



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, April 23, 2019
1:00 PM

Verde Valley Campus
601 Black Hills Drive, Building M, Room 137
Clarkdale, Arizona

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	785418
2	Call to Order - PROCEDURAL	0	1:00 PM	785419
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	785420
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	785421
5	Approval of District Governing Board March 5, 2019 Regular Meeting Minutes and March 20, 2019 Executive Session Minutes - DISCUSSION AND DECISION	2	1:02 PM	785422
6	Adoption of Agenda - DECISION	1	1:04 PM	785423
7	Recognition of Faculty Emeritus Awardees for 2019: Paul Ewing, Diana Dwan and Cindy DeCecco - INFORMATION AND DISCUSSION	10	1:05 PM	785424
8	MONITORING REPORT - HEADING	0	1:15 PM	785425
9	March Board Meeting Evaluation - INFORMATION AND DISCUSSION	5	1:15 PM	785426

Item No.	Item	Time Req.	Start Time	Ref No.
10	OWNERSHIP LINKAGE - HEADING	0	1:20 PM	785427
11	Open Call - PROCEDURAL	20	1:20 PM	785428
12	CONSENT AGENDA - HEADING	0	1:40 PM	785429
13	Receipt of Report on Revenues and Expenditures - March 2019 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:40 PM	785430
14	For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County and Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:41 PM	785432
15	For Consideration for Approval of the Non-Funded Participating Agreement between the Yavapai County Community College District and the USDA Forest Service Prescott National Forest - RECEIPT, DISCUSSION, AND/OR DECISION	2	1:43 PM	838378
16	For Consideration for Approval of the Yavapai County Community College District – Waiver of Conflict of Interest Regarding an Agreement with Yavapai County for Student Clinical Training Services at the Community Health Center of Yavapai.	2	1:45 PM	838381
17	INFORMATION - HEADING	0	1:47 PM	785436
18	Information from the President to Include: Years of Service Recognition, Board of Supervisors Meeting, Verde Valley Campus Updates/Building L Progress and Trail Systems, Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Highlights for March and April of 2019, and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:47 PM	785437
19	Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council, Academic Calendar- INFORMATION AND/OR DISCUSSION	15	2:02 PM	785438
20	SHORT RECESS - PROCEDURAL	10	2:17 PM	785440
21	POLICY - HEADING	0	2:27 PM	785448
22	Consideration of the Preliminary Budget FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION	45	2:27 PM	785449
23	MONITORING REPORTS - HEADING (CONTINUED)	0	3:12 PM	785441
24	Receipt of President's Monitoring Report - Executive Limitation 2.5 - Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION	5	3:12 PM	838234
25	Receipt of President's Monitoring Report - Executive Limitation 2.6 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION	5	3:17 PM	785442
26	Content Review of Governance Process Policy 3.4 Agenda Planning - MONITORING, DISCUSSION, AND/OR DECISION	5	3:22 PM	785445

Item No.	Item	Time Req.	Start Time	Ref No.
27	Receipt of Board Self-Evaluation for Board - President Linkage Policy 4.7 President Succession - MONITORING AND/OR DISCUSSION	5	3:27 PM	785446
28	President's Evaluation Process - INFORMATION AND DISCUSSION	5	3:32 PM	785447
29	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:37 PM	785452
30	Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:37 PM	785454
31	OTHER INFORMATION - HEADING	0	3:42 PM	785455
32	District Governing Board Dates and Places of Future Meetings - INFORMATION, DISCUSSION AND/OR DECISION	5	3:42 PM	785456
33	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:47 PM	785457

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/31/2018

Item Type : Procedure Item

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/31/2018

Item Type : Procedure Item

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/31/2018

Item Type : Decision Item

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

Description : Approval of District Governing Board March 5, 2019 Regular Meeting Minutes and March 20, 2019 Executive Session Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the March 5, 2019 Regular Board Meeting and the March 20, 2019 Executive Session Minutes. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Mar 5 2019.pdf	Apr 17, 2019	Unapproved Regular Meeting Minutes - Mar 5 2019.pdf
Unapproved Executive Session 03-20-19.pdf	Apr 17, 2019	Unapproved Executive Session 03-20-19.pdf

12. Receipt of Report on Revenues and Expenditures – Month of February 2019 - RECEIPT, DISCUSSION, AND/OR DECISION

Member Chevalier requested additional information related to the identification of the higher expenses associated with the revenues offsetting the budget. Business Office Director, Frank D'Angelo stated they were related to set production costs. It was further determined and requested by Member Chevalier to research and report back to the Board at the April Meeting that details why expenses went above the budget.

Member Chevalier requested details pertaining to the Plant Fund. Mr. D'Angelo identified the system encumbers the budget related to PO's and collect revenue to cover the cost and further elaborated on the details of the Capital Improvement Projects versus the budget and fund balance.

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda Item #12. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

13. For Consideration for Approval of the Revised Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College for a Bachelor Degree Agreement - RECEIPT, DISCUSSION, AND/OR DECISION

For consideration for approval of the revised Intergovernmental Agreement (IGA) between Arizona Board of Regents for an on behalf for Arizona State University (ASU) and Yavapai College for a Bachelor Degree Agreement that was approved by the Board at the November 19, 2018 meeting. The Arizona Board of Regents for and on behalf for Arizona State University removed section 8.3 regarding indemnification. Therefore, this revised version needs approval by the Board.

14. INFORMATION - HEADING

15. Information from the President to Include Yavapai College Staff Association (YCSA) Report; YCSA Newsletter; Regional Economic Development Summit; Building L; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Dr. Lisa Rhine reported on the following topics with discussion from the Board:

- YCSA Report – Report by Lisa Schlegel, Association President and Julie Galgano, Association, Vice President.
- YCSA Newsletter - Attached
- Economic Development Summit – Report by Rodney Jenkins, Vice President of Community Relations and Richard Hernandez, Economic Development Director.
- Building L – Report by Dr. James Perey, Executive Dean.
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached

16. Information from Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate – Ms. Selena Bliss reported on the following updates: improvement with faculty and the staff association; grateful to the new President's Cabinet to include more faculty; updates on faculty committees; three retired faculty members have recommended for emeritus; regarding the historical perspective and critical thinking outcomes, which will improve the integrity of dual education programs, course offerings, and transfer credit to the four-year schools. Ms. Bliss also distributed the shared governance survey results that are being utilized to craft a College shared governance statement and to create a decision/process matrix.
- Enrollment Update – Dr. Liss highlighted detail regarding enrollment trends based on zip codes.

17. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:26 p.m.; reconvened at 2:36 p.m.

18. Review of the Preliminary Capital Budget for FY 2019-2020 - INFORMATION AND/OR DISCUSSION

Dr. Clint Ewell presented the Capital Budget Information for FY 2019-2020. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2019-2020.

19. MONITORING REPORTS – HEADING

20. Receipt of President’s Monitoring Report – Executive Limitation 2.5 – Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION

The Board did not review or discuss this item as the information was not distributed in time to make a decision according to Attorney, Lynn Adams.

21. Content Review of Governance Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION, AND/OR DECISION

Policy 3.3 - The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

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

Member Chevalier expressed when problems arise, it should be discussed by the Board and further expressed that elections of a Board Chair never included an east side member of the Board in twelve years.

22. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, AND/OR DISCUSSION

Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Chairman Sigafos relayed to Member Chevalier the only thing the Board sets in terms of goals, is to evaluate how a President follows the executive of limitations and how the President achieves goals. Member Chevalier spoke about the Standard of Compliance and felt that it was not relevant. Member McCarver shared that the policy is that the President has a reasonable interpretation of what the president does and asks for feedback by the Board. Member Chevalier felt the President should have wide latitude to interpret the ends and policies but the Board has the ultimate responsibility to the public. Member Chevalier addressed 4.4.4 and that the President is responsible for ensuring the college provides appropriate and sufficient education offerings throughout the County.

23. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION

Dr. Lisa Rhine detailed information regarding the modification of the ends and executive of limitations. Dr. Rhine would like to continue with the Monitoring Reports until May 2019 and to evaluate the President based on a progress of a four month entry plan to include: engagement of the board; external and internal constituents; Yavapai College Leadership; professional development; and planning. The Board reviewed the process and resources to effectively analyze the President's job performance during FY 2018-2019. Chairman Sigafos informed Dr. Rhine, over the thirty days, Dr. Rhine should create a document and provide it to the Board before the next Board meeting to review the evaluation process and details.

24. POLICY ISSUES - HEADING

25. Review of the District Governing Board Budget Proposal for FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION

Mr. Frank D’Angelo, Business Services Director presented the District Governing Board budget history from FY 2015 through 2020 and a proposed budget for the next fiscal year 2019-2020. Members of the Board reviewed and no motion was made.

26. Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION

This item was removed for discussion. No further action was taken.

27. OWNERSHIP LINKAGE - HEADING - CONTINUED

28. Proposed Dates and Places of Future Meetings for 2019 – RECEIPT, DISCUSSION AND/OR DECISION

Chairman Sigafoos made a recommendation to conduct a retreat in August in addition to the September retreat. Member Chevalier requested the August meeting be held in the Verde Valley. Member McCarver made a recommendation to use a survey tool to identify the best date for August.

Member Chevalier moved, seconded by Member McCarver, to approve the proposed dates and places of future meetings. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

Member McCarver identified a conflict for the October Meeting and inquired if the date could be changed to October 8th. Chairman Sigafoos recommended Zoom accommodations.

29. Planning of September 2019 District Governing Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

The Board reviewed and Chairman Sigafoos made a suggestion to use Facilitator, A.J. Crabill to maintain continuity. Member Chevalier requested future planning as a topic. Member McCarver and McCasland recommended A.J. Crabill.

Member McCarver moved, seconded by Member Irwin, to continue to work with A.J. Crabill as the Boards Facilitator for the August and September retreats. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

Board Attorney, Lynne Adams requested if the Board wishes to include ends, the motion will need to be amended.

Member McCarver moved, seconded by Member Irwin, to continue to work with A.J. Crabill as the Boards Facilitator for the August and September retreats and to add ends development as agenda for one or both of the meetings. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

30. Reports from Board Liaisons – Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION

- Board Spokesperson – no report.
- Arizona Association of Community College Trustees (AACCT) – Member McCasland shared the AACCT would like to hold a conference in Prescott in September for all Statewide members. Member McCasland discussed with Dr. Rhine the considerations of Yavapai College being a host and all Board Members are welcome and encouraged to attend.
- Yavapai College Foundation – Member McCarver reported on the Foundation’s induction and welcome of Dr. Lisa Rhine, an overview of Del E. Webb center, the Framing the Future luncheon, investments and scholarship funds and programs.

31. OTHER INFORMATION – HEADING

32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:36 p.m.

Respectfully submitted:

_____/S/
Ms. Cindy Pemberton, Recording Clerk

Date: April 23, 2019

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



Yavapai College District Governing Board

Board Meeting
Unapproved Public Session Minutes
Wednesday, March 20, 2019
1:00 PM

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

Members Present:

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

Administration Present:

Dr. Lisa B. Rhine, President
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Cindy Pemberton, Recording Clerk
Lynne Adams, Board Attorney

Attending Guests:

Georgia Staton, Jones, Skelton & Hochuli, P.L.C., Legal Counsel
Elizabeth Gilbert, Jones, Skelton & Hochuli, P.L.C., Legal Counsel

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

Member McCasland made a motion, seconded by Member McCarver, to move into executive session pursuant to A.R.S. §38-431.03(A)(3), (A)(4) to receive advice from legal counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR. Motion carried unanimously (Sigafoos, Chevalier, McCarver, Irwin, McCasland all voted aye).

The Executive Session convened at 1:02 p.m.

The Board returned to Public Session at 3:01 p.m.

Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR – INFORMATION AND DISCUSSION. Member McCarver moved, seconded by Member McCasland, to instruct our attorneys to act in accordance with the instructions provided to them in Executive Session. Motion carried unanimously (Sigafoos, Chevalier, McCarver, Irwin, McCasland all voted aye).

Member McCarver moved, seconded by Member McCasland to adjourn the meeting at 3:04 p.m. Motion carried unanimously (Sigafoos, Chevalier, McCarver, Irwin, McCasland all voted aye).

Respectfully submitted:

Cindy Pemberton, Recording Clerk

Date: April 23, 2019

Mr. Ray Sigafoos, Chair

Mr. Steve Irwin, Secretary

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : MONITORING REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Monitoring Item

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

Description : March Board Meeting Evaluation - INFORMATION AND DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the March 5, 2019 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
Mar Monthly Eval Compilation.pdf	Apr 19, 2019	Mar Monthly Eval Compilation.pdf

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

Compilation for Month of: March 2019

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

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
2	2	Board focused on administrative/internal operations
	4	Board involved in making decisions in areas already delegated to CEO
1	3	Decisions without considering ownership input, or led by a few vocal owners
1	3	Decisions without whole Board input, or led by a few vocal members
	4	Board automatically approving decisions of individuals or committees without due consideration
1	3	Board focused on present and/or past
	4	Board making reactive decisions rather than pro-active decisions
Other Comments: McCarver: One board member focused on past events and on minute details related to budget. Need to push focus to policy that the Board is responsible for, rather than operational details that don't impact overall Ends progress.		

Overall, keeping in mind the role of the Board and reflecting on our individual and collective behavior during this meeting, please rate the Board's performance in the following categories:

	1- Needs improvement 2- Satisfactory 3- Proficient			Brief comment of specific examples to support your response
	1	2	3	
The Board operates as a unit and honors Board decisions.	1	3		Ignores prejudice issues
The Board's behavior demonstrates that its constituency is the entire county.	1	3		Focus of majority is status quo
Board members operate ethically and without conflicts of interest.		3	1	
Board decisions are made with the goal of supporting student learning and student success.		4		
What is the most important thing the Board could do to improve our function as a board? McCarver: Focus on what we can do in the future to improve, rather than focusing on past events. Chevalier: Address prejudice issues toward Verde representatives				

Presenter : Ray Sigafoos

Start Time : 1:40 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:40 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/31/2018

Item Type : Consent Item

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

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

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

Included is the Financial Update Report highlighting the status of several key indicators. The report of Revenue and Expenditures for the ninth month of FY 2018 - 2019 ending March 31, 2019, is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
13-Consent Agenda 1st Receipt of Rpt on Revenues Expenses Narrative - March in April.pdf	Apr 16, 2019	13-Consent Agenda 1st Receipt of Rpt on Revenues Expenses Narrative - March in April.pdf
13-Consent Agenda 2nd, YCFS Mar 2019 - Governing Board Budget to Actual.pdf	Apr 16, 2019	13-Consent Agenda 2nd, YCFS Mar 2019 - Governing Board Budget to Actual.pdf
13-Consent Agenda 3rd, YCFS March 2019_Summary & Fund Budget to Actuals.pdf	Apr 16, 2019	13-Consent Agenda 3rd, YCFS March 2019_Summary & Fund Budget to Actuals.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

March 2019

FY2017-2018 Close and Audit

- The year-end close for FY2017-18 was done in November 2018.
- The auditors began their field work on October 15, 2018. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2018 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 FY2017-18 was presented to the Board in February 2019.

FY 2018-2019 Budget

General Fund

- Total property taxes collected have historically, on average, been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in close to budget for the fiscal year based upon a slight decrease in fall 2018 and spring 2019 enrollments.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

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

- Instruction expenses are above budget due to Theater stage set costs, costumes, labor, and royalty fees exceeding projections and an unplanned YC Youth Chorale trip to NYC. Related revenues are expected to cover all expenses, having no effect on the overall net budget.
- The total Auxiliary fund is projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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

**For the Nine Months Ended March 31, 2019
Fiscal Year 2018-2019**

District Governing Board

Fiscal Year 2018-19 Budget:

\$ 252,200

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 21,485	\$ 15,331	\$ 36,816
AJ Crabill	Consulting & Facilitation	8,361	-	8,361
Arizona Association of District Governing Boards	Membership Dues	1,000	-	1,000
Association of Community College Trustees	Membership & Conference Fees	11,974	-	11,974
Connie Harris	Travel	3,082	-	3,082
Deborah McCasland	Travel	1,728	-	1,728
Govern for Impact	Membership & Conference Fees	3,050	-	3,050
HF Group LLC	Binding	558	-	558
Osborn Maledon PA	Legal Counsel	23,271	14,229	37,500
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500
Penelope Wills	Travel	2,413	-	2,413
Ray Sigafos	Travel	2,734	-	2,734
Robin Layton	Public Relations	1,300	-	1,300
Ron Liss	Travel	1,934	-	1,934
Scott Farnsworth	Travel	1,727	-	1,727
Sodexo Inc.	Food Supplies	2,351	3,797	6,148
Steve Irwin	Travel	1,646	-	1,646
Supplies/Other	Various Vendors	1,020	-	1,020
Tania Sheldahl	Travel	1,637	-	1,637
VVTV	Board Meeting Broadcasts	1,000	-	1,000
Yavapai County Elections	DGB Election	75,034	-	75,034
YC Printing Services	Printing	1,545	-	1,545
				<u>213,707</u>
Remaining Budget - March 31, 2019				<u>\$ 38,493</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2019 - 75.0% of the Fiscal Year Complete

Fiscal Year 2018-2019

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 18/19 Budget</u>	<u>Percent of Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 27,700,200		\$ 27,700,200	\$ 37,119,200	74.6%	\$ 37,119,200	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	10,691,411		10,691,411	11,355,000	94.2%	11,055,000	(300,000)
Tuition and Fees - Contingency	-		-	(570,000)	0.0%	(170,000)	400,000
State Appropriations	442,425		442,425	589,900	75.0%	589,900	-
Other Revenues	297,397		297,397	483,000	61.6%	483,000	-
Interest Income	103,903		103,903	60,000	173.2%	70,000	10,000
Fund Balance Applied to Budget	1,500,000		1,500,000	2,000,000	75.0%	2,000,000	-
General Fund Transfer Out	(3,403,650)		(3,403,650)	(4,538,200)	75.0%	(4,538,200)	-
TOTAL REVENUES	37,331,686		37,331,686	46,348,900	80.5%	46,458,900	110,000

		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 18/19 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):									
Instruction		\$ 13,758,659	\$ 2,011,684	\$ 1,869,515	\$ 13,900,828	\$ 18,476,900	75.2%	\$ 18,384,516	\$ (92,345)
Academic Support		3,181,983	743,436	646,658	3,278,761	4,743,000	69.1%	4,600,710	(142,290)
Institutional Support		7,558,045	1,813,410	1,352,376	8,019,079	9,683,000	82.8%	9,586,170	(96,830)
Student Services		4,078,861	874,798	834,681	4,118,978	5,828,000	70.7%	5,711,440	(116,560)
Operation/Maintenance of Plant		4,539,330	920,665	754,096	4,705,899	6,552,000	71.8%	6,420,960	(131,040)
Scholarships		821,523	22,128	-	843,651	880,000	95.9%	880,000	-
Public Service		227,149	70,592	68,093	229,648	186,000	123.5%	235,000	49,000
TOTAL EXPENDITURES		34,165,550	6,456,713	5,525,419	35,096,844	46,348,900	75.7%	45,818,796	(530,065)
SURPLUS/(DEFICIT)					\$ 2,234,842	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2019.
 Tuition and Fees revenues above budget due to spring 2019 tuition payments being recorded. This will even out over the next few months.
 Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licenses, IT maintenance, dues, etc.).
 Scholarships at 95.9% of budget due to spring 2019 financial aid awards being made. This will even out over the next few months.
 Public Service expenditures above budget due to staffing changes.

The Budget currently has a surplus of \$2,234,842.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

**For the Nine Months Ended March 31, 2019 - 75.0% of the Fiscal Year Complete
Fiscal Year 2018-2019**

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 8,774,700		\$ 8,774,700	\$ 11,122,000	78.9%
State Grants and Contracts	139,993		139,993	214,200	65.4%
Private Gifts, Grants and Contracts	855,964		855,964	894,000	95.7%
Proposition 301 Funds	614,803		614,803	715,000	86.0%
State Appropriation - STEM Workforce	524,250		524,250	699,000	75.0%
Fund Balance Applied to Budget	150,000		150,000	200,000	75.0%
Reimbursement Due	28,268		28,268	N/A	N/A
TOTAL REVENUES	11,087,978		11,087,978	13,844,200	80.1%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Instruction	\$ 1,880,237	\$ 218,562	\$ 130,824	\$ 1,967,975	\$ 3,104,500	63.4%
Student Services	918,285	153,542	153,542	918,285	1,304,600	70.4%
Scholarships	8,062,959	-	-	8,062,959	9,293,300	86.8%
Public Service	107,369	19,320	19,320	107,369	141,800	75.7%
TOTAL EXPENDITURES	10,968,850	391,424	303,686	11,056,588	13,844,200	79.9%
SURPLUS/(DEFICIT)				\$ 31,390		

COMMENTS:

Third quarter STEM Workforce State Aid was received in January 2019.
Scholarships at 86.8% of budget due to spring 2019 financial aid awards being made. This will even out over the next few months.

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

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2019 - 75.0% of the Fiscal Year Complete

Fiscal Year 2018-2019

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 18/19 Budget</u>	<u>Percent of Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,189,937		\$ 1,189,937	\$ 1,267,700	93.9%	\$ 1,267,700	\$ -
Bookstore Rental and Commissions	140,057		140,057	185,000	75.7%	175,000	(10,000)
Food Services Sales	24,556		24,556	33,000	74.4%	33,000	-
Vending	31,782		31,782	40,000	79.5%	40,000	-
Edventures	397,852		397,852	335,000	118.8%	450,000	115,000
Winery - Tasting Room	113,769		113,769	204,600	55.6%	180,000	(24,600)
Family Enrichment Center	428,797		428,797	584,300	73.4%	584,300	-
Public Services							
Community Events	493,889		493,889	598,400	82.5%	608,400	10,000
Other Revenues							
Yavapai College Foundation	285,237		285,237	342,800	83.2%	342,800	-
Other	336,786		336,786	362,100	93.0%	362,100	-
Fund Balance Applied to Budget	75,000		75,000	100,000	75.0%	100,000	-
General Fund Transfer In	825,525		825,525	1,100,700	75.0%	1,100,700	-
Auxiliary Fund Transfer Out	(301,200)		(301,200)	(401,600)	75.0%	(401,600)	-
TOTAL REVENUES	4,041,987		4,041,987	4,752,000	85.1%	4,842,400	90,400

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 18/19 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 18/19 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 205,734	\$ 27,535	\$ -	\$ 233,269	\$ 235,200	99.2%	\$ 261,200	\$ 26,000
Student Services	499,211	114,552	92,772	520,991	713,900	73.0%	713,900	-
Auxiliary Enterprises	1,272,325	190,241	147,573	1,314,993	1,644,200	80.0%	1,744,200	100,000
Public Service	815,853	160,948	112,934	863,867	849,700	101.7%	874,700	25,000
Facilities & Administrative Allocation Expense	906,750	-	-	906,750	1,209,000	75.0%	1,209,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	3,699,873	493,276	353,279	3,839,870	4,752,000	80.8%	4,803,000	51,000
SURPLUS/(DEFICIT)				\$ 202,117	\$ -			

COMMENTS:

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

Edventures sales and related expenditures are ahead of budget due to a second international trip occurring in June 2019 instead of next fiscal year. Note, Edventures expenditures are part of Auxiliary Enterprises.

The net effect on the budget is zero as the revenues off-set the expenses.

Instruction expenses are above budget due to Theater production expenses, including stage set costs, costumes, royalty fees etc., exceeding projections and an unplanned YC Youth Chorale trip to NYC. Related revenues, which are included in the Other category, are exceeding budget as well. Theater production and Youth Chorale trip revenues are expected to cover the expenses, having no effect on the overall net budget.

The Budget currently has a surplus of \$202,117.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2019 - 75.0% of the Fiscal Year Complete

Fiscal Year 2018-2019

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 6,410,664		\$ 6,410,664	\$ 8,590,500	74.6%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	71,661		71,661	30,000	238.9%
Other	40,328		40,328	20,000	201.6%
Proceeds from Sale of PV Library Building	4,400,000		4,400,000	4,400,000	100.0%
Fund Balance Applied to Budget	92,700		92,700	92,700	100.0%
General Fund Transfer In	2,000,000		2,000,000	2,000,000	100.0%
TOTAL REVENUES	13,015,353		13,015,353	15,088,200	86.3%

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Preventative Maintenance		\$ 3,085,613	\$ 961,092	\$ -	\$ 4,046,705	\$ 3,974,000	101.8%
Unplanned Maintenance		102,414	43,538	-	145,952	250,000	58.4%
Capital Improvement Projects		2,671,407	1,464,606	-	4,136,013	3,623,000	114.2%
Equipment		1,465,577	118,517	-	1,584,094	2,242,500	70.6%
Furniture and Fixtures		146,205	6,699	-	152,904	250,000	61.2%
Library Books		49,271	28,150	-	77,421	98,700	78.4%
Contributions to Plant Fund		4,400,000	-	-	4,400,000	4,400,000	100.0%
Operating Contingency		-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES		11,920,487	2,622,602	-	14,543,089	15,088,200	96.4%
SURPLUS/(DEFICIT)					(1,527,736)	-	

COMMENTS:

The Budget currently has a deficit of \$1,527,736 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year.

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

The \$4.4M of proceeds from the sale of the PV Library building were recorded as Contributions to Plant Fund and used to defease over \$4.4M of outstanding GO bonds.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2019 - 75.0% of the Fiscal Year Complete

Fiscal Year 2018-2019

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 3,671,145		\$ 3,671,145	\$ 4,918,600	74.6%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	12,283		12,283	10,000	122.8%
General Fund Transfer In	1,078,125		1,078,125	1,437,500	75.0%
Auxiliary Fund Transfer In	301,200		301,200	401,600	75.0%
Fund Balance Applied to Budget	112,500		112,500	150,000	75.0%
TOTAL REVENUES	5,175,253		5,175,253	6,887,700	75.1%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 3,408,750	\$ -	\$ 3,408,750	\$ 4,545,000	75.0%
Interest Payments	222,625	152,825	-	375,450	500,600	75.0%
Pledged Revenue Obligations						
Principal Payments	-	832,500	-	832,500	1,110,000	75.0%
Interest Payments	163,753	81,872	-	245,625	327,500	75.0%
Revenue Bonds						
Principal Payments	-	236,250	-	236,250	315,000	75.0%
Interest Payments	43,304	21,646	-	64,950	86,600	75.0%
Bank Fees	2,600	-	-	2,600	3,000	86.7%
TOTAL EXPENDITURES	432,282	4,733,843	-	5,166,125	6,887,700	75.0%
SURPLUS/(DEFICIT)				\$ 9,128	\$ -	

COMMENTS:

Through the ninth month, 75.0% of budget has been committed (excluding labor encumbrances) compared to 75.1% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:41 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/31/2018

Item Type : Consent Item

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

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

Details : For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the Superior Court in Yavapai County and Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on October 15, 2019.

Attachments :

Title	Created	Filename
15- YouthStep IGA.pdf	Apr 16, 2019	15- YouthStep IGA.pdf

APPROVAL AS TO FORM

Re: Attorney General Contract No.

KR19-0563

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

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

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

DATED this 15th day of March 2019

By [Signature]
Assistant Attorney General

*w/ AIC privileged
email to SGT*

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

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

WITNESSETH:

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

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

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

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

ARTICLE I

DURATION OF AGREEMENT: This Agreement shall become effective upon execution and shall terminate on the 15th day of October 2019.

ARTICLE II

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

The Yavapai County Juvenile Court Center obtained approval from the Administrative Office of the Courts to utilize state funds allocated to the Yavapai County Juvenile Court Center to fund a summer job training program. The program, Youth Summer Training and Enrichment Program, YouthSTEP (“Program”), consists of a summer job readiness and remedial education/life skills program for 18 juvenile offenders. The collaboration of partner agencies includes YCJCC and the College. Funding for the Program is available, in the amount of **\$56,421.24**.

The College and YCJCC desire to work in cooperation with one another to further the goals of the approved Program. The College is familiar with the educational, administrative and operational requirements, goals and objectives of the Program as set forth and acknowledges and

agrees that it can meet and achieve those requirements, goals and objectives by providing the services, personnel and resources set forth in Article III.

ARTICLE III

SCOPE OF SERVICES TO BE PERFORMED BY THE COLLEGE:

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

ARTICLE IV

FINANCE AND BUDGET: The budget for the Program is split between two fiscal years, FY 2018-2019 and FY 2019-2020. As such, budget allocations and expenditures must be made for each corresponding fiscal year’s budget and may not overlap, as outlined below:

A. Fiscal Year 2018-2019 Budget

The College, on or before July 15, 2019, will submit invoices to YCJCC for expenditure reimbursement, with the exception of Contract Services which will be expended directly by YCJCC. All expenditures must be expended by June 30, 2019. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$12,928.00
ERE (9%)	\$ 1,164.00
Contract Services	\$15,360.00
Operating & Supplies	\$ 1,500.00
Travel	\$ 800.00
Indirect Costs (8%)	\$ 1,311.36
Total	\$33,063.36

B. Fiscal Year 2019-2020 Budget

The College, on or before October 15, 2019, will submit invoices to YCJCC for expenditure reimbursement, with the exception of Contract Services which will be expended directly by YCJCC. All expenditures must be expended by September 30, 2019. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$ 8,496.00
ERE (9%)	\$ 765.00
Contract Services	\$11,520.00
Operating & Supplies	\$ 1,200.00
Travel	\$ 500.00
Indirect Costs	\$ 876.88
Total	\$23,357.88

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

ARTICLE V

FUND ACCOUNTING:

- A. The College is responsible for expending funds during Fiscal Year 2018-2019 as enumerated in Article IV, A and during Fiscal Year 2019-2020 as enumerated in Article IV, B. Funds distributed to the College shall be handled and accounted for in accordance with the regular operating procedures established by the College. Any interest earned on these monies while in the possession of the College shall accrue to the College and may be used by the College for the Program.
- B. Fiscal Year 2018-2019 funds shall be expended by June 30, 2019 and invoiced to YCJCC by July 15, 2019. Fiscal Year 2019-2020 funds shall be expended by September 30, 2018 and invoiced to YCJCC by October 15, 2019. Funds expended or requested for reimbursement after these time lines will not be reimbursed to the College.
- C. Any operating supplies purchased by the College with funds distributed under this agreement shall be used by the College for the administrative, operational and educational services associated with this IGA. At the end of this agreement term, or any successive agreement term with YCJCC, any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE VI

EMPLOYMENT STATUS OF STAFF: Except as otherwise provided in law, in the performance of this Agreement and the Program, both parties hereto will be acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party.

ARTICLE VII

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

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

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

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

whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction: Sexual abuse of a minor; incest; first or second degree murder; sexual assault; sexual exploitation of a minor; commercial sexual exploitation of a minor; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child.

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

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

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

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

of the provider's employees are exempt from the fingerprinting requirements of this section.

ARTICLE VIII

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

ARTICLE IX

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

ARTICLE X

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

ARTICLE XI

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

ARTICLE XII

INSURANCE: Prior to commencing services under this Agreement, the College must furnish the YCJCC certification from insurer(s) for coverage in the minimum amounts as stated below. The coverage shall be maintained in full force and effect during the term of this Agreement and shall not serve to limit any liabilities or any other College obligations. The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or the College from liabilities that might arise out of the performance of the work under this Agreement by the College, its agents, representatives, employees or subcontractors, and College and the governmental entity are free to purchase additional insurance. (*Note: this applies only to Colleges used by a governmental entity, not to the governmental entity itself.*)

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

1. Commercial General Liability – Occurrence Form

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

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

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

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

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

2. Excess Liability to follow form of the primary Commercial General Liability in the minimum amount of \$3,000,000.
- B. ADDITIONAL INSURANCE REQUIREMENTS: The policies are to contain, or be endorsed to contain, the following provisions:
1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees *and the other governmental entity* shall be additional insureds to the full limits of liability purchased by the College even if those limits of liability are in excess of those required by the Agreement.
 2. The College's insurance coverage shall be primary insurance with respect to all other available sources.
 3. The College's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the College shall not be limited to the liability assumed under the indemnification provisions of its Agreement with the other governmental entity(ies) party to the IGA.
- C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Agreement shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (State of Arizona Department Representative's Name and Address) and shall be sent by certified mail, return receipt requested.
- D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the College from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE: College shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

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

All certificates required by this Agreement shall be sent directly to (State of Arizona Department Representative's Name and Address). The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies

required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.

- F. SUBCONTRACTORS: College's certificate(s) shall include all subcontractors as insureds under its policies or the College shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. APPROVAL: Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment but may be made by administrative action.
- H. EXCEPTIONS: In the event the College or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the College or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

ARTICLE XIII

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

ARTICLE XIV

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

ARTICLE XV

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

ARTICLE XVI

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

ARTICLE XVII

NON-AVAILABILITY OF FUNDS: Every payment obligation of the YCJCC under this Agreement is conditioned upon the availability of funds appropriated, allocated and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by YCJCC or any other agency of the State of Arizona at the end of the period for which funds are available. No liability shall accrue to the YCJCC or any other agency of the State of Arizona in the event this provision is exercised, and neither the YCJCC nor any other agency of the State of Arizona shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph. The YCJCC shall not be liable for any purchases or subcontracts entered into by the parties to this IGA in anticipation of funding.

ARTICLE XVIII

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

ARTICLE XIX

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

ARTICLE XX

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

ARTICLE XXI

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

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

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

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

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

YAVAPAI COUNTY JUVENILE COURT

YAVAPAI COLLEGE

 Honorable Anna Young
 Yavapai County Presiding Juvenile Judge

 Dr. Lisa B. Rhine
 President, Yavapai College

3/19/2019

 Date

 Date

 Mr. Raymond Sigafos

Presenter : Ray Sigafoos

Start Time : 1:43 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 4/18/2019

Item Type : Consent Item

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

Description : For Consideration for Approval of the Non-Funded Participating Agreement between the Yavapai County Community College District and the USDA Forest Service Prescott National Forest - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the non-funded participating agreement between the Yavapai County Community College District and the USDA Forest Service Prescott National Forest. This agreement is to document the cooperation between the parties to collaborate on numerous recreation related projects in the Verde Valley.

Attachments :

Title	Created	Filename
USDA, Forest Service - Non Funded Participating Agreement.pdf	Apr 18, 2019	USDA, Forest Service - Non Funded Participating Agreement.pdf



FS Agreement No. 19-PA-11030905-003

Cooperator Agreement No. _____

NON FUNDED PARTICIPATING AGREEMENT
Between The
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
And The
USDA, FOREST SERVICE
PRESCOTT NATIONAL FOREST

This PARTICIPATING AGREEMENT is hereby entered into by and between the Yavapai County Community College District, hereinafter referred to as “Yavapai College” and the USDA, Forest Service, Prescott National Forest, hereinafter referred to as the “U.S. Forest Service,” under the authority: Wyden Amendment (Public Law 105-277, Section 323 as amended by Public Law 109-54, Section 434, and permanently authorized by Public Law 111-11, Section 3001).

Background: During the last decade public demand for enhanced recreation opportunities and connectivity between communities and forest trails has grown in the Verde Valley. Starting in 2008 the Prescott National Forest (PNF) engaged individuals, local trail user groups, and various local governments in developing a recreation strategy for Central Arizona that focuses efforts on building and maintaining sustainable recreation infrastructure. The need for additional non-motorized trails and access was identified by the local communities in 2010. Yavapai College submitted specific sustainable trail proposals including the creation of a non-motorized trail (hiking and biking) on land owned by Yavapai College that would connect to the Prescott National Forest trail system. This proposed trail system would also create connectivity to other communities within the Verde Valley. The proposal included Yavapai College building a trailhead to address existing trail and general forest area access deficiencies, resource impacts, and non-motorized trail connectivity.

Partnering with Yavapai College will facilitate cooperation between the parties in specific restoration, enhancement and protection efforts in the Verde Valley that will directly benefit the Middle Verde Watershed and River. The benefit will be realized through construction and maintenance of a hardened trailhead facility directly accessed from paved roads on Yavapai College Lands, thereby reducing soil displacement and maintenance on unsurfaced forest roads. Furthermore the development of a sustainable non-motorized (hiking and biking) trail system connecting the Yavapai College property and the U.S. Forest Service lands will reduce current and future need for user developed trails that generally contribute to significant soil erosion and increased runoff. The projects will primarily focus on the design, construction, and maintenance of recreation related facilities on Yavapai College managed lands including the trailhead, parking area and interpretive resources that would lead to promoting a landscape of sustainable



recreation development that protects natural resources, promotes responsible use and provides safe and enjoyable recreation opportunities for a diverse public. Efforts may extend to assisting with the construction and maintenance of recreation related facilities of the Blowout Wash trail system.

This agreement is intended to lay the framework for Yavapai College and U.S. Forest Service to work collaboratively on numerous projects to protect, restore and enhance recreation opportunities. Examples include sharing resources to design trails to conform with U.S Forest Service standards on non-U.S. Forest Service trails, the sharing of interpretive information and experience and the construction and maintenance of trails and other related facilities through volunteers, College staff and students.

Title: Blowout Wash Yavapai College Trailhead Development

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to collaborate on numerous recreation related projects to protect, restore, and enhance the Blowout Wash and the Greater Verde River watershed conditions and recreation opportunities on the Prescott National Forest and adjacent Yavapai College lands. This will be accomplished through the sharing of volunteers, employees, and equipment to construct and maintain recreation related infrastructure, by tying into the College's existing infrastructure in accordance with the following provisions and the hereby incorporated Operating and Financial Plan, attached as Attachment A and Map as Attachment B.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

It is mutually beneficial to enter into this agreement to establish a framework for the parties to work together on the Blowout Wash trail system to accomplish their mutual goals. Blowout Wash is also known as the West Mingus Avenue area and is adjacent to FS 493.

The U. S. Forest Service manages National Forest Lands (NFS) for a variety of uses and benefits, including watershed protection and enhancement as well as outdoor recreation. The U.S. Forest Service works to ensure protecting watersheds is a priority in the implementation of all types of resource projects. The proper design and placement of recreation facilities such as trails is an excellent way to enhance recreation opportunities and protect the watershed through proper planning and working with our partners. The U.S. Forest Service is interested in providing a variety of recreation opportunities to the recreating public and is interested in enhancing its abilities to accomplish this by partnering with Yavapai College to accomplish these goals while maintaining healthy watersheds and connecting communities to their public lands.

The College's Maintenance Department manages the College's lands for a variety of uses including education and outdoor recreation. The College is interested in ensuring the preservation of their natural areas, providing recreational opportunities, and encouraging



biological and cultural opportunities for all on the trails. By creating an access point and official trails for its students and local residents and the recreating public to access Prescott National Forest's trail system, they can partner with the U. S. Forest Service to accomplish these goals.

In consideration of the above premises, the parties agree as follows:

III. Yavapai College SHALL:

- A. LEGAL AUTHORITY. Yavapai College shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. Provide a Project Manager to collaborate on project design and implementation or as assigned by the Project Manager.
- C. Complete all required environmental and cultural clearance work and documentation for projects on College lands.
- D. Provide all project maps suitable for accurate project implementation for any project work on the College's lands.
- E. Provide volunteers and crew leaders trained and equipped to U.S. Forest Service safety standards for all activities for which U.S. Forest Service are present or for work that occurs on U.S. Forest Service lands.
- F. Brief all participants on the safety and risk management issues contained in the U.S. Forest Service Job Hazard Analysis (JHA's) under this agreement that the U.S. Forest Service is directly engaged in.
- G. Provide equipment and qualified personnel/operators to construct and maintain trails, trailheads, parking areas deemed necessary to protect the watershed.
- H. Provide materials and supplies, where applicable for the completion of the projects on Yavapai College lands.
- I. Provide an annual Project Completion Report including documentation for volunteers and employee time spent on the project(s) by December 31 each year.

IV. THE U.S. FOREST SERVICE SHALL:

- A. Provide a Project Manager to collaborate on project design and implementation or as assigned by the Project Manager.



- B. Ensure that all required environmental and cultural clearance work and documentation has been completed prior to any project work on U.S. Forest Service lands.
- C. Provide all project maps suitable for accurate project implementation for any project work on the U.S. Forest lands.
- D. Provide trail and interpretive sign design and construction information for the project work on Yavapai College lands to create a seamless trail system and cohesive message for trail users.
- E. Provide a mountain bike cattle guard and walk through gate access at the break in the fence to prevent U.S. Forest range permittee cattle from accessing Yavapai College lands.
- F. Provide the appropriate Job Hazard Analysis (JHA's) for project work under this agreement.
- G. Provide opportunities for the Yavapai College staff, students, and volunteers to attend U.S. Forest Service trainings to enhance the cooperation through this agreement to build and maintain a seamless trail system in the Blowout Wash area. This could include trail construction and maintenance, crew leader, or trail design and layout type trainings.
- H. The U.S. Forest Service and Yavapai College will work collaboratively to host, at a minimum, one yearly volunteer event to maintain the Blowout Wash Trail System.
- I. Review the required annual Project Completion Report and complete the required monitoring reporting in the U.S. Forest Service corporate data base.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Project Contact	Cooperator Financial Contact
Linda Buchanan Coordinator, Community Engagement Yavapai College 1100 E. Sheldon Street Prescott, AZ 86301-3297 Telephone: 928-634-6530 Email: linda.buchanan@yc.edu	Same as Project Contact



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Judy Culver Supervisory Recreation Project Manager Prescott National Forest 2971 Willow Creek Rd., Bldg. #4 Prescott, AZ 86301-4142 Telephone: 928-443-8070 FAX: 928-443-8208 Email: judyculver@fs.fed.us	Nancy Lewis Grants Management Specialist Prescott National Forest 2971 Willow Creek Rd., Bldg. #4 Prescott, AZ 86301-4142 Telephone: 928-443-8245 FAX: 928-443-8208 Email: nlewis@fs.fed.us

- B. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 as continued in the Consolidated Appropriations Act, 2016, P.L. No. 114-113, Division E, Title VII, General Provisions Section 745 and 746 respectively regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement Yavapai College acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If Yavapai College fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds Yavapai College has expended in violation of sections 433 and 434.
- C. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or Yavapai College are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To Yavapai College, at the address shown in the agreement or such other address designated within the agreement.



Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or Yavapai College from participating in similar activities with other public or private agencies, organizations, and individuals.
- E. ENDORSEMENT. Any of Yavapai College's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Yavapai College's products or activities.
- F. USE OF U.S. FOREST SERVICE INSIGNIA. In order for Yavapai College to use the U.S. Forest Service Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the Yavapai College when permission is granted.
- G. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT. Yavapai College agree(s) that any of Yavapai College 's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as Yavapai College hereby willingly agree(s) to assume these responsibilities.
- Further, Yavapai College shall provide any necessary training to Yavapai College's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. Yavapai College shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.
- H. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- I. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to



USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

- J. ELIGIBLE WORKERS. Yavapai College shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Yavapai College shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- K. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). Yavapai College shall maintain current information in the System for Award Management (SAM). This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- L. AGREEMENT CLOSE-OUT. Within 90 days after expiration or notice of termination Yavapai College shall close out the agreement.

Within a maximum of 90 days following the date of expiration or termination of this agreement, all performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by Yavapai College.

- M. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS.

The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

Yavapai College shall submit **annual** performance reports to the U.S. Forest Service Program Manager. These reports are due **30 days** after the reporting period. The final performance report must be submitted no later than 90 days from the expiration date of the agreement.



- N. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. Yavapai College shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. Yavapai College shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service, Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

- O. FREEDOM OF INFORMATION ACT (FOIA). Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- P. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperatives, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

- Q. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. Yavapai College is encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should reference the Agency as follows:

"The Trails Program of the Prescott National Forest of the U.S. Forest Service, U.S. Department of Agriculture"



Yavapai College may call on The U.S. Forest Service's Office of Communication for advice regarding public notices. Yavapai College is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.

- R. GOVERNMENT-FURNISHED PROPERTY. Yavapai College may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. Yavapai College shall not modify, cannibalize, or make alterations to U.S. Forest Service property. A separate document, Form AD-107, must be completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

Yavapai College Liability for Government Property.

1. Unless otherwise provided for in the agreement, Yavapai College shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies:
 - a. The risk is covered by insurance or Yavapai College is otherwise reimbursed (to the extent of such insurance or reimbursement).
 - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of Yavapai College's managerial personnel. Yavapai College's managerial personnel, in this provision, means Yavapai College's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of Yavapai College's business; all or substantially all of Yavapai College's operation at any one plant or separate location; or a separate and complete major industrial operation.
2. Yavapai College shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. Yavapai College shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. Yavapai College shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the Grants Management Specialist, Yavapai College shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.



- S. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. Yavapai College shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
- T. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. Yavapai College shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- U. REMEDIES FOR COMPLIANCE RELATED ISSUES. If Yavapai College materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may wholly or partly suspend or terminate the current agreement.
- V. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and Yavapai College agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 2. By 30 days written notification by Yavapai College to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.



- W. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- X. DEBARMENT AND SUSPENSION. Yavapai College shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should Yavapai College or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- Y. COPYRIGHTING. Yavapai College is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement.
- No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.
- This provision includes:
1. The copyright in any work developed by Yavapai College under this agreement.
 2. Any right of copyright to which Yavapai College purchase(s) ownership with any federal contributions.
- Z. PUBLICATION SALE. Yavapai College may sell any publication developed as a result of this agreement. The publication may be sold at fair market value, which is initially defined in this agreement to cover the costs of development, production, marketing, and distribution. After the costs of development and production have been recovered, fair market value is defined in this agreement to cover the costs of marketing, printing, and distribution only. Fair market value must exclude any in-kind or Federal Government contributions from the total costs of the project.
- AA. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 45 days prior to implementation of the requested change.



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Attachment

USFS Agreement No.:
Cooperator Agreement No.:

Mod No.

This Financial Plan may not be used to collect funds AND disburse funds on the same agreement. Separate agreements must be used in this situation.

Agreements Financial Plan (Medium Form)

1. Financial Plan Matrix:

Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS (Direct Costs)	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS			(g) TOTAL
	(a) Noncash	(b) Volunteer Labor (In-Kind)	(c) Cash to Cooperator	(d) Noncash	(e) In-Kind	(f) Other Federal	
Salaries/Labor	\$9,560.00	\$0.00	\$0.00	\$8,000.00	\$2,500.00	\$0.00	\$20,060.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$900.00	\$0.00	\$0.00	\$3,330.00	\$0.00	\$0.00	\$4,230.00
Supplies/Materials	\$1,000.00	\$0.00	\$0.00	\$36,881.71	\$250.00	\$0.00	\$38,131.71
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$11,460.00	\$0.00	\$0.00	\$48,211.71	\$2,750.00	\$0.00	\$62,421.71
Cooperator Indirect Costs			\$0.00	\$0.00			\$0.00
FS Overhead Assessment	\$1,146.00						\$1,146.00
Gross Total	\$12,606.00	\$0.00	\$0.00	\$48,211.71	\$2,750.00	\$0.00	\$63,567.71

Matching Costs Determination	
Total Forest Service Share = (a+b+c)/(g) = (h)	(h) 19.83%
Other Federal Contribution = (f)/(g) = (i)	(i) 0.00%
Total Federal Share = (h+i) = (j)	(j) 19.83%
Total Cooperator Share (d+e)/(g) = (k)	(k) 80.17%
Total (j+k) = (l)	(l) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis Column

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Tom Palmer	\$410.00	4.00		\$1,640.00
Jason Williams	\$335.00	10.00		\$3,350.00
Program Manager Support	\$430.00	4.00		\$1,720.00
Trails Technician	\$285.00	10.00		\$2,850.00
Non-Standard Calculation				
Total Salaries/Labor				\$9,560.00

Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
Non-Standard Calculation				
Total Travel				\$0.00

Equipment

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Vehicle	1.00	\$75.00	12.00	\$900.00
				\$0.00
Non-Standard Calculation				
Total Equipment				\$900.00

Supplies/Materials

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
Mountain Bike Cattle Guard	1.00	\$600.00		\$600.00
H Braces	2.00	\$50.00		\$100.00
Walk through H Braces	2.00	\$50.00		\$100.00
Delivery charges	1.00	\$200.00		\$200.00
Non-Standard Calculation				
Total Supplies/Materials				\$1,000.00

Printing

Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
Non-Standard Calculation				
Total Printing				\$0.00

Other Expenses

Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
Non-Standard Calculation				
Total Other				\$0.00

Subtotal Direct Costs

\$11,460.00

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
10.00%	\$11,460.00		\$1,146.00
Total FS Overhead Costs			\$1,146.00

TOTAL COST

\$12,606.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis Column

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
James Crockett	\$400.00	5.00		\$2,000.00
Mike Kervin	\$300.00	12.00		\$3,600.00
Tim Hudnall	\$200.00	12.00		\$2,400.00
				\$0.00
Non-Standard Calculation				
Total Salaries/Labor				\$8,000.00

Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
Non-Standard Calculation				
Total Travel				\$0.00

Equipment

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Backhoe	1.00	\$450.00	5.00	\$2,250.00
Vehicle	1.00	\$90.00	12.00	\$1,080.00
				\$0.00
Non-Standard Calculation				
Total Equipment				\$3,330.00

Supplies/Materials

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
Toilet	1.00	\$23,981.71		\$23,981.71
Solar pole light	1.00	\$7,500.00		\$7,500.00
Signage	\$1.00	5400.00		\$5,400.00
				\$0.00
Non-Standard Calculation				
Total Supplies/Materials				\$36,881.71

Printing

Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
Non-Standard Calculation				
Total Printing				\$0.00

Other Expenses

Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
Non-Standard Calculation				
Total Other				\$0.00

Subtotal Direct Costs

\$48,211.71

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
	\$48,211.71		\$0.00
Total Coop. Indirect Costs			\$0.00

TOTAL COST

\$48,211.71

WORKSHEET FOR

Cooperator In-Kind Cost Analysis Column

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days	Total	
Custodial	\$10.00	250.00	\$2,500.00	
			\$0.00	

Non-Standard Calculation	
Total Salaries/Labor	\$2,500.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
\$0.00				

Non-Standard Calculation	
Total Travel	\$0.00

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
\$0.00				

Non-Standard Calculation	
Total Equipment	\$0.00

Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item	Total	
Toilet Paper	500.00	\$0.50	\$250.00	
			\$0.00	

Non-Standard Calculation	
Total Supplies/Materials	\$250.00

Printing				
Standard Calculation				
Paper Material	# of Units	Cost/Unit	Total	
\$0.00				

Non-Standard Calculation	
Total Printing	\$0.00

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit	Total	
\$0.00				

Non-Standard Calculation	
Total Other	\$0.00

Subtotal Direct Costs	\$2,750.00
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TOTAL COST	\$2,750.00
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Planning Requirements, for participating, challenge cost-share, joint venture, and cost-reimbursable agreements. This form may be used for other types of Forest Service Manual 1580 agreements, when useful. Choose one of the two (2) financial plan versions and complete. Use Version 1 (Financial Plan - Cash to Coop) when you will have Cash to the Cooperator. Use Version 2 (Financial Plan - Cash to FS) when you have cash to the Forest Service. Users do not have to use or print versions/sheets that are not applicable to their agreement.

The purpose of this form is to capture the total estimated value of the proposed agreement. Once the agreement is approved, in writing, by the parties, then this financial plan becomes the financial estimates for the agreement. This financial plan must display the parties' expected contributions to the agreement. These contributions should be broken down by party contribution type (e.g., non-cash, in-kind, cash to cooperator), see below for definitions, and cost elements (e.g., salaries, supplies, travel). Cost element values should be the result of documented cost analysis on this form. Each financial plan version provides samples of cost analysis calculations, see associated Excel comment balloons. Additional instructions are located on version 1 and 2 cost analysis tabs.

Definitions for the Matrix Column Headings:

- (a) Forest Service Noncash Contribution: Forest Service noncash contributions may consist of employee salaries, overhead (indirect), travel provided, and/or equipment and supplies purchased and provided to the Cooperator for use in the project. These costs are an expense to the Forest Service, but do not include funding for reimbursement of Cooperator expenses.
- (b) Forest Service Volunteer Labor (In-Kind) Contribution: This is the value of volunteer labor donated for completion of the project by the Forest Service for which the Forest Service has incurred no expense. Forest Service volunteer agreements (either sponsored or individual) should be used to document the donated services. The value of volunteer labor should be commensurate with local labor rates for similar work.
- (c) Forest Service Cash to the Cooperator: This is the maximum amount of funding that will be reimbursed or advanced to the Cooperator. This is an expense to the Forest Service.
- (d) Cooperator Noncash Contribution: These are expenses the Cooperator incurs that are contributed to the project in lieu of cash, but for which costs are incurred, such as employee salaries, overhead (indirect costs), travel, equipment, supplies, and so forth. These do not include in-kind contributions from third parties, such as donations from other entities or volunteer labor.
- (e) Cooperator, In-Kind Contribution: In-kind contribution provided to the Cooperator from a third party organization(s) for use in the project for which the Cooperator has incurred no expense. Value assessed for volunteer labor and donated materials, equipment and supplies should be valued based on FSH 1509.11, Ch. 70. These values are not reimbursable and can only be used to satisfy the Cooperator's matching requirement. Display these contributions by Cost Element Expenditures.
- (f) Cooperator Cash to the Forest Service: These are Cooperator cash contributions actually transferred to the Forest Service for use in completing the project. This is an expense to the Cooperator and does not include in-kind contributions made to the Cooperator from other organizations. Display by Cost Element where these funds will be expended. Be sure to cite a collection authority in the Agreement if this column is used.
- Include cash the Cooperator is transferring to the Forest Service for the project, that has been received as a grant(s) from a non-Federal entity(ies).
- (g) Cooperator, Other Federal Contribution: Contribution provided to the Cooperator from Federal agency(ies)

for use in the project. Display these contributions by Cost Element Expenditures.

(h) Total Project Value: The sum of all the values provided toward the project. This figure reflects the true estimated cost of the project.

Definitions for Cost Allowability

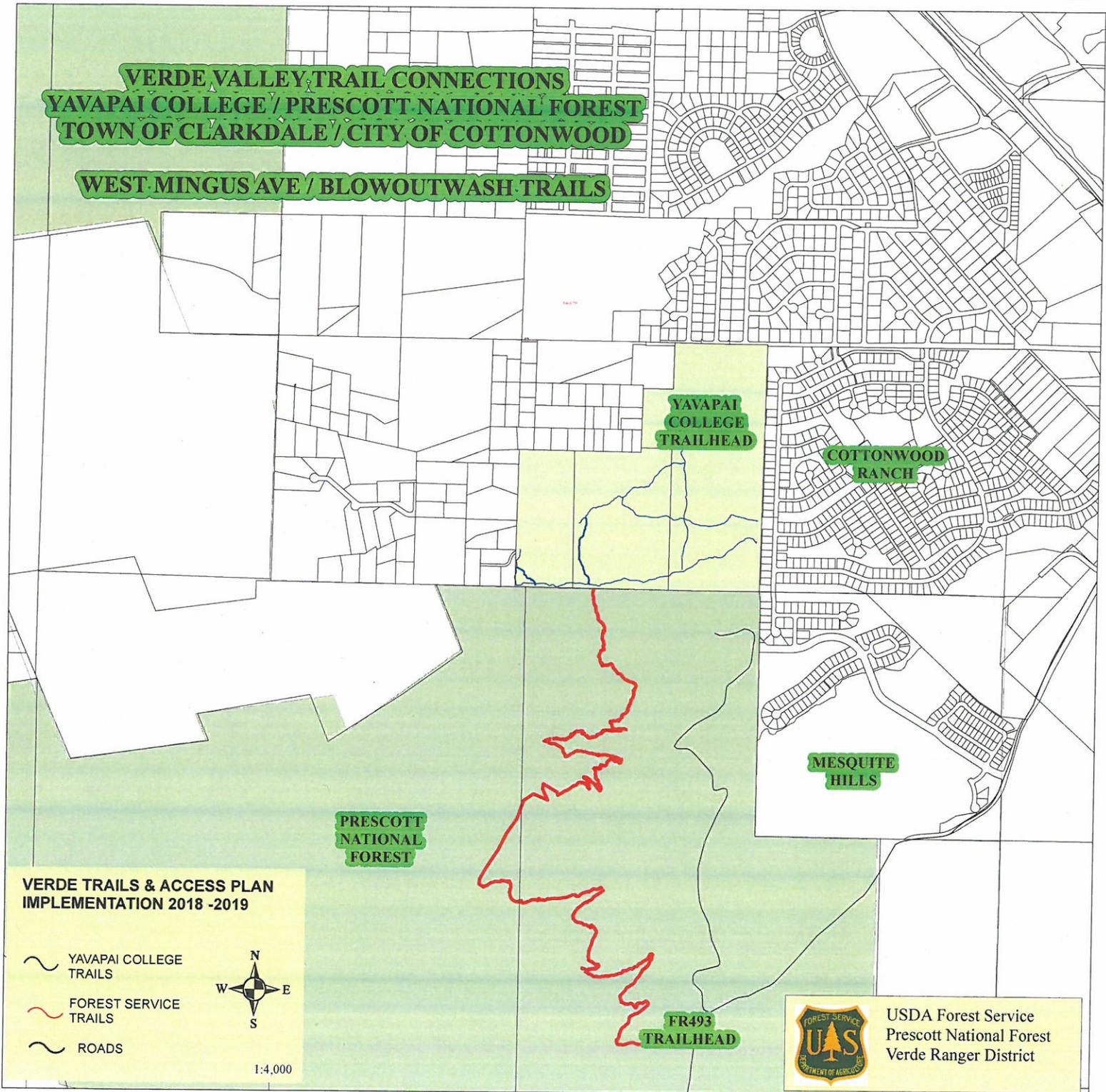
(a) Allowable Cost. A cost, as recorded on the Agreements Financial Plan (Long, medium, and short) forms, associated with an agreement, which meets the criteria for authorized expenditures specific in a cost principle methodology. Generally, it meets the cost principle methodology, and is a cost the parties to an agreement intend to charge, and must be: Reasonable for the performance of the award; Necessary and reasonable for proper and efficient performance and administration of the agreement; Consistently treated as either a direct or indirect cost; Generally, determined in accordance with generally accepted accounting principles (GAAP); Net of all applicable credits (that is, less any future rebates from the purchase of goods or services); Separate from a cost or from a cost-sharing/matching requirement of another Federal award or agreement, unless otherwise permitted by Federal law or regulation; Adequately documented; Authorized or not prohibited by Federal, State, or local laws and regulations; Compliant with limits or exclusions on types or amounts of costs, as set forth in relevant Federal laws, agreement terms and conditions, or other governing regulations (examples of such costs include: entertainment, alcohol, and taxes); and, Consistent with the agency's and cooperator's internal policies, regulations, and procedures that apply to both Federal awards or agreements and other cooperator activities.

(b) Allocable Cost. A cost, as recorded on the Agreements Financial Plan (Long, medium, and short) forms, associated with an agreement, which in accordance with the relative benefit received by either party for the award, is treated consistently with other costs incurred for the same purpose and in like circumstances, and if it: Is incurred specifically for the award; Benefits both the award and other ancillary work, and the cost may be distributed in reasonable proportion to the benefits received (an example of this type of cost is a piece of equipment that is used for multiple projects); or Necessary to the overall operation of the organization, although a direct relationship to any particular cost objective may not be shown.

(c) Reasonable Cost. A cost, as recorded on the Agreements Financial Plan (Long, medium, and short) forms, associated with an agreement, that, in its nature and amount, does not exceed an amount that a prudent person, under the circumstances prevailing at the time the decision was made, would incur. Other factors to consider are: Whether the cost is of a type generally recognized as ordinary and necessary for the entity's operation or agreement performance; The restraints or requirements imposed by factors such as generally accepted, sound, business practices; arms-length bargaining; Federal and State laws and regulations; and the terms and conditions of the agreement; Market prices or industry standard costs for similar goods and services (that is, is the cooperator offering goods or services for an amount that exceeds what is readily available in the marketplace); Whether individuals concerned acted with prudence under the circumstances, considering their responsibilities to the entity; its members, employees, and clients; the public; and the government; and Significant deviations from established practices of the governmental entity that might unjustifiably increase costs charged to the agreement.

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



Presenter : Ray Sigafoos

Start Time : 1:45 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 4/18/2019

Item Type : Consent Item

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

Description : For Consideration for Approval of the Yavapai County Community College District – Waiver of Conflict of Interest Regarding an Agreement with Yavapai County for Student Clinical Training Services at the Community Health Center of Yavapai.

Details : The Yavapai County Attorney, along with her deputies (hereinafter collectively the “YCAO”), has been asked by Yavapai County through the Community Health Center of Yavapai to provide legal services in connection with an agreement with Yavapai County Community College District (hereinafter “Yavapai College”) for student clinical training services at the Community Health Center of Yavapai, including any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals or extensions.

Attachments :

Title	Created	Filename
scan_cpember4_2019-04-22-10-18-09.pdf	Apr 22, 2019	scan_cpember4_2019-04-22-10-18-09.pdf

WAIVER OF CONFLICT OF INTEREST

Re: Waiver of Conflict of Interest regarding an agreement with Yavapai County for student clinical training services at the Community Health Center of Yavapai

The Governing Board of Yavapai County Community College District, having reviewed the conflict of interest letter dated February 7, 2019, from Deputy County Attorney Joy L. Biedermann of the Yavapai County Attorney's Office (the "YCAO"), affirms that it is fully informed and it consents to and understands the implications of waiving the conflict of interest of the YCAO between Yavapai County and Yavapai County Community College District, both of which are clients of the YCAO.

Therefore, the Governing Board of Yavapai County Community College District approves the waiver of the conflict of interest and authorizes the YCAO to proceed with preparation and review of and provide legal services related to the above-referenced matter on behalf of Yavapai County and Yavapai County Community College District, if requested and if such dual representation is appropriate. The Governing Board of Yavapai County Community College District also authorizes the YCAO to draft an agreement with Yavapai County for student clinical training services at the Community Health Center of Yavapai, including any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions.

Dated this _____ day of _____, 2019.

Yavapai County Community College District

By: _____
Governing Board President

Presenter : Ray Sigafoos

Start Time : 1:47 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:47 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/31/2018

Item Type : Information Item

Policy No.	Description	Ref No
2.8	The President shall not permit the Board to be uninformed or unsupported in its work. Further, without limiting the scope of the above statement by the following list, the President shall not:	764197

Description : Information from the President to Include: Years of Service Recognition, Board of Supervisors Meeting, Verde Valley Campus Updates/Building L Progress and Trail Systems, Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Highlights for March and April of 2019, and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Years of Service Recognition
- Board of Supervisors Meeting
- Verde Valley Campus Updates/Building L Progress/Trail System - Dr. James Perey Executive Dean and Campus Executive Officer for the Verde Valley Campus
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached - Information Only
- Facilities Highlights for March and April - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
18-Info from President - Budget to Actual Monthly Rpt_March in April.pdf	Apr 17, 2019	18-Info from President - Budget to Actual Monthly Rpt_March in April.pdf
18-Info from President - Cash Reserves Monthly Rpt_March in April.pdf	Apr 17, 2019	18-Info from President - Cash Reserves Monthly Rpt_March in April.pdf
Presidents Report April 2019 College Highlights.pdf	Apr 17, 2019	Presidents Report April 2019 College Highlights.pdf
March Facilities	Apr 18, 2019	18-Info from President - March 2019 YC Construction News.pdf
April Facilities	Apr 18, 2019	18-Info from President - April 2019 YC Construction News.pdf

Yavapai College
Budget to Actual Status by Fund
March 2019

The President's Monthly report below provides a brief financial status of each of the District's five funds for the period July 1, 2018, through March 31, 2019.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the nine months ended March 31, 2019, the General Fund has a surplus of \$2,234,800. This is primarily the result of tuition and fee revenues being recorded for the spring 2019 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2019, General Fund revenues are projected to be above budget by \$110,000 and expenditures are projected to be under budget by \$530,100, resulting in a net surplus of \$640,100 — a 1.4% positive variance.

Auxiliary Fund



For the nine months ended March 31, 2019, the Auxiliary Fund has a moderate surplus primarily due to residence hall income being recorded for the spring 2019 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2019, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the nine months ended March 31, 2019, the Unexpended Plant Fund has a deficit of \$1,527,700 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, 2019, the Unexpended Plant Fund may be over budget. The contractor is making good progress on the Prescott Valley Building 40 renovation and work scheduled for the beginning of next fiscal year will likely be pushed up to this fiscal year. This will ensure the renovation is complete by the beginning of the fall 2019 semester. If this occurs the two-year net financial impact to the District is zero, as next year's budget will be reduced by an offsetting amount. In other words, the total project costs remain the same, but the expenses are incurred sooner.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of March 31, 2019, the Restricted Fund has a small surplus and is expected to be at budget for the fiscal year.

Debt Service Fund

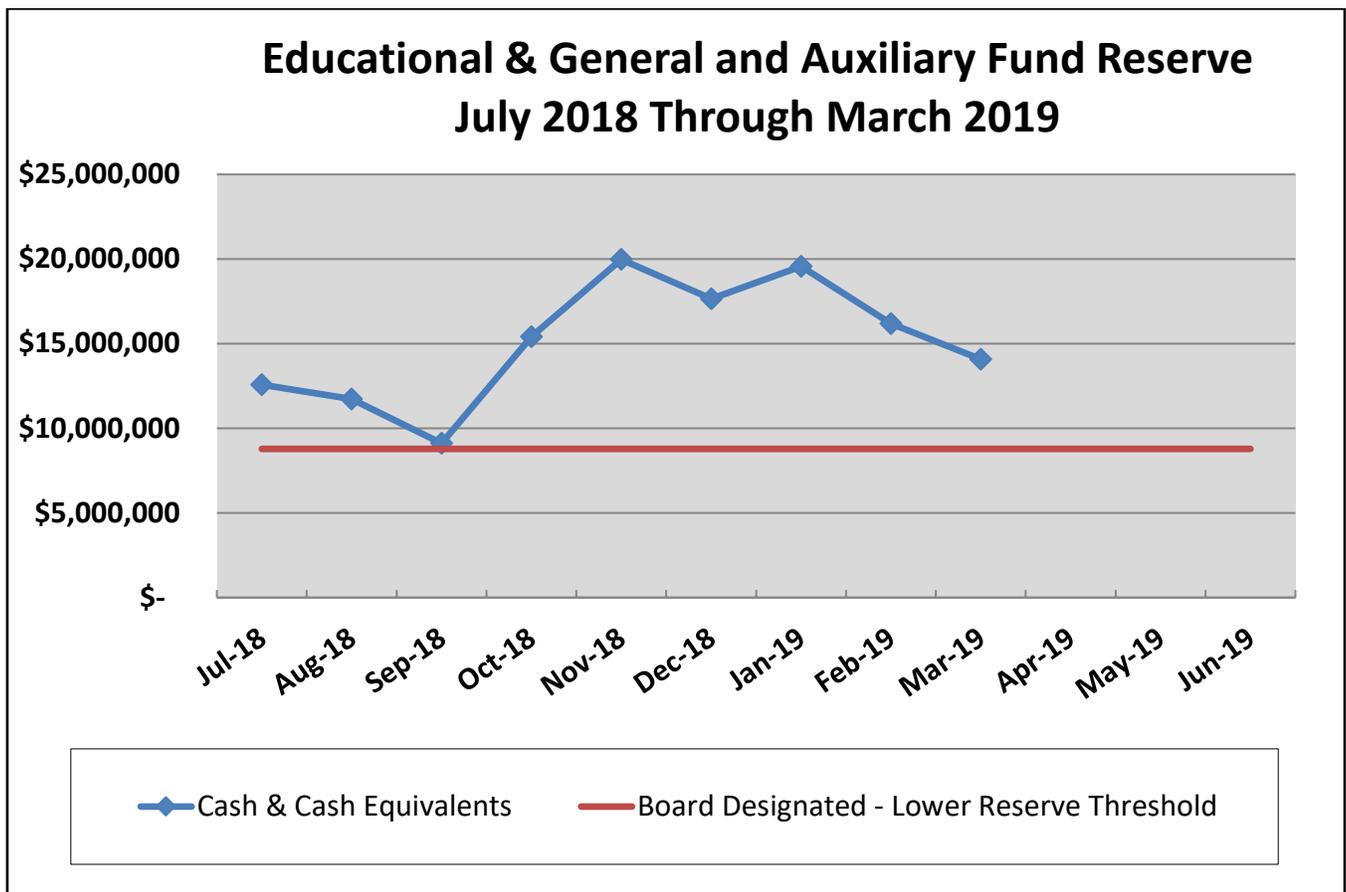


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the nine months ended March 31, 2019, there were no variances from budget.

Yavapai College Cash Reserves March 2019

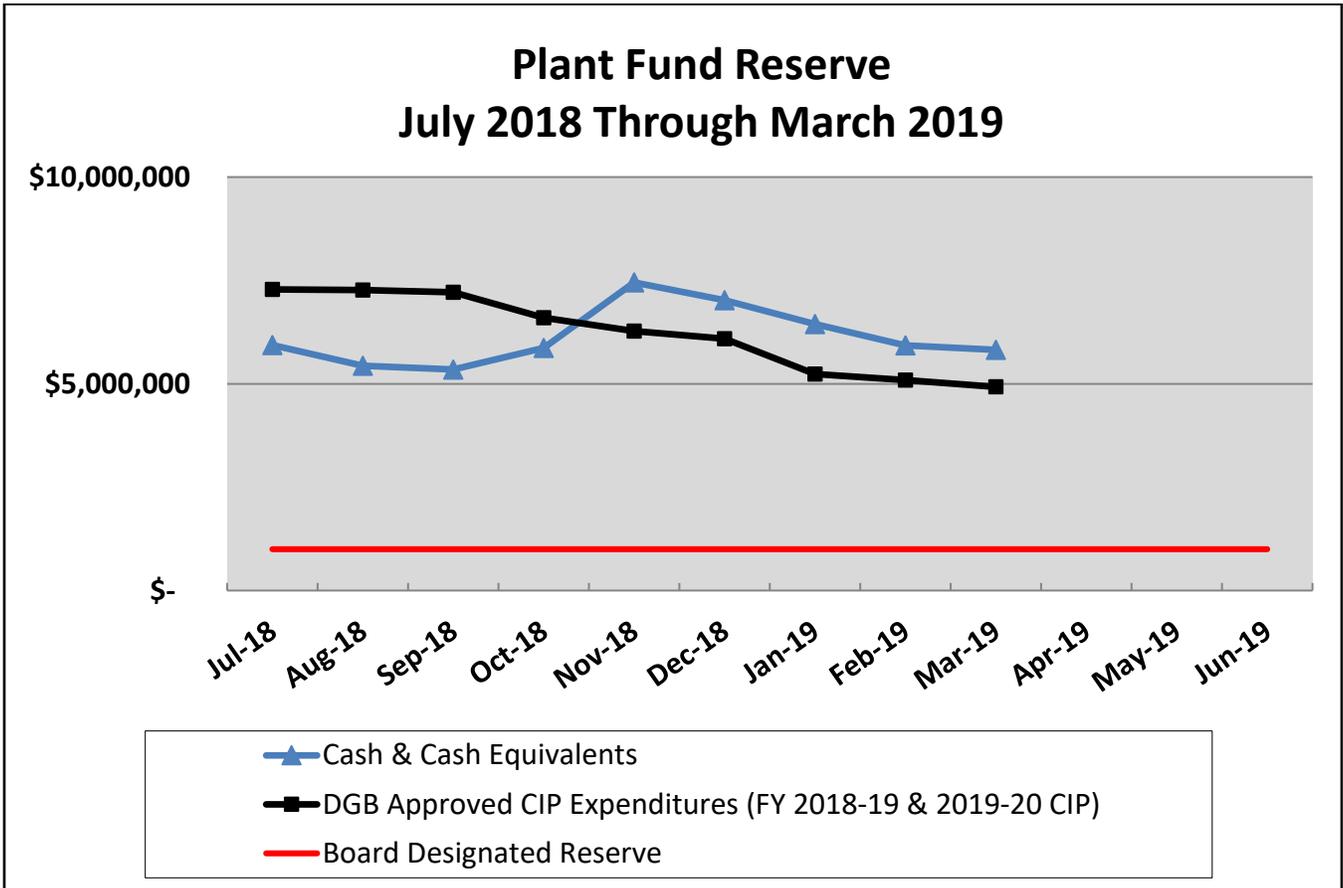
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2018, through March 31, 2019, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2018, through March 31, 2019, Current Fund reserves have been in compliance with the DGB's reserve requirements.



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

For the period July 1, 2018, through March 31, 2019, 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 fifteen months of CIP that have been approved by the DGB.

April 2019 College Highlights

School of Career and Technical Education

- **Karla Phillips**, Associate Dean, Chino Valley Center, reports the YC Equine Program has a new horse named Rose. Donor Mel Shutz, found Rose, a rescue horse, and is paying expenses so students without a horse may have the opportunity to work with Rose in Ground Skills Training, Grooming and Riding classes. Pictured below is Barry, a former YC Equine Student, getting Rose ready for students to ride.



- The School of Career and Technical Education is creating a 30-second video project for recruiting new students to their programs. This is an in-house, low-cost project to providing short, entertaining videos for our recruiter to take on the road when she travels to high schools all around the county. Here are a couple of examples highlighting the Canine and Film and Media Arts programs:



CanineLloydShort. mp4



FMAHelenShort2.m4

Lifelong Learning

- **Patricia Berlowe**, Prescott Osher Lifelong Learning (OLLI) Coordinator, is busy planning OLLI's 25th Anniversary Celebration. There will be a "Taste of OLLI" event featuring a sampling of OLLI classes on May 15th, 2:00 PM in Building 3 Room 119, free and open to the public. All are welcome to the Silver Celebration Gala on May 23rd, 3:00 PM in the YC Performing Arts Center. For more information and to RSVP to attend the Gala, please contact the OLLI office at (928) 717-7634.



Office of Instructional Support

TeLS:

- **Thatcher Bohrman** and **Jared Reynolds**, (**Teaching and E-Learning Support Specialists - TeLS**) presented on "More Student Connection with Zoom Video Conferencing" at the 2019 Instructional Technology Council annual conference in Las Vegas on February 13th, a gathering of teachers, instructional designers and online learning leaders.



Quality Matters:

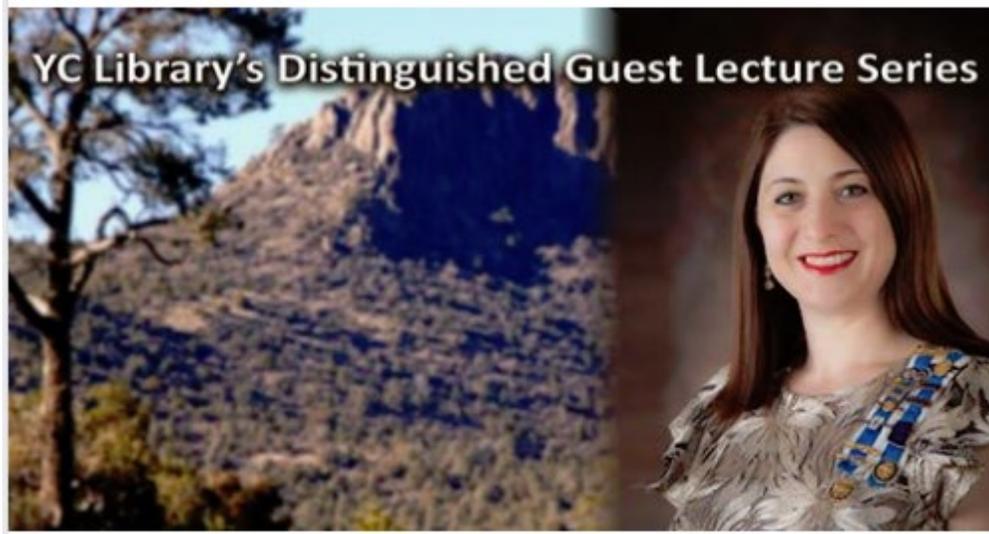
- QM@YC, sponsored by **Dean Stacey Hilton**, is proud to announce the Quality Matters® workshop, “Improve Your Online Course” (IYOC) was led by **Professor Lindsay Henning** on March 1, 2019 at the Prescott Campus. The IYOC provides support and training in the Essential Standards (*guidelines*) Yavapai College faculty have approved to be incorporated in all our online and hybrid courses.

Attendees included representatives from each School; faculty as well as those with administrative roles. There was a full day learning and practicing course design concepts and skills geared towards improving online and hybrid courses with a view towards our students’ success.

Library:

- **Stephanie Menei**, HR Specialist and Distinguished Guest Lecturer, spoke March 7th on, “From the March of Tears to the Hall of Fame: Powerful Women of the Yavapai Prescott Indian Tribe.” In celebration of National Women’s History Month, Stephanie told the story of Viola Jimulla, the Tribe’s first Native American Chieftess. From the perspective of the Chieftess, Stephanie shared how she overcame insurmountable hardships and turned her tears into and the legacy that continues to shape the economy and success of Prescott and Arizona still to this day. Stephanie donated two copies of the title, *Viola Jumulla: the Indian Chieftess* to the YC Library.

YC Library's Distinguished Guest Lecture Series



Mar 7 From the March of Tears to the Hall of Fame | ...
Today 12 PM · Yavapai College Library · Prescott, Arizona

★ Interested

Student Development

- On March 1st, Yavapai College Students joined the Northern Arizona Suns for a night of basketball and fun. Members of the cast for *Mary Poppins The Musical* performed the National Anthem and provided the halftime entertainment.







YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

March 2019

Greetings from Facilities!

The March issue of this newsletter contains the latest information related to Facilities Management programs and projects, along with general information concerning the campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please e-mail me at david.laurence@yc.edu. This newsletter is also posted on the Facilities web site.

Snow, Snow and more Snow!

The last week of February was a wild week for severe weather at Yavapai College with a snowstorm arriving in the wee hours of February 18 to a major dumping February 21 and 22 followed by ice on the 23. Reports range from 26" at Prescott, 22" at the Prescott Valley Center to 18" at the Sedona Center and 6" at the Verde Valley Campus.

A big thank you to those who helped move snow to ensure that classes could resume February 25 at each campus and center. Also to those who braved the weather to keep our students safe and able to access food services at the Prescott campus.

The College's Emergency Operation Center (EOC) was activated to ensure that administration would have the latest information about weather and road conditions, campus/site snow removal efforts and safety so recommendations could be made to Dr. Rhine concerning closures. The EOC met multiple times before, during, and after the February 21-22 snowstorm using Zoom technology and on site reporting.

Snow Management

James Crockett	Tim Hudnall
Mike Kervin	Kelly Stepanek
Jason Major	Linda Velazquez
Sam Johnson	Elizabeth Larimer
Mark Misemer	Joseph DeJesus
Marty Lode	Aaron Rodriguez
Brandon Biro	Mike Walsh
Joe Sabato	Roy Frias
Scott Ellis	Mike Anderson
Eric Jensen	Jaime Hernandez
Don Stevens	Ken Ryder
Scott Blevins	Jason Spangler
Michael Murphy	

Campus Safety

Chief Monahan
Lt. Payne
Sgt. Tobin
Officer Mazzella
Officer Dvorak
Officer Munday

Student Development

Jeremy Poehnert
Kyle Wise

EOC

Dr. Rhine
Dr. Ewell
Dr. Liss
Rodney Jenkins
Dr. Perey
Tania Sheldahl
Tyler Rumsey
Chief Monahan
Peter Oppenheim
Lt. Payne
David Laurence
James Crockett
Cindy Pemberton



Jaime Hernandez and Mike Murphy Practicing February 18 for the Big Storm



Baseball Field Buried after the February 21-22 Storm



Prescott Campus Traffic Circle (Photo courtesy of Tyran Payne)



Verde Valley Campus (Photo courtesy of Tyran Payne)

2018-19 CAPITAL IMPROVEMENT PLAN

Prescott Valley Center Phase 2

New access drive and sidewalk work is underway after a lengthy weather delay. Drywall is installed in Student Development, Radiology and the science lab. Millwork is being set along with ceiling grid and exterior glass.

Work is scheduled to begin the second week of March related to the computer commons, Zoom room, classrooms, student lounge, gaming room and support offices.

Completion of this phase of construction is scheduled for June 15, 2019.

Design Team: SmithGroup

Construction Team: McCarthy Building Companies



Future Main Entrance to the Prescott Valley Center



Installing Millwork and Ceiling Grid at Student Development



New Counter in Radiology



Science Lab

Renovation of Building L

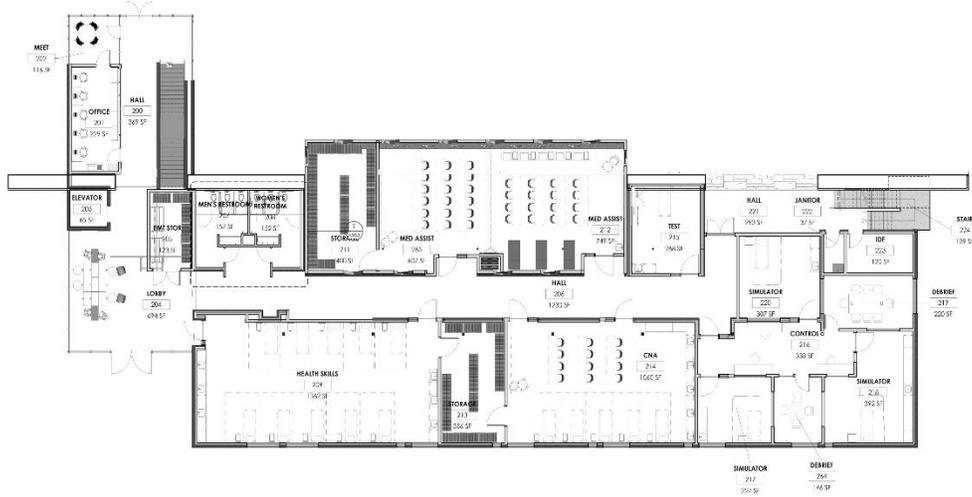
On March 7 at 9:30 am and again at 4:30 pm, open houses will be held at the Verde Valley Campus room M-137 for the college community to review design progress and ask questions of the design and construction teams.

Anticipated construction start date of May 15, 2019.

Design Team: SPS+ Architects Construction Team: Kinney Construction Services

Yavapai COLLEGE

Verde Valley, Building L- New Building and Program



SECOND FLOOR
1/8" = 1'-0"



OPEN HOUSE

Building L - Additions + Renovations

COME JOIN US!

CONCEPTUAL DESIGN PRESENTATION
FOR BUILDING L ADDITIONS & RENOVATIONS

LOCATION: VERDE VALLEY CAMPUS
BUILDING M ROOM 137
601 BLACK HILLS DR.
CLARKDALE, AZ

DATE: MARCH 7, 2019
TIME: 10:00-11:00 a.m. and
4:30-5:30 p.m.

THE PURPOSE OF THIS OPEN HOUSE IS FOR MEMBERS OF THE COLLEGE COMMUNITY TO REVIEW THE BUILDING DESIGN WITH THE DESIGN/CONSTRUCTION TEAM, YAVAPAI COLLEGE FACULTY AND STAFF AND BE ABLE TO PARTICIPATE IN Q&A SESSION.

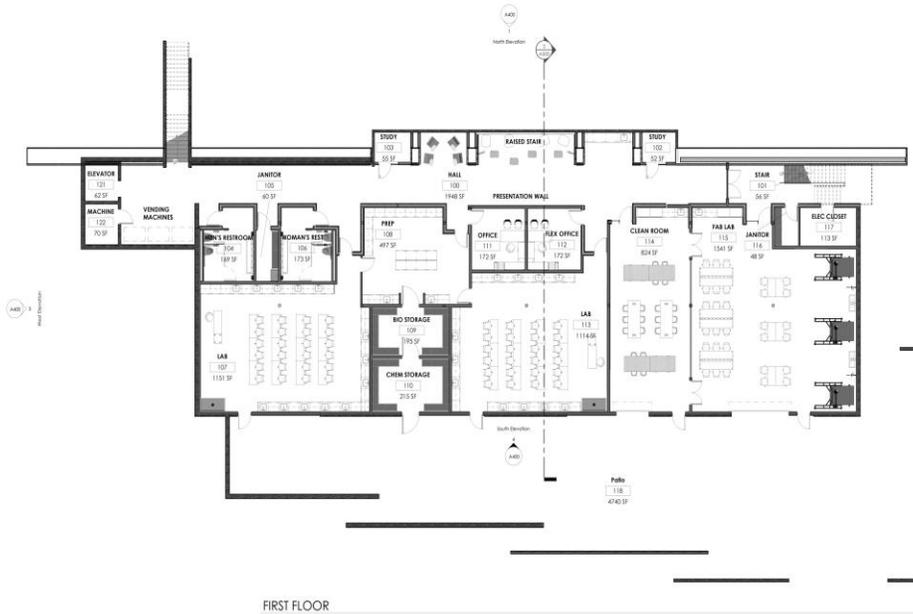
ARTISTIC RENDERING OF LOBBY ADDITION BLENDING WITH 3D SCAN OF ORIGINAL BUILDING



Yavapai COLLEGE

Yavapai COLLEGE

Verde Valley, Building L- New Building and Program



FIRST FLOOR
08/14/14



If you would like more information about the campus master plan or implementation schedule, please go to <http://masterplan.yc.edu/> . This site is updated on a regular basis as new information concerning project progress becomes available.

BUILDINGS AND GROUNDS PLANNED MAINTENANCE PROJECTS

As part of the budget, planned maintenance projects are scheduled each year to ensure that College facilities are maintained at a level to support optimum performance in building systems, infrastructure, life safety, roadways and parking, along with College grounds. These projects are the result of a recent Facilities Condition Assessment (FCA) which identifies when repairs, modifications or replacement of components should occur.

FCA Projects:

Baseball Field Drainage – March 8, 2019 (Weather Delay)

Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) – December 12, 2018 through March 8, 2019 (Weather Delay)

CTEC Parking Lot Drainage and Expansion – December 17 2018 - May 2019

CTEC Roof Coating – July 2019

Verde Valley Building L Drainage and Central Plant Tie-in – June 2019



CTEC Site Drainage and Parking Lot Expansion Project

GROUNDS TEAM PROJECTS

In between snowstorms, the Grounds team is working to finish the Peace Officer's Physical Aptitude Test course near Building 27. Handrails are being fabricated and edging being installed as this project nears completion.



FACILITIES MANAGEMENT NEW TEAM MEMBERS

No new team members this month, however Facilities is looking to fill an open custodial position, a Maintenance Technician and an Electrician position at the Prescott campus.

Well that is all for this edition of Yavapai College Facilities Management News. Please stay tuned for the next edition containing the latest information related to projects and programs around the College.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

April 2019

Greetings from Facilities!

The April issue of this newsletter contains the latest information related to Facilities Management programs and projects, along with general information concerning the campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please e-mail me at david.laurence@yc.edu. This newsletter is also posted on the Facilities web site.

2018-19 CAPITAL IMPROVEMENT PLAN

Prescott Valley Center Phase 2

Painting and new flooring preparation is underway in Student Development, Radiology and the science lab. Demolition has started for the north side of the center for the computer commons, Zoom room, classrooms, student lounge, gaming room and support offices.

Please be aware that vehicle and pedestrian traffic will be rerouted around construction zones until June 15, 2019.

Design Team: SmithGroup

Construction Team: McCarthy Building Companies



Painting and Prepping for Flooring at Student Development



Installing Ceiling in Radiology



Installing Millwork and Leveling Floor in the Science Lab



Installing Construction Partition in Preparation for Demolition

Renovation of Building L

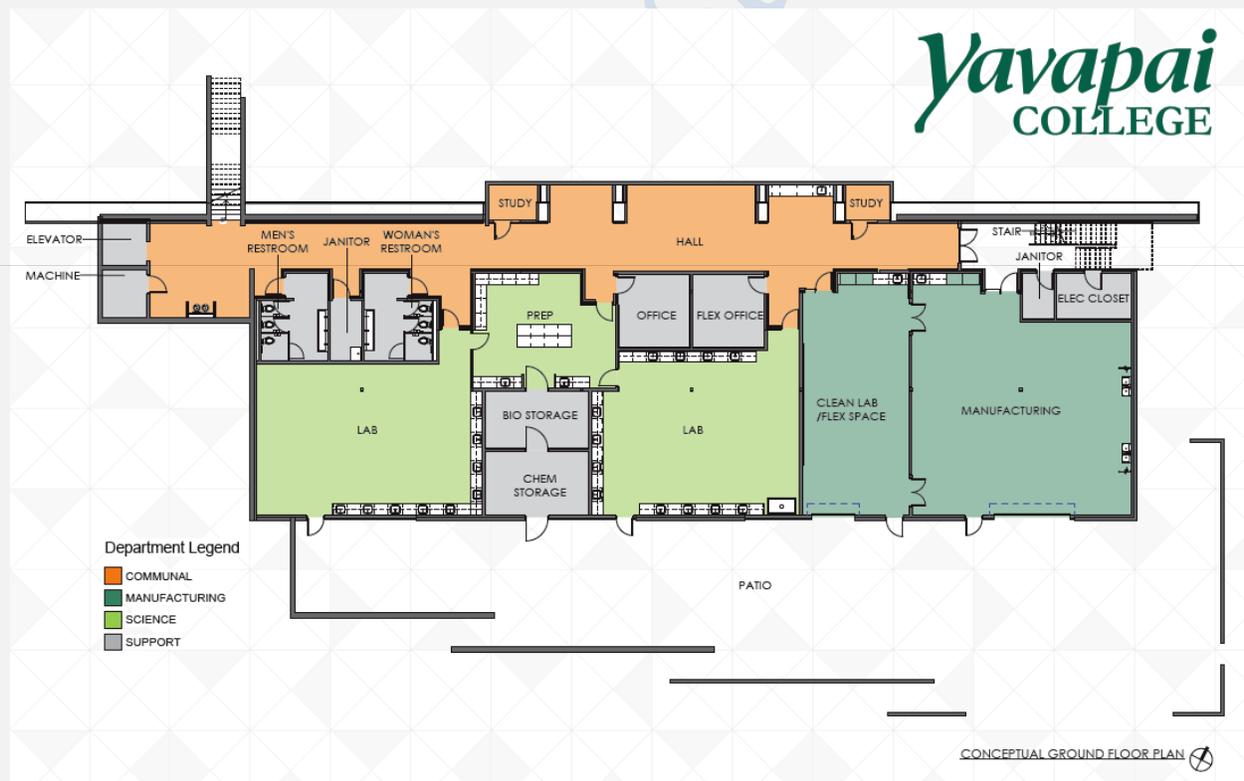
Faculty and staff are reviewing floor plans as the design process continues during the month of April. Construction documents are being developed and the bidding process will occur late April into early May.

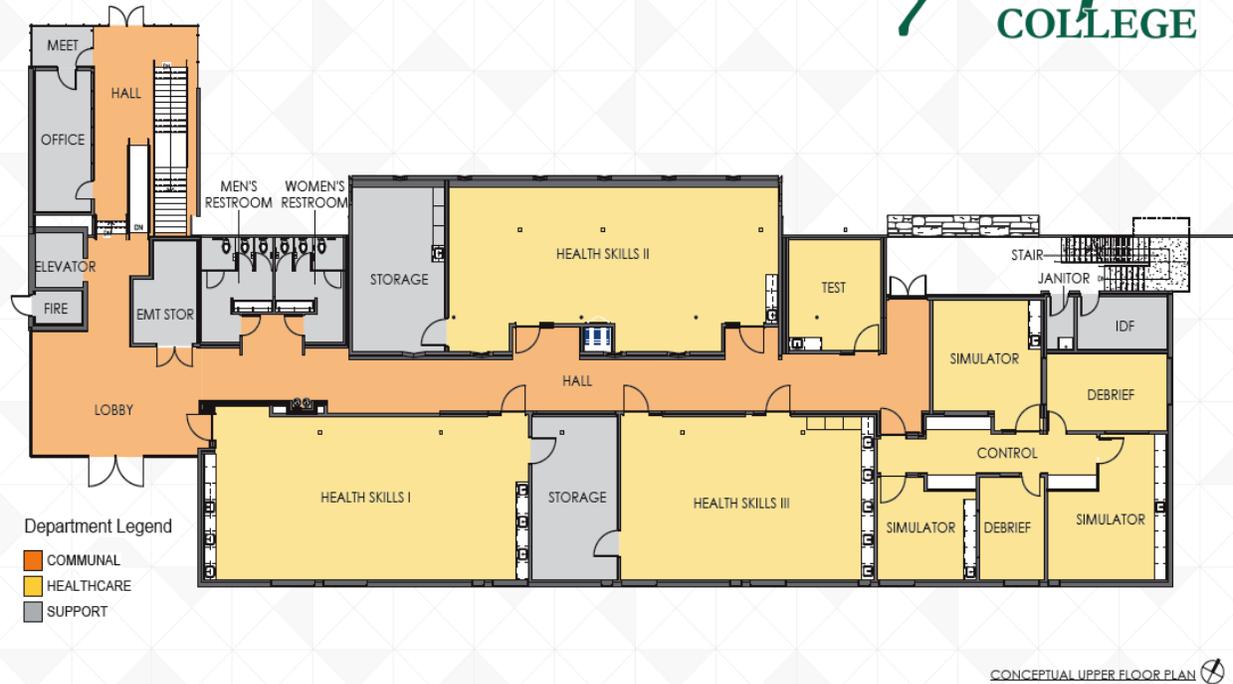
Facilities and ITS personnel are busy renovating spaces for temporary and permanent moves. Permanent moves include moving remaining Building L faculty to Building M, Lifelong Learning/OLLI to G108, GED to G-105, Jewlery to H-103, CNT (Cybersecurity) to I-138. Temporary moves include moving Biology and Chemistry labs to G-111, Lab Tech, Lori McIntyre, to G-101, and skills labs to M-202 and 203.

James Crockett will answer any questions about moving.

The renovation of Building L is anticipated to begin May 15, 2019 and conclude July 2020.

Design Team: SPS+ Architects Construction Team: Kinney Construction Services





Please go to <http://masterplan.yc.edu/> for more information about the campus master plan or implementation schedule. This site is updated on a regular basis as new information concerning project progress becomes available.

BUILDINGS AND GROUNDS PLANNED MAINTENANCE PROJECTS

As part of the budget, planned maintenance projects are scheduled each year to ensure that College facilities and grounds are maintained at a level to support optimum performance in building systems, infrastructure, life safety, roadways and parking. These projects are the result of a recent Facilities Condition Assessment (FCA), which identifies when repairs, modifications or replacement of components should occur.

FCA Projects:

- Baseball Field Drainage – Complete/Punch List Items
- Phase 3 Prescott Waterline Replacement (Lot J to Washington Street) – Complete
- CTEC Parking Lot Drainage and Expansion – Awaiting Permit from City of Prescott
- CTEC Roof Coating – July 2019
- Verde Valley Building L Drainage and Central Plant Tie-in – June 2019



CTEC Site Drainage and Parking Lot Expansion Project

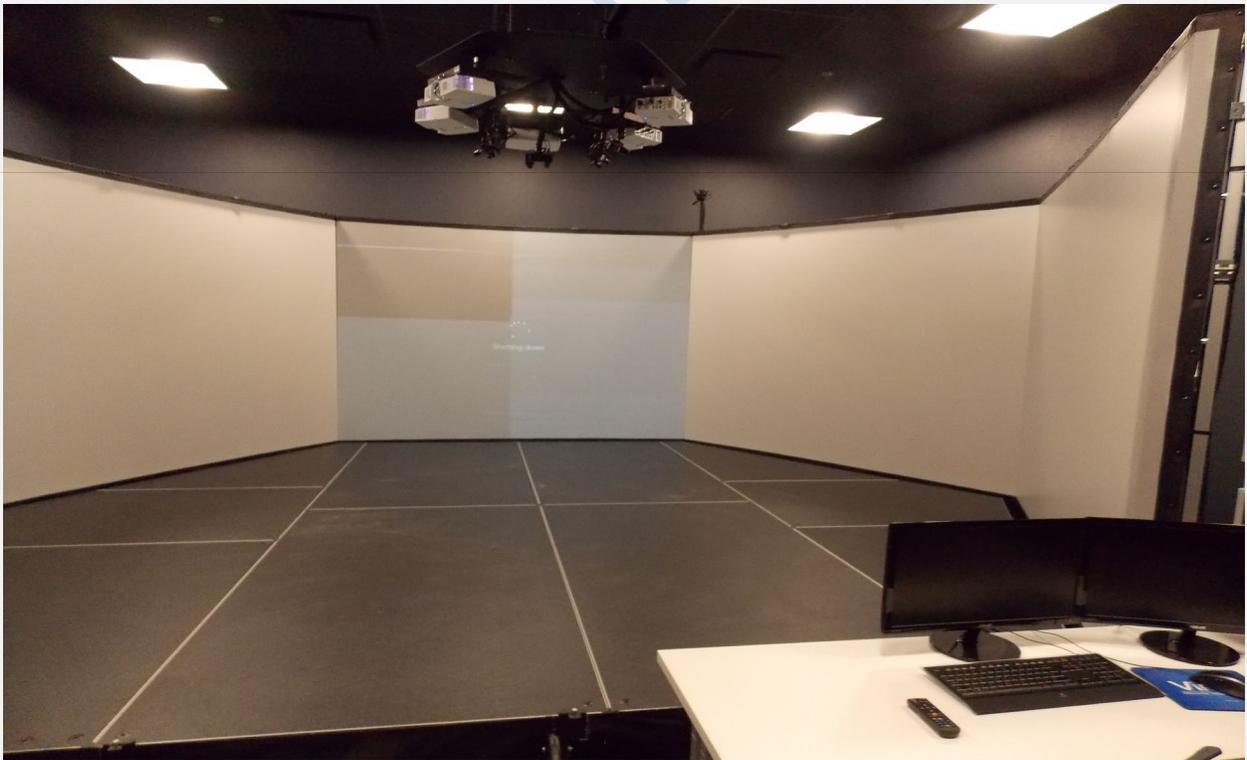
Northern Arizona Regional Training Academy

The Grounds team is installing outdoor exercise equipment to finish the Peace Officer's Physical Aptitude Test course near Building 27.

The VirTra police officer simulator is up and running thanks to the technical assistance provided by Tom Aldridge. The VirTra uses a multi-screen projector system to project real life actual scenarios in which officers must make split second decisions about the use of deadly force.



Installing Outdoor Officer Physical Evaluation Equipment



VirTra Simulator

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Steven Simpson as the new pool tech/custodian at the Prescott Campus, Stefano Cossa as the new Preventive Maintenance Tech, and Zack Vannoy as a Maintenance Tech III, Electrician.

Well that is all for this edition of Yavapai College Facilities Management News. Please stay tuned for the next edition containing the latest information related to projects and programs around the College.

Under Construction

Presenter : Ray Sigafoos

Start Time : 2:02 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 5/31/2018

Item Type : Information Item

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

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

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

- Faculty Senate - Dr. Matt Percy, Faculty Senate President
- Student Leadership Council /Resident Assistant - Tania Sheldahl
- Associate Vice President for Student Development, and Students: Chorissa Bond (Prescott SLC), Felicia Leake (Verde SLC), and Matthew Crocker (Resident Assistant).
- 2020-2021 Academic Calendar - Attached - Information Only

Attachments :

Title	Created	Filename
SLC and RA DGB Presentation (002).pdf	Apr 17, 2019	SLC and RA DGB Presentation (002).pdf
2020-21 Academic Calendar final 031919.pdf	Apr 17, 2019	2020-21 Academic Calendar final 031919.pdf



Yavapai
COLLEGE

STUDENT LEADERSHIP
COUNCIL



























What is an RA/The role of an RA

- Resident Assistant
- Create/promote inclusive community
- 80+ hours of training and development/ EMS and police

YAVAPAI COLLEGE
2020-21 ACADEMIC CALENDAR

Fall Semester 2020: August 17 – December 11

Faculty Activities Week	August 10-14
Convocation	August 10
Fall Semesters Begin (16-Week and first 8-Week)	August 17
Labor Day Holiday (no classes, offices closed)	September 7
First 8-Week Semester Ends	October 9
Second 8-Week Semester Begins	October 12
Veterans Day (no classes, offices closed)	November 11
Thanksgiving Holiday (no classes, offices closed)	November 25-27
Fall Semesters End (16-Week and second 8-Week)	December 11
Final Grades Due to Registrar by noon	December 16

HOLIDAY BREAK (Offices closed): December 19 – January 3

Spring Semester 2021: January 18 – May 14

Faculty Activities Week	January 11-14
Convocation	January 13
Martin Luther King Day Holiday (no classes, offices closed)	January 18
Spring Semesters Begin (16-Week and first 8-Week)	January 19
First 8-Week Semester Ends	March 12
SPRING BREAK (College closed)	March 15-21
Second 8-Week Semester Begins	March 22
Spring Semesters End (16-Week and second 8-Week)	May 14
Verde Valley Graduation	May 14
Prescott Graduation	May 15
Final Grades Due to Registrar	May 19

Summer Semester 2021: June 7 – July 29

Monday-Thursday

Summer Semester Begins	June 7
Independence Day Observed (no classes, offices closed)	July 5
Summer Session Ends	July 29
Final Grades Due to Registrar	August 4

Presenter : Ray Sigafoos

Start Time : 2:17 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 5/31/2018

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : POLICY - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 45

Proposed : 5/31/2018

Item Type : Policy & Decision

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182

Description : Consideration of the Preliminary Budget FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President for Finance and Administrative Services, will present the FY 2019-2020 Preliminary Budget for the Board's consideration.

Attachments :

Title	Created	Filename
27-FY2019-20 Preliminary Budget 4-23-2019.pdf	Apr 17, 2019	27-FY2019-20 Preliminary Budget 4-23-2019.pdf

Yavapai College Preliminary Budget



FY2019–2020

Presented to the District Governing Board April 23, 2019

Yavapai
COLLEGE
You Can!

Career & Technical Education Center
Chino Valley Center
Prescott Campus
Prescott Valley Center
Sedona Center
Verde Valley Campus

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A Message from the President

It is my pleasure to present to you the proposed Fiscal Year 2019-2020 budget.

The budget document is submitted in accordance with the appropriate laws of the State of Arizona. Preparing the annual budget is one of the most important tasks of the year—ensuring that we align our resources in a way that reflects our values and helps make Yavapai County a premier place to learn, work, and live. It helps us ensure that Yavapai College remains a good value for students and taxpayers alike.

Yavapai College is a comprehensive community college that offers classes at six locations throughout our vast 8,100 square mile service district. We do much more than offer general education classes like English, math, and philosophy. We teach a variety of subjects that lead directly to jobs. Many people who serve you daily received their training at Yavapai College, including police, nurses, auto mechanics, restaurateurs and hoteliers, among others. We teach preschoolers in our Family Enrichment Center, primary school students in our Summer College for Kids programs, and secondary students in our Dual Credit and CTED programs. We help people who didn't finish high school earn their GED, and we offer non-credit classes for people of all ages who simply want to learn something new. We supplement traditional face-to-face classes with online coursework as well as offerings in high schools and public libraries.

With careful planning, we are able to support students, economic development, and the community at large:

- YC is the #1 choice for college-bound HS graduates in Yavapai County, with 40% attending YC.
- Roughly 10,000 people take credit classes and 5,000 people take non-credit classes at YC each year.
- YC offers seven associate degrees in two general areas: baccalaureate transfer and workforce training. YC offers more than 80 certificates—the vast majority prepare people to enter the workforce. To accomplish this, we offer hundreds of courses each semester.
- In an effort to help our students complete a degree in a timely fashion, we have created guided “Pathways” representing six primary academic interest areas: arts & humanities, business & computers, career & technical, health & wellness, social sciences, and science & engineering. The guided pathways help students select the most appropriate program and courses to take to meet their career and educational goals.
- YC maintains 800,000 square feet of facilities on 260 acres throughout the district. Benchmarking proves that we have some of the best-maintained campuses in the country!
- YC's Regional Economic Development and Small Business Development centers help our cities, towns, chambers of commerce, and economic development groups grow existing companies and attract new businesses.
- YC provides a variety of cultural opportunities including lectures, performing arts, public computer labs, inter-collegiate sports, and roughly 20% of the county public library system.

I believe that this budget represents our best effort at supporting the citizens of Yavapai County and the strategic initiatives and goals set by the Yavapai College District Governing Board. Thank you for your consideration of the Yavapai College Fiscal Year 2019-2020 budget.

Lisa B. Rhine, Ph.D.

President

April 23, 2019

TO: The District Governing Board and Citizens
Yavapai County Community College District

FROM: Clint Ewell, Ed.D.
Vice President, Finance & Administrative Services

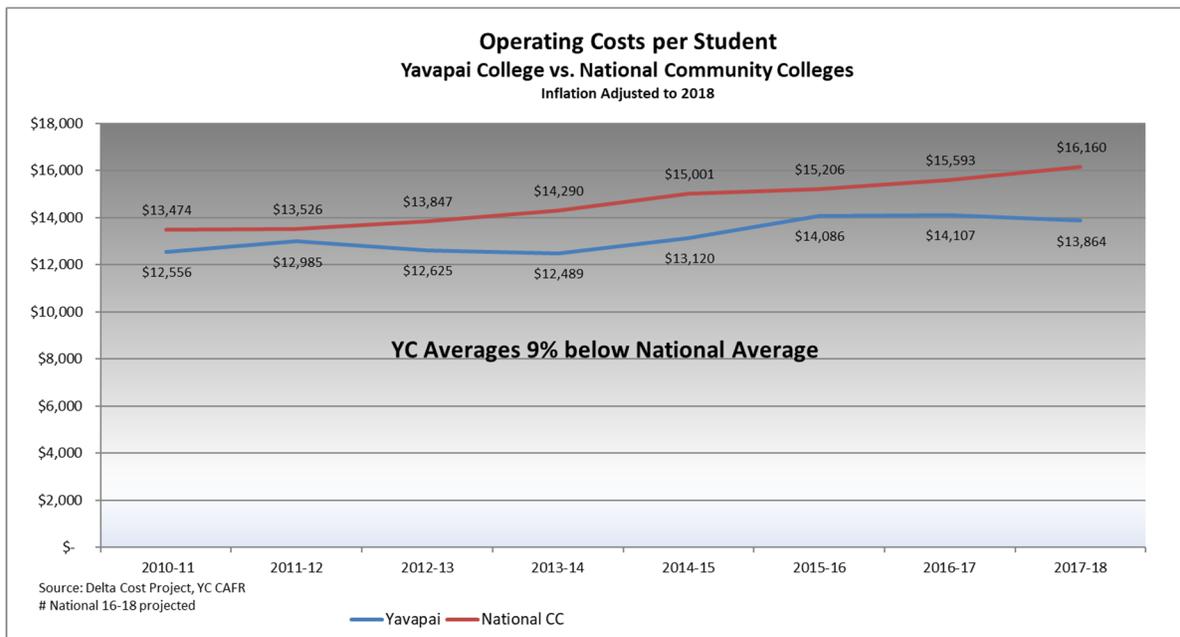
Budget Strategy

The budget is the financial means by which we pursue the District Governing Board’s three End Statements: 1. help students achieve their educational goals; 2. help communities develop and sustain economic base jobs; and 3. provide access to a vibrant social and cultural life. We adhere to the District Governing Board’s mandate to provide these programs and services at a “justifiable cost.”

Over the past decade, we have actively managed our costs and reallocated resources to support efforts focused on improving student success. Although there is still work to do, the results are positive—Yavapai College has made with significant gains in retention and completion rates!

Cost-per-FTSE

Cost per FTSE is a standard measure of higher education efficiency. A common way to calculate Operating cost-per-FTSE is to divide the Instruction, Academic Support, Student Services, Institutional Support, Facilities, Auxiliary and Public Service expenditures by the FTSE generated for the same fiscal year. The following graph illustrates a comparison between the actual Yavapai College inflation-adjusted cost-per-FTSE for the past seven years and the national community college costs for that same timeframe.



Through focused efforts to lower costs while maintaining quality, Yavapai College has operated at approximately 9% below the national average community college cost per student—all while improving our results.

Though we are proud of this accomplishment, we realize that our operating costs are still above our Arizona peer average for a variety of reasons, which have been discussed with the Board as part of the annual budget cycle.

These include our academic program mix (lots of non-credit and CTE), geography, well-maintained facilities, and a variety of unique services that benefit our students and our community. Nonetheless, we will continue to look for opportunities to control or reduce costs while providing the quality programs, services, and facilities our constituents have come to expect.

Budget Highlights

The FY2019-2020 total budget of \$86.2 million, including all funds, is \$1.3 million less than FY2018-2019. The current funds (General and Auxiliary funds) increased 1.7% over the previous year. Capital (Plant fund) funds decreased by 12.5% over the previous year, due primarily to reductions in the long term capital improvement plan. The Restricted Fund remained essentially flat over the previous year. Lastly, the Retirement of Indebtedness Fund decreased by 4.7% over the previous year, primarily due to the early retirement of debt using the proceeds from the sale of the Prescott Valley Library building.

Total budgeted expenditures by Fund:

- General Fund is \$47.9M
- Auxiliary Fund is \$4.6M
- Restricted Fund is \$13.9M
- Plant Fund is \$13.2M
- Retirement of Indebtedness Fund is \$6.6M

General Fund Highlights:

Revenues

The District's largest unrestricted funding sources are derived from local property taxes, tuition and fees, and state appropriations.

Property Taxes: The District is limited, by statute, to increasing primary property taxes by no more than two percent over the maximum amount allowed in the previous tax year for existing property. However, the effect is cumulative, so if the College Board does not raise the Tax Levy in a given year, it may raise the Levy by 4% the following year. Because we have practiced good fiscal stewardship over the years, the College is now 12% below the Levy maximum. In addition, the adopted rate is applied to the assessed value of new construction.

Staff is recommending that the District forego an increase in taxes for Fiscal Year 2019-2020. Staff is proposing to levy at the current year's levy \$45,709,700, plus new construction of \$983,200, or \$46,692,900 total. The primary tax rate is projected to decrease from 1.7584 per \$100 of net assessed property value to 1.6883 per \$100 of net assessed property value. We believe most other AZ Community College districts plan to request a 2% increase this year.

Tuition and Fees: The Board approved average increases of 5% for tuition per student credit hour for in-state and Western Undergraduate Exchange tuition rates, while out of state rates remained flat. The Board also approved various changes in differentiated tuition for our destination or high-cost programs.

I am pleased that District Governing Board approved two exciting new tuition discounts. Beginning in the Fall 2019 semester, we will offer a 25% discount for senior citizens who are taking credit classes. We will also offer a 20% discount to full time students taking 15 credits, which makes us the lowest-price provider of quality higher education in the State of Arizona for full time students. The Board also approved the YC Promise scholarship which will offer current high school and GED graduates from Yavapai County the chance to earn a tuition-free degree if they complete it within 2 years. These new scholarships will bring higher education within the reach of many more Yavapai County residents while

incentivizing timely degree completion.

State Aid: For FY2019-2020, Yavapai College expects to receive \$11,500 more in operating aid as well as an increase of \$4,100 in STEM restricted funding from the state. Additionally, YC expects approximately \$45,000 in additional Prop 301 money, which is to be used for programs that support workforce development. Together, these three components of State Aid comprise near 2.5% of the total YC budget. It is worth noting that the Prop 301 money, which was scheduled to sunset in FY2019-20, has been extended for 20 years; however, the fund allocations are no longer “voter protected” meaning that after 2020 the legislature could decrease the amount of prop 301 funds that are given to community colleges.

Expenses

- Total General Fund expenses increased 2.2% over the prior year.
- Based on an annual compensation analyses, we are proposing a 3% raise to ensure we remain market-competitive. This is in compliance with Executive Limitation 2.3.2.
- Benefit expenses increased 8% to accommodate changes in health and retirement.
- Scholarships increased due to budgeted expense accruals for the new Promise Scholarship.
- All other expenses were adjusted based on the best known information at this time.

Auxiliary Fund Highlights

Programs and services in the Auxiliary Fund are those non-educational programs and services which, generally speaking, are meant to be sold to students and YC employees. We also budget Public Service programs in the Auxiliary Fund. Public Services are those non-education programs and services that are primarily sold to external stakeholders. Ideally, Auxiliary Fund programs are expected to generate enough revenues to cover their costs. Those programs and services, which do not break even, are assessed on an annual basis to ensure they remain mission-critical to Yavapai College.

The Auxiliary Budget decreased 2.4% compared with the current fiscal year, primarily due to scheduling changes in our Edventures program.

Plant Fund Highlights

Four-year Capital Improvement Plan

The YC Capital budget includes a variety of components including the district-wide, four-year Capital Improvement Plan (CIP). The CIP identifies major capital projects needed to align facilities with the Academic Master Plan and to allow the District to address the changing needs of the community. The CIP is presented in detail within this document. For planning purposes, 4 years of projects are projected; however, the Board is only approving the projects shown in the first year of the CIP. When the DGB approves a project, they know that many larger projects may take 2 or even 3 years to fully complete.

Projects of note this year include:

Prescott – Building 1 TRIO/VUB Relocation - With the move of Radiologic Technology program to Prescott Valley in June, space in Building 1 is freed up to relocate and consolidate the TRIO and Veterans Upward Bound programs. We will also take this opportunity to address some HVAC issues for the main lobby.

Verde - Building L Renovation- Access to CTE throughout District remains a priority. Building L was constructed in 2004 to help meet the CTE needs of the community. Building L is the only building on campus that was not connected to the central plant in 2012. As we move forward with that planned maintenance

project, it will be an excellent opportunity to renovate the space into the types of labs and classrooms needed to meet the emerging community CTE needs. Programming in this 20,000 square foot building will expand from CNT, Nursing and Science to include Advanced Manufacturing, Allied Health, and EMT. Based on feedback from community and business leaders, as well as data from EMSI, these programs are most needed to meet forecasted job demand in the Verde Valley.

Planned Maintenance

The College holds the philosophy that well-maintained facilities lead to the lowest Total Cost of Ownership. As such, the District's strategic initiatives prescribe the implementation of a district-wide, five-year comprehensive program for the maintenance of all district facilities, grounds and infrastructure. The five-year Planned Maintenance Budget is based upon the Net Asset Value (NAV) report, which was performed by Sightlines and is updated annually. The maintenance projects for the current fiscal year are budgeted within the District's Unexpended Plant Fund. This prudent annual capital investment has led to an 89% NAV score which places Yavapai College among the best-maintained colleges and universities in the country. The Planned Maintenance budget is flat compared with the current fiscal year.

Five-year Equipment Plan

The Equipment Plan identifies critical equipment, classroom equipment, and computing equipment that has reached the end of its useful life. Critical equipment is defined as equipment with a cost of \$1,000 or more per unit which has a useful life of greater than one-year, and is essential to the day-to-day operations of programs or service areas within the District. The five-year equipment replacement plan is detailed within this document and the equipment expenditures planned for the current fiscal year are budgeted within the District's Unexpended Plant Fund. As part of the renovation of Building L, we have set aside an additional \$1M to outfit those CTE programs with state of the art equipment.

Long Range Financial Planning

Long-range financial forecasting plays an integral part in the budget development. Operating revenue and expenditure projection assumptions were prepared for a five-year period. Revenue projections were based on Primary Property Taxes trends, projections in enrollment (FTSE), and current economic trends. Expenditure estimates included projections by fund to allow for increases in commodities and contracted services (maintenance agreements), salaries and fringe benefits, bonded and lease-purchase debt payments and allowing for new initiatives to meet the District's strategic initiatives.

The results of the five-year estimate of revenues and expenditures demonstrate the ability of the District to continue operations at our current level plus allow for the limited funding of new initiatives into the future. The projected future surplus in recurring revenues will enable the District to continue to fund Planned Maintenance and Equipment replacement initiatives, along with limited capital improvement plan projects – all of which safeguard the capital investments made by our community.

These projections are based on the best known information at this time and may change through legislative actions. Revisions to long-range projections are to be made annually with the preparation of each fiscal year's budget. The Long Range Financial Planning results are presented in detail within this document.

Expenditure Limitation

Important to the District's financial stability is the ability to remain in compliance with the State's imposed expenditure limitation (spending cap). On June 3, 1980, Arizona voters approved a State constitutional change prescribing an expenditure limitation for each county, city, town, and community college district throughout the State. The purpose of the constitutional change was to control tax increases by limiting what districts could spend. In essence, Yavapai College is limited to what we spent per credit student in 1980, adjusted for inflation. Those districts that over spent this limit would lose up to 33% of their state aid, while districts that underspend the limit

are allowed to accumulate “expenditure limitation credits” in case they need to overspend in a given year.

I am pleased to share that the College’s cost control efforts have been successful, allowing the District to accumulate \$20.2 million in “expenditure limitation credits” during the past ten years. In other words, the college is consistently operating below its 1980 cost per student—despite the fact that we have dramatically increased the proportion of high-cost career technical education programs that help prepare students to enter the workforce.

Having said that, the college will not be able to maintain those “expenditure limitation credits” if we do not begin to grow our for-credit enrollments. Per our forecasting model, if enrollments remain flat, we will begin to erode those credits within 5 years. We believe that the aforementioned newly approved scholarship and discounts will restart enrollment growth; however, the enclosed expenditure limit forecast conservatively assumes we do not grow.

The preparation of this budget document would not be possible without the countless hours of effort from the Business Office, budget managers and the President’s Cabinet. Thanks to their efforts, Yavapai College continues to be in a fiscally sound position.

I would like to express my appreciation to all those who assisted and contributed to the preparation of this budget. We are proud to be good fiscal stewards on behalf of the citizens of Yavapai County.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Mr. Raymond Sigafoos	Chair, District 1
Ms. Deb McCasland	Member, District 2
Mr. Paul Chevalier	Member, District 3
Dr. Patricia McCarver	Member, District 4
Mr. Steve Irwin	Board Secretary, District 5

YAVAPAI COLLEGE ADMINISTRATION

Dr. Lisa Rhine	President
Dr. Ron Liss	VP for Instruction and Student Development
Dr. Clint Ewell	VP of Finance & Administrative Services
Mr. Rodney Jenkins	VP for Community Relations

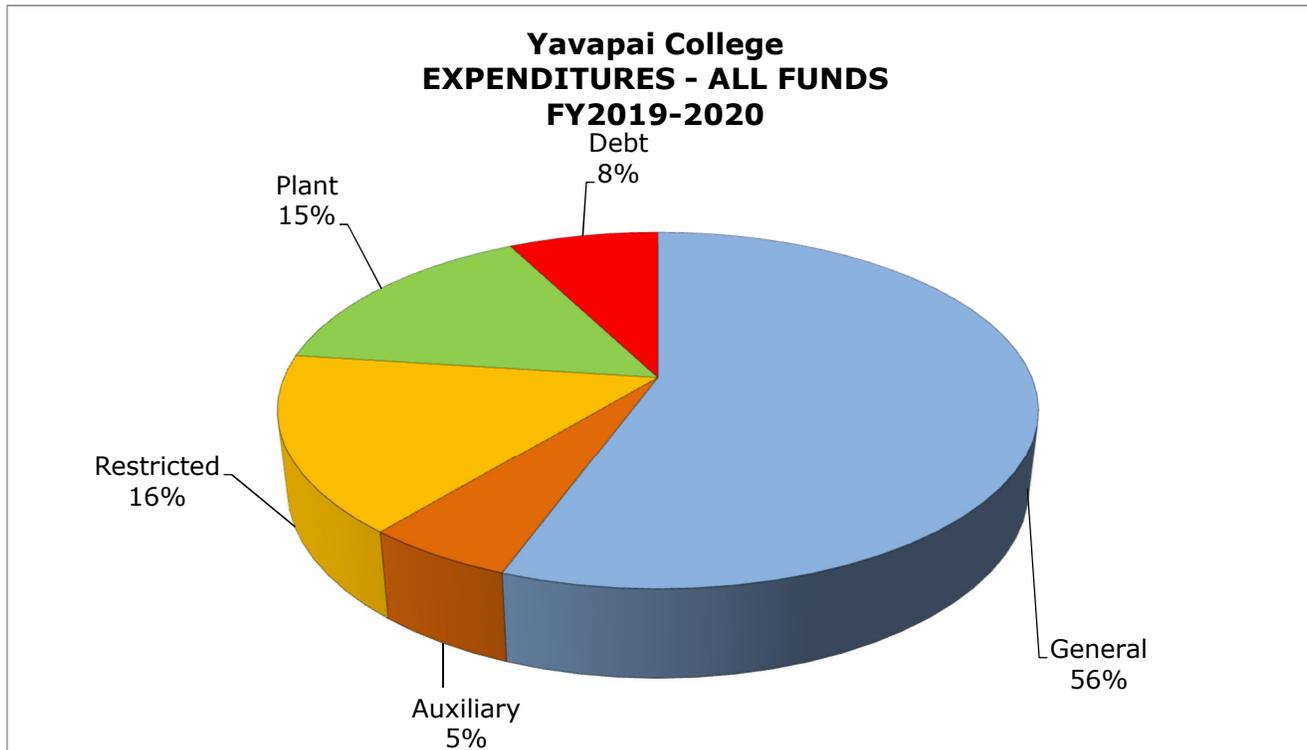
**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
SUMMARY OF REVENUE DATA**

	Current Year <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
<u>REVENUES</u>				
Current Funds				
Current General Fund - Unrestricted				
Property Taxes - Primary, Net Contingency	\$ 36,969,200	\$ 37,952,400	\$ 983,200	2.7%
Tuition & Fees	11,355,000	11,341,000	(14,000)	-0.1%
State Appropriations	589,900	601,400	11,500	1.9%
Other Sources	543,000	646,000	103,000	19.0%
Auxiliary Enterprises Fund				
Sales and Services	3,248,000	3,067,100	(180,900)	-5.6%
Other Sources	704,900	702,800	(2,100)	-0.3%
Sub-Total Current Funds - Unrestricted	\$ 53,410,000	\$ 54,310,700	\$ 900,700	1.7%
Current Funds - Restricted				
Federal Grants and Contracts	\$ 11,122,000	\$ 11,150,000	\$ 28,000	0.3%
State Grants and Contracts	214,200	240,500	26,300	12.3%
State Appropriations/Prop 301	1,414,000	1,463,100	49,100	3.5%
Private Gifts, Grants and Contracts	894,000	945,400	51,400	5.7%
Sub-Total Current Funds - Restricted	\$ 13,644,200	\$ 13,799,000	\$ 154,800	1.1%
TOTAL CURRENT FUNDS	\$ 67,054,200	\$ 68,109,700	\$ 1,055,500	1.6%
Plant Funds				
Unexpended Plant Fund				
Property Taxes - Primary, Net Contingency	\$ 8,545,500	\$ 8,545,500	\$ -	0.0%
Other Sources	50,000	120,000	70,000	140.0%
Non-recurring	4,400,000	-	(4,400,000)	100.0%
Retirement of Indebtedness				
Property Taxes - Secondary, Net Contingency	4,888,600	4,188,600	(700,000)	-14.3%
Other Sources	10,000	25,000	15,000	150.0%
TOTAL PLANT FUNDS	\$ 17,894,100	\$ 12,879,100	\$ (4,330,000)	-24.2%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 84,948,300	\$ 80,988,800	\$ (3,274,500)	-3.9%
Fund Balance Applied to Budget	2,542,700	5,226,800	2,684,100	105.6%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 87,491,000	\$ 86,215,600	\$ (1,275,400)	-1.5%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
SUMMARY OF EXPENSE DATA**

	Current Year <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 46,918,900	\$ 47,927,700	\$ 1,008,800	2.2%
Auxiliary Enterprises	4,752,000	4,636,000	(116,000)	-2.4%
Sub-Total Current Funds - Unrestricted	\$ 51,670,900	\$ 52,563,700	\$ 892,800	1.7%
Current Funds - Restricted	13,844,200	13,889,000	44,800	0.3%
TOTAL CURRENT FUNDS	\$ 65,515,100	\$ 66,452,700	\$ 937,600	1.4%
Plant Funds				
Unexpended Plant Fund	\$ 15,088,200	\$ 13,202,300	\$ (1,885,900)	-12.5%
Retirement of Indebtedness	6,887,700	6,560,600	(327,100)	-4.7%
TOTAL PLANT FUNDS	\$ 21,975,900	\$ 19,762,900	\$ (2,213,000)	-10.1%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 87,491,000	\$ 86,215,600	\$ (1,275,400)	-1.5%
B. EXPENDITURE PER FTSE:				
FTSE	3,500	3,500	-	0.0%
Current General Fund	\$ 13,405	\$ 13,694	\$ 288	2.2%
Unexpended Plant Fund	\$ 4,311	\$ 3,772	\$ (539)	-12.5%

II. EXPENDITURE LIMITATION PURSUANT TO A.R.S.41-563	FISCAL YEAR 2018-2019	\$ 45,077,345
	FISCAL YEAR 2019-2020	\$ 46,385,213



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

DISTRICT LEVY ASSUMPTIONS

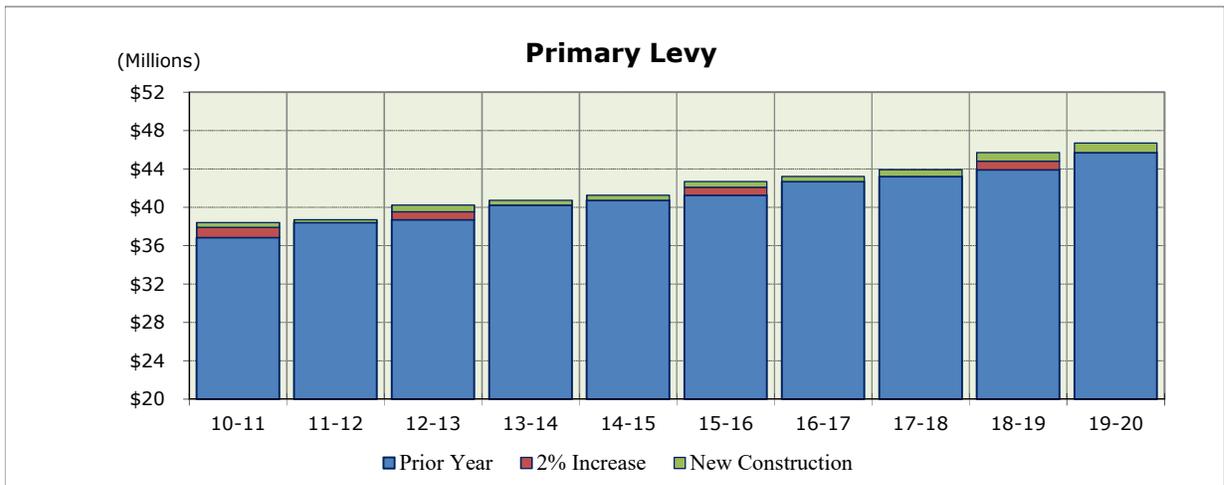
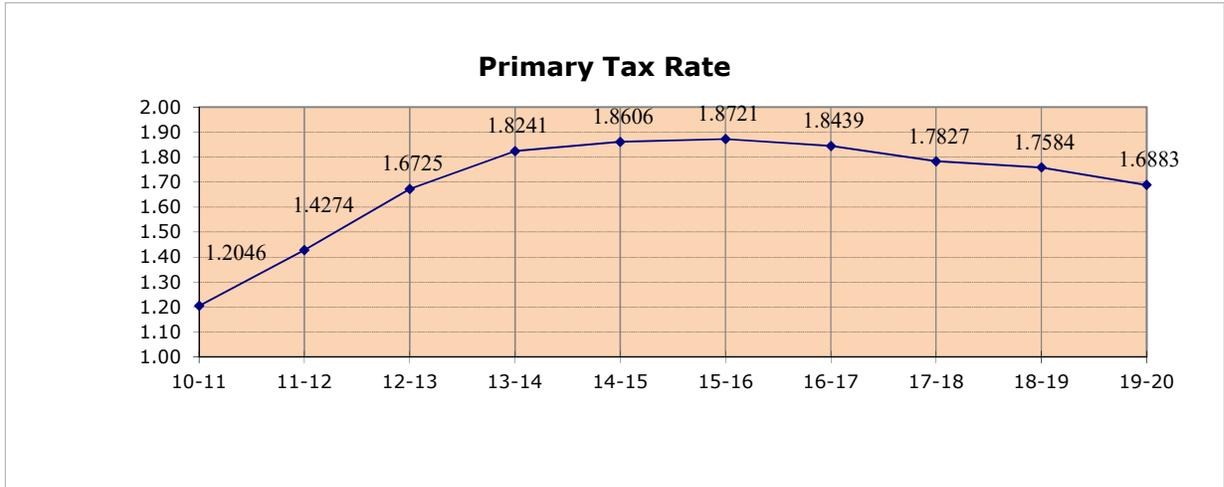
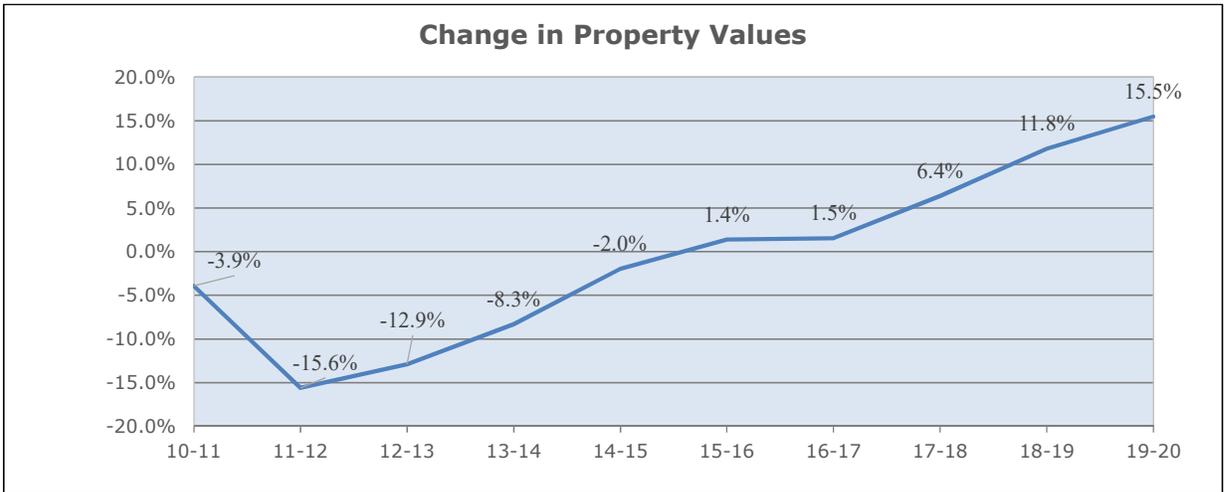
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|--|----|---------------|
| 1. 2019-2020 MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301: | \$ | 52,730,399 |
| 2. 2019-2020 PRIMARY PROPERTY TAX LEVY REQUIRED FOR BUDGET IS: | \$ | 46,692,900 |
| 3. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018-2019 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. 42-301. | \$ | - |
| 4. 2019-2020 PRIMARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ | 2,765,677,073 |
| 5. 2019-2020 SECONDARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ | 2,765,677,073 |
| 6. PROPOSED BUDGET LEVY QUALIFICATION: | | |

YAVAPAI COLLEGE IS IN COMPLIANCE WITH PRIMARY TAX LEVY LIMITATIONS FOR FY2019-2020 BASED UPON 2019 ASSESSED VALUE ESTIMATES AND ALL APPLICABLE PROVISIONS OF ARS 42-301.

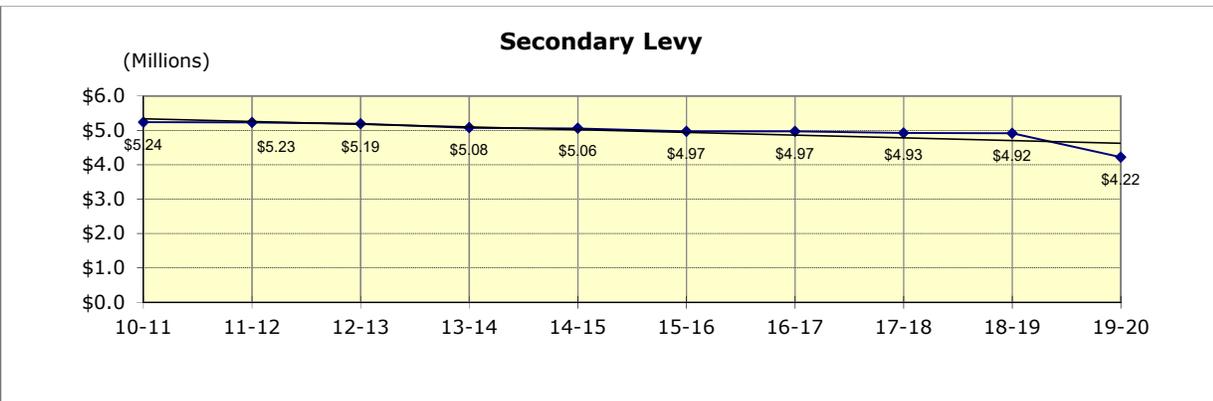
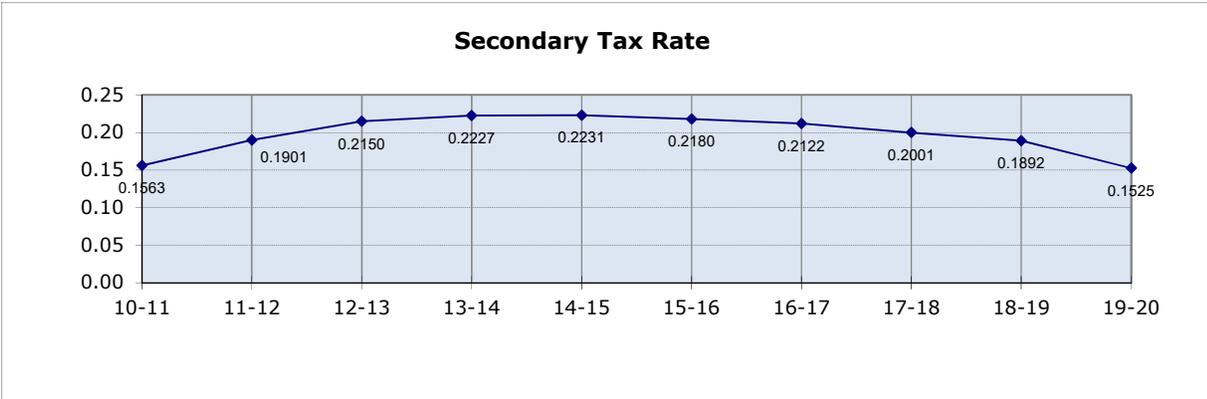
7. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:

	<u>Current Year 2018-2019</u>	<u>Proposed Budget 2019-2020</u>	<u>Dollar (\$) Difference</u>	<u>Percentage (%) Difference</u>
A. Amount Levied				
Primary Tax Levy				
Prior Year	\$ 43,910,500	\$ 45,709,700	\$ 1,799,200	4.1%
New Construction	903,100	983,200	80,100	8.9%
2% Increase	896,100	-	(896,100)	
	<u>\$ 45,709,700</u>	<u>\$ 46,692,900</u>	<u>\$ 983,200</u>	2.2%
Secondary Tax Levy	4,918,600	4,218,600	(700,000)	-14.2%
TOTAL PROPERTY TAX LEVY	<u><u>\$ 50,628,300</u></u>	<u><u>\$ 50,911,500</u></u>	<u><u>\$ 283,200</u></u>	0.6%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7584	1.6883	(0.0701)	-4.0%
Secondary Tax Rate	<u>0.1892</u>	<u>0.1525</u>	<u>(0.0367)</u>	-19.4%
TOTAL PROPERTY TAX RATE	<u><u>1.9476</u></u>	<u><u>1.8408</u></u>	<u><u>(0.1068)</u></u>	-5.5%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
PRIMARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
SECONDARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**

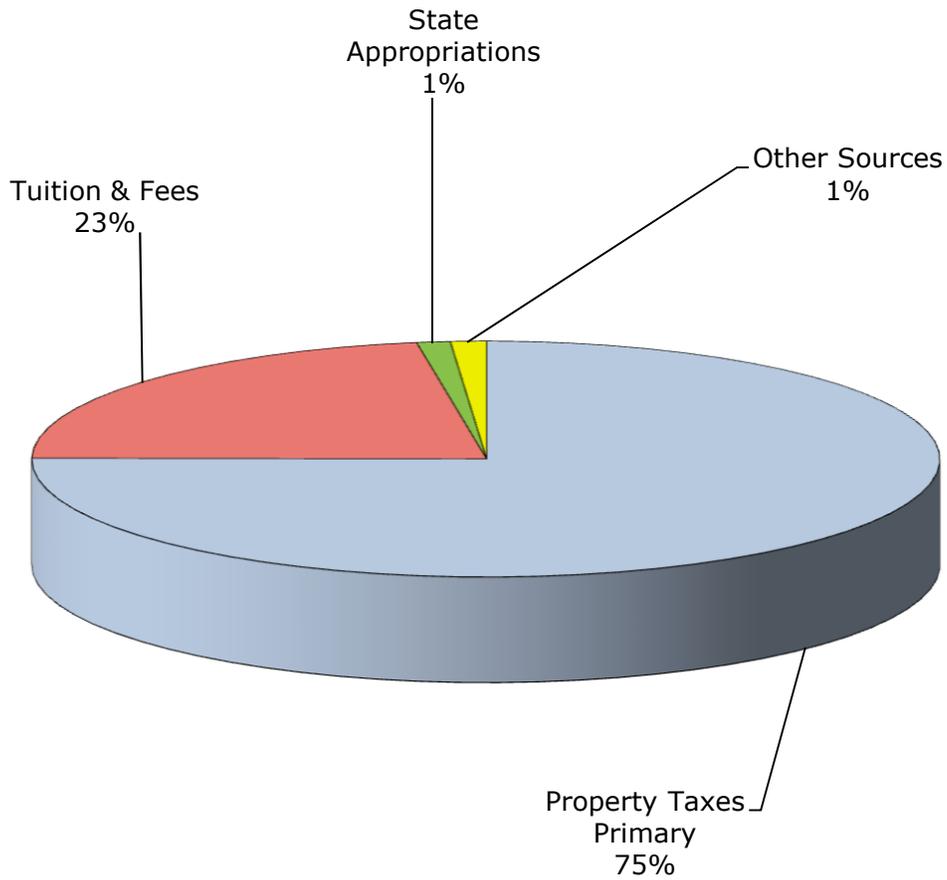


**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
PAST TEN FISCAL YEARS**

ASSESSED VALUATION, TAX RATE AND LEVY HISTORY

<u>Year</u>	<u>Primary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Secondary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
10-11	3,187,577,677	1.2046	38,397,561	3,350,111,921	0.1563	5,235,677
11-12	2,712,177,881	1.4274	38,714,700	2,753,690,772	0.1901	5,234,100
12-13	2,405,473,723	1.6725	40,231,600	2,414,825,073	0.2150	5,192,500
13-14	2,232,629,599	1.8241	40,725,900	2,279,676,521	0.2227	5,077,500
14-15	2,217,272,811	1.8606	41,253,800	2,267,389,484	0.2231	5,059,400
15-16	2,279,183,448	1.8721	42,667,700	2,279,183,448	0.2180	4,967,900
16-17	2,344,409,942	1.8439	43,228,500	2,344,409,942	0.2122	4,974,800
17-18	2,463,150,036	1.7827	43,910,500	2,463,150,036	0.2001	4,928,800
18-19	2,599,537,841	1.7584	45,709,600	2,599,537,841	0.1892	4,918,600
19-20	2,765,677,073	1.6883	46,692,900	2,765,677,073	0.1525	4,218,600

Yavapai College GENERAL FUND REVENUE FY2019-2020



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY 2019-20**

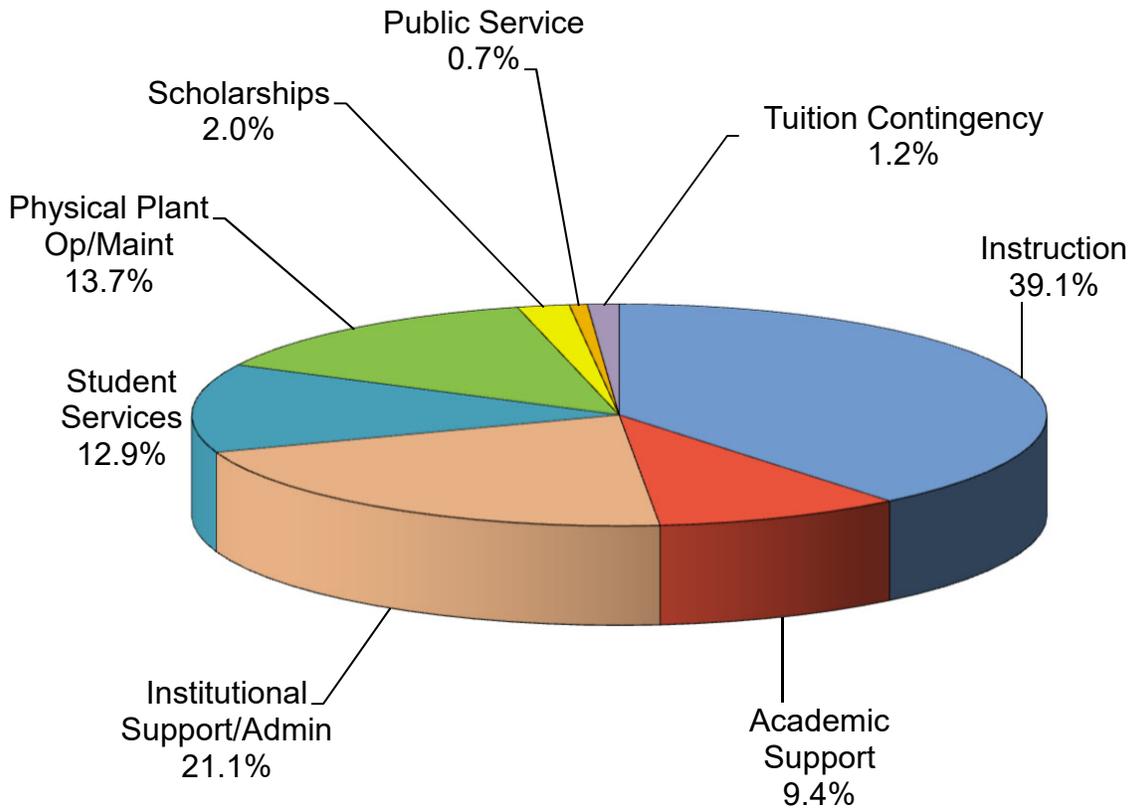
CURRENT FUNDS - UNRESTRICTED CASH BALANCE

	<u>Amount</u>
Unrestricted Cash Balance as of July 1, 2018	\$ 14,348,000
Add: Estimated Revenues - FY2018-2019	51,137,000
Less: Estimated Expenses - FY2018-2019	(50,213,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Account - FY2018-2019	(2,000,000)
Estimated Increase (Decrease) in Cash Balance FY2018-2019	<u>(1,076,000)</u>
Estimated Current Funds - Cash Balance June 30, 2019	13,272,000
Less: District Governing Board Designated Minimum Reserve Amount	<u>(9,000,000)</u>
Estimated Cash Balance in Excess of Required Reserves as of June 30, 2019	4,272,000
Less: Auxiliary Fund - Amount Applied to FY2019-2020 Budget	(100,000)
Less: Transfer to Plant Fund - FY2019-2020	(3,800,000)
Estimated Increase (Decrease) in Current Funds Unrestricted Cash Balance	<u>(3,900,000)</u>
Estimated Current Funds - Unrestricted Cash Balance in Excess of Required Reserves at June 30, 2019	<u><u>\$ 372,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2019-2020 BUDGET
CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS**

REVENUES	2018-2019 BUDGET	2019-2020 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
PROPERTY TAXES - PRIMARY	\$ 37,119,200	\$ 38,102,400	\$ 983,200	2.6%
Property Tax Contingency	(150,000)	(150,000)	-	0.0%
PROPERTY TAXES - PRIMARY	\$ 36,969,200	\$ 37,952,400	\$ 983,200	2.7%
STATE APPROPRIATIONS				
Maintenance Support	\$ 589,900	\$ 601,400	\$ 11,500	1.9%
Sub-total State Appropriations	\$ 589,900	\$ 601,400	\$ 11,500	1.9%
TUITION & STUDENT FEES				
General Tuition	\$ 9,990,000	\$ 9,874,000	\$ (116,000)	-1.2%
Out-of-District Tuition	100,000	120,000	20,000	20.0%
Tuition - Noncredit	265,000	297,000	32,000	12.1%
Out-of-State Tuition	650,000	700,000	50,000	7.7%
Student Fees	80,000	80,000	-	0.0%
Tuition and Fee Remissions/Waivers	270,000	270,000	-	0.0%
Sub-Total Tuition & Student Fees	\$ 11,355,000	\$ 11,341,000	\$ (14,000)	-0.1%
OTHER SOURCES				
Investment Income	\$ 60,000	\$ 225,000	\$ 165,000	275.0%
Other	483,000	421,000	(62,000)	-12.8%
Sub-Total Other Sources	\$ 543,000	\$ 646,000	\$ 103,000	19.0%
Gross Revenues	\$ 49,457,100	\$ 50,540,800	\$ 1,083,700	2.2%
Unrestricted Fund Balance Applied to Budget	\$ 2,000,000	\$ 3,800,000	\$ 1,800,000	90.0%
TRANSFERS IN/OUT				
Transfer to Auxiliary Fund	(1,100,700)	(1,170,000)	(69,300)	6.3%
Transfer to Retirement of Indebtedness Plant Fund	(1,437,500)	(1,443,100)	(5,600)	0.4%
Transfer from GF Fund Balance to Plant Fund	(2,000,000)	(3,800,000)	(1,800,000)	90.0%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 46,918,900	\$ 47,927,700	\$ 1,008,800	2.2%

Yavapai College GENERAL FUND EXPENDITURES FY2019-2020



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2019-2020
CURRENT GENERAL FUND
EXPENDITURES AND OTHER DEDUCTIONS**

EXPENDITURES	2018-2019 BUDGET	2019-2020 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
<u>Current General Fund</u>				
Instruction	\$ 18,476,900	\$ 18,749,600	\$ 272,700	1.5%
Academic Support	4,743,000	4,483,100	(259,900)	-5.5%
Institutional Support/Administration	9,683,000	10,093,500	410,500	4.2%
Student Services	5,828,000	6,182,900	354,900	6.1%
Physical Plant Operations/Maintenance	6,552,000	6,580,700	28,700	0.4%
Scholarships	880,000	940,500	60,500	6.9%
Public Service	186,000	327,400	141,400	76.0%
Tuition Contingency	570,000	570,000	-	0.0%
TOTAL CURRENT GENERAL FUND BUDGET	<u>\$ 46,918,900</u>	<u>\$ 47,927,700</u>	<u>\$ 1,008,800</u>	2.2%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
CURRENT AUXILIARY ENTERPRISES FUNDS
REVENUES AND OTHER ADDITIONS**

Revenues & Other Additions By Source	Budget 2018-2019	Budget 2019-2020	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
AUXILIARY ENTERPRISES				
Residence Halls and Summer Conferences	\$ 1,267,700	\$ 1,298,900	\$ 31,200	2.5%
Bookstore Rental and Commissions	185,000	165,000	(20,000)	-10.8%
Food Services Sales	33,000	33,000	-	0.0%
Vending	40,000	30,000	(10,000)	-25.0%
Edventures	335,000	75,000	(260,000)	-77.6%
Winery - Tasting Room	204,600	175,000	(29,600)	-14.5%
Family Enrichment Center	584,300	592,200	7,900	1.4%
Subtotal	<u>\$ 2,649,600</u>	<u>\$ 2,369,100</u>	<u>\$ (280,500)</u>	-10.6%
PUBLIC SERVICES				
Community Events	\$ 598,400	\$ 698,000	\$ 99,600	16.6%
Subtotal	<u>\$ 598,400</u>	<u>\$ 698,000</u>	<u>\$ 99,600</u>	16.6%
OTHER REVENUES				
Yavapai College Foundation	\$ 342,800	\$ 375,200	\$ 32,400	9.5%
Other	362,100	327,600	(34,500)	-9.5%
Subtotal	<u>\$ 704,900</u>	<u>\$ 702,800</u>	<u>\$ (2,100)</u>	-0.3%
Total Revenues & Other Additions	\$ 3,952,900	\$ 3,769,900	\$ (183,000)	-4.6%
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	100,000	100,000	-	0.0%
TRANSFERS IN/OUT				
Transfer in from General Fund	\$ 1,100,700	\$ 1,170,000	\$ 69,300	6.3%
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	(401,600)	(403,900)	(2,300)	0.6%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 4,752,000</u>	<u>\$ 4,636,000</u>	<u>\$ (116,000)</u>	-2.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

CURRENT AUXILIARY FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget 2018-2019</u>	<u>Budget 2019-2020</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
Instruction	\$ 235,200	\$ 238,400	\$ 3,200	1.4%
Student Services	713,900	722,700	8,800	1.2%
Auxiliary Enterprises	1,644,200	1,415,400	(228,800)	-13.9%
Public Service	849,700	1,068,700	219,000	25.8%
Contingency	100,000	100,000	-	0.0%
	<hr/>			
Facilities & Administrative Allocation Expense	1,209,000	1,090,800	(118,200)	-9.8%
	<hr/>			
TOTAL CURRENT AUXILIARY FUNDS BUDGET	\$ 4,752,000	\$ 4,636,000	\$ (116,000)	-2.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

CURRENT RESTRICTED FUNDS - REVENUES AND OTHER ADDITIONS

	<u>Budget</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
<u>Revenues and Other Additions by Source</u>				
GIFTS, GRANTS, AND CONTRACTS				
Federal Grants and Contracts				
U.S. DOE - TRIO Student Cluster	\$ 1,028,000	\$ 1,071,000	\$ 43,000	4.2%
U.S. DOE - Adult Education	365,900	365,800	(100)	0.0%
U.S. DOE - Financial Aid Cluster	8,824,700	8,877,100	52,400	0.6%
U.S. DOE - Vocational Education	202,500	189,000	(13,500)	-6.7%
U.S. DHHS - Substance Abuse Prevention	-	204,500	204,500	100.0%
U.S. NSF - Technical Education	332,000	134,000	(198,000)	-59.6%
U.S. Small Business Administration	112,000	142,000	30,000	26.8%
Other	256,900	166,600	(90,300)	-35.1%
Subtotal	\$ 11,122,000	\$ 11,150,000	\$ 28,000	0.3%
State Grants and Contracts				
AZ DOE - Adult Education	\$ 134,000	\$ 131,300	\$ (2,700)	-2.0%
Other	80,200	109,200	29,000	36.2%
Subtotal	\$ 214,200	\$ 240,500	\$ 26,300	12.3%
Private Gifts, Grants and Contracts				
Bernard Osher Foundation	\$ 107,000	\$ 111,000	\$ 4,000	3.7%
Yavapai College Foundation	559,500	604,500	45,000	8.0%
Freeport-McMoRan	92,000	95,000	3,000	3.3%
Maricopa Community College Foundation - STEM	20,000	-	(20,000)	-100.0%
Other	115,500	134,900	19,400	16.8%
Subtotal	\$ 894,000	\$ 945,400	\$ 51,400	5.7%
OTHER REVENUES AND ADDITIONS				
Prop. 301 Sales Tax Revenues	\$ 715,000	\$ 760,000	\$ 45,000	6.3%
State Appropriation - STEM Workforce Programs	699,000	703,100	4,100	0.6%
Subtotal	\$ 1,414,000	\$ 1,463,100	\$ 49,100	3.5%
Total Revenues & Other Additions	\$ 13,644,200	\$ 13,799,000	\$ 154,800	1.1%
TRANSFERS IN/OUT				
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET				
	200,000	90,000	(110,000)	-55.0%
TOTAL AVAILABLE FOR EXPENDITURES	\$ 13,844,200	\$ 13,889,000	\$ 44,800	0.3%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

CURRENT RESTRICTED FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
CURRENT RESTRICTED FUND (Note 1)				
Instruction	\$ 3,104,500	\$ 2,842,100	\$ (262,400)	-8.5%
Student Services	1,304,600	1,505,100	200,500	15.4%
Scholarships	9,293,300	9,383,100	89,800	1.0%
Public Service	141,800	158,700	16,900	11.9%
	<hr/>	<hr/>	<hr/>	
TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUNDS	<u>\$ 13,844,200</u>	<u>\$ 13,889,000</u>	<u>\$ 44,800</u>	<u>0.3%</u>

Note 1: Restricted Fund expended only to the extent that Grants and Gifts are received.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

UNEXPENDED PLANT FUND - CASH BALANCE

		<u>Amount</u>
Cash Balance as of July 1, 2018	\$	6,380,000
Add: Estimated Revenues - FY2018 - 2019	\$	8,620,000
Less: Estimated Expenses - FY2018 - 2019		(11,950,000)
Add: Transfer from General Fund - FY2018 - 2019		2,000,000
Estimated Increase (Decrease) in Cash Balance - FY2018 - 2019		<u>(1,330,000)</u>
Estimated Cash Balance as of June 30, 2019	\$	5,050,000
Less: Amount Applied to FY2019-2020 Budget	\$	(736,800)
Less: Estimated Balance in Capital Accumulation Account		(1,500,000)
Cash Balance Reserved for Capital Projects		<u>(2,236,800)</u>
Estimated Cash Balance Available/Reserves as of July 1, 2019	\$	<u><u>2,813,200</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

UNEXPENDED PLANT FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2018-2019</u>	<u>Budget 2019-2020</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>Revenues and Other Additions By Source</u>				
<u>Recurring</u>				
Primary Levy - Capital	\$ 8,590,500	\$ 8,590,500	\$ -	0.0%
Property Tax Contingency	(45,000)	(45,000)	-	0.0%
Investment Income	30,000	90,000	60,000	200.0%
Other	20,000	30,000	10,000	50.0%
<u>Non-Recurring</u>				
Proceeds from Sale of PV Library Building	4,400,000	-	(4,400,000)	100.0%
Total Revenues	\$ 12,995,500	\$ 8,665,500	\$ (4,330,000)	-33.3%
Fund Balance Applied to Budget	92,700	736,800	644,100	694.8%
<u>TRANSFERS IN/OUT</u>				
Transfer in from General Fund	2,000,000	3,800,000	1,800,000	90.0%
AMOUNT AVAILABLE FOR EXPENDITURES - UNEXPENDED PLANT FUND	<u>\$ 15,088,200</u>	<u>\$ 13,202,300</u>	<u>\$ (1,885,900)</u>	<u>-12.5%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget 2018-2019</u>	<u>Budget 2019-2020</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Planned Maintenance	\$ 3,974,000	\$ 3,974,000	\$ -	0.0%
Unplanned Maintenance	250,000	262,500	12,500	5.0%
Capital Improvement Projects (CIP)	3,623,000	5,039,700	1,416,700	39.1%
Equipment				
Equipment	2,242,500	3,307,400	1,064,900	47.5%
Furniture and Fixtures	250,000	257,500	7,500	3.0%
Library Books	98,700	98,700	-	0.0%
Contributions to Capital Projects				
Accumulation Account - Future Projects	4,400,000	-	(4,400,000)	100.0%
Capital Contingency	250,000	262,500	12,500	5.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	\$ 15,088,200	\$ 13,202,300	\$ (1,885,900)	-12.5%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
FOUR-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
CTEC - Food Services Area	\$ -	\$ 409,000	\$ -	\$ -
CTEC - Clean Fabrication Area	78,000	-	-	-
Prescott - Building 1 - TRIO/VUB Relocation	485,000	485,000	-	-
Prescott - Building 19 Library	-	407,100	2,764,700	921,600
Prescott - Multi-use Field Design & Construction	-	1,992,700	664,200	-
Prescott Valley - Land (Adjacent to Bldg 40)	-	-	-	460,000
Verde - Library	-	97,000	776,000	194,000
Verde - Building L Design, Const. & FF&E - Renovation *	5,341,800	672,200	-	-
Open Space Improvements - Design & Construction	-	404,000	-	-
On Campus Signage/Marquees	400,000	300,000	-	-
Contingency	198,000	44,400	126,200	47,300
Transfer Expenses to Restricted Fund - STEM & Prop. 301	(1,463,100)	(672,200)	-	-
Total Capital Projects	\$ 5,039,700	\$ 4,139,200	\$ 4,331,100	\$ 1,622,900
Revenue Sources				
Capital Project Accumulation Account	\$ 5,039,700	\$ 2,146,500	\$ 3,666,900	\$ 1,622,900
YC Foundation - Multi-use Field	2,656,900	-	-	-
Move Multi-use Field Donations to Applicable Fiscal Years	(2,656,900)	1,992,700	664,200	-
Total Revenues	\$ 5,039,700	\$ 4,139,200	\$ 4,331,100	\$ 1,622,900
Excess/(Needed Capital)	\$ -	\$ -	\$ -	\$ -

Note: Detailed explanations of projects to be Approved this year can be referenced on the next page.

Key:

Green = Continuing Projects Approved in prior years.

Red = Projects to be Approved this year

Black = Future Projects

* Project approved last fiscal year - requesting approval to increase scope.

FY19-20 Capital Improvement Plan Budget Rationale

April 2019

1. Prescott - Building 1 - TRIO/VUB Relocation

Prescott – Building 1 TRIO/VUB Relocation – With the completion of the PV renovation, the Radiation Technology program, and several Student Development personnel with move to that facility. This project will provide funds to renovate existing space, bringing TRIO programs together, and addressing some building HVAC issues. This project supports DGB End 1: Education.

2 Verde - Building L Design, Construction & FF&E - Renovation

Verde - Access to CTE throughout District remains priority. Building L was constructed in 2004 to help meet the CTE needs of the community. Building L is the only building on campus that was not connected to the central plant in 2012. As we move forward with that planned maintenance project, it will be an excellent opportunity to renovate the space into the types of labs and classrooms needed to meet the emerging community CTE needs. This project supports DGB End 1: Education.

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
FIVE-YEAR BUILDINGS AND GROUNDS PLANNED MAINTENANCE PLAN**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Unplanned Maintenance	\$ 262,500	\$ 275,600	\$ 289,400	\$ 303,900	\$ 319,100
Planned Maintenance Total	3,974,000	3,974,000	4,012,900	4,012,900	4,142,100
TOTAL MAINTENANCE	\$ 4,236,500	\$ 4,249,600	\$ 4,302,300	\$ 4,316,800	\$ 4,461,200

Planned Maintenance by Project

FY 2019-20

Career & Technical Education Center	\$ 1,030,000	Roof and Skylights
Verde Campus, Bldg L	430,000	Connect to Central Plant / Fan Coils
Verde Campus, Bldg L	530,000	FCA Items- LED lighting, Signage, Flooring, Sprinklers
Prescott Valley Campus, Bldg-40	380,000	FCA Carry Over from 2018/2019 remodel
Prescott Campus, Bldg-10	280,000	Sprinklers
Prescott Campus, Bldg-10	100,000	LED Lighting Upgrade
Prescott Campus, Bldg-16	110,000	PAC Stage Replacement
Prescott Campus, Bldg-19	93,000	Replace Lower Tier Roof
Prescott Campus, Infrastructure	88,000	Replace 20-25 Chiller Line Valves
Prescott Campus, Bldg-10	175,000	Replace all domestic piping
Prescott Campus, Bldg-18	60,000	Address Foundation Issue
Prescott Campus, Bldg-7 & 8	256,000	Replace Cooling / HVAC
Prescott Campus, Bldg-8	103,000	Replace Secondary Transformers
Prescott Campus, Infrastructure	339,000	Electrical Distribution Equipment Replacement- Switchgear
Planned Maintenance Total	<u>\$ 3,974,000</u>	

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
FIVE YEAR EQUIPMENT PLAN**

Department	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Career & Technical Education	\$ 220,301	\$ 297,909	\$ 269,175	\$ 239,038	\$ 409,248
Arts & Humanities	75,900	33,300	110,830	73,775	22,300
Sciences, Nursing, Allied Health, HPER & Athletics	156,914	162,172	149,750	137,470	206,440
Public Safety	55,000	59,500	62,400	65,500	65,500
Digital Media & Viticulture	75,537	21,564	21,564	21,564	22,210
Computer Technologies and Instructional Support	50,590	49,867	22,805	29,160	60,185
Student Activities	2,000	-	-	-	-
Information Technology Services	1,058,904	1,176,340	1,233,350	1,344,167	1,341,770
Business Services	106,969	92,988	64,971	45,041	44,997
Facilities - All	259,000	241,000	223,000	245,000	227,000
Facilities - Verde Building L	1,000,000	-	-	-	-
District Safety	50,000	50,000	50,000	50,000	50,000
Campus Safety	7,810	6,230	4,030	4,270	4,030
Marketing	15,000	-	-	-	-
Auxiliary Enterprises	173,475	66,900	193,725	140,250	13,375
Unplanned Equipment - Contingency	-	118,830	42,300	126,065	129,845
Total Equipment	\$ 3,307,400	\$ 2,376,600	\$ 2,447,900	\$ 2,521,300	\$ 2,596,900

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
REVENUES AND OTHER ADDITIONS**

	<u>Budget 2018-2019</u>	<u>Budget 2019-2020</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>RETIREMENT OF INDEBTEDNESS</u>				
Secondary Tax Levy	\$ 4,918,600	\$ 4,218,600	\$ (700,000)	-14.2%
Property Tax Contingency	(30,000)	(30,000)	-	0.0%
Interest Income	10,000	25,000	15,000	150.0%
TOTAL RETIREMENT OF INDEBTEDNESS REVENUES	<u>\$ 4,898,600</u>	<u>\$ 4,213,600</u>	<u>\$ (685,000)</u>	-14.0%
FUND BALANCE AT JULY 1 APPLIED TO BUDGET	\$ 150,000	\$ 500,000	\$ 350,000	233.3%
TRANSFERS IN/OUT				
Transfer in from General Fund - Pledged Revenue Obligations P & I	1,437,500	1,443,100	5,600	0.4%
Transfer in from Auxiliary Fund - Revenue Bond P & I	401,600	403,900	2,300	0.6%
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE & PLEDGED REVENUE BONDS	<u>\$ 1,839,100</u>	<u>\$ 1,847,000</u>	<u>\$ 7,900</u>	0.4%
TOTAL AVAILABLE FOR EXPENDITURES -				
RETIREMENT OF INDEBTEDNESS	<u>\$ 6,887,700</u>	<u>\$ 6,560,600</u>	<u>\$ (327,100)</u>	-4.7%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
EXPENDITURES AND OTHER DEDUCTIONS**

	Final Maturity	Budget 2018-2019	Budget 2019-2020	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
RETIREMENT OF INDEBTEDNESS					
Retirement of Indebtedness (Principal)					
General Obligation Bonds - 2012 Refunding	7/1/2022	\$ 3,675,000	\$ 3,620,000	\$ (55,000)	-1.5%
General Obligation Bonds - 2011 Refunding	7/1/2021	870,000	860,000	(10,000)	-1.1%
Total General Obligation Bonds		4,545,000	4,480,000	(65,000)	-1.4%
Pledged Revenue Obligations	7/1/2025	1,110,000	1,160,000	50,000	4.5%
Revenue Bonds	7/1/2028	315,000	325,000	10,000	3.2%
Sub-total Retirement of Indebtedness		\$ 5,970,000	\$ 5,965,000	\$ (5,000)	-0.1%
Interest on Indebtedness					
General Obligation Bonds - 2012 Refunding		\$ 418,100	\$ 178,550	\$ (239,550)	-57.3%
General Obligation Bonds - 2011 Refunding		82,500	52,050	(30,450)	-36.9%
Total General Obligation Bonds		500,600	230,600	(270,000)	-53.9%
Pledged Revenue Obligations		327,500	283,100	(44,400)	-13.6%
Revenue Bonds		86,600	78,900	(7,700)	-8.9%
Sub-total Interest on Indebtedness		\$ 914,700	\$ 592,600	\$ (322,100)	-35.2%
Bank Fees		3,000	3,000	-	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS		\$ 6,887,700	\$ 6,560,600	\$ (327,100)	-4.7%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
EXPENDITURE LIMITATION COMPLIANCE**

	Current Funds			Plant Funds		TOTAL
	Unrestricted		Restricted	Plant	Debt	
	General	Auxiliary				
PROJECTED BUDGET EXPENDITURES FOR EXPENDITURE LIMITATION (see below)	\$ 47,027,700	\$ 4,486,000	\$ 13,889,000	\$ 12,839,800	\$ 6,560,600	\$ 84,803,100
LESS EXCLUSIONS						
DEBT SERVICE/BONDED INDEBTEDNESS	-	-	-	-	6,557,600	6,557,600
DIVIDENDS, INTEREST AND GAIN ON SALE	225,000	-	-	90,000	3,000	318,000
GRANTS & AID FROM FEDERAL & STATE GOVERNMENT	-	-	11,390,500	-	-	11,390,500
GRANTS/CONTRIBUTIONS FROM PRIVATE AGENCIES	-	375,200	945,400	-	-	1,320,600
PROP. 301 FUNDS	-	-	760,000	-	-	760,000
AMOUNTS ACCUMULATED TO PURCHASE LAND AND CAPITAL	-	-	-	7,013,700	-	7,013,700
RESEARCH AND ENTREPRENEURIAL ACTIVITIES	141,100	1,031,780	-	-	-	1,172,880
TUITION AND FEES	11,341,000	667,200	-	-	-	12,008,200
PRIOR YEARS CARRY FORWARD USED	-	-	-	-	-	-
TOTAL EXCLUSIONS	\$ 11,707,100	\$ 2,074,180	\$ 13,095,900	\$ 7,103,700	\$ 6,560,600	\$ 40,541,480
BUDGET EXPENDITURES SUBJECT TO LIMIT	\$ 35,320,600	\$ 2,411,820	\$ 793,100	\$ 5,736,100	\$ -	\$ 44,261,620
BUDGETED EXPENDITURE LIMITATION AS CALCULATED BY THE ECONOMIC ESTIMATES COMMISSION						\$ 46,385,213
AMOUNT (OVER) UNDER LIMITATION						\$ 2,123,593
PRIOR YEARS CARRY FORWARD AVAILABLE FOR USE:						
Balance Available as of July 1, 2018	\$ 13,414,500	\$ -	\$ 576,700	\$ 6,245,500	\$ -	\$ 20,236,700
BUDGETED EXPENDITURES	\$ 47,927,700	\$ 4,636,000	\$ 13,889,000	\$ 13,202,300	\$ 6,560,600	\$ 86,215,600
Less: Budgeted Items Not Expected to be Spent:						
Contingencies	-	100,000	-	262,500	-	362,500
Allowance for Unexpended Budget (e.g. vacancy savings etc.)	900,000	50,000	-	100,000	-	1,050,000
Total adjustments	\$ 900,000	\$ 150,000	\$ -	\$ 362,500	\$ -	\$ 1,412,500
PROJECTED BUDGETED EXPENDITURES FOR EXPENDITURE LIMITATION	\$ 47,027,700	\$ 4,486,000	\$ 13,889,000	\$ 12,839,800	\$ 6,560,600	\$ 84,803,100

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
FIVE-YEAR PROJECTIONS OF REVENUES AND EXPENDITURES**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Revenues					
Property Taxes - Primary	\$ 46,497,900	\$ 47,892,837	\$ 49,329,622	\$ 50,809,511	\$ 52,333,796
Property Taxes - Secondary	4,188,600	2,259,373	490,000	-	-
General Fund - Tuition and Fees	11,416,000	11,986,800	12,586,140	13,215,447	13,876,219
State Appropriations	1,304,500	1,304,500	1,304,500	1,304,500	1,304,500
Federal Grants and Contracts	11,150,000	11,373,000	11,600,460	11,832,469	12,069,118
State Grants and Contracts	240,500	242,905	245,334	247,787	250,265
State Workforce Development Funds	760,000	767,600	-	-	-
Investment Income	340,000	346,800	353,736	360,811	368,027
Sales and Services	3,740,700	3,834,218	3,930,073	4,028,325	4,129,033
Private Gifts, Grants and Contracts	1,320,600	1,347,012	1,373,952	1,401,431	1,429,460
Capital Projects Accumulation Account	736,800	2,445,549	3,192,194	232,180	205,899
Other (Fund Balance and Miscellaneous)	4,520,000	200,000	204,000	208,080	212,242
Total Revenues	\$ 86,215,600	\$ 84,000,593	\$ 84,610,011	\$ 83,640,541	\$ 86,178,559
Expenditures					
General Fund	\$ 47,927,700	\$ 49,605,170	\$ 51,341,351	\$ 53,138,298	\$ 54,998,138
Auxiliary Fund	4,636,000	4,705,540	4,776,123	4,847,765	4,920,481
Restricted Fund	13,889,000	14,166,780	14,450,116	14,739,118	15,033,900
Plant Fund - Operations	618,700	631,074	643,695	656,569	669,700
Plant Fund - Building Maintenance Program	4,236,500	4,249,600	4,302,300	4,316,800	4,461,200
Plant Fund - Equipment Replacement Program	3,307,400	2,376,600	2,447,900	2,521,300	2,596,900
Plant Fund - Capital Improvement Plan	5,039,700	4,139,200	4,331,100	1,622,900	1,704,045
Debt Service Fund	6,560,600	4,126,629	2,317,426	1,797,791	1,794,195
Total Expenditures	\$ 86,215,600	\$ 84,000,593	\$ 84,610,011	\$ 83,640,541	\$ 86,178,559
Favorable/(Unfavorable)	\$ -				

Assumptions: Primary property tax levy - 1.0% levy increases on average plus an additional 2.0% increases from new construction.
Tuition and fees - 0% enrollment growth and 5.0% price increases.
General Fund expenditures - 3.0% to 4.0% for increases in health insurance, retirement, commodities, contracted services, utilities and salaries. Strategic initiatives will be funded by re-purposing existing budget.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2019-2020
FIVE-YEAR PROJECTIONS OF EXPENDITURE LIMITATION COMPLIANCE**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
<u>Expenditures</u>					
General Fund	\$ 47,927,700	\$ 49,605,170	\$ 51,341,351	\$ 53,138,298	\$ 54,998,138
Auxiliary Fund	4,636,000	4,705,540	4,776,123	4,847,765	4,920,481
Restricted Fund	13,889,000	14,166,780	14,450,116	14,739,118	15,033,900
Plant Fund - Operations	618,700	631,074	643,695	656,569	669,700
Plant Fund - Building Maintenance Program	4,236,500	4,249,600	4,302,300	4,316,800	4,461,200
Plant Fund - Equipment Replacement Program	3,307,400	2,376,600	2,447,900	2,521,300	2,596,900
Plant Fund - Capital Improvement Plan	5,039,700	4,139,200	4,331,100	1,622,900	1,704,045
Debt Service Fund	6,560,600	4,126,629	2,317,426	1,797,791	1,794,195
Contingencies	(362,500)	(362,500)	(362,500)	(362,500)	(362,500)
Not Expected to be Expended	(1,050,000)	(1,018,500)	(987,945)	(958,307)	(929,558)
Total Adjusted Expenditures	\$ 84,803,100	\$ 82,619,593	\$ 83,259,566	\$ 82,319,734	\$ 84,886,501
<u>Exclusions</u>					
Bond Debt Service Payments	\$ 6,557,600	\$ 4,126,629	\$ 2,317,426	\$ 1,797,791	\$ 1,794,195
Interest Income	318,000	346,800	353,736	360,811	368,027
Federal & State Grants	11,390,500	11,615,905	11,845,794	12,080,256	12,319,383
Gifts from Private Agencies	1,320,600	1,347,012	1,373,952	1,401,431	1,429,460
Amounts Accumulated - Capital	7,013,700	8,388,800	8,633,400	5,939,700	6,165,245
Research and Entrepreneurial Activities	1,172,880	1,208,066	1,244,308	1,281,638	1,320,087
Tuition & Fees	12,008,200	11,986,800	12,586,140	13,215,447	13,876,219
Prop 301 Funds	760,000	767,600	-	-	-
Prior Years Carryforward Used	-	-	-	-	1,060,000
Total Exclusions	\$ 40,541,480	\$ 39,787,612	\$ 38,354,757	\$ 36,077,073	\$ 38,332,616
Expenditures Subject to Limitation	\$ 44,261,620	\$ 42,831,981	\$ 44,904,810	\$ 46,242,660	\$ 46,553,885
Estimated Expenditure Limitation	46,385,213	46,431,598	46,478,030	46,524,508	46,571,033
Favorable/(Unfavorable)	\$ 2,123,593	\$ 3,599,617	\$ 1,573,220	\$ 281,848	\$ 17,148
FTSE @ 0% Growth-per-Year	3,500	3,500	3,500	3,500	3,500

Presenter : Ray Sigafoos

Start Time : 3:12 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:12 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 4/16/2019

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.5	With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities. Further, without limiting the scope of the above statement by the following list, the President shall not:	764182
2.5.1	Expend more funds than have been received or are available in reserves in the fiscal year.	764110
2.5.2	Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.	764183
2.5.2.1	Make any lease improvements over \$10,000.	764184
2.5.3	Allow reserves to be at an inadequate level for future needs.	764111
2.5.3.1	Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.	764185
2.5.3.2	Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approval, funds have dropped below the President's authorized limits.	764116

Description : Receipt of President's Monitoring Report - Executive Limitation 2.5 - Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION

Details :

At the March 5, 2019 the Board requested this report to be readdressed at the April 23, 2019 Board meeting.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.5 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 2.5 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 2.5 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 2.5 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 [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 2.5 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 2.5 and its sub-policies. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and its sub-policies [at the X board meeting] [within X amount months] that provides sufficient evident to support the conclusion of compliance

Attachments :

Title	Created	Filename
Monitoring Report 2.5 0318.docx.pdf	Apr 16, 2019	Monitoring Report 2.5 0318.docx.pdf
2.5 Compilation.pdf	Apr 16, 2019	2.5 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.5
Financial Condition and Activities
March 2019**

2.5 Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities.

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

2.5.1 Expend more funds than have been received or are available in reserves in the fiscal year.

2.5.2 Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.

2.5.2.1 Make any lease improvements over \$10,000.

2.5.3 Allow reserves to be at an inadequate level for future needs.

2.5.3.1 Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.

2.5.3.2 Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approval, funds have dropped below the President's authorized limits.

Interpretation: It is the responsibility of the administration to plan a budget to ensure progress toward the Board's Ends, while maintaining financial solvency.

The essential factors to ensure a fiscally sound budget include:

- expending funds equal or less than anticipated revenues and available reserves
- aligning resources in a way which materially supports DGB Ends
- maintaining fund reserves as outlined by the DGB and developing a strategy to replenish funds should reserves fall below targets for more than 3 consecutive months
- entering into lease agreements which are at or under one year duration, less than or equal to \$200k, and which will not require more than \$10,000 of renovation.

Supporting Evidence:

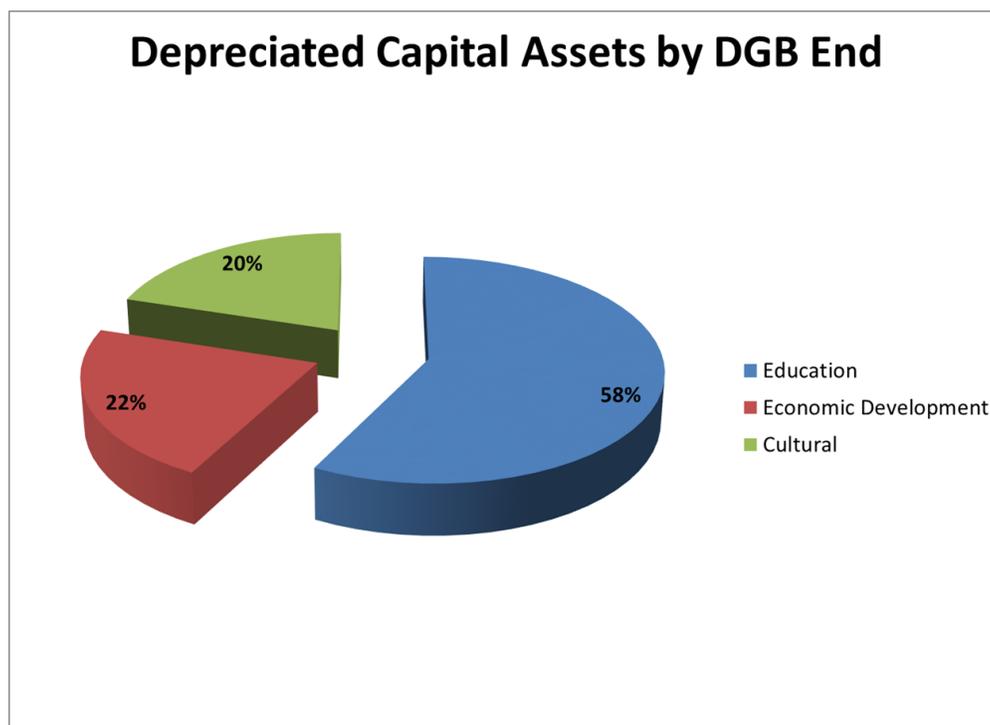
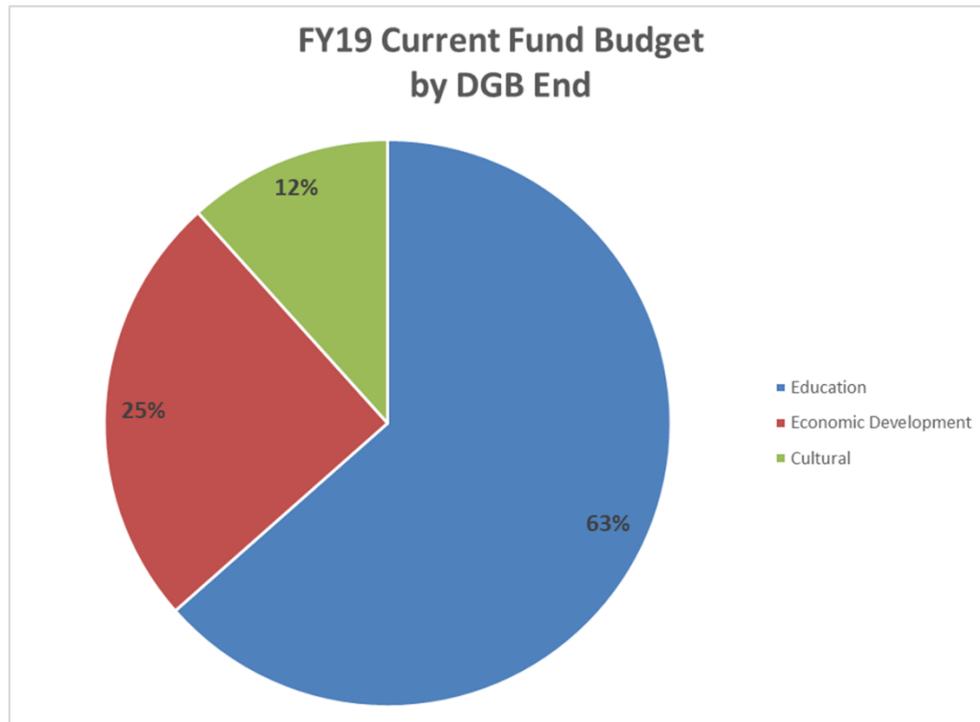
Tracking Revenues and Expenses; Monitoring Fund Reserves

Budget to Actual Reports as well as Cash Reserves Reports are provided as part of the Information from the President update at every DGB meeting.

Aligning Resources with DGB Ends

As part of the annual budget cycle, the Administration presents graphs which demonstrate the alignment of the Operating and Capital Budgets with the DGB Ends. The following

graphs are from the FY18 budget process. It is worth noting that these graphs assume that many Academic programs serve more than one End. For example, Business may support Education and Economic Development, while Music may support Education and Community (Cultural Enrichment). If we did not make the assumption to split these costs, Education would be over 90% of the Operating budget.



Leases

The College leases property from several entities as seen on the table below. For the period March 1, 2018, through February 28, 2019, we have not spent over \$200,000 on a lease or made real property improvements greater than \$10,000. It is worth noting that the YCF lease ended on 6/30/18 when the buildings were gifted to the College by the Foundation.

Lessor	Lessee	Description	Improvements Over \$10,000
Yavapai College Foundation	Yavapai College	Facilities	No
Mayer Unified School District	Yavapai College	Tech Bldg at Mayer HS	No
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	No
Blum Boulders	Yavapai College	Warehouse Storage	No



President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.5 – Financial Condition and Activities

Compilation - March 2019

Executive Limitation 2.5	<p>Financial Condition and Activities With respect to the actual, ongoing financial conditions and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board-stated Ends priorities.</p> <p>Further, without limiting the scope of the above statement by the following list, the President shall not:</p>
Executive Limitation 2.5.1	<p>Expenditure of Funds Expend more funds than have been received or are available in reserves in the fiscal year.</p>
Executive Limitation 2.5.2	<p>Lease Limits and Delegation of Lease Authority for Real Property Enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year.</p>
Executive Limitation 2.5.2.1	<p>Improvements to Leased Property Make any lease improvements over \$10,000.</p>
Executive Limitation 2.5.3	<p>Reserve Adequacy Allow reserves to be at an inadequate level for future needs.</p>
Executive Limitation 2.5.3.1	<p>Reserve Limits Allow Current Fund Reserves to drop below seventeen percent (17%) of the operating budgets or Plant Fund Reserves to drop below \$1 million.</p>
Executive Limitation 2.5.3.2	<p>Reserve Replenishment Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approval, funds have dropped below the President’s authorized limits.</p>



Is the interpretation reasonable?	YES 5	NO 0
Does the data show accomplishment of the interpretation?	YES 5	NO 0
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO 0
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 0	NO 4

Comments:
 Irwin: 200K Lease? Does this include other expenses i.e. HOA fees, remodel cost, common area maintain etc.

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.5 – Financial Condition and Activities

Compilation - March 2019

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Coordinator Comments: Worksheets received from all, Irwin did not answer number 4

Presenter : Ray Sigafoos

Start Time : 3:17 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.6	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:	764194
2.6.1	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.	764119
2.6.2	Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.	764120
2.6.3	The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	344134
2.6.4	Allow intellectual property, information and files to be exposed to loss or significant damage.	764121

Description : Receipt of President's Monitoring Report - Executive Limitation 2.6 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION

Details :

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, 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

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

2.6.4 Intellectual Property

Allow intellectual property, information and files to be exposed to loss or significant damage.

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 Unreasonable 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.

- 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 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
President's Monitoring Report - Executive Limitation 2.6 - Asset Protection.pdf	Apr 16, 2019	President's Monitoring Report - Executive Limitation 2.6 - Asset Protection.pdf
2.6 Compilation Report.pdf	Apr 17, 2019	2.6 Compilation Report.pdf

President's Monitoring Report
Executive Limitations 2.6 – Asset Protection
April 2019

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 to ensure that our assets are legally and effectively expended, wisely invested, and sufficiently insured. These assets are not limited to structural facilities, but rather include such entities as operating capital, intellectual property, copyrights and trademarks.

Examples of such safeguards include but are not limited to: 1) Processing all funds with internal controls that meet applicable auditing standards. 2) Adequate insurance against fire, theft, and casualty losses to the full extent of replacement value and against liability losses incurred by the college itself, its Board members, and its employees, consultants, and agents in an amount usually carried by comparable organizations. 3) Protecting intellectual property, information, and files from loss, significant damage, or willfully violating the individual rights of others.

Supporting Data:

2.6 Maintaining Physical Assets

The College practices the philosophy that well-maintained assets lead to the lowest Total Cost of Ownership. In YC's FY2017-18 financial statements, the College had \$151M of net depreciable assets (buildings and site improvements). Using standard depreciation assumptions of 40 years for buildings and 15 years for site improvements, the College should be reinvesting at least \$4.2M per year in maintenance activities. An independent study from Sightlines has derived a reinvestment target of \$4M per year. The College has budgeted \$3.97M for preventative maintenance and \$.25M for unplanned maintenance.

The strategy is working/ In FY 2018-19, The College retained Sightlines to assess the condition of our facilities. YC earned an 89% Net Assessed Value (NAV) Score ([Total Replacement Value-Total Asset Reinvestment Need]/ Total Replacement Value) which

places us in the top decile of colleges and universities in the Sightlines database. The NAV measurement is different than the Facility Condition Index (FCI) score we have shared in the past as NAV looks at repairs *and modernizations needed over the next 10 years*; whereas FCI only looked at repairs needed as of a given point in time.

In regards 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.

The College uses a combination of technology (card keys, cameras, alarms) and security personnel to further safeguard its physical assets.

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 insurance to further minimize 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 - \$148,993,000, replacement value/like kind.

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 its 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 skillfull 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, 2018, no internal control deficiencies were reported or communicated to the college by the Auditor General's Office.

[FY 2017-18 Single Audit Report](#)

[FY 2017-18 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 was previously labeled the 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, 2018, equaled \$123,942,490, an increase of \$11,455,651 (10.2%) over the prior year.
 - Unrestricted net position as of June 30, 2018, was (\$11,235,524), a decrease of \$545,846 (5.1%) over the prior year.
 - Long-term bond debt decreased by \$6,636,939.
 - 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 \$11,898,391 (increase in net position) in YC's accrual basis financial statements, however on a cash basis, 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 by \$940,537 from the previous year from a combination of sources including property taxes (new construction), tuition, Federal Pell awards and the YC Foundation for scholarships.
- Overall, expenses increased by \$1,064,783 from the previous year primarily as result employee raises and related benefit increases, and additional resources added to support the Pathways initiative.
- 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 \$329,551 (1.5%) from the prior year.
 - Total cash and cash equivalents were \$21,765,646 at June 30, 2018, which exceeds the minimum threshold established by the DGB.
 - 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 4, 2018, on the District’s June 30, 2018, 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 eighteen years from the Government Finance Officers Association.

CAFR – [FY 2017-18 Report](#)

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 loss or potential misuse. The Information Technology Services (ITS) department is tasked

with developing this strategy and the corresponding tasks associated. In addition, all employees are required to complete a yearly computer security awareness training session that addresses data security best practices.

The College has developed Policy 2.07 Intellectual Property Rights that defines and protects employee and College interests. The College follows FERPA requirements and supports employees with training on handling of confidential information.

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, security best practices, training (e.g., FERPA, Red Flags of Identity Theft), data loss prevention technology, secure document storage (encryption), advanced threat detection technology, and other security controls.

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.

[Policy 2.07 Intellectual Property Rights](#)
[Policy 2.28 Copyright Use Policy](#)

Summary of Data Protection Practices:

- The College has a comprehensive disaster recovery plan for its information assets that is checked during the Office of the Auditor General audit process. This plan is tested bi-annually. We primarily test three things: can we restore our servers from a backup snapshots, is our real-time synchronization working (Prescott Main Data Center to Verde Backup Data Center) so we can fail over services to the Verde campus, and can we connect to the resources and run critical processes. Tests last year were successful on all fronts.
- Critical systems are replicated to our 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. Back-up 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 our Prescott campus and secondary data center site on the Verde Campus. Additionally, data is backed up to Amazon secure cloud storage.
- Redundant disk arrays are utilized to reduce the risk of data loss associated with hardware failures.

- Server rooms 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 weekly basis.
- File-level, database, and physical security are managed by the ITS Department according to best practices. An access management system is utilized to request access to resources, audit access, and remove access when necessary. Physical access to server facilities is limited to critical staff via key cards and passwords.
- Multi-tiered virus/malware scanning and security vulnerability testing are employed to protect data. Vulnerability tests on critical systems are performed on a routine basis. Additionally, many network security devices and practices are in place to mitigate risks to College-owned data.
- The College utilizes Data Loss Prevention (DLP) software to mitigate potential data breaches.
- 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.
- The ITS Department has established an "IT Information Security and Privacy Incident Management Procedure" for assessing, responding to, and managing information security and privacy incidents. In addition, the College has purchased additional cyber liability insurance should any of our systems be compromised. Furthermore, the College employs software that scans our environment for PII. That software allows the College to identify and remediate issues related to the storage of PII.
- Security equipment is in place that automatically blocks any connections from known cyber attackers and organized crime syndicates throughout the world. The College utilizes a multi-tiered approach using different technologies to detect and combat cyber-attacks.
- External network vulnerability scanning is performed on a weekly basis by the Department of Homeland Security to help identify potential weaknesses in our environment.
- 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.

President's Conclusion:
I report compliance

Executive Limitations 2.6.3 – Certification of Financial Records

In connection with Monitoring Report 2.3.3, for the fiscal year ended June 30, 2018, 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.



2/5/2019

Clint Ewell, Vice President of Finance & Administrative Services



2/5/2019

Frank D’Angelo, Controller

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.6 – Asset Protection

Compilation - April 2019

Executive Limitation 2.6	<p>Asset Protection The President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.</p> <p>Further, without limiting the scope of the above statement by the following list, the President shall not:</p>	
Executive Limitation 2.6.1	<p>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.</p>	
Executive Limitation 2.6.2	<p>Internal Controls Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.</p>	
Executive Limitation 2.6.3	<p>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.</p>	
Executive Limitation 2.6.4	<p>Intellectual Property Allow intellectual property, information and files to be exposed to loss or significant damage.</p>	
Is the interpretation reasonable?	YES 5	NO 0
Does the data show accomplishment of the interpretation?	YES 5	NO 0
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 5	NO 0
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 0	NO 5
<p>Comments:</p> <p>McCarver: Internal controls are comprehensive, particularly controls on intellectual property and data systems.</p> <p>Sigafoos: I think the Board should see the entire Sightlines report.</p>		

SHADED ITEMS should be discussed at the meeting.

Coordinator Comments: Worksheets received from All.

Presenter : Ray Sigafoos

Start Time : 3:22 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Monitoring & Decision

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

Description : Content Review of Governance Process Policy 3.4 Agenda Planning - MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board performed the biennial content review for Governance Process Policy 3.4 Agenda Planning. A compilation of the Members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 3.4 Final Compilation.pdf	Apr 17, 2019	Review 3.4 Final Compilation.pdf

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

3.4 Agenda Planning	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.4.1 End of Year Cycle	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term Ends.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.4.2 Start of Annual Cycle	The cycle shall start with the Board's development of its agenda for the next year.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		

District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.4.2.1 Calendar for Owner Input	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, and will be held during the balance of the cycle.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.4.2.2 Calendar for Education and Ends	Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland: Update and adjust to Dr. Rhine's needs
Removed		
3.4.2.2.1 Board Member Orientation Process	New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes. a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process. b) Board members will be familiarized with:	

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

	<p>1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law;</p> <p>2) The Board's Policy Manual;</p> <p>3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance);</p> <p>4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and</p> <p>5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.</p>
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	Sigafoos: This policy has not been uniformly applied to recent new trustees. We could do better.
No	1	Chevalier: Need a formal orientation written plan.

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		

3.4.3 All Meeting Agendas	<p>The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:</p> <p>a) Ownership Linkage;</p> <p>b) Policy Development;</p> <p>c) Monitoring of President Performance;</p> <p>d) Fulfillment of items that are:</p> <p style="margin-left: 20px;">1) Procedural,</p> <p style="margin-left: 20px;">2) For Information Only, and</p> <p style="margin-left: 20px;">3) For Board Education.</p> <p>For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).</p>
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It this policy still relevant and useful to the governance process?

	Check One	If No, why is it not relevant or useful?
Yes	4	Sigafoos: Our recent retreat discussion will eventually lead to new and/or agenda direction and emphasis.
No	1	Chevalier: But this is limited. The Board's job is to govern not just monitor.

If "No", does this policy need to be:

	Check One	If Revised/Replaced, provide suggested revision.

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

Revised/Replaced	2	McCasland: Include time for future planning. Revise and reevaluate agenda items.
Removed		Chevalier: Oversight requires more than just monitoring President's reports. Also there is no focus on reviewing why the college goes over the Board approved budget and there should be – this is taxpayers money.
3.4.3.1 Referencing Existing Board Policy	All items on the agenda will reference the relevant existing Board policies.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: Situations such as campus drug scandals on campus or financially favoring the college west side residents need to be reviewed by the Board at will. These are just 2 examples.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
3.4.3.2 Distinguishing Between Matters for the Board or President	a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision. b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: The Board, not the President is ultimately responsible for their fair treatment on both sides of the mountain. If the President is not performing it-then the Board must step in. I have no idea the meaning of the criteria the President is held to of "any reasonable 'standard'". Means. Who decides what this means? I presume the Board does so any Board member should be able to discuss it at a Board meeting.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	Chevalier: I already did.
Removed		

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

3.4.3.3 Process for Placing Items on the Agenda	The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair. a) If it is the Board's issue it will be placed on the next Board agenda. b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned. c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: Board members should be able to place any item on the agenda. Nothing should be censored.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	
Removed		
3.4.3.4 Consent Agenda	The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to: a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

3.4.4 President Monitoring	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	Chevalier: But who is doing the monitoring? Are we best serving the public by having the President monitor herself? I think we need to discuss this.
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland: Review and revise to best meet Dr. Rhine's leadership and evaluation needs.
Removed		
3.4.5 Elections/Appointments	As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one year terms at the January or February meeting.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	4	
No	1	
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced	1	McCasland: Leadership will rotate between all board members.
Removed		

Are there any additions that you would suggest for this set of policies?

**District Governing Board Policy Review
Governance Process
Policy 3.4 Agenda Planning
Compilation - April 2019**

	Check One	If Yes, provide suggested additions.
Yes	2	McCasland: All the above policies should be reviewed and adjusted to be most effective in providing quality education opportunities for our residents of Yavapai County.
No	2	Chevalier: Many. Use of taxpayer money for cultural events/ Using Verde Valley tax money on the side of Mingus except for VV's fair share of centralized functions/West side Board member refusal to share leadership positions with the East side members/ Refusal of the west side board members to discuss these subjects at Board meetings/too high taxes/etc.

Suggested changes/additions should be discussed at the meeting.

Coordinator Comments: Worksheets received from all. Sigafos did not complete the last question.

Presenter : Ray Sigafoos

Start Time : 3:27 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Monitoring Item

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

Description : Receipt of Board Self-Evaluation for Board - President Linkage Policy 4.7
President Succession - MONITORING AND/OR DISCUSSION

Details : The Board will review the compilation of their self-evaluation of Board -
President Linkage Policy 4.7 - President Succession.

Attachments :

Title	Created	Filename
4.7 Final Compilation Evaluate.docx.pdf	Apr 19, 2019	4.7 Final Compilation Evaluate.docx.pdf

**District Governing Board Policy Self-Evaluation
 Evaluation of Board-President Linkage Policies
 Policy 4.7 President Succession
 Compilation - April 2019**

4.7 President Succession	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.</p> <p>The Chair of the Board shall be kept apprised of the President's schedule.</p>
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Have we acted consistently with respect to this item of policy?		
	Check One	Specific Example to Support Your Response
Always	3	Chevalier: We have no real succession plan. None of the three positions named has been trained to take the place of the president on a permanent basis. This is a weakness that should be correct quickly and the board ought to insist on it. Moreover each staff position should be training a possible replacement so that we have a depth of management. Sigafoos: This policy is meant to protect the organization for a short term vacancy. It is not meant to be a policy that provides for a permanent vacancy. The Board policy for the last several decades has been to open the process for succession to a national search for a replacement to the President. Internal candidates are not excluded from that process.
Most of the time	1	
Some of the time		
Rarely		
Never	1	

Examples should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:32 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	561404
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

Description : President's Evaluation Process - INFORMATION AND DISCUSSION

Details : At the May 14, 2019 District Governing Board meeting, the Board is schedule to evaluate the President's performance to date. The following is the suggested schedule to complete the process:

1. Due to the recent presidential hire, the evaluation process for the president will be different this year.
2. The Board members will receive a progress report from the President, and evaluation forms in the next few weeks.
3. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 10, 2019.
4. The information will be compiled by Lynne Adams.
5. The Board will present the compiled information to President Rhine at the May 14, 2019 District Governing Board meeting in executive session.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:37 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/31/2018

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:37 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/31/2018

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: <ol style="list-style-type: none"> 1) Foundation Liaison 2) AACCT Representative 3) Board Spokesperson 	802214

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

Details : Board Spokesperson - Ray Sigafoos

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

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/31/2018

Start Time : 3:42 PM
Time Req : 0
Item Type : Heading

Item No : 31

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :
 No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 5/31/2018

Start Time : 3:42 PM
Time Req : 5
Item Type : Decision Item

Item No : 32

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

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

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

Consideration for a Board Retreat on August 13, 2019 in the Verde Valley.
 Location site TBD
 Verde Valley Campus Commencement - Friday, May 10, 2019 at 6:00 p.m.
 - Mabery Pavilion
 Prescott Campus Commencement - Saturday, May 11, 2019 at 6:00 p.m. -
 Performing Arts Center
 Nursing Pinning Ceremony, Prescott - Saturday, May 11, 2019 at 1:00
 p.m. - Performing Arts Center
 Northern AZ Regional Training Academy (NARTA) - Thursday, May 23,
 2019 at 11:00 a.m. - Performing Arts Center

Attachments :

Title	Created	Filename
FY18-19 Dates and Places of Future Meetings.pdf	Apr 17, 2019	FY18-19 Dates and Places of Future Meetings.pdf
FY19-20- Dates and Places of Future Meetings.pdf	Apr 19, 2019	FY19-20- Dates and Places of Future Meetings.pdf
Dates and Places of Events.docx	Apr 19, 2019	Dates and Places of Events.docx

DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2018 – NO BOARD MEETING	
Special Board Meeting	August 27, 2018, Monday, 4:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Presidential Search – Open Forums Presidential Search – Executive Session	December 4, 2018, Tuesday – Various Times Location - Verde Valley Campus M-137 Prescott Campus – 19-147 December 5, 2018, Wednesday – 8:00 a.m. Location: Prescott - Prescott Resort
Presidential Search – Executive Session	December 6, 2018, Thursday – 1:00 p.m. Location – Prescott Campus – Rock House
Special Board Meeting	December 19, 2018, Wednesday, 3:00 p.m. Location: Prescott Campus – Rock House
DECEMBER 2018 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 15, 2019, Tuesday 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	January 15, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board/President Retreat	February 26, 2019 – Tuesday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting*	April 23, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Budget Public Hearing	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Community Room 19-147
Budget Adoption Meeting	May 14, 2019, Tuesday, 1:15 p.m. Location: Prescott Campus-Community Room 19-147
Regular Board Meeting	May 14, 2019, Tuesday, 1:30 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO REGULAR BOARD MEETING	

*Location changed for March 5th and April 23rd, 2019

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Community Forum	August 16, 2018, Thursday – 1:00 p.m. Location: Prescott Campus, Room 32-119
Community Forum	August 17, 2018, Friday – 10:00 a.m. Location: Verde Valley Campus, Room G-106
Presidential Search Open Forums	August 27, 2018, Monday – 10:00 a.m. Location: Verde Valley Campus, Room M-137 August 27, 2018, Monday – 1:30 p.m. Location: Prescott Campus, Room 3-119
Association of Community College Trustees (ACCT) Leadership Congress	October 24-27, 2018 Location: New York, NY
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2019, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 11, 2019, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 23, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Govern For Impact (GFI) Conference	June 20-22, 2019 Location: Quebec City, Quebec, Canada

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020

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

Presenter : Ray Sigafoos

Start Time : 3:47 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/31/2018

Item Type : Procedure Item

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

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments