty. The VEN program continues to attract students living at a distance because of the online and weekend lab scheduling.
- The vineyard crop for 2020 totaled 33.27 tons, a 28% percent increase from the previous year. Community volunteers working alongside students and staff continue to play a significant role in the harvest. Local wineries purchased 14.67 tons of grapes. 18.6 tons were processed into wine by students at the Southwest Wine Center.
- In 2020, the SWC tasting room developed new operating procedures to continue wine sales according to YC's COVID protocols. In the red phase, the tasting room offers pre-arranged curbside pickups of wine and now ships wine to 30+ states. A new online store at SouthwestWineCenter.com facilitates sales for wine shipped outside of Arizona. Additionally, customers can call the tasting room to order wine for delivery. In the orange phase, private tastings by appointment only are offered onsite. The group size is limited to 6 people.
- The 4th annual Emerging Winemakers Competition and Symposium is scheduled for April 24th, 2021. The virtual event includes an educational speaker series based on the theme of sustainable viticulture practices. More details and a registration form for the free event can be found at EmergingWinemakers.com

President's Conclusion:
I report compliance.

1 Ends: Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost.
Policies: 1.3 – Communities Ends
<mark>**March 2021**</mark>
<mark>**Compilation**</mark>

This worksheet is to assist you in assessing the monitoring report, and expediting discussion at the Board meeting.

1.3 Communities Ends	Yavapai County residents have access to social and cultural opportunities. This is the third priority.		
Interpretation			
Is the interpretation reasonable?		YES **4**	NO **1**
Does the data show accomplishment the interpretation?		YES **5**	NO
Is there sufficient evidence to indicate compliance with the Ends policy?		YES **5**	NO
Based upon your review of the monitoring report, should this Ends policy be amended?		YES **1**	NO **4**

Comments/Remarks:

McCasland: An outstanding variety of opportunities for enrichment.

Sigafoos: A broad range of cultural activities are part of the heritage of Yavapai College. The College continued that tradition under very difficult conditions last year. The staff and faculty involved in these endeavors deserve our hearty congratulations. This End is an appropriate allocation of our resources.

Chevalier: Amend to clarify what we agree should be included here and discuss equity. If I am reading the report correctly, there is continuing inequity by the college between the West and East side of Mingus Mountain. It appears from this report that 176 college performance arts events were scheduled on the west side (mostly in Prescott) with 135 actually occurring but only six such events scheduled on the East side with only four occurring. That is inequality. In addition, all four current college athletic teams are located on the West side, with three more athletic teams being added by the college and all will be located in the West side (Prescott again). These teams are not filled with West side residents. The team athletes (63 or 68 currently) do not come from Yavapai County therefore they could just as well been

placed in teams on the East side as the West side and housing could be found or created.

The East side has about 1/3 of the county population, pays about 1/3 of the college taxes but has never gotten anything close to a 1/3 share of social and cultural activities from the college. This is unfair.

Kuknyo: COVID has had an effect on this.

SHADED ITEMS should be discussed at the meeting.
Coordinators Comments: This worksheet was completed by all Board Members.

Motion Options for 1.3 Community Ends

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:
We have read the President's Monitoring Report regarding Policy 1.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.3.

2. If Board intends to not accept Monitoring Report:
Interpretation: We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that includes a new interpretation.

Or If For Insufficient Evidence:
We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

President's Monitoring Report
Executive Limitations 2.6 – Asset Protection
March 2021

Executive Limitations 2.6 – Asset Protection

The President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

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

2.6.1 Insurance. Permit the College to be without adequate insurance against theft, fire and casualty losses, including liability insurance that covers Board members, staff, and individuals engaged in activities on behalf of the College, or the College itself.
2.6.2 Internal Controls. Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.
2.6.3 Certification Financial Records. Fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.
2.6.4 Intellectual Property. Allow intellectual property, information and files to be exposed to loss or significant damage.

President's Interpretation:

As a steward of public funds, it is the college's obligation to maintain and strengthen the public's trust. One of the key avenues to do that is by ensure that our assets are prudently protected and maintained, legally expended or invested, and sufficiently insured. These assets are not limited to physical objects such as buildings and equipment, but also include operating capital, intellectual property, and personal information.

Supporting Data:

2.6 Protecting and Maintaining Physical Assets

The college operates roughly 800,000 square feet of space in Chino Valley, Clarkdale, Mayer, Prescott, Prescott Valley, and Sedona. In YC's FY2019-20 financial statements, the College had $147M of net depreciable assets (buildings and site improvements). The College uses a combination of technology (card keys, cameras, alarms) and security personnel to safeguard its physical assets.

The College practices the philosophy that well-maintained assets lead to the lowest Total Cost of Ownership. Using standard depreciation assumptions of 40 years for buildings and 15 years for site improvements, the College should be reinvesting in excess of $4M per year in maintenance activities. An independent study from Sightlines, a consulting firm specializing in higher education facility maintenance, has derived a reinvestment target of $4M per year for the next several years. The College

has budgeted $3.97M for planned maintenance and $.275M for unplanned maintenance.

The strategy is working. The College has worked with Sightlines to establish a process to assess the condition of various building systems (Electrical, Exterior Shell, Grounds, HVAC, Interior Shell, Mechanical, Plumbing, & Safety) throughout the district, then to prioritize strategic capital reinvestments to address our deferred maintenance via planned maintenance, rather than system failures.   Over the past decade, YC has improved its Net Assessed Value (NAV) Score ([Total Replacement Value-Total 10 Year Asset Reinvestment Need]/ Total Replacement Value).
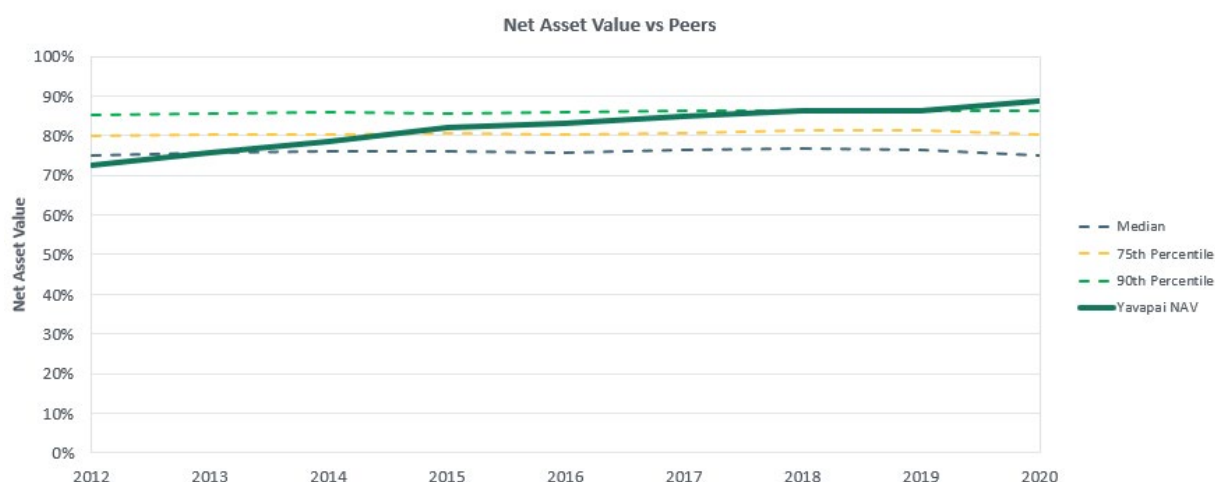
In regard to equipment, the College invests an average of $2.2M per year to replace aging, often obsolete, and fully depreciated equipment. This allows employees to remain productive and students to get hands-on experience with the tools they will use in the workplace.

More detailed information regarding the Planned Maintenance and Equipment Replacement budgets can be found in the annual Capital Budget presentation or in YC's Preliminary Budget both of which are reviewed with the District Governing Board each Spring.

2.6.1 Insurance:

The President shall not permit the College to be without adequate insurance against theft, fire and casualty losses, including liability insurance that covers Board members, staff, and individuals engaged in activities on behalf of the College, or the College itself.

The District is a member of the Arizona School Risk Retention Trust, Inc., (the Trust). The Trust provides high quality, professionally managed, affordable property and casualty indemnity protection services to over 250 school districts and community colleges in the state. The District has various other supplemental

insurance policies including cyber liability and COVID-19 coverage further reducing its financial risk.

Summary of Current Coverage:
General Liability including Governing Board and Professional Liability - $10M/occurrence
Excess Liability coverage - $50M aggregate limit
Property Insurance – Aggregate limit - $154M, replacement value/like kind
Cyber Liability Endorsement - $10M aggregate limit
COVID-19 Endorsement - $2M aggregate limit

2.6.2 Internal Controls:

The President shall not receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.

An effective internal control environment includes policies, procedures, systems and processes to provide compliance with laws and regulations as well as reasonable assurance of reliable financial information. The college takes many steps to achieve strong internal controls including segregation of duties, controlling access to accounting systems, physical asset inventories, and multiple approval requirements (e.g. requisitions, check disbursements, wire transfers, etc.).

An important aspect of having an effective internal controls structure includes sound Information Technology (IT) controls. The college has made significant investments in strengthening IT controls over the last several years in addition to having well-defined policies over IT security and access, adequate documentation of program changes and skillful project management of IT systems.

The college's internal controls are reviewed annually by the Arizona Auditor General's Office as part of the Financial audit and Federal Single audit.   The auditors review the colleges financial and IT policies, procedures and systems and test a wide variety of transactions. For the year ended June 30, 2020, no internal control deficiencies were reported or communicated to the college by the Auditor General's Office.

FY 2019-20 Report on Internal Controls & Compliance

FY 2019-20 Financial Audit Opinion Letter

2.6.3 Certification of Financial Records:

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.

The Comprehensive Annual Financial Report (CAFR) provides a broad overview of the District's financial activity for the prior fiscal year. It contains comments from management in regard to the District's financials, the audited financial statements of

the District, the 2015 – 2020 strategic plan, and a statistical section containing financial and demographic information.

The following is a general description of the three financial statements presented by the District, along with several highlights from the CAFR:

- Statement of Net Position – this statement is very similar to a balance sheet. It reflects the overall financial position of the District at a given moment in time (assets – liabilities = net position). Net position is essentially the "net worth" of the District and it is broken down between restricted and unrestricted.

  - Total net position as of June 30, 2020, equaled $145,581,300, an increase of $8,121,800 (5.9%) over the prior year.

  - Unrestricted net position as of June 30, 2020, was ($7,412,600), a decrease of $794,800 (12.0%) over the prior year.

  - Long-term bond debt decreased by $6,180,900.

  - Detailed information regarding Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 18-20).

- Statement of Revenues, Expenses, and Changes in Net Position – this statement is essentially the income statement. It shows the revenue and expenses for a specific period of time, the results which either increase or decrease the District's net position.

  - Revenues exceeded expenses by $8,122,000 (increase in net position) in YC's accrual basis financial statements, however on a cash basis, substantially all of these monies were used to cover principal payments on debt and capital project expenditures. In accordance with accrual basis accounting, these payments either decreased YC's liabilities (debt) or increased YC's assets (capital assets), and therefore were not expensed.

  - Revenues increased on a net basis by $337,600 from the previous year from a combination of sources including property taxes (new construction), a one-time appropriation from the state and the CARES Act federal grant. These revenues were off-set by decreases in tuition, auxiliary revenues and a one-time capital gain that occurred in the previous year.

  - Overall, expenses increased by $5,120,500 from the previous year. More than $2,932,000 or 57% of this increase was due to the District's pension expense compared to the prior year. Pension expense is actuarily determined by the pension plan. It can fluctuate widely from year to year based on the plan's assumptions and actual performance, and differs from the District's actual contributions. Most of the remaining increase was due to employee raises and several new positions.

- Detailed information regarding the Statement of Revenues, Expenses, and Changes in Net Position can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 21-23).

- Statement of Cash Flows – this statement describes the cash flows into and out of the District. Over time, on a cumulative basis, it's important that an organization have an adequate amount of cash to support operations.

    - Net cash decreased by $1,060,900 (4.5%) from the prior year.

    - Total cash and cash equivalents were $22,668,600 at June 30, 2020, which exceeds the minimum threshold established by the DGB.

    - College funds are invested prudently, with minimal risk, as per A.R.S. requirements. As shared in the CAFR, most investments are kept in County Treasurer's investment pool and the balance are in a Wells Fargo Money Market Fund (p. 36).

    - Detailed information regarding the Statement of Cash Flows can be found in the Yavapai College Comprehensive Annual Financial Report (pp. 30-31).

The Controller and Vice President of Finance and Administrative Services are responsible for monitoring the financial records of the District and preparing the annual financial statements. A certification of financial records is attached.

An independent audit is performed annually which includes testing financial transactions and internal controls, assessing the accounting principles used and significant estimates made, and verifying that the financial statements present fairly the financial position of the District. The Arizona Auditor General's Office issued an unmodified opinion dated December 11, 2020, on the District's June 30, 2020, financial statements. An unmodified opinion indicates that the financial statements present fairly the results of District's operations and its financial position according to generally accepted accounting principles.

The District's Comprehensive Annual Financial Report has earned the Certificate of Achievement for Excellence in Financial Reporting award for the past twenty years from the Government Finance Officers Association.

Certification of Financial Records

In connection with Executive Limitations 2.6, for the fiscal year ended June 30, 2020, I certify that the District's financial records are accurate and that all financial records and related data have been provided to the auditors as requested.

_____

__2/19/2021__
Clint Ewell, Vice President of Finance & Administrative Services

_____

__2/19/2021__
Frank D'Angelo, Controller

2.6.4 Intellectual Property:

The President shall not allow intellectual property, information and files to be exposed to loss or significant damage.

Information Asset Protection:

The District has a multifaceted strategy in place to protect information from accidental or intentional misuse, loss, or theft. The Information Security Office (ISO), part of Information Technology Services (ITS), is tasked with developing this strategy, facilitating implementation, and ensuring ongoing compliance with applicable federal, state, and other regulatory compliance considerations. Employees are required to complete a yearly computer security awareness training that addresses data security best practices.

The College has developed Policy 2.07 Intellectual Property Rights that defines and protects employee and College interests. Other policies protect the College and its constituents, including personal and institutional data and aid in regulatory compliance, including 2.47 Confidentiality Policy; 5.27 Technology Resource Standards; 5.28 Retrieval, Disclosure and Retention of Records; 5.29 Electronic Communications; 5.30 Clean Desk and Clear Screen, 5.31 Online Privacy, 5.32 Remote Access, 5.34 College Social Media Official Account Use, and 5.36 Online Privacy – European Union Supplement. The College adheres to Children's Internet Protection Act (CIPA), Family Educational Rights and Privacy Act (FERPA), General Data Protection Regulation (GDPR), Gramm-Leach-Bliley Act (GLBA), Health Insurance Portability and Accountability Act (HIPAA), and Payment Card Industry Data Security Standard (PCI-DSS) requirements and supports employees with training and risk management services to aid in compliance with these regulations.

Due to the nature of its business, the College must collect some personally identifiable information (PII) like Social Security Numbers. This information is collected to comply with state reporting requirements, federal mandated filings (e.g., 1098-T tuition statements), transcript requirements, federal financial aid requirements, and for employment purposes (e.g. W-2, medical benefits). In addition, this information helps the College eliminate duplicate records, thus aiding in reporting accuracy.

This information is safeguarded via access controls, data encryption (both at-rest and in-transit), data loss prevention, industry best practices, routine risk assessment, training, secure file enclaves, border and internal firewalls and traffic analysis devices supporting deep packet inspection, and other security controls aligned with the National Institute of Standards and Technology Cyber Security Framework (NIST CSF).

Summary of Data Protection Practices:

- The College maintains a comprehensive business continuity/disaster recovery (BCDR) plan for its information assets that is tested bi-annually and reviewed as part of the annual audits performed by the Arizona Auditor General's Office. Key elements of the plan include the ability to restore servers from backup snapshots, verify real-time synchronization is working (Prescott Main Data Center to Verde Backup Data Center) in order to failover services to the Verde campus and confirming the ability to run critical processes after a fail over. Tests last year were successful on all fronts.
- Critical systems are replicated to the secondary data center on the Verde Campus on a continuous basis. These systems and the data which resides on these systems can be quickly recovered in the event of a disaster.
- Important databases and files are backed up on a routine schedule. Backup snapshots are taken frequently for quick recovery of data. Long-term storage of information is completed via a backup solution and stored on physical disk arrays at multiple physical locations.
- Redundant disk arrays, power supplies, and network connections are utilized to reduce the risk of data loss associated with hardware failures. Data centers and data communication facilities are protected by uninterruptible power supply (UPS) systems. The primary and secondary data centers also have backup generators and redundant cooling. Generators are tested on a monthly basis.
- Logical and physical security are managed by the ITS Department according to best practices and pursuant to industry standard security frameworks. An access management system is utilized to request access to resources, audit access, and remove access when necessary. Physical access to data centers and data communications facilities is limited to authorized individuals, granted and audited via key cards, PINs, and video surveillance.

- A defense-in-depth model is used involving scanning for anomalous activity (including viruses, malware, vulnerabilities, and improper usage) at the endpoint/workstation, across the internal network, at border checkpoints, and from trusted third parties including the federal government, state government, industry partners, and other higher education institutions.
- The College utilizes Data Loss Prevention (DLP) software to mitigate potential data breaches.
- The College utilizes both ingress and egress content and connection filtering to eliminate connections to known cybercriminals and reduce the risk of malware, ransomware, and spam.
- ITS employees with privileged access are required to maintain separate accounts when performing administrative functions.
- Multi-Factor Authentication is required for all College employees.
- Multiple email security tools are in place to reduce the risk of phishing, executive impersonation, business financial fraud, and employment and financial fraud perpetrated against students.
- The ITS Department manages and maintains all district-wide software licensing agreements. All employees and students must adhere to the Technology Resource Standards policy that prohibits individuals from installing and using unlicensed software on College computers. All employees and students must agree to abide by the terms of the policy. These acknowledgments are digitally recorded. In addition, access rights are limited on personal computers to reduce the risk of unauthorized software or malware installations.
- A comprehensive IT audit is performed annually by the State Auditor General's Office. This audit includes but is not limited to the following areas: risk assessment, data classification, contingency, and disaster recovery, change management, password management, data sharing, cloud (Software as a Service) security, incident response, and vulnerability management.
- The College aligns contractual security language with other Arizona higher education institutions. Procurement and ITS work collaboratively to review all software and service engagements that potentially involve the storage or processing of YC sensitive data. Contracts that do so are negotiated to include strong data security and liability protections for the College.
- The Information Security Office maintains a formal risk management program that focuses on vendor management, data protection, threat identification and reduction, and incident management efforts. The ISO and the ITS Department work with all YC department heads and program managers to conduct annual risk assessment and risk remediation efforts.
- The College actively partners with, shares, and receives operational threat intelligence, strategic planning initiatives, regulatory compliance and security best practices, and other information with a variety of federal, state, local agencies and local, state, national, and international higher education institutions.

Copyright
Yavapai College Policy 2.28 Copyright Use states that the College will follow US Copyright Law, respect the fair use doctrine, and designate staff as liaisons. The copyright committee and the liaisons have created an educational program to assure that faculty and staff members have a working knowledge of copyright law and how it impacts the field of education. All materials copied by the College print shop are copyright checked.

The college has advanced an initiative to use open source material in place of textbooks called Open Educational Resources (OER). Policy 3.33 Open Educational Resources provides guidance for faculty in achieving the outcomes through utilization of OER at Yavapai College. Yavapai College makes use of OER materials in accordance with the provisions of the Creative Commons licensing standards; the Digital Millennium Copyright Act of 1998; applicable state and federal copyright laws; accepted best practices of the OER community; and college policies and academic standards. Faculty who incorporate OER materials into their courses assume all responsibility for maintaining the integrity of the course content as related to copyright, licensing, and scholarly merit. Provisions of the Creative Commons Licensing Standards, the Digital Millennium Copyright Act of 1998, and applicable state and federal copyright laws are incorporated into a required OER Training course for faculty interested in teaching with OER materials and having the OER Course Designation. The training course is facilitated by a full-time faculty member, instructional designer or librarian. Successful completion of the training course is required for faculty who are either (a) seeking an OER (Z) course designation, or (b) teaching a course that is designated as an OER (Z) course.

President's Conclusion:
I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.6 – Asset Protection
March 2021
Compilation

This worksheet is to assist you in assessing the monitoring report and expediting discussion at the Board meeting.

Executive Limitation 2.6	Asset Protection The President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked. Further, without limiting the scope of the above statement by the following list, the President shall not:		
Is the interpretation reasonable?		YES 5	NO
Does the data show accomplishment of the interpretation?		YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO 5
Comments: **Kuknyo: Is there a plan to deal with pension liability?**			

Executive Limitation 2.6.1	Insurance Permit the College to be without adequate insurance against theft, fire and casualty losses, including liability insurance that covers Board members, staff, and individuals engaged in activities on behalf of the College, or the College itself.		
Is the interpretation reasonable?		YES 5	NO
Does the data show accomplishment of the interpretation?		YES 5	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES 5	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO 5
Comments: **Kuknyo: Are we always shopping insurance?**			

Executive Limitation 2.6.2	Internal Controls Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.		
Is the interpretation reasonable?		YES **5**	NO
Does the data show accomplishment of the interpretation?		YES **5**	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES **5**	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO **5**
Comments:			

Executive Limitation 2.6.3	Certification Financial Records The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.		
Is the interpretation reasonable?		YES **5**	NO
Does the data show accomplishment of the interpretation?		YES **5**	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?		YES **5**	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?		YES	NO **5**
Comments:			

Executive Limitation 2.6.4	Intellectual Property Allow intellectual property, information and files to be exposed to loss or significant damage.		
Is the interpretation reasonable?	YES **5**	NO	
Does the data show accomplishment of the interpretation?	YES **5**	NO	
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES **5**	NO	
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO **5**	
Comments:			

SHADED ITEMS should be discussed at the meeting.
Coordinators Comments: This worksheet was completed by all Board Members.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:
We have read the President's Monitoring Report regarding policy 2.6 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy.
Therefore, I move that we accept the Monitoring Report for Policy 2.6 and its sub-policies.

2. If Board intends to not accept Monitoring Report:
If for Interpretation:
We have read the President's monitoring report regarding Policy 2.6 and its sub-policies and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.6 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 [at the X board meeting] [within X amount months] that includes a new interpretation.

or
If for Insufficient Evidence:
We have read the President's monitoring report regarding Policy 2.6 and its sub-policies and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.6 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evident to support the conclusion of compliance.

President's Monitoring Report
Executive Limitations 2.7 Legislative Delegation Restrictions
March 2021

Executive Limitations 2.7 Legislative Delegation Restrictions

The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies:

– Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College;

– Pursuant to A.R.S. Section 15-1444 (A)(6) & (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the College, except for any actions taken with regard to a contract of employment for the position of College President.

President's Interpretation

The College may enter leases for real property with the restrictions as noted in 2.5.2. The college has the authority to handle all aspects of employment contracts with the exception of the President's contract.

Supporting Evidence:

Leases

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

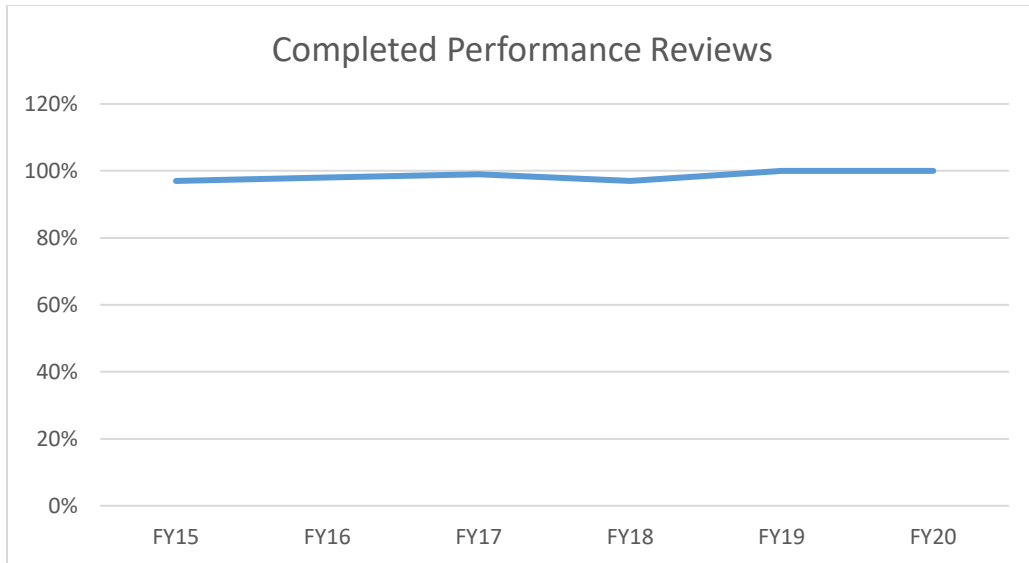| Lessor	Lessee	Description	Start Date	End Date	Renewals Allowed?	Annual Cost
Yavapai College	Northern Arizona Council of Governments (NACOG)	Lease of land at Verde campus for Headstart facility (trailer)	7/24/1996	6/30/2021	Renewable for five year terms.	$1
Yavapai College	Northern Arizona Council of Governments (NACOG)	Lease of land at PV campus for Headstart facility (trailer)	3/1/2012	2/28/2024	Renewable for five year terms.	$1
Yavapai College	NAU	Prescott Building 1 (an office and a classroom)	7/1/2018	6/30/2021	Annual renewals	$1,073
Mayer Unified School District	Yavapai College	Tech Building at Mayer HS	6/1/2012	5/30/2022	No	$1
City of Cottonwood	Yavapai College	.87 Acre land for Verde Valley Regional Fire Training Center	9/12/2002	12/31/2027	Renewable for twenty-five (25) years on or before 12/1/26.	$1
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	5/9/2008	4/18/2025	Renewable for two (2) additional ten (10) year terms and one (1) additional five year term OR four (4) additional ten (10) year terms.	$1
Blum Boulders Associates, LLC	Yavapai College	Storage facility at 1260 Gail Gardner Way in Prescott	6/1/2019	5/31/21	Lease to expire at end of term. YC will not continue.	$38,192

Employment

In regard to employment, the college employs just over 400 full time employees and roughly 1000 part time faculty and staff employees. The college, through its Human Resources department, extends initial employment offers to employees, and updates the terms and conditions of employment each year. When needed, Human Resources also terminates employees due to performance or funding issues.

Year	Exempt	Nonexempt	Faculty	Total
2011	181	148	122	451
2012	174	137	118	429
2013	178	130	116	424
2014	181	133	115	429
2015	186	131	112	429
2016	191	134	107	432
2017	175	154	107	436
2018	172	159	107	438
2019	184	147	101	432
2020	196	129	104	429

Toward the end of the Spring of each year, full time faculty receive a written Notice of Appointment, updating the conditions of their employment for the following fiscal year beginning on July 1st. As of FY 2020, full-time staff are notified that their Total Rewards Statement is ready for viewing on July 1st. The Total Rewards Statement is part of our online Benefits portal and includes information on compensation, as well as College-paid benefits for the coming year. In addition, there is a notice section updating the conditions of their employment for the coming year.

Part time employees are hired throughout the year, and receive offers of employment via telephone or email describing estimated duration on engagement, hours per week, and compensation rate per hour.

As shared in Monitoring Report 2.3, 100% of performance reviews were completed and submitted for FY 2020. Employees who are "Not Meeting" expectations do not receive a raise for that year. In cases of ongoing or extreme poor performance, the College uses progressive disciplinary steps up to and including separation.

Completed Performance Reviews

| | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 |

Yavapai College policy, process, training, and forms can be found at:
https://www.yc.edu/v5content/policies/docs/200hr/204-performance.pdf
https://www.yc.edu/v5content/human-resources/performance/default.htm

When needed, employees are terminated due to performance or funding issues. Terminations for full-time employees are requested by the supervisor, reviewed and recommended by the Human Resources Department, and are reviewed with the reporting Vice President. The College President provides the approval for all full-time involuntary separations.

Full-Time Employee Separation Analysis

Year	Voluntary	Involuntary	Death	Total
2014	49	6	0	55
2015	49	6	1	56
2016	37	7	0	44
2017	45	3	1	49
2018	47	3	0	50
2019	41	2	0	43
2020	44	1	1	46

The college experienced 12.24% turnover in FY2020 due to both voluntary and involuntary separations. This is below the higher education sector average.

Turnover Trend Percentage Analysis

Year	YC	National
2014	13.35	19.3
2015	13.59	16.7
2016	10.71	17.8
2017	11.98	18.5
2018	10.9	19.3
2019	11.31	16.7
2020	12.24	16.2

Data Source:
Compdata/Salary.com 2018 Turnover Report (2014 – 2018); CUPAHR – All staff turnover 2019, 2020)

President's Conclusion:

I report compliance.

This worksheet is to assist you in assessing the monitoring report, and expediting discussion at the Board meeting.

Executive Limitation 2.7	**Legislative Delegation Restrictions** The President may neither make nor delegate financial decisions for which legislation specifically requires delegation of authority from the Board, except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies: – Pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter into leases for real property either as lessor or lessee on behalf of the College; – Pursuant to A.R.S. Section 15-1444 (A)(6) & (B) (4), the authority to employ, including to enter into, amend, or terminate all employment contracts on behalf of the college, except for any actions taken with regard to a contract of employment for the position of College President.		
Is the interpretation reasonable?		YES **5**	NO
Does the data show accomplishment of the interpretation?		YES **5**	NO
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?		YES **5**	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?		YES	NO **5**
Comments/Remarks: **Chevalier: I am glad you are not continuing the Boulder lease – too expensive**.			

SHADED ITEMS should be discussed at the meeting.
Coordinators Comments: This worksheet was completed by all Board Members.

Motion Option 2.7 Legislative Delegation Restrictions

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:
We have read the President's Monitoring Report regarding Policy 2.7, we
believe that the interpretation of the policy provided is reasonable, and we
believe that there is sufficient evidence to support the conclusion of compliance with the
policy.
Therefore, I move that we accept the Monitoring Report for Policy 2.7.

2. If Board intends to not accept Monitoring Report:
- If for Unreasonable Interpretation:
We have read the President's monitoring report regarding Policy 2.7 and
we believe that the interpretation of the policy provided is not reasonable.
Therefore, I move that we not accept the Monitoring Report for Policy 2.7. I
move that the President provide the Board with a new Monitoring Report
for Policy 2.7 [at the X board meeting] [within X amount months] that
includes a new interpretation.

- If for Insufficient Evidence:
We have read the President's monitoring report regarding Policy 2.7 and
we believe that the interpretation of the policy provided is reasonable, but
we do not believe that there is sufficient evidence to support the conclusion
of compliance with the policy. Therefore, I move that we not accept the
Monitoring Report for Policy 2.7. I move that the President provide the
Board with a new Monitoring Report for Policy 2.7 [at the X board meeting]
[within X amount months] that provides sufficient evidence to support the
conclusion of compliance.

Item# 3.1.1

3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	**5**	**McCasland: We haven't had any committees that I can identify.** **Sigafoos: The usage of committees as part of the Board's duties is rare in part due to constraints imposed by the open meeting law.**
Most of the time		
Some of the time		
Rarely		
Never		

3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	**5**	**McCasland: No committees were formed.**
Most of the time		
Some of the time		
Rarely		
Never		

Examples should be discussed at the meeting.
Coordinators Comments: This worksheet was completed by all Board Members.

Yavapai College Student Government Association

The First! The Voice! The Change!

Executive Board

Brian Sims
President

Jaden King
Vice President

Brian Moultrup
Secretary

Hannah Lowe
Treasurer
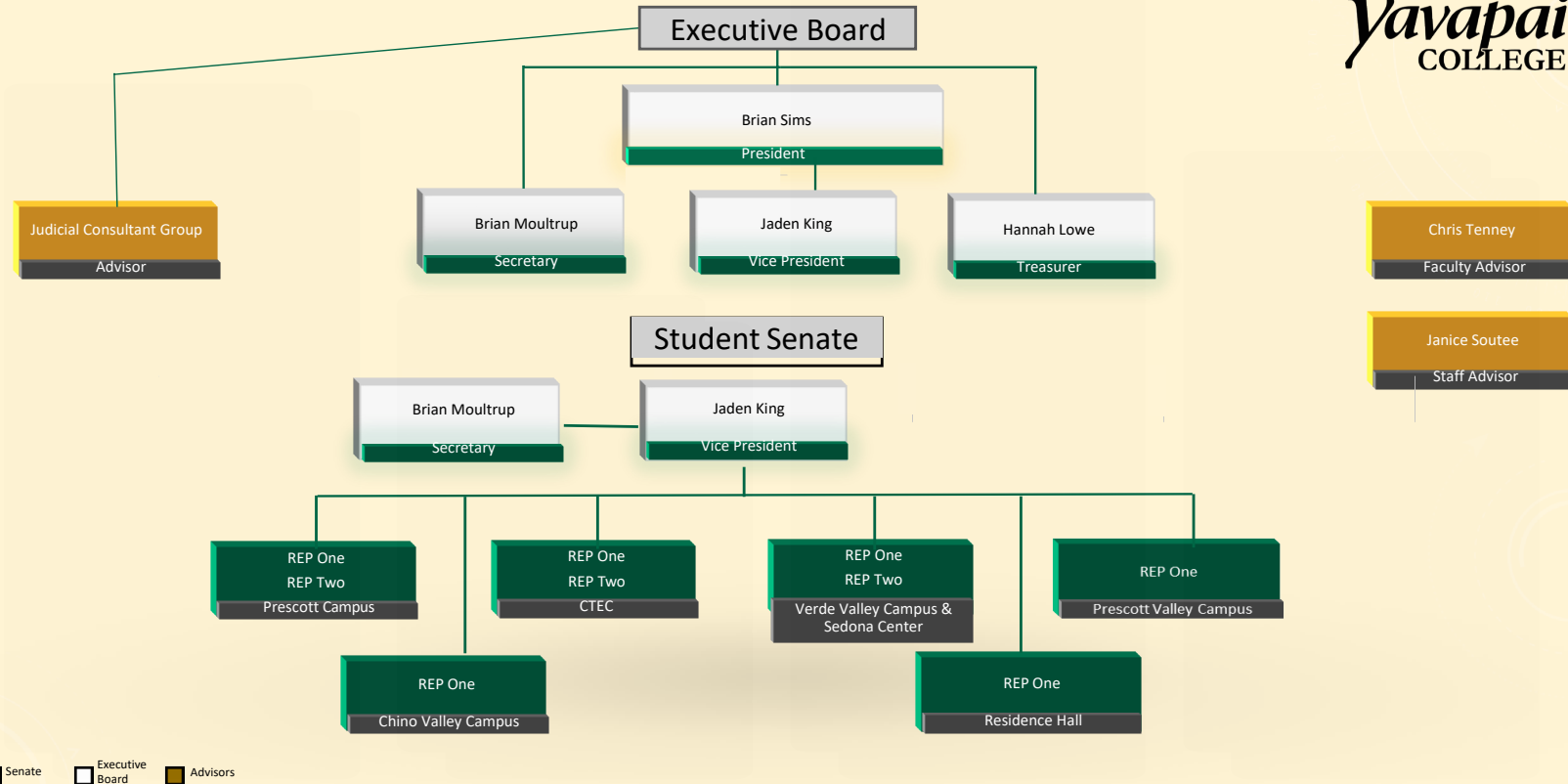
Janice Soutee
Staff Advisor

Chris Tenney
Faculty Advisor

Yavapai College Student Government Association

STUDENT GOVERNMENT ASSOCIATION CHART

Executive Board

Brian Sims — President

Judicial Consultant Group — Advisor

Brian Moultrup — Secretary

Jaden King — Vice President

Hannah Lowe — Treasurer

Chris Tenney — Faculty Advisor

Janice Soutee — Staff Advisor

Student Senate

Brian Moultrup — Secretary

Jaden King — Vice President

REP One / REP Two — Prescott Campus

REP One / REP Two — CTEC

REP One / REP Two — Verde Valley Campus & Sedona Center

REP One — Prescott Valley Campus

REP One — Chino Valley Campus

REP One — Residence Hall

Senate | Executive Board | Advisors

Mission

Yavapai College Student Government Association (YCSGA) strives to build a platform to

LISTEN to, SPEAK for, and STAND with

the Yavapai College student body. Through responsive, inclusive, and transformative representation, empower effective leadership, reflecting the best interest of all students.

Mini Mission

To empower the student body to use their voice to create a positive environment for the Yavapai College community.
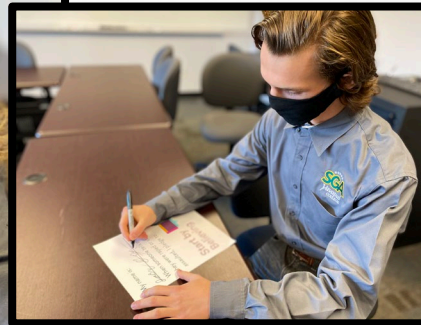
Outcomes

- PARTICIPATE in the Shared Governance structure that oversees academic and non-academic interests related to students.

- ADVOCATE matters important to the students and other partners of the College.

- ORGANIZE activities and projects that promote the interests and/or address the concerns of the student body.
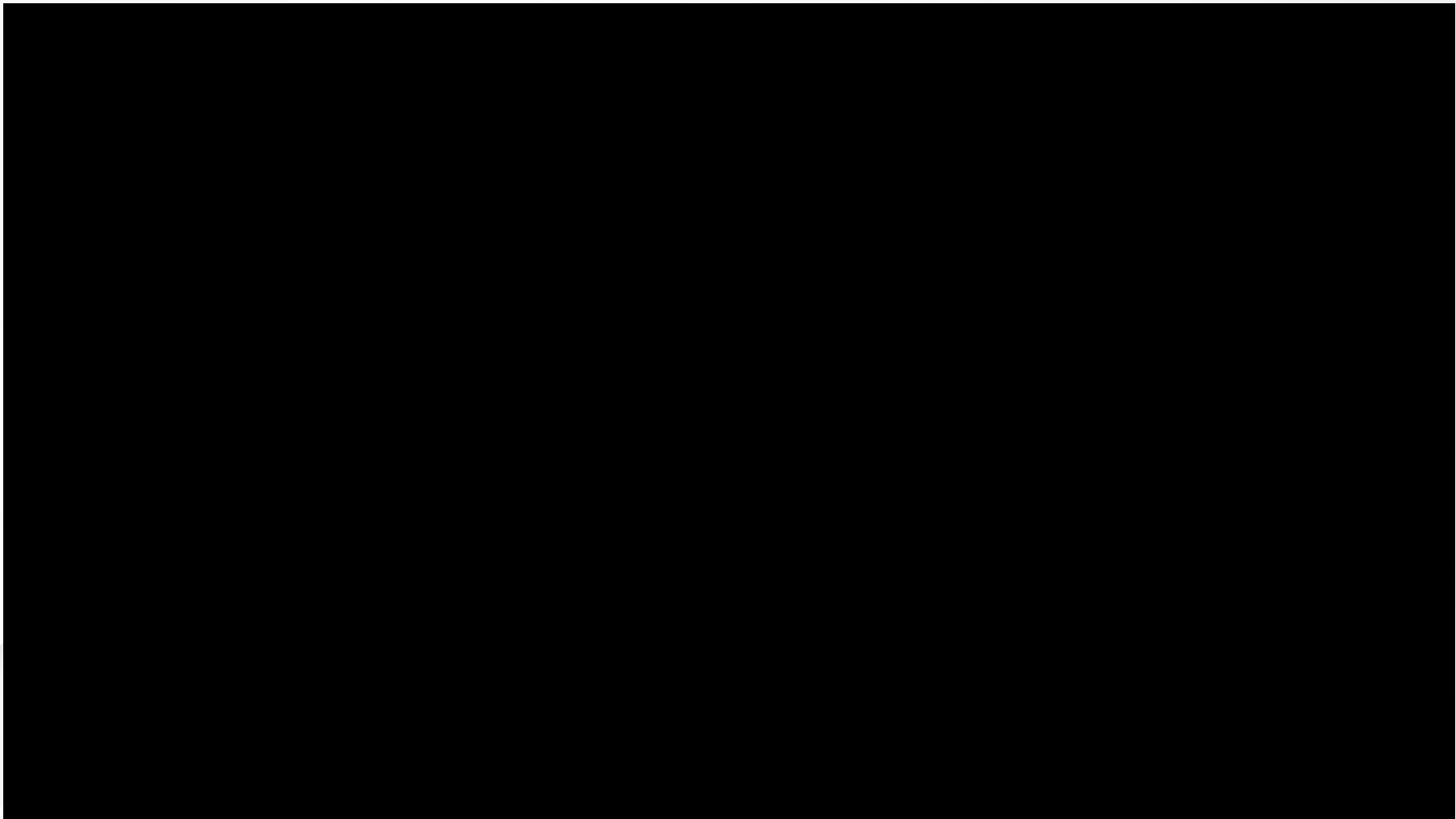
Website to Canvas
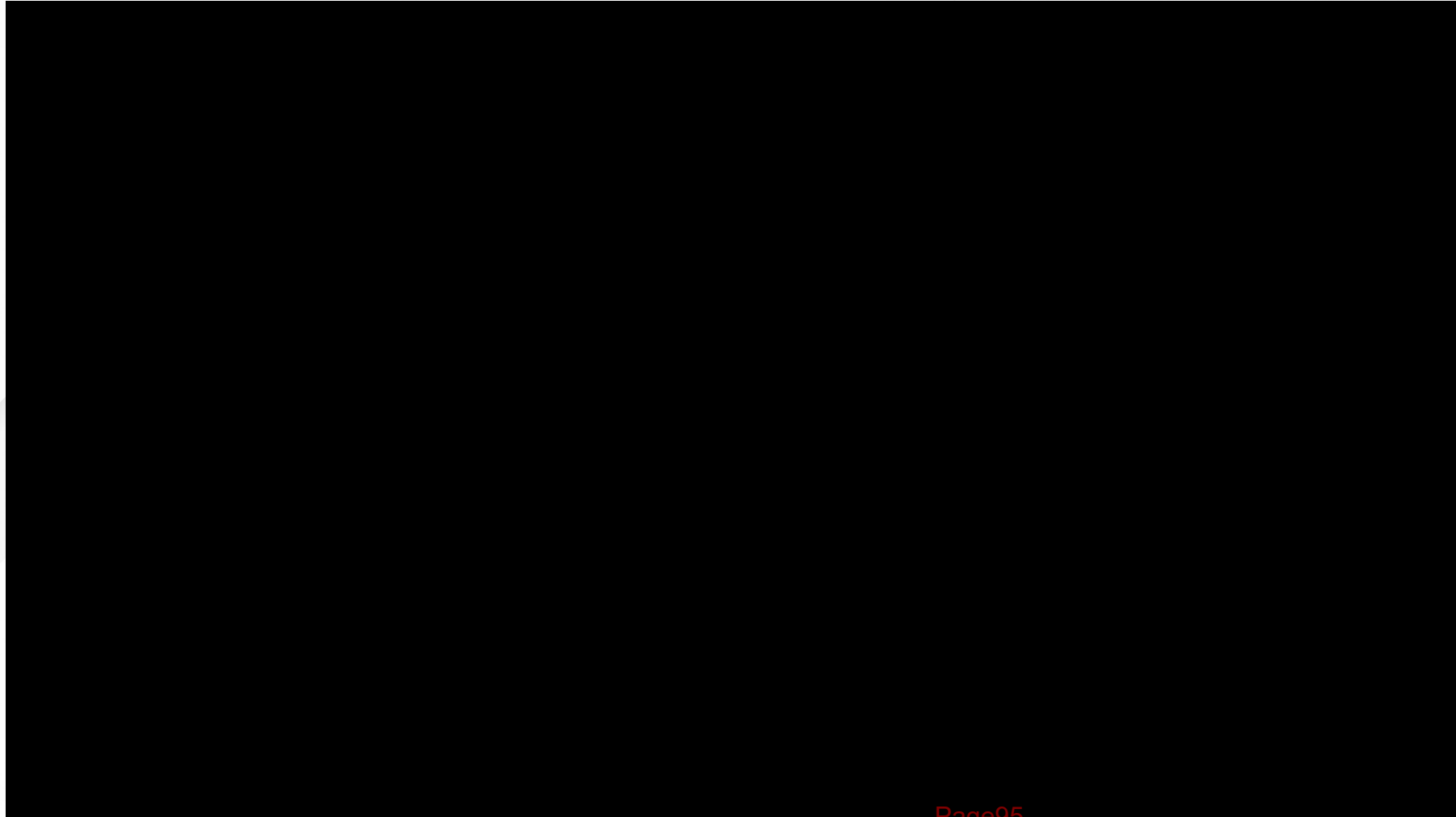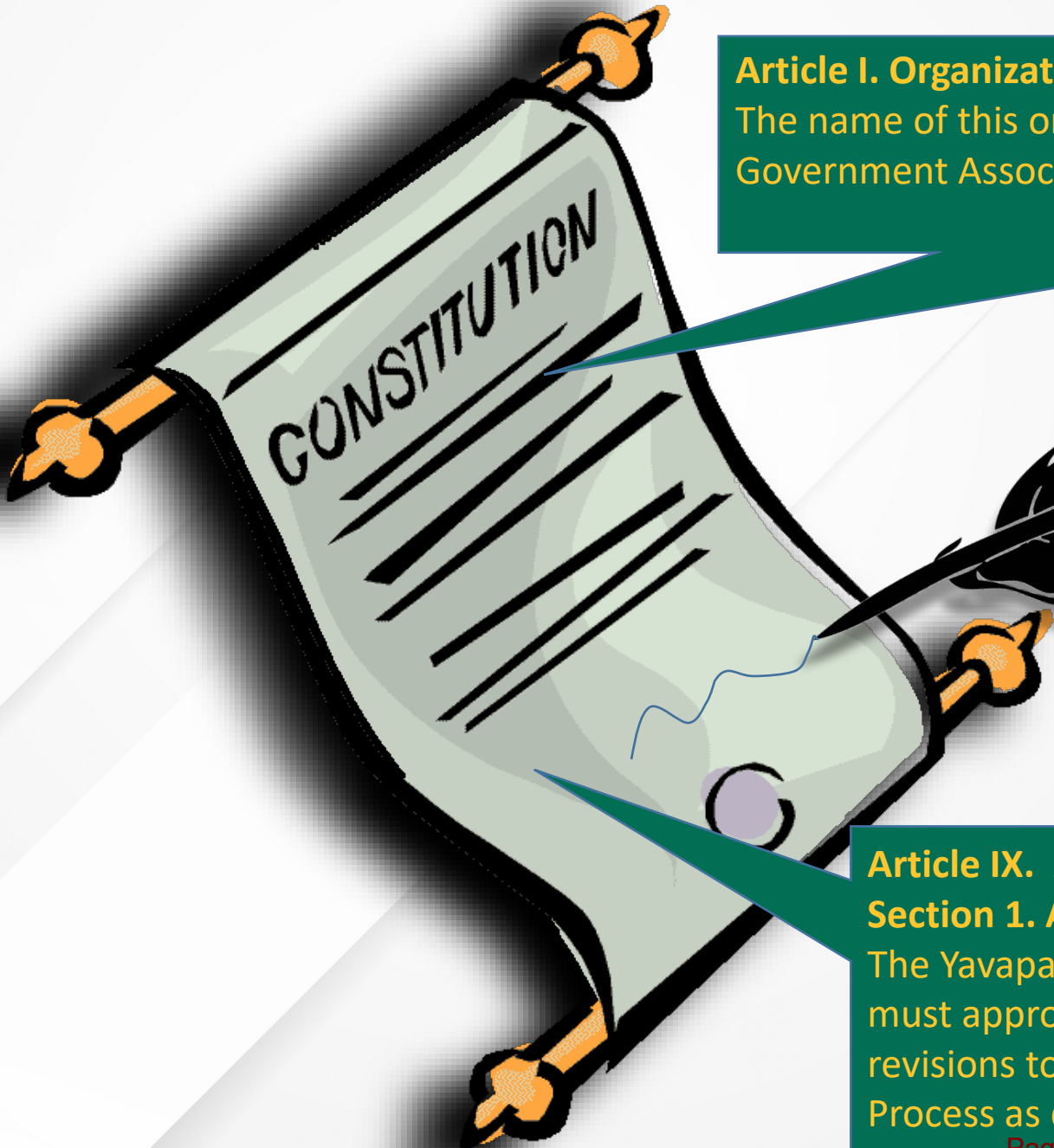
Article I. Organization Name
The name of this organization shall be the Yavapai College Student Government Association, hereinafter referred to as YCSGA.

Article IX. Amendements
Section 1. Amendments.
The Yavapai College Student Body must approve all Amendments or revisions to the Constitution.
Process as defined in the Bylaws.

YCSGA Promo Video

Student Survey

STUDENT GOVERNMENT ASSOCIATION

Yavapai COLLEGE

American Student Government Association

Bylaws & Committees

Senate Governance

Financial Oversight

Academic Success

Marketing / Public Engagement

Student Experience / Retention

Equity / Diversity

Elections

Yavapai College Staff Association

Item #3.2.1.2

Mission

1. We are the voice of the Yavapai College staff.
2. We strive to enhance the work experience for YC staff.
3. We promote professional development.

Vision

We foster unity and a sense of identity among the YC staff, and advance college-wide collaboration and communication.

Values

Collaboration	Diversity and Inclusiveness
Open Communication	Professionalism
Respect	Support

YC
You Can!

YCSA Committees

- Communication
- Engagement
- Professional Development
- Recognition
- Compensation & Benefits Taskforce

2020-2021 Projects and Accomplishments

- Winter Celebration
- Service Awards
- YC Way Awards
- Roughrider High Five Awards
- Learning Management System
- Professional Development Day
- Employee Resource Webpage

Student Letters to Faculty

- The following slides include a sample of letters and compliments faculty received in the past year.

- Faculty at Yavapai College are committed to working with our students to help them accomplish their goals.

- Faculty welcome visitors to our online, Zoom and in-person classes. Please let me know if you'd like to observe a class at YC. Jennifer.jacobson@yc.edu

Student Letters to Faculty

Hi Beth,

I guarantee you don't remember me.

But I was in your classes in 2005 - 2007. You made me want to become a geologist. But life took a turn and that never happened.

I ended up moving and after a few years I decided to go into chemistry (to no fault of your own).

A few years after that I ended up dropping out after another life event. But your love of the earth and environment that you taught me never left. I ended up becoming a computer scientist and now I am volunteering my time in Utah helping a local non-profit to help find water/ river/ hydrology patterns in our state and talk to legislation about the impacts of climate change.

I just wanted to reach out and say thank you. I wouldn't have found a passion for our environment and our future if I didn't take your classes.
So thanks for helping me find a passion.
Thanks for everything,
(Name redacted)

Student Letters to Faculty

Hey Nichole!

It's Katrina. It's been a while since I checked in, but I wanted to let you know that I just got accepted to the U of A Educational Psychology PhD program!! I wanted to thank you for being such a great and enthusiastic psych professor, and make sure you knew that all the time you spent answering my questions didn't go to waste. I'm still waiting for my funding offer, but one of the tenured professors I had as a reference on my application said she was going to recommend me for a grant they only give one student every one or two years, a quarter-time TA + quarter-time RA position with yearly raises and a tuition waiver! Learning how to be a good science student in your classes gave me a huge leg up for success at university, so thank you again!!

You Can!

Yavapai
COLLEGE

Student Letters to Faculty

Hello Kara,

I just finished both of the NTR 135 & NTR 145 course contents. I just wanted to reach out to you and thank you for being what I needed in an instructor this semester. I was super insecure starting school over after over a decade hiatus, doing online schooling, and working full time. I wanted to let you know that there were times that I was feeling really unsure of what I was bringing to the table as a student, and you always gave such amazing affirming feedback. Thank you for being such a light in a very dark and unknown time for so many! I truly enjoyed both of your courses and learned a ton from them, and have most definitely been applying to my daily life!

Thank you!
Heather L.

Student Letters to Faculty

Professor Andres,

I just finished up my class survey for Art History 200, but felt I should expand a bit for you. I really want you to know how truly amazing you are as a professor....You challenged me in a way that no one has, you allowed for mistakes to be made, and most importantly you allowed me to grow...Your lectures were completely amazing, my husband listened along with me to every one of them and would get upset if I listened to one without him. He thinks you should do a podcast! You are an incredible speaker, and I was so impressed at how you took us through the different time periods of Art History. Let me say to spark interest in a subject in which there was little to none to begin with is no easy feat and you accomplished that with ease. That first week was a doozy, but you definitely grew on me and I must tell you I have already referred to a couple things I have learned from you in this class in other classes and in another area of my life. It is my sincere hope you never stop teaching because this is where you belong. You have a true knack for doing what you do. I don't really know what a sabbatical entails, but I can only hope it allows you time to grow and learn in ways that serve you well. Thank you for the last 8 weeks, thank you for challenging me, and thank you for allowing me to grow in an area I never thought I would...

Kind regards,

Leah

Student Letters to Faculty

Dr. Jacobson,

… As a student, I'm extremely appreciative of how supportive YC faculty have been during these rapidly changing times. We don't really see the work that goes into things behind the scenes, but the ongoing accommodations and open communication have made a world of difference for a lot of us. It helps us stay engaged and in control of our education, and that goes very far these days!

…If the opportunity arises, please let [Professor Guzzo] know that …. she makes the subject accessible and genuinely fun, even in our online format! She's also going to be speaking on Resilience of the Brain during an upcoming Student Leadership Conference, and I know her presentation is going to be fascinating and helpful for a lot of students right now!

Thanks very much to the resources I received last semester from you and Rebecca on the subject of educational inequality, I did win the All-Arizona Scholarship! It's an incredible opportunity, and my family is over the moon about it! I'll be using it to pursue my Bachelor's in Social Work at NAU and eventually, my Master's. I start this fall online, and I'm looking into fulfilling my field placement hours by interning at YC! Hopefully, this means our paths will cross again! At the very least, I greatly value learning from your thoughts and experiences when it comes to sociology! It's always a pleasure!

With gratitude,
Autumn R.

Student Letters to Faculty

Hi Professor, I hope things are going well. I just wanted to let you know that I passed my Oracle Certified Associate exam for Java 8. I wanted to say thank you for supporting me. Everything else has been going well with the tutoring and I'll be tutoring next semester as well as long as they keep having me use zoom. Anyways I just thought I'd let you know ☺ Thank you.

Thank you for a wonderful semester. I really enjoyed ECE 240 and learned a lot from the course. I will miss being in your class next semester and thank you for all of your help over the past year.

I really enjoyed taking this class and I wanted to thank you for being a great professor! I believe that I'm taking another class with you in the spring and I'm looking forward to it. I hope you have a good Christmas! Megan

Student Letters to Faculty

Good morning Prof. Roberston,

I hope you are having a good day so far; my name is Mathieu L from your Drawing 110 class. I would like to thank you for the comments on all my art projects because they help me find out what I did good on and what I can improve on! Have a great weekend!

Best regards,

Mathieu

Student Compliments about Faculty

One thing I can really appreciate was that she posted SO MANY RESOURCES that it should literally be impossible to fail. Another thing I greatly appreciate is that she didn't lock any of the assignments so I was able to work at my pace. I know I can't teach myself math so attending class was totally something I knew I needed to do every week but after I attended class I flew through my work because she made it super easy to understand. I also really liked having access to a tutor in class. It kind of made me feel like there was a chain of command and I think that should help the teacher if people use the tutor. If the tutor doesn't know the answers she can then go to the teacher and the teacher isn't just bombarded with questions. I reached out to the tutor a couple times and she was very prompt and helpful.

She cares. So much for every student and will do anything to help you succeed.

Student Compliments about Faculty

CTEC student, Robert Rosado, wrote to me to express his gratitude for you. His words were "Mr. Ed Kessel is so skilled in what he knows and how he teaches. I have learned so much from him and I can't begin to tell you how much this means to me." Great work, Ed. Thank you for sharing your passion with our students.

~Lisa Rhine

Finally, a Typical Correspondence in the Era of COVID-19

Hello professor Bevers, I wanted to ask about the possibility of a small extension to the due date of the paper on the first chapter of on the origin of species. I have church tonight through zoom and I've had chemistry homework heavy on math to get through the past couple evenings. The only time I get to work on school is evenings because of work. Thank you for your time and consideration. (Name redacted)

I have extended your assignment. I hope that helps and you do well on this and with your other responsibilities.

Kind regards,

Professor Bevers

Yavapai College
Budget to Actual Status by Fund
January 2021

The President's Monthly report below provides a brief financial status of each of the District's five funds as of January 31, 2021.

Source: Monthly Revenue and Expenditure
                 Financial Reports

General Fund

As of January 31, 2021, the General Fund has a surplus of $4,034,100. This is primarily the result of tuition and fee revenues being recorded for the spring 2021 semester. Expenditures will catch up over the semester.

For the fiscal year ended June 30, 2021, General Fund revenues are projected to be under budget by $1,510,800 and expenditures are projected to be under budget by $1,695,700, resulting in a net surplus of $184,900.

Auxiliary Fund

As of January 31, 2021, the Auxiliary Fund has a small surplus and for the fiscal year ended June 30, 2021, the Auxiliary Fund is projected to exceed budget due to the effects of COVID-19. The largest decreases are expected to be in the residence halls, the FEC and community events. Several full-time employees have been moved to other departments which will lessen the impact.

Unexpended Plant Fund

As of January 31, 2021, the Unexpended Plant Fund has a deficit of $1,700,900 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2021, 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 January 31, 2021, the Restricted Fund has a surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the seven months ended January 31, 2021, there were no variances from budget.

Yavapai College
Cash Reserves
January 2021

The President's monthly report on cash reserves below displays the District's reserves at January 31, 2021, in relation to the District Governing Board's (DGB) reserve requirements.

<u>Source</u>: Banner Finance

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

Educational & General and Auxiliary Fund Reserve January 2021
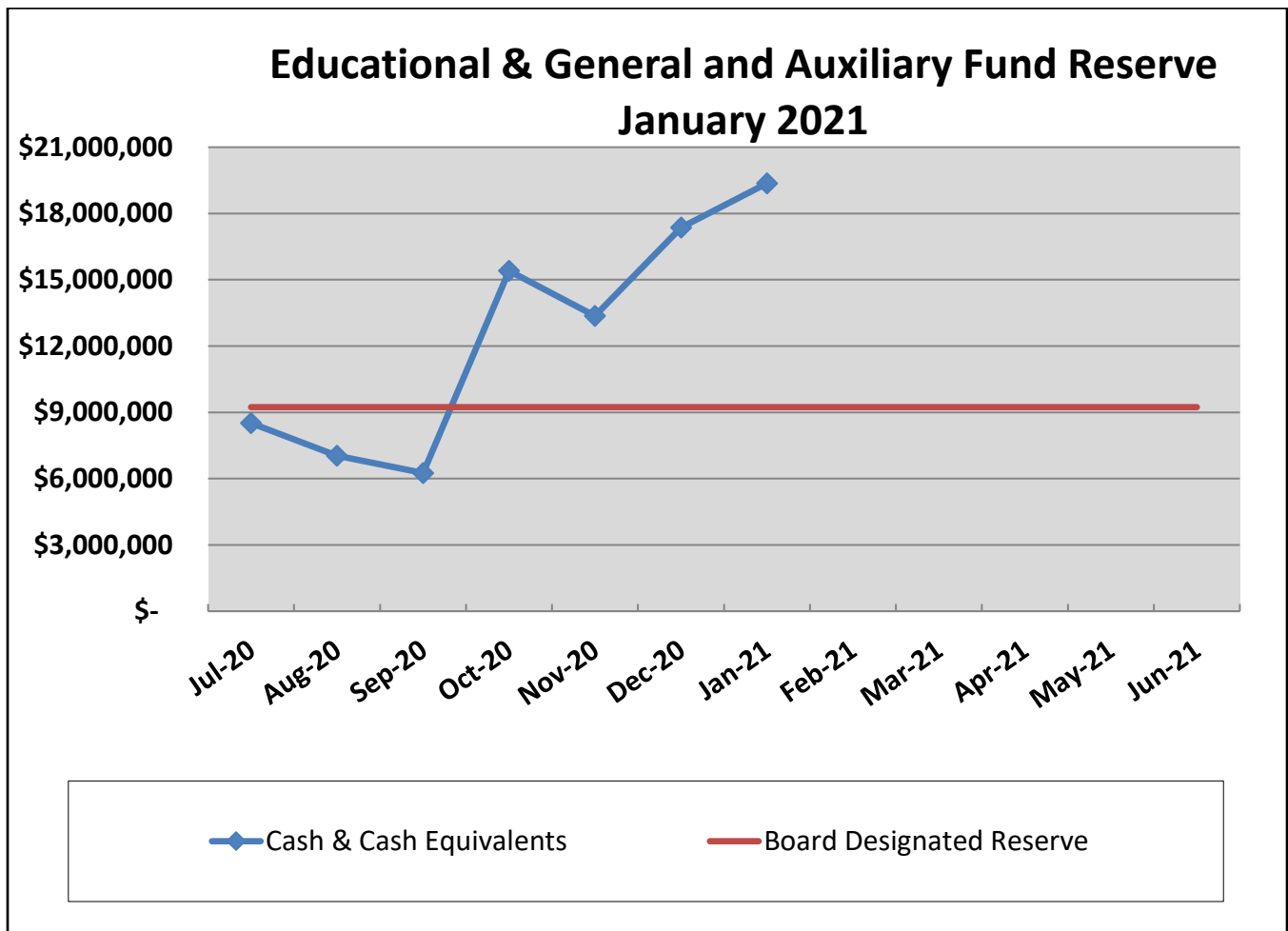
Property taxes were collected in October which increased the reserves above the DGB's requirements. This dip generally occurs two times per year, during the months preceding the collection of property taxes by the county.

Plant Fund Reserve
January 2021

Legend:
- Cash & Cash Equivalents
- DGB Approved CIP Expenditures (FY 2020-21 CIP)
- Board Designated Reserve
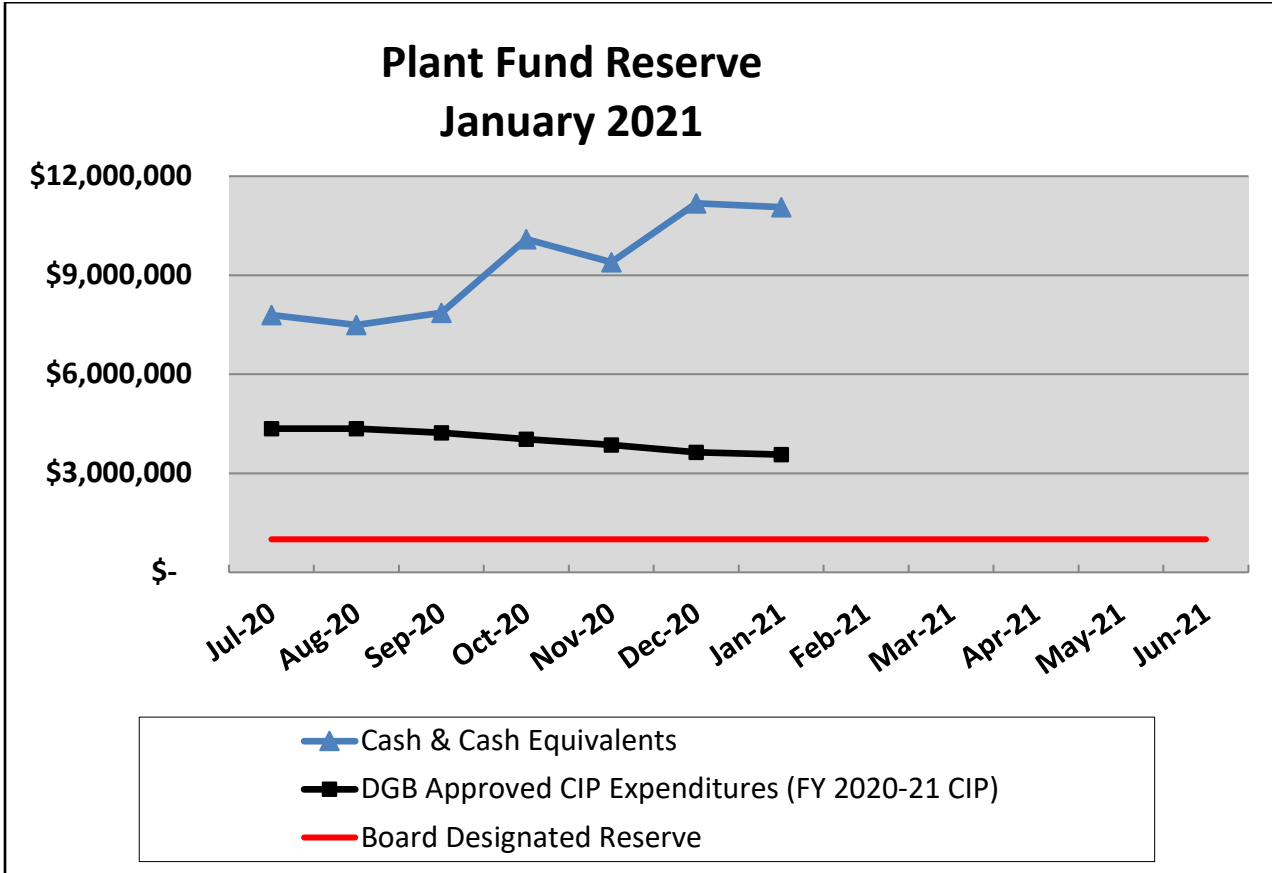
Plant Fund Reserves shall not drop below $1 million.

As of January 31, 2021, Plant Fund reserves have exceeded the DGB's $1,000,000 designated reserve and are currently above the amount of monies needed to cover the next five months of CIP that have been approved by the DGB.

2021-2022
District Governing Board
Calendar

DRAFT Dates

Month	Meeting Type
TBA **Sedona Campus**	Policy Workshop
July	No Meeting
August	No Meeting
Tuesday, September 14, 2021 1:00pm **Chino Campus**	Regular Meeting
Tuesday, October 12, 2021 1:00pm **Rock House**	Regular Meeting
Tuesday, November 9, 2021 1:00pm **Verde Valley Campus**	Regular Meeting
December 6 – 10, 2021 4:00pm – 6:00pm **TBA**	Board Dinner
Friday, January 28 and Saturday, January 29, 2022 9:00am – 4:00pm **Prescott Valley Campus**	Workshop
Tuesday, February 8, 2022 9:00am – 4:00pm **Sedona Campus**	Budget Workshop & Regular Meeting
Tuesday, March 8, 2022 1:00pm **Career & Technical Education Center**	Regular Meeting
Tuesday, April 12, 2022 1:00pm **Verde Valley Campus**	Regular Meeting
Tuesday, May 17, 2022 1:00pm **Prescott Campus** **Community Room (19-147) or Zoom**	Regular Meeting

Item #3.4.2

DATES AND PLACES OF FUTURE MEETINGS – FY 2020-2021	
TYPE OF MEETING	**DATE/DAY/TIME/LOCATION**
JUNE 2020– NO BOARD MEETINGS	
Regular Board Meeting*	July 28, 2020 Friday, Time 2 p.m. Location: Zoom
Board Special Session	August 5, 2020 Wednesday, Time 1 p.m. Location: Zoom
Regular Board Meeting	September 8, 2020, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Regular Board Meeting*	October 20, 2020 Tuesday, 1:00 p.m. Location: Sedona Center or Zoom
Regular Board Meeting*	November 17, 2020, Tuesday, 1:00 p.m. Location: Zoom
Budget Workshop/Regular Meeting	January 12, 2021, Tuesday 9:00 a.m. Location: Rock House or Zoom
Regular Board Meeting	February 9, 2021, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Two-Day Board Retreat	Friday and Saturday, February 26 and 27, 2021 9:00am – 4:00pm Location: TBA or Zoom
Regular Board Meeting	March 9, 2021, Tuesday, 1:00 p.m. Location: Verde Valley Campus room 137 or Zoom
Regular Board Meeting*	**April 20, 2021, Tuesday, 1:00 p.m. Location: Prescott Campus Community Room (19-147) or Zoom**
Regular Board Meeting*	**May 18, 2021, Tuesday, 1:00 p.m. Location: Prescott Campus Community Room (19-147) or Zoom**
JUNE 2021 NO REGULAR BOARD MEETING	
JULY 2021 NO REGULAR BOARD MEETING	

*Regular Board Meeting not held on the typical 2nd Tuesday of the month.

DATES AND PLACES OF EVENTS – FY 2020-2021	
TYPE OF EVENT	**DATE/DAY/TIME/LOCATION**
ACCT Leadership Congress	August 3, Monday - 6, Thursday, 2020 -Time: 11-1:15PM Eastern Location: Zoom
Fall Convocation	August 10, 2020, Monday 9:30 a.m. – 4:00 p.m. Location: Virtual
ACCT Virtual Leadership Congress *YC Presentation-COVID-19: Challenges Imposed, Lessons Learned	Monday October 5 – Thursday October 8 Location: Virtual *Tuesday October 6th 12:15-1:15 (Arizona Time)
Enhancing the Federal Pell Grant Program to Maximize Student Success ACCT Webinar Series: Improving Access and Affordability of Workforce Training with Short -Term Pell	November 12, 2020, Thursday 12PM Location: Virtual Webinar
Enhancing the Federal Pell Grant Program to Maximize Student Success ACCT Webinar Series: Expanding Educational Opportunity for Incarcerated Students through Second Chance Pell	December 3, 2020, Thursday 12PM Location: Virtual Webinar
District Governing Board Social In Recognition of Outgoing Board Members	December 9, 2020, Wednesday 4:00 p.m. – 6:00 p.m. Location: Rock House/Outside Atrium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 10, 2020, Thursday – Time: 11 AM -1 PM Location: Calvary Chapel of Prescott 2313 State Route 69 Prescott, Arizona
Nursing Pinning Ceremony	December 11, 2020, Friday – 1:00 pm Location: Prescott Campus – Performing Arts Center
Spring Convocation	January 13, 2021 Wednesday – 9 AM Location: Zoom
Govern for Impact: 2021 F2F Virtual Advanced Practice Forum	Friday, February 19 – Saturday, February 20, 2021 Location: Virtual
ACCT Community College National Legislative Summit	Monday, February 8 – Wednesday, February 10, 2021 Location: Virtual
All Arizona Academic Team Celebration	**March 4, 2021, Thursday – Time: 11:30 PM Location: Virtual**
ACCT Governance Leadership Institutes	**Tuesday March 30 – Wednesday, April 1, 2021 Location: Virtual**
Nursing Pinning Ceremony	**May 12, 2021, Wednesday – 4:00 pm Location: Prescott Campus – Performing Arts Center**
Verde Valley Commencement	**May 8, 2021 Saturday – Time: 9AM, 1PM, 4PM Location: Sedona Performing Arts Center**
Prescott Commencement	**May 15, 2021 Saturday – Time: 9AM and 1PM Location: Findlay Toyota Center**
GED Graduation Ceremony	**May 22, 2021, Saturday – Time: 1:00-3:0o pm Location: Prescott Campus – Performing Arts Center**
Northern Arizona Regional Training Academy (NARTA) Commencement	**May 27, 2021, Thursday – Time: TBA Location: Prescott Campus – Performing Arts Center**
Govern for Impact Conference	**Thursday, June 17 – Saturday, June 19, 2021 Location: TBA**
ACCT Leadership Congress 2021	**Wednesday, October 13 – Saturday, October 16, 2021 Location: San Diego, California**