

Yavapai College
District Governing Board
Regular Board Meeting

Monday, April 6, 2020
1:00 p.m.

Online Only

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

The College is committed to protecting the health and safety of its students, employees, and other community members during the COVID-19 pandemic. Therefore, until further notice, all College District Governing Board meetings will be held online only via Zoom. During this time, Open Call will not be included on April's meeting agenda.

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 meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

AGENDA

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.4.1 Regular Board Meeting Minutes – Tuesday, March 3, 2020 (*Attached*)
- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda) {Time: 10}
 - 2.1.1 Receipt of Report on Revenues and Expenditures for February 2020 (*Attached*)

- 2.2 President’s Monitoring Reports –**MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 10}
 - 2.2.1 Policy 2.6 Asset Protection (*Attached*)
- 2.3 2020-2021 Consideration of the Preliminary Budget – Dr. Clint Ewell – **INFORMATION, DISCUSSION AND/OR DECISION** (Reference: Board Policy 3.7.1 Budget) (*Attached*) {Time: 45}
- 2.4 Verde Valley Skilled Trade Center Update – Dr. Clint Ewell – **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 10}
- 2.5 President’s Evaluation Format – Board Chair Deb McCasland - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 4.2.2 President Performance) (*Attached*) {Time: 5}
- 2.6 Suspend Board Policy Evaluations – Board Chair Deb McCasland - **DISCUSSION AND/OR DECISION** (Reference: Board Policy 3.1.4 Self-Evaluation) {Time: 10}
- 2.7 District Governing Board Resolution – Board Chair Deb McCasland - **INFORMATION, DISCUSSION, AND DECISION** (Reference: 4.3.3 President’s Authority) (*Attached*) {Time: 10}
- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
 - 3.1 President’s Report **INFORMATION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 15}
 - 3.1.1 Update on College on COVID-19– Dr. Rhine
 - 3.1.2 Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
 - 3.1.3 Faculty Senate – Dr. Jennifer Jacobson
 - 3.1.3.1 Faculty Report – Dr. Jeb Bevers and Student: Giovanni Hernandez (*Attached*)
 - 3.1.4 2020 Recognition of Faculty Emeritus Awardee: Mr. Stephen Mason (*Attached*)
 - 3.2 Board Liaison’s Reports – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}
 - 3.2.1 Board Spokesperson – Board Chair McCasland
 - 3.2.2 Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
 - 3.2.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland
 - 3.3 Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}
 - 3.3.1 2019-2020 Dates, Times, and Places of Future Meetings (*Attached*)
 - 3.3.2 2019-2020 Dates, Times, and Places of Future Events (*Attached*)
- 4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}

Item # 1.4.1

Yavapai College
District Governing Board
Regular Board Meeting
Approved Minutes

Tuesday, March 3, 2020
1:00 p.m.
Sedona Center, Room #34
4215 Arts Village Drive
Sedona, AZ 86336

Member Present:

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

Administration Present:

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

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning)
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:00pm.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning)
The Pledge of Allegiance was led by Member Chevalier.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning)
Member Irwin moved, seconded by Member Chevalier, to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary)
 - 1.4.1 Public Session Meeting Minutes – Tuesday, February 3, 2020 (*Attached*)
 - 1.4.2 Executive Session Confidential Minutes – Monday, January 27, 2020
 - 1.4.3 Executive Session Confidential Minutes – Monday, February 3, 2020
 - 1.4.4 Regular Board Meeting Minutes – Tuesday, February 11, 2020 (*Attached*)**Member Irwin moved, seconded by Member McCarver, to approve the District Governing Board Minutes for Tuesday, February 3, 2020; Monday, February 27, 2020 (executive session); Monday, February 3, 2020 (executive session); and Tuesday, February 11, 2020. Motion carried unanimously.**
 - 1.5 Welcome to Guests (Reference: Board Policy 3.4 Agenda Planning)
 - 1.5.1 Open Call
None.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda)
 - 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020 (*Attached*)
 - 2.1.2 2020-2021 Faculty Sabbatical Requests (*Attached*)
 - 2.1.3 Curriculum Changes: Summary of New Program Proposal (*Attached*)
 - 2.1.3.a Basic Residential Trades Certificate
 - 2.1.3.b Brewing Technology Certificate

Member Chevalier requested that agenda item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020 be removed from the Consent Agenda for discussion.

Member McCarver moved, seconded by Member Irwin, to adopt the Consent Agenda with the exception of agenda item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020. Motion carried unanimously.

Member Chevalier asked questions regarding item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020.

Member Chevalier moved, seconded by Member McCarver, to adopt the agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for January 2020. Motion carried unanimously.

- 2.2 President’s Monitoring Reports –**MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring)

- 2.2.1 Policy 2.2 Treatment of Students (*Attached*)

Member McCarver moved, seconded by Member Irwin, we have read the President’s Monitoring Report regarding Policy 2.2 Treatment of Students, 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 2.2 Treatment of Students. Motion carried unanimously.

- 2.2.2 Policy 2.5 Financial Condition and Activities (*Attached*)

Member McCarver moved, seconded by Member Sigafos, we have read the President’s Monitoring Report regarding Policy 2.5 Financial Condition and Activities, 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 Financial Condition and Activities. Motion carried unanimously.

- 2.3 2020-2021 District Governing Board Budget Proposal – Dr. Clint Ewell – **DISCUSSION AND DECISION** (Reference: Board Policy 3.7.1 Budget)

Dr. Ewell presented the budget and noted that because of expenses related to the upcoming governing board elections, the budget is higher than last year. The exact amount of those expenses is still not certain, and they may be higher than estimated. Board members discussed various aspects of the Governing Board proposed budget, including costs that might be reduced or eliminated.

Member McCarver moved, seconded by Member Irwin, to approve the 2020-2021 District Governing Board Budget Proposal. Motion carried unanimously.

- 2.4 2020-2021 Preliminary Capital Budget Review – Dr. Clint Ewell – **DISCUSSION AND DECISION** (Reference: Board Policy 3.7.1 Budget)
Dr. Ewell gave a presentation on the 2020-2021 Preliminary Capital Budget Review. The Board discussed potential expansion of its facilities in Sedona and Clarkdale.

SHORT RECESS

Meeting recessed at 2:14pm; reconvened at 2:32pm

Dr. Ewell updated the Board on a potential five-year lease of property for the Verde Valley Skilled Trade Center on Highway 260. The lease is still in negotiation, and if the College enters into a lease agreement, the College would need to make renovations and improvements to the space in an amount that would require the Board's approval.

- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
INFORMATION AND DISCUSSION
- 3.1 President's Report (Reference: Board Policy 2.8 Communication and Support to the Board)
- 3.1.1 Presentation on Open Education Resources – Drs. Rhine and Ryan
(*Attached*)
Drs. Rhine and Ryan gave a presentation on Open Education Resources.
- 3.1.2 Budget to Actual Monthly Report and Cash Reserves Monthly Report
(*Attached*)
The Budget to Actual Monthly Report and Cash Reserves Monthly Report is provided in the Board's packet.
- 3.1.3 Wine Making Program
Dr. Rhine showcased the Wine Making Program Book that was design by the Marketing Department at Yavapai College. The book will be used as a marketing tool for the program.
- 3.2 Vice President of Instruction – Dr. Diane Ryan (Reference: Board Policy 2.8 Communication and Support to the Board)
- 3.2.1 Introduction of Dr. Tina Redd, Verde Valley Campus Dean
Dr. Diane Ryan introduced Dr. Tina Redd to the Board.
- 3.2.2 Faculty Senate – Dr. Matthew Percy, Chair of the Curriculum Committee
(*Attached*)
Dr. Matthew Percy gave a presentation on the Curriculum Committee and DACUM.

- 3.3 Vice President of Student Development – Mr. Rodney Jenkins (Reference: Board Policy 2.8 Communication and Support to the Board)
 - 3.3.1 Strategic Enrollment Management (*Attached*) – Dr. Tom Hughes and Ms. Diana Dowling
Mr. Rodney Jenkins, Dr. Tom Hughes, and Ms. Diana Dowling gave a presentation on Strategic Enrollment Management.

- 3.4 Board Self-Evaluation of Board Policies (Reference: Board Policy 3.1.5 Self-Evaluation)
 - 3.4.1 Review Board Policy 3.1 Governing Focus and Style (*Attached*)
 - 3.4.2 Review Board Policy 3.3 Board Member Code of Conduct and Ethics (*Attached*)
 - 3.4.3 Review Board Policy 3.5 Board Chair and Other Officer Roles (*Attached*)
 - 3.4.4 Evaluate Board Policy 4.4 Monitoring President Performance (*Attached*)
The Board had a discussion on Board Policies 3.1 Governing Focus and Style, 3.3. Board Member Code of Conduct and Ethics, 3.5 Board Chair and Other Officer Roles, and 4.4 Monitoring President Performance.

Board members discussed the comments submitted regarding these policies and identified the need to discuss additional potential language changes at a future Board workshop meeting. Atty. Adams, Board Legal Counsel, noted that a revised version of the Policy 3.1.1. was approved at the Board’s last meeting to reflect the input of Member Chevalier.

- 3.5 Board Liaisons Reports (Reference: Board Policy 3.4 Agenda Planning)
 - 3.5.1 Board Spokesperson – Board Chair McCasland
Board Chair McCasland had an interview with the Daily Courier Newspaper at the February 11, 2020 Board Meeting.

 - 3.5.2 Arizona Association of Community College Trustees (AACCTI) – Board Chair McCasland and Member Sigafos
Board Chair McCasland will notify the President’s Office about the next meeting, which is scheduled for March 19, 2020, and the availability to use Zoom.

 - 3.5.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland
Board Chair McCasland and Member McCarver gave a report on the Yavapai College Foundation. The next meeting will be on March 13, 2020 at the Verde Valley Campus.

- 3.6 Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning)
 - 3.6.1 2019-2020 Dates, Times, and Places of Future Meetings (*Attached*)
 - 3.6.2 2019-2020 Dates, Times, and Places of Future Events (*Attached*)

4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning)

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:17pm.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

YAVAPAI COLLEGE

FINANCIAL UPDATE

February 2020

FY2018-2019 Close and Audit

- The year-end close for FY2018-19 was done in November 2019.
- The auditors began their field work on October 14, 2019. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2019 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA).
- The Comprehensive Annual Financial Report (CAFR) for FY2018-19 was presented to the Board in February 2020.

FY 2019-2020 Budget

General Fund

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

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises primarily intended to furnish services to students, staff and the public. The majority of the District's Auxiliary Enterprises exist 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 the Bookstore, Food Services, and Housing. The remaining Auxiliary Enterprises are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. An example is Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. As the District manages this subsidy it strives to offer these DGB-End-driven services with the charging of reasonable prices.

- The total Auxiliary fund is projected to be within budget for the fiscal year.

Unexpended Plant Fund

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

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

**For the Eight Months Ended February 29, 2020
Fiscal Year 2019-2020**

District Governing Board

Fiscal Year 2019-20 Budget:

\$ 174,800

EXPENDITURES (note 1):	Purpose	Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances
Salary Expenses	Staff Support	\$ 31,991	\$ 12,547	\$ 44,538
AJ Crabill	Consulting & Facilitation	9,362	-	9,362
Association of Community College Trustees	Membership, Conference Fees & Training	8,602	-	8,602
Deborah McCasland	Travel	2,602	-	2,602
Govern for Impact	Membership & Conference Fees	11,210	-	11,210
HF Group LLC	Binding	419	-	419
Lisa Rhine	Travel	2,375	-	2,375
Osborn Maledon PA	Legal Counsel	34,048	7,202	41,250
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500
Paul Chevalier	Travel	329	-	329
Ray Sigafos	Travel	2,891	-	2,891
Sodexo Inc.	Food Supplies	1,822	4,178	6,000
Steve Irwin	Travel	2,722	-	2,722
Supplies/Other	Various Vendors	939	-	939
The Governance Coach	Consulting	653	-	653
VVTV	Board Meeting Broadcast	1,000	-	1,000
YC Printing Services	Printing	2,359	-	2,359
				<u>148,751</u>
Remaining Budget - February 29, 2020				<u>\$ 26,049</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND - TOP FIFTEEN EXPENDITURES BY ACCOUNT

For the Eight Months Ended February 29, 2020 - 66.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

<u>Expenditures By Account</u>	<u>Year to Date (As of 2/29/20)</u>	<u>Prior Year (As of 2/29/19)</u>	<u>Percent Change</u>	
Salary and Benefites	\$ 25,218,619	\$ 24,220,506	4.1%	
Maintenance Contracts - Software	1,160,622	1,115,579	4.0%	
Scholarship Expense	723,297	774,349	-6.6%	
Electricity	713,142	790,170	-9.7%	
Contractual Services - Other	568,991	507,595	12.1%	1
Liability Insurance	340,488	346,724	-1.8%	
Supplies - Software/Licenses	319,972	320,800	-0.3%	
Supplies - General	250,311	264,771	-5.5%	
Supplies - Instructional	246,604	238,417	3.4%	
Advertising Services	209,737	225,057	-6.8%	
Water/Sewage/Garbage	208,933	212,213	-1.5%	
Supplies - Computer/Phone/Tech	196,419	132,504	48.2%	2
Conference/Train'g Registration Fee	167,626	169,106	-0.9%	
Natural Gas	148,812	153,116	-2.8%	
Other	1,445,466	1,282,483	12.7%	3
	<u>\$ 31,919,039</u>	<u>\$ 30,753,390</u>	<u>3.8%</u>	

1 - Contractual Services increased by 12.1% due to two new consulting engagements that did not exist in the prior year. They are as follows:

- Insidetrack Inc. was contracted with to improve student enrollment, persistence, graduation rates, and to provide training to YC staff.
- The Arbinger Institute was contracted to provide outward mindset training to all employees to improve collaboration, employee engagement and accountability.

2 - This increase is due to the timing of purchases compared to the prior year and should level out in the upcoming months. Most of these expenses originate from Information Technology Services.

3 - Other represents over 60 accounts that include items such as advertising, printing, merchant credit card fees, supplies (e.g. general, custodial, HVAC), travel, telephone/internet, and equipment maintenance contracts.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 29, 2020 - 66.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 8,186,867		\$ 8,186,867	\$ 11,150,000	73.4%
State Grants and Contracts	124,143		124,143	240,500	51.6%
Private Gifts, Grants and Contracts	798,512		798,512	945,400	84.5%
Proposition 301 Funds	540,098		540,098	760,000	71.1%
State Appropriation - STEM Workforce	527,325		527,325	703,100	75.0%
Fund Balance Applied to Budget	90,000		90,000	90,000	100.0%
Reimbursement Due	75,430		75,430	N/A	N/A
TOTAL REVENUES	10,342,375		10,342,375	13,889,000	74.5%

	<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	\$ 1,859,853	\$ 255,083	\$ 193,741	\$ 1,921,195	\$ 2,842,100	67.6%
Student Services	962,506	249,457	249,457	962,506	1,505,100	63.9%
Scholarships	7,317,577	-	-	7,317,577	9,383,100	78.0%
Public Service	115,597	26,430	26,430	115,597	158,700	72.8%
TOTAL EXPENDITURES	10,255,533	530,970	469,628	10,316,875	13,889,000	74.3%
SURPLUS/(DEFICIT)				\$ 25,500		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2020.

Scholarships at 78.0% of budget due to spring 2020 financial aid awards being made. This will even out over the next few months.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 29, 2020 - 66.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

AUXILIARY FUND

	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/ (Deficit)	Actual Revenues	Actual Expenditures and Non-Labor Encumbrances	Year-to-date Surplus/ (Deficit)
AUXILIARY ENTERPRISES						
Residence Halls and Summer Conferences	\$ 1,298,900	\$ 383,400	\$ 915,500	\$ 1,186,046	\$ 263,373	\$ 922,673
Transfer To Debt Fund to Pay Revenue Bonds	(403,900)	-	(403,900)	(269,267)	-	(269,267)
Subtotal - Residence Halls and Summer Conferences	<u>895,000</u>	<u>383,400</u>	<u>511,600</u>	<u>916,779</u>	<u>263,373</u>	<u>653,406</u>
Bookstore Rental and Commissions	165,000	-	165,000	77,148	-	77,148
Food Service & Vending	63,000	218,000	(155,000)	48,304	123,306	(75,002)
Edventures	75,000	100,400	(25,400)	93,626	112,646	(19,020)
Winery - Tasting Room	175,000	308,900	(133,900)	133,169	205,631	(72,462)
Family Enrichment Center	592,200	722,700	(130,500)	378,082	480,846	(102,764)
Community Events	698,000	974,000	(276,000)	631,611	839,147	(207,536)
Musical Productions	170,000	174,600	(4,600)	315,119	313,387	1,732
SBDC (Federal Grant Match Requirement)	-	94,700	(94,700)	-	74,096	(74,096)
Yavapai College Foundation	375,200	375,200	-	260,778	260,778	-
Other Auxiliary Enterprises	157,600	118,300	39,300	173,578	131,439	42,139
Fund Balance Applied to Budget	100,000	-	100,000	66,667	-	66,667
General Fund Transfer In	1,170,000	-	1,170,000	780,000	-	780,000
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	727,200	(727,200)
	<u>4,636,000</u>	<u>4,661,000</u>	<u>(25,000)</u>	<u>3,874,861</u>	<u>3,531,849</u>	<u>343,012</u>

Comments:

Residence Halls and Summer Conferences revenues are above budget due to Spring 2020 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$343,012.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 29, 2020 - 66.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 5,709,816		\$ 5,709,816	\$ 8,590,500	66.5%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	102,947		102,947	90,000	114.4%
Other	44,794		44,794	30,000	149.3%
Fund Balance Applied to Budget	934,800		934,800	934,800	100.0%
General Fund Transfer In	3,800,000		3,800,000	3,800,000	100.0%
TOTAL REVENUES	10,592,357		10,592,357	13,400,300	79.0%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Preventative Maintenance	\$ 1,225,369	\$ 1,066,231	\$ -	\$ 2,291,600	\$ 3,974,000	57.7%
Unplanned Maintenance	134,675	34,480	-	169,155	262,500	64.4%
Capital Improvement Projects	2,158,283	3,241,846	-	5,400,129	5,237,700	103.1%
Equipment	1,180,863	1,296,171	-	2,477,034	3,307,400	74.9%
Furniture and Fixtures	170,680	35,186	-	205,866	257,500	79.9%
Library Books	65,345	23,477	-	88,822	98,700	90.0%
Operating Contingency	-	-	-	-	262,500	0.0%
TOTAL EXPENDITURES	4,935,215	5,697,391	-	10,632,606	13,400,300	79.3%
SURPLUS/(DEFICIT)				(40,249)	-	

COMMENTS:

The Budget currently has a deficit of \$40,249 as a result of the majority of Capital Improvement projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 29, 2020 - 66.7% of the Fiscal Year Complete

Fiscal Year 2019-2020

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 2,804,580		\$ 2,804,580	\$ 4,218,600	66.5%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	29,685		29,685	25,000	118.7%
General Fund Transfer In	962,067		962,067	1,443,100	66.7%
Auxiliary Fund Transfer In	269,267		269,267	403,900	66.7%
Fund Balance Applied to Budget	318,333		318,333	500,000	63.7%
TOTAL REVENUES	4,383,932		4,383,932	6,560,600	66.8%

	<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	\$ -	\$ 2,986,667	\$ -	\$ 2,986,667	\$ 4,480,000	66.7%
Interest Payments	115,300	38,433	-	153,733	230,600	66.7%
Pledged Revenue Obligations						
Principal Payments	-	773,333	-	773,333	1,160,000	66.7%
Interest Payments	141,550	47,183	-	188,733	283,100	66.7%
Revenue Bonds						
Principal Payments	-	216,667	-	216,667	325,000	66.7%
Interest Payments	39,448	13,152	-	52,600	78,900	66.7%
Bank Fees	1,800	-	-	1,800	3,000	60.0%
TOTAL EXPENDITURES	298,098	4,075,435	-	4,373,533	6,560,600	66.7%
SURPLUS/(DEFICIT)				\$ 10,399	\$ -	

COMMENTS:

Through the eighth month, 66.8% of budget has been committed compared to 66.7% of revenues received.

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

President's Monitoring Report Executive Limitations 2.6 – Asset Protection April 2020

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 FY2018-19 financial statements, the College had \$154M 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 \$.26M 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 ($[(\text{Total Replacement Value} - \text{Total Asset Reinvestment Need}) / \text{Total Replacement Value}]$) 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 - \$154,191,000, 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, 2019, no internal control deficiencies were reported or communicated to the college by the Auditor General's Office.

[FY 2018-19 Single Audit Report](#)

[FY 2018-19 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, 2019, equaled \$137,459,522, an increase of \$13,517,032 (10.9%) over the prior year.
 - Unrestricted net position as of June 30, 2019, was (\$6,617,780), an increase of \$4,617,744 (41.1%) over the prior year.
 - Long-term bond debt decreased by \$13,680,591.
 - 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 \$12,316,908 (increase in net position) in YC's accrual basis financial statements, however on a cash basis, substantially all of these monies were used to cover principal payments on debt and capital project expenditures. In accordance with accrual basis accounting, these payments either decreased YC's liabilities (debt) or increased YC's assets (capital assets), and therefore were not expensed.
 - Revenues increased by \$3,718,900 from the previous year from a combination of sources including property taxes (new construction), tuition, YC Foundation for

scholarships, and a gain on disposal of capital assets resulting from the sale of the District's portion of the Town of Prescott Valley Library building.

- Overall, expenses increased by \$3,295,954 from the previous year primarily as result employee raises and related benefit increases, the 50th anniversary events, DGB election costs, and several new positions in student services and public services, supporting student success and community outreach.
- 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 increased by \$1,963,871 (9.0%) from the prior year.
 - Total cash and cash equivalents were \$23,729,517 at June 30, 2019, 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 6, 2019, on the District's June 30, 2019, 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 2018-19 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:

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 course 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 the 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, federally mandated filings (e.g., 1098-T tuition statements), transcript requirements, federal financial aid requirements, and 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 semiannually. We primarily test three things: can we restore our servers from backup snapshots, is our real-time synchronization working (Prescott Main Data Center to Verde Backup Data Center) so we can failover services to the Verde campus, and can we connect to the resources and run critical processes. Tests last year were successful on all fronts and were shared as part of the audit process.

- 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. Also, 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. A annual sensitive data inventory is performed to determine what measures may be necessary to ensure the security of data across the District.
- 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, access control, password management, data sharing, vendor management, incident response, and vulnerability management. There were no audit findings for the last fiscal year.

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, 2019, 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.



2/11/2020

Clint Ewell, Vice President of Finance & Administrative Services



2/11/2020

Frank D'Angelo, Controller

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

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

Comments:

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

Comments:

Executive Limitation 2.6.2	Internal Controls Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 4
Comments:		
Executive Limitation 2.6.3	Certification Financial Records The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.	
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 4
Comments: Sigafoos: The certificate signed by Clint and Frank should reflect to correct policy number being certified.		
Executive Limitation 2.6.4	Intellectual Property Allow intellectual property, information and files to be exposed to loss or significant damage.	

Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 4
Comments: Sigafoos: The policy interpretation should reference the new open source book policy for selected courses.		

Comments from the Coordinator: This worksheet was completed by all the Board members.

SHADED ITEMS should be discussed at the meeting.

2.6 Asset Protection Motion Options

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

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.

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 Interpretation:

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

or

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.6 and

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

A Message from the President



It is my pleasure to present to you the proposed Fiscal Year 2020-2021 budget.

Preparing the annual budget is one of the most important tasks of the year for the College Administration and for the District Governing Board. A well-crafted budget aligns college resources in a way that reflects our values and helps to make Yavapai County a premier place to learn, work, and live. Moreover, a well-planned budget ensures that Yavapai College remains a good value for students and taxpayers alike.

Yavapai College is a comprehensive community college, that offers a variety of coursework, activities, and cultural experiences that prepare students to reach their educational goals of either transferring to a University or entering the workforce. The College also provides non-credit classes ranging from preschoolers to retirees. We service our vast 8,100 square mile service district in a variety of locations including College Campuses, College Centers, high schools, libraries and online.

This budget has been prepared during a challenging time in America, as we face a myriad of social and economic uncertainties due to the Coronavirus pandemic. Through conservative fiscal practices and strong leadership throughout the institution, I am certain that Yavapai College will be able to help Yavapai County meet this challenge head on. While we are always proud of all of our students, a moment like this reminds us of the valuable role community college graduates play in our society. We believe the majority of firefighters, police, nurses, paramedics and other healthcare workers in Yavapai County have completed some or all of their training at a community college. This budget will ensure that we continue to prepare students to play a variety of essential roles in our community.

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.

We thank the Board for its consideration of the Yavapai College Fiscal Year 2020-2021 budget and we thank you, the community, for your continued support of Yavapai College, which enables us, in turn, to support you.

Lisa B. Rhine, Ph.D.

President

April 6, 2020

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!

Budget Highlights

The FY2020-2021 total budget of \$83.1 million, including all funds, is \$3.3 million (2.8%) less than FY2019-2020.

Total budgeted expenditures by fund:

- General Fund is \$49.3M
- Auxiliary Fund is \$5.3M
- Restricted Fund is \$13.0M
- Plant Fund is \$11.4M
- Retirement of Indebtedness Fund is \$4.1M

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 2020-2021. Staff is proposing to levy at the current year's levy \$46,692,900, plus new construction of \$1,018,100, or \$47,711,000 total. Because the Board approved an early payment of some of our bonds, **total college property taxes to the community have declined for the second year in a row.**

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 a zero percent change in differentiated tuition for our destination or high-cost programs.

Beginning in the Fall 2020 semester, the District will charge a maximum of 12 credits worth of tuition. This represents a 20% discount to full time students taking 15 credits, with a slightly lower discounts for those few students who may choose to take more than 15 credits. **Yavapai College is now the lowest-price provider of quality higher education in the State of Arizona for full time students.**

The District continues to offer the YC Promise program which offers current high school and GED graduates from Yavapai County the chance to earn a tuition-free degree if they complete it within 2 years. This program brings higher education within the reach of many more Yavapai County residents while incentivizing timely degree completion—we believe this will be especially appreciated by residents during these times of financial uncertainty.

State Aid: For FY2020-2021, Yavapai College expects to receive \$15,600 less in operating aid as well as a decrease of \$5,600 in STEM restricted funding from the state. Additionally, YC expects approximately \$339,500 in decreased 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 FY2019-2020, 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 2.8% 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, Market Compensation.
- Benefit expenses increased 3% to accommodate changes in health and retirement.
- Scholarships increased due to budgeted expense accruals for the Promise program.
- 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. This typically includes Food, Housing, and Books at most colleges. 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 increased 13.3% compared with the current fiscal year, primarily due to our growing Performing Arts programs, and due to Edventures trip timing issues-- last year's Edventures international trip fell at the tail end of FY2018-2019 resulting in no budgeted trip in FY2019-2020.

Plant Fund Highlights

Five-year Capital Improvement Plan

The YC Capital budget includes a variety of components including the district-wide, five-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, 5 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 - Technical Theater Lab- The YCF received a gift to support the Performing Arts Program. By expanding our program to include Technical Theater, the college will gain enrollments as we align with existing CTED programs.

Prescott - Radiologic Technology - Energized X-ray/Lead Walls - To maintain our accreditation for the Radiologic Technology program, the College must update lab space to enable energized imaging.

Verde - Building L Renovation (approved and substantially completed in FY2019-2020) - 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.

Verde - Verde Valley Skills Trades Center (approved in FY2019-2020) - Based on feedback from the community, the College began programming phase 1 of The Verde Valley Skilled Trades Center in FY2019-2020. With a committee of business and community leaders, the following programs emerged at the top of the priority list: Construction, Commercial Truck Drivers, Electrical, HVAC, Mechanical and Plumbing. This program may be in a leased facility on Highway 260, or may be built on our Clarkdale Campus.

Verde and CTEC Campus Signage/Marquees - Design is underway to address campus and site visibility by installing/replacing electronic marquees adjacent to major highways. Design is underway for installing a marquee along highway 89 to direct people to CTEC. Preliminary planning has begun for marquees at the Verde Valley campus. Both CTEC and Verde Valley will require land acquisition.

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.

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.

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.

COVID 19 Contingency Planning

This budget is being finalized as the Coronavirus Pandemic is unfolding. As of the writing of this report 55% of Americans are under some form of Shelter in Place order, with the likelihood that these orders will spread to other areas. Understandably the stock market is reacting, having lost 28% of value from its high point earlier this year. Unemployment claims are on the rise.

Typically, as people lose their jobs, they come to community colleges to upskill and retool. We believe enrollments will grow in FY21. Conversely, there will likely be some residents who cannot pay their property taxes during this timeframe, which is our main source of revenue. During the last recession, the college collected 95% of taxes on time. While all taxes were eventually collected, it created a \$2M short term cash flow issue.

As such, we are proposing that the Board approve the Capital Budget as put forth by the College, with the understanding that the College will delay at least \$2M of capital projects from the Summer of 2020 to the Summer of 2021, to ensure we have the cash flow to support these projects. If property tax receipts look good in October, we will beef up the projects for Summer 2021; whereas if they do not, the college will spend less than the approved budget.

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 \$16.6 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 4 years. We believe the college will grow in FY21; 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 Sigafos	Member, District 1
Ms. Deb McCasland	Chair, District 2
Mr. Paul Chevalier	Member, District 3
Dr. Patricia McCarver	Board Secretary, District 4
vacant	Member, District 5

YAVAPAI COLLEGE ADMINISTRATION

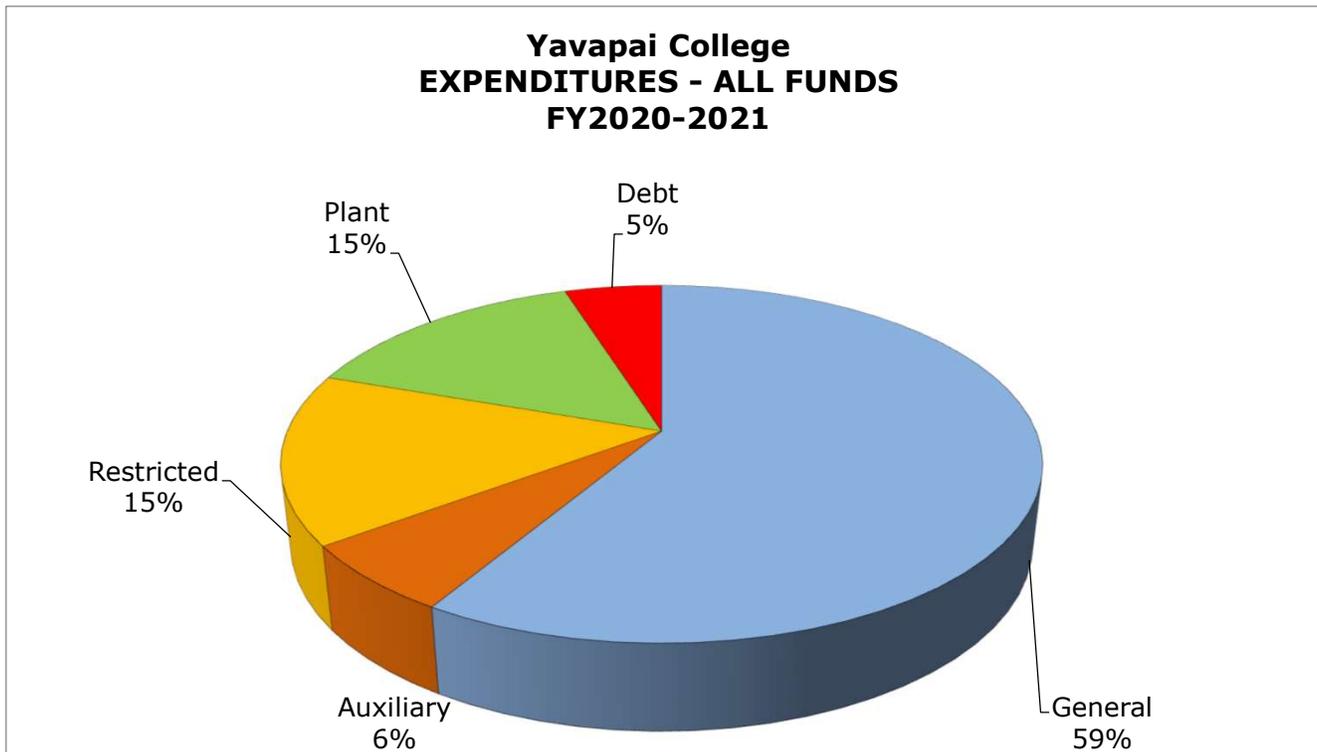
Dr. Lisa Rhine	President
Dr. Diane Ryan	VP for Instruction & Strategic Initiatives
Dr. Clint Ewell	VP of Finance & Administrative Services
Mr. Rodney Jenkins	VP for Community Relations & Student Development

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
SUMMARY OF REVENUE DATA**

	Current Year <u>2019-2020</u>	Proposed Budget <u>2020-2021</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
<u>REVENUES</u>				
Current Funds				
Current General Fund - Unrestricted				
Property Taxes - Primary, Net Contingency	\$ 37,952,400	\$ 39,170,500	\$ 1,218,100	3.2%
Tuition & Fees	11,341,000	11,647,000	306,000	2.7%
State Appropriations	601,400	585,800	(15,600)	-2.6%
Other Sources	646,000	474,600	(171,400)	-26.5%
Auxiliary Enterprises Fund				
Sales and Services	3,067,100	3,495,800	428,700	14.0%
Other Sources	702,800	886,100	183,300	26.1%
Sub-Total Current Funds - Unrestricted	\$ 54,310,700	\$ 56,259,800	\$ 1,949,100	3.6%
Current Funds - Restricted				
Federal Grants and Contracts	\$ 11,150,000	\$ 10,500,000	\$ (650,000)	-5.8%
State Grants and Contracts	240,500	254,000	13,500	5.6%
State Appropriations/Prop 301	1,463,100	1,118,000	(345,100)	-23.6%
Private Gifts, Grants and Contracts	945,400	1,044,000	98,600	10.4%
Sub-Total Current Funds - Restricted	\$ 13,799,000	\$ 12,916,000	\$ (883,000)	-6.4%
TOTAL CURRENT FUNDS	\$ 68,109,700	\$ 69,175,800	\$ 1,066,100	1.6%
Plant Funds				
Unexpended Plant Fund				
Property Taxes - Primary, Net Contingency	\$ 8,545,500	\$ 8,345,500	\$ (200,000)	-2.3%
Other Sources	120,000	60,000	(60,000)	-50.0%
Retirement of Indebtedness				
Property Taxes - Secondary, Net Contingency	4,188,600	2,233,700	(1,954,900)	-46.7%
Other Sources	25,000	10,000	(15,000)	-60.0%
TOTAL PLANT FUNDS	\$ 12,879,100	\$ 10,649,200	\$ (260,000)	-2.0%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 80,988,800	\$ 79,825,000	\$ 806,100	1.0%
Fund Balance Applied to Budget	5,424,800	4,210,000	(1,214,800)	-22.4%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 86,413,600	\$ 84,035,000	\$ (2,378,600)	-2.8%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
SUMMARY OF EXPENSE DATA**

	<u>Current Year 2019-2020</u>	<u>Proposed Budget 2020-2021</u>	<u>Dollar (\$) Difference</u>	<u>Percentage (%) Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 47,927,700	\$ 49,270,900	\$ 1,343,200	2.8%
Auxiliary Enterprises	4,636,000	5,252,700	616,700	13.3%
Sub-Total Current Funds - Unrestricted	\$ 52,563,700	\$ 54,523,600	\$ 1,959,900	3.7%
Current Funds - Restricted	13,889,000	12,976,000	(913,000)	-6.6%
TOTAL CURRENT FUNDS	\$ 66,452,700	\$ 67,499,600	\$ 1,046,900	1.6%
Plant Funds				
Unexpended Plant Fund	\$ 13,400,300	\$ 12,405,500	\$ (994,800)	-7.4%
Retirement of Indebtedness	6,560,600	4,129,900	(2,430,700)	-37.0%
TOTAL PLANT FUNDS	\$ 19,960,900	\$ 16,535,400	\$ (3,425,500)	-17.2%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 86,413,600	\$ 84,035,000	\$ (2,378,600)	-2.8%
B. EXPENDITURE PER FTSE:				
FTSE	3,500	3,472	(28)	-0.8%
Current General Fund	\$ 13,694	\$ 14,191	\$ 497	3.6%
Unexpended Plant Fund	\$ 3,829	\$ 3,573	\$ (256)	-6.7%
II. EXPENDITURE LIMITATION PURSUANT TO A.R.S.41-563				
		FISCAL YEAR 2019-2020	\$ 46,385,213	
		FISCAL YEAR 2020-2021	\$ 46,777,946	



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

DISTRICT LEVY ASSUMPTIONS

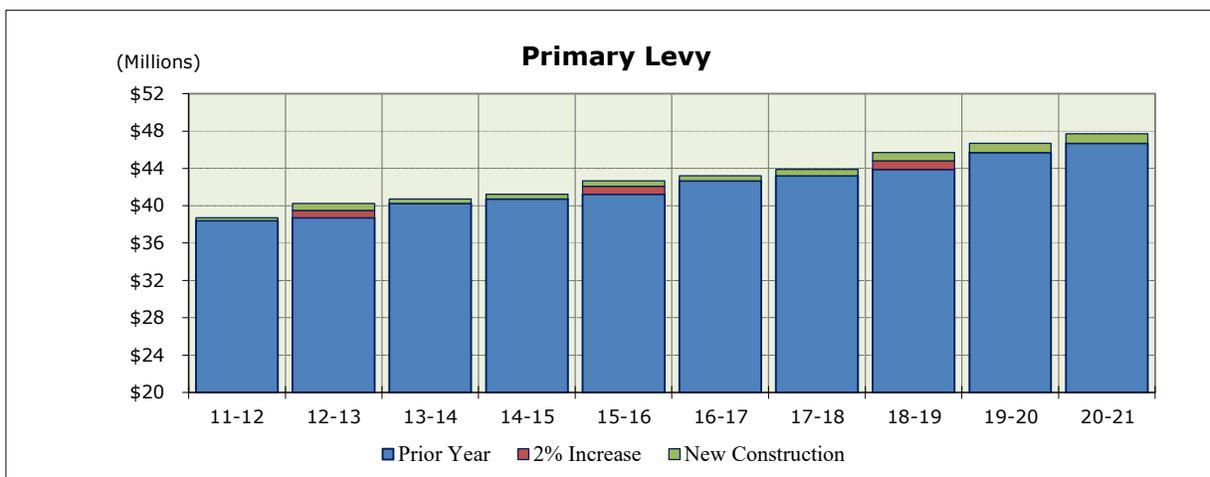
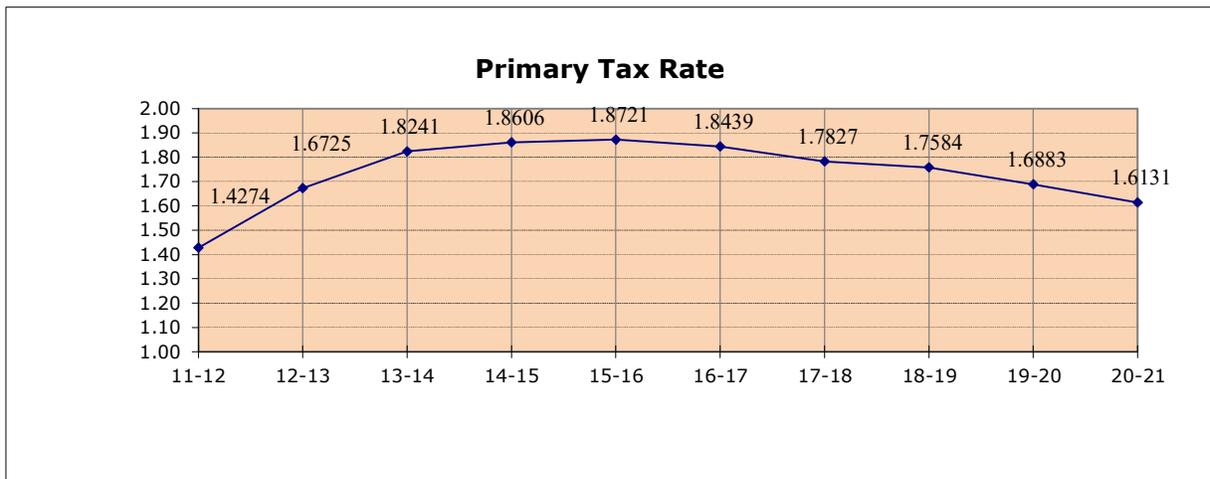
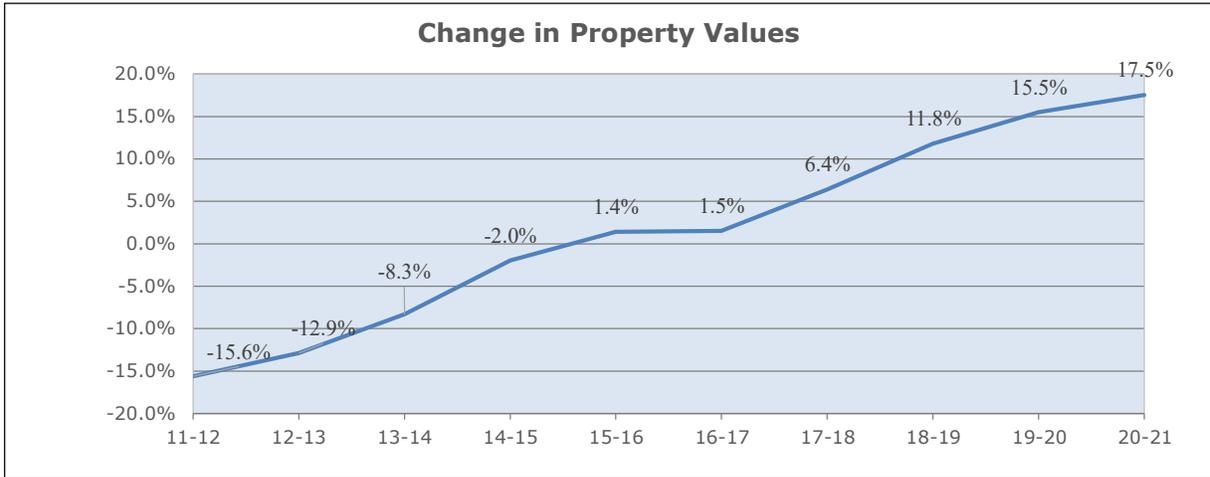
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|--|----|---------------|
| 1. 2020-2021 MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301: | \$ | 54,957,483 |
| 2. 2020-2021 PRIMARY PROPERTY TAX LEVY REQUIRED FOR BUDGET IS: | \$ | 47,711,000 |
| 3. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2019-2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. 42-301. | \$ | - |
| 4. 2020-2021 PRIMARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ | 2,957,724,707 |
| 5. 2020-2021 SECONDARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ | 2,957,724,707 |
| 6. PROPOSED BUDGET LEVY QUALIFICATION: | | |

YAVAPAI COLLEGE IS IN COMPLIANCE WITH PRIMARY TAX LEVY LIMITATIONS FOR FY2020-2021 BASED UPON 2020 ASSESSED VALUE ESTIMATES AND ALL APPLICABLE PROVISIONS OF ARS 42-301.

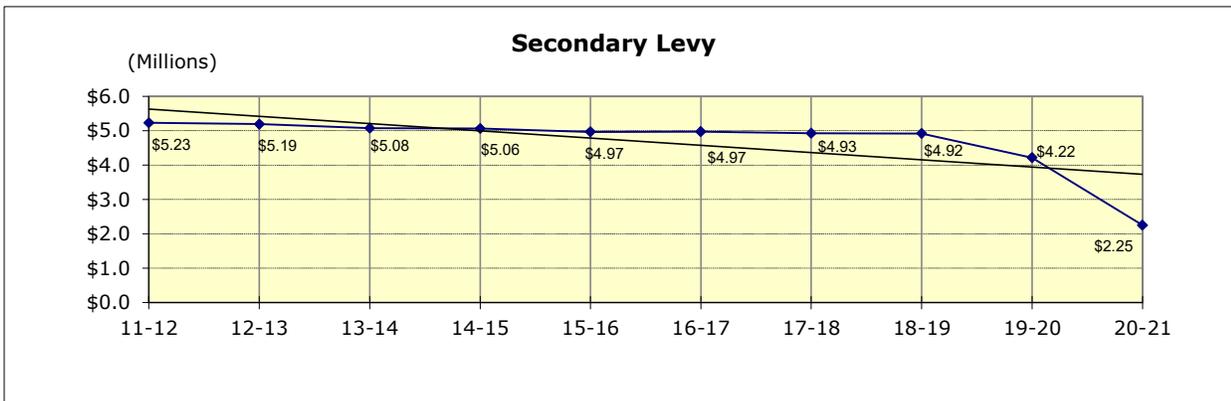
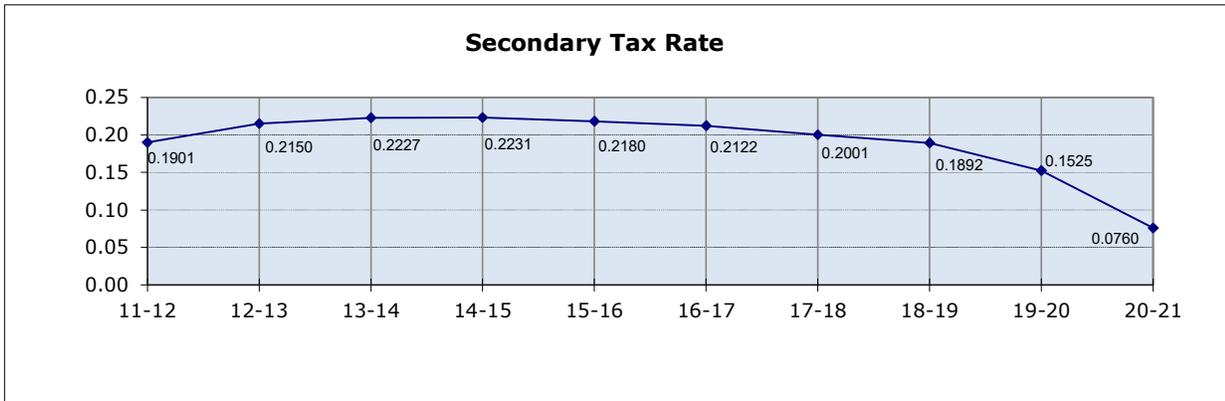
7. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:

	<u>Current Year 2019-2020</u>	<u>Proposed Budget 2020-2021</u>	<u>Dollar (\$) Difference</u>	<u>Percentage (%) Difference</u>
A. Amount Levied				
Primary Tax Levy				
Prior Year	\$ 45,709,700	\$ 46,692,900	\$ 983,200	2.2%
New Construction	983,200	1,018,100	34,900	3.5%
2% Increase	-	-	-	
	<u>\$ 46,692,900</u>	<u>\$ 47,711,000</u>	<u>\$ 1,018,100</u>	2.2%
Secondary Tax Levy	<u>4,218,600</u>	<u>2,248,700</u>	<u>(1,969,900)</u>	-46.7%
TOTAL PROPERTY TAX LEVY	<u><u>\$ 50,911,500</u></u>	<u><u>\$ 49,959,700</u></u>	<u><u>\$ (951,800)</u></u>	-1.9%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.6883	1.6131	(0.0752)	-4.5%
Secondary Tax Rate	<u>0.1525</u>	<u>0.0760</u>	<u>(0.0765)</u>	-50.2%
TOTAL PROPERTY TAX RATE	<u><u>1.8408</u></u>	<u><u>1.6891</u></u>	<u><u>(0.1517)</u></u>	-8.2%

**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**

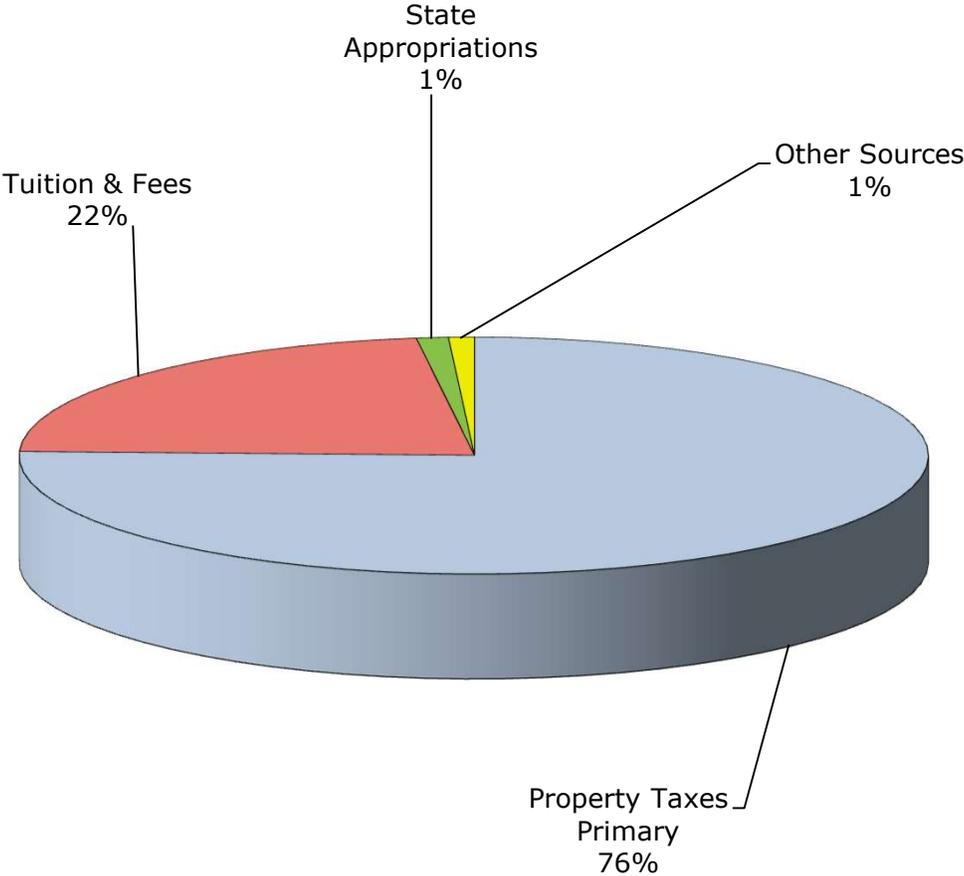


**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
PAST TEN FISCAL YEARS**

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>
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	45,709,700	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
20-21	2,957,724,707	1.6131	47,711,000	2,957,724,707	0.0760	2,248,700

Yavapai College GENERAL FUND REVENUE FY2020-2021



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

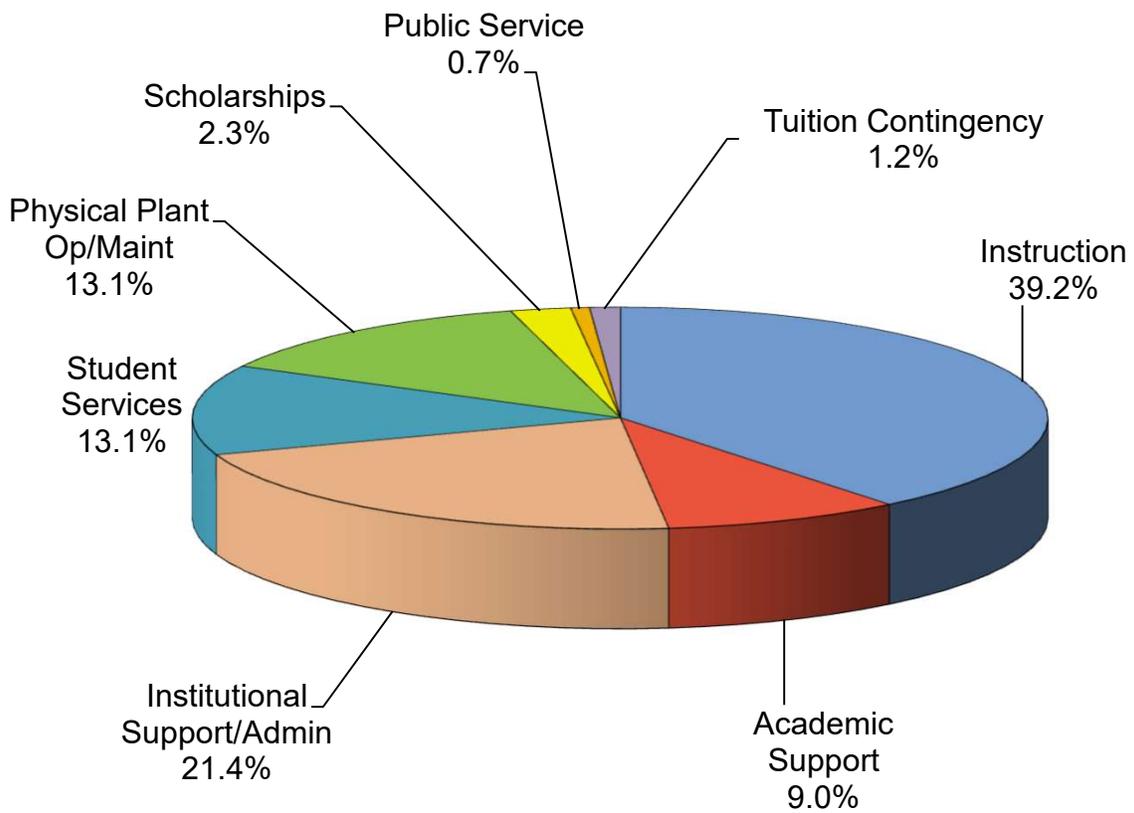
CURRENT FUNDS - UNRESTRICTED CASH BALANCE

	<u>Amount</u>
Unrestricted Cash Balance as of July 1, 2019	\$ 15,610,000
Add: Estimated Revenues - FY2019-2020	54,385,000
Less: Estimated Expenses - FY2019-2020	(51,744,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Account - FY2019-2020	(3,800,000)
Estimated Increase (Decrease) in Cash Balance FY2019-2020	<u>(1,159,000)</u>
Estimated Current Funds - Cash Balance June 30, 2020	14,451,000
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, 2020	5,451,000
Less: Auxiliary Fund - Amount Applied to FY2020-2021 Budget	(100,000)
Less: Transfer to Plant Fund - FY2020-2021	(4,000,000)
Estimated Increase (Decrease) in Current Funds Unrestricted Cash Balance	<u>(4,100,000)</u>
Estimated Current Funds - Unrestricted Cash Balance in Excess of Required Reserves at June 30, 2020	<u><u>\$ 1,351,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2020-2021 BUDGET
CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS**

REVENUES	2019-2020 BUDGET	2020-2021 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
PROPERTY TAXES - PRIMARY	\$ 38,102,400	\$ 39,320,500	\$ 1,218,100	3.2%
Property Tax Contingency	(150,000)	(150,000)	-	0.0%
PROPERTY TAXES - PRIMARY	<u>\$ 37,952,400</u>	<u>\$ 39,170,500</u>	<u>\$ 1,218,100</u>	3.2%
STATE APPROPRIATIONS				
Maintenance Support	\$ 601,400	\$ 585,800	\$ (15,600)	-2.6%
Sub-total State Appropriations	<u>\$ 601,400</u>	<u>\$ 585,800</u>	<u>\$ (15,600)</u>	-2.6%
TUITION & STUDENT FEES				
General Tuition	\$ 9,874,000	\$ 9,985,000	\$ 111,000	1.1%
Out-of-District Tuition	120,000	160,000	40,000	33.3%
Tuition - Noncredit	297,000	280,000	(17,000)	-5.7%
Out-of-State Tuition	700,000	840,000	140,000	20.0%
Student Fees	80,000	82,000	2,000	2.5%
Tuition and Fee Remissions/Waivers	270,000	300,000	30,000	11.1%
Sub-Total Tuition & Student Fees	<u>\$ 11,341,000</u>	<u>\$ 11,647,000</u>	<u>\$ 306,000</u>	2.7%
OTHER SOURCES				
Investment Income	\$ 225,000	\$ 54,900	\$ (170,100)	-75.6%
Other	421,000	419,700	(1,300)	-0.3%
Sub-Total Other Sources	<u>\$ 646,000</u>	<u>\$ 474,600</u>	<u>\$ (171,400)</u>	-26.5%
Gross Revenues	\$ 50,540,800	\$ 51,877,900	\$ 1,337,100	2.6%
Unrestricted Fund Balance Applied to Budget	\$ 3,800,000	\$ 4,000,000	\$ 200,000	5.3%
TRANSFERS IN/OUT				
Transfer to Auxiliary Fund	(1,170,000)	(1,171,750)	(1,750)	0.1%
Transfer to Retirement of Indebtedness Plant Fund	(1,443,100)	(1,435,250)	7,850	-0.5%
Transfer from GF Fund Balance to Plant Fund	(3,800,000)	(4,000,000)	(200,000)	5.3%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 47,927,700	\$ 49,270,900	\$ 1,343,200	2.8%

Yavapai College GENERAL FUND EXPENDITURES FY2020-2021



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2020-2021
CURRENT GENERAL FUND
EXPENDITURES AND OTHER DEDUCTIONS**

EXPENDITURES	2019-2020 BUDGET	2020-2021 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
<u>Current General Fund</u>				
Instruction	\$ 18,749,600	\$ 19,327,900	\$ 578,300	3.1%
Academic Support	4,483,100	4,423,400	(59,700)	-1.3%
Institutional Support/Administration	10,093,500	10,540,200	446,700	4.4%
Student Services	6,182,900	6,471,600	288,700	4.7%
Physical Plant Operations/Maintenance	6,580,700	6,467,100	(113,600)	-1.7%
Scholarships	940,500	1,121,900	181,400	19.3%
Public Service	327,400	348,800	21,400	6.5%
Tuition Contingency	570,000	570,000	-	0.0%
TOTAL CURRENT GENERAL FUND BUDGET	<u>\$ 47,927,700</u>	<u>\$ 49,270,900</u>	<u>\$ 1,343,200</u>	2.8%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
CURRENT AUXILIARY ENTERPRISES FUNDS
REVENUES AND OTHER ADDITIONS**

<u>Revenues & Other Additions By Source</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>AUXILIARY ENTERPRISES</u>				
Residence Halls and Summer Conferences	\$ 1,298,900	\$ 1,252,000	\$ (46,900)	-3.6%
Bookstore Rental and Commissions	165,000	130,000	(35,000)	-21.2%
Food Services Sales	33,000	41,000	8,000	24.2%
Vending	30,000	30,000	-	0.0%
Edventures	75,000	424,800	349,800	466.4%
Winery - Tasting Room	175,000	205,000	30,000	17.1%
Family Enrichment Center	592,200	603,700	11,500	1.9%
Subtotal	<u>\$ 2,369,100</u>	<u>\$ 2,686,500</u>	<u>\$ 317,400</u>	<u>13.4%</u>
<u>PUBLIC SERVICES</u>				
Community Events	\$ 698,000	\$ 809,300	\$ 111,300	15.9%
Subtotal	<u>\$ 698,000</u>	<u>\$ 809,300</u>	<u>\$ 111,300</u>	<u>15.9%</u>
<u>OTHER REVENUES</u>				
Yavapai College Foundation	\$ 375,200	\$ 422,600	\$ 47,400	12.6%
Performing Arts Productions	231,000	352,000	121,000	52.4%
Other	96,600	111,500	14,900	15.4%
Subtotal	<u>\$ 702,800</u>	<u>\$ 886,100</u>	<u>\$ 183,300</u>	<u>26.1%</u>
Total Revenues & Other Additions	\$ 3,769,900	\$ 4,381,900	\$ 612,000	16.2%
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	100,000	100,000	-	0.0%
TRANSFERS IN/OUT				
Transfer in from General Fund	\$ 1,170,000	\$ 1,171,750	\$ 1,750	0.1%
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	(403,900)	(400,950)	2,950	-0.7%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 4,636,000</u>	<u>\$ 5,252,700</u>	<u>\$ 616,700</u>	<u>13.3%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

CURRENT AUXILIARY FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
Instruction	\$ 238,400	\$ 336,200	\$ 97,800	41.0%
Student Services	722,700	757,000	34,300	4.7%
Auxiliary Enterprises	1,415,400	1,796,700	381,300	26.9%
Public Service	1,068,700	1,172,000	103,300	9.7%
Contingency	100,000	100,000	-	0.0%
<hr/>				
Facilities & Administrative Allocation Expense	1,090,800	1,090,800	-	0.0%
<hr/>				
TOTAL CURRENT AUXILIARY FUNDS BUDGET	<u>\$ 4,636,000</u>	<u>\$ 5,252,700</u>	<u>\$ 616,700</u>	13.3%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

CURRENT RESTRICTED FUNDS - REVENUES AND OTHER ADDITIONS

	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>Revenues and Other Additions by Source</u>				
GIFTS, GRANTS, AND CONTRACTS				
Federal Grants and Contracts				
U.S. DOE - TRIO Student Cluster	\$ 1,071,000	\$ 1,071,000	\$ -	0.0%
U.S. DOE - Adult Education	365,800	427,000	61,200	16.7%
U.S. DOE - Financial Aid Cluster	8,877,100	8,276,000	(601,100)	-6.8%
U.S. DOE - Vocational Education	189,000	238,000	49,000	25.9%
U.S. DHHS - Substance Abuse Prevention	204,500	190,000	(14,500)	-7.1%
U.S. NSF - Technical Education	134,000	-	(134,000)	-100.0%
U.S. Small Business Administration	142,000	140,000	(2,000)	-1.4%
Other	166,600	158,000	(8,600)	-5.2%
Subtotal	\$ 11,150,000	\$ 10,500,000	\$ (650,000)	-5.8%
State Grants and Contracts				
AZ DOE - Adult Education	\$ 131,300	\$ 131,000	\$ (300)	-0.2%
Other	109,200	123,000	13,800	12.6%
Subtotal	\$ 240,500	\$ 254,000	\$ 13,500	5.6%
Private Gifts, Grants and Contracts				
Bernard Osher Foundation	\$ 111,000	\$ 112,000	\$ 1,000	0.9%
Yavapai College Foundation	604,500	713,000	108,500	17.9%
Freeport-McMoRan	95,000	92,000	(3,000)	-3.2%
Other	134,900	127,000	(7,900)	-5.9%
Subtotal	\$ 945,400	\$ 1,044,000	\$ 98,600	10.4%
OTHER REVENUES AND ADDITIONS				
Prop. 301 Sales Tax Revenues	\$ 760,000	\$ 420,500	\$ (339,500)	-44.7%
State Appropriation - STEM Workforce Programs	703,100	697,500	(5,600)	-0.8%
Subtotal	\$ 1,463,100	\$ 1,118,000	\$ (345,100)	-23.6%
Total Revenues & Other Additions	\$ 13,799,000	\$ 12,916,000	\$ (883,000)	-6.4%
TRANSFERS IN/OUT				
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET				
	90,000	60,000	(30,000)	-33.3%
TOTAL AVAILABLE FOR EXPENDITURES	\$ 13,889,000	\$ 12,976,000	\$ (913,000)	-6.6%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

CURRENT RESTRICTED FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
CURRENT RESTRICTED FUND (Note 1)				
Instruction	\$ 2,842,100	\$ 2,467,100	\$ (375,000)	-13.2%
Student Services	1,505,100	1,499,400	(5,700)	-0.4%
Scholarships	9,383,100	8,850,500	(532,600)	-5.7%
Public Service	158,700	159,000	300	0.2%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUNDS	<u>\$ 13,889,000</u>	<u>\$ 12,976,000</u>	<u>\$ (913,000)</u>	<u>-6.6%</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 FY2020-2021**

UNEXPENDED PLANT FUND - CASH BALANCE

		<u>Amount</u>
Cash Balance as of July 1, 2019	\$	7,610,000
Add: Estimated Revenues - FY2019-2020	\$	8,726,000
Less: Estimated Expenses - FY2019-2020		(13,641,000)
Add: Transfer from General Fund - FY2019-2020		3,800,000
Estimated Increase (Decrease) in Cash Balance - FY2019-2020		<u>(1,115,000)</u>
Estimated Cash Balance as of June 30, 2020	\$	6,495,000
Less: Amount Applied to FY2020-2021 Budget	\$	-
Less: Estimated Balance in Capital Accumulation Account		(2,100,000)
Cash Balance Reserved for Capital Projects		<u>(2,100,000)</u>
Estimated Cash Balance Available/Reserves as of July 1, 2020	\$	<u><u>4,395,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

UNEXPENDED PLANT FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</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	\$ 8,390,500	\$ (200,000)	-2.3%
Property Tax Contingency	(45,000)	(45,000)	-	0.0%
Investment Income	90,000	30,000	(60,000)	-66.7%
Other	30,000	30,000	-	0.0%
Total Revenues	<u>\$ 8,665,500</u>	<u>\$ 8,405,500</u>	<u>\$ (260,000)</u>	<u>-3.0%</u>
Fund Balance Applied to Budget	934,800	-	(934,800)	-100.0%
<u>TRANSFERS IN/OUT</u>				
Transfer in from General Fund	<u>3,800,000</u>	<u>4,000,000</u>	<u>200,000</u>	<u>5.3%</u>
AMOUNT AVAILABLE FOR EXPENDITURES - UNEXPENDED PLANT FUND	<u>\$ 13,400,300</u>	<u>\$ 12,405,500</u>	<u>\$ (994,800)</u>	<u>-7.4%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Planned Maintenance	\$ 3,974,000	\$ 5,059,000	\$ 1,085,000	27.3%
Unplanned Maintenance	262,500	275,600	13,100	5.0%
Capital Improvement Projects (CIP)	5,237,700	3,023,200	(2,214,500)	-42.3%
Equipment				
Equipment	3,307,400	2,091,000	(1,216,400)	-36.8%
Furniture and Fixtures	257,500	257,500	-	0.0%
Library Books				
	98,700	98,700	-	0.0%
Contributions to Capital Projects				
Accumulation Account - Future Projects	-	1,338,000	1,338,000	100.0%
Capital Contingency	262,500	262,500	-	0.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	\$ 13,400,300	\$ 12,405,500	\$ (994,800)	-7.4%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
CTEC - Food Services Area	\$ 130,000	\$ -	\$ -	\$ -	\$ -
CTEC - Offices, Construction & FFE	-	265,000	-	-	-
Prescott District Services (Replacement of Bldgs 5, 6, & 7)	-	100,000	-	3,637,500	3,637,500
Prescott - Building 1 - Entrance Reconfiguration (HVAC Issues)	509,250	-	-	-	-
Prescott - Technical Theater Building	500,000	-	-	-	-
Prescott - Radiologic Technology - Energized Xray/Lead Walls	150,000	-	-	-	-
Prescott - Building 19 Library	-	407,100	2,764,700	921,600	-
Prescott - Multi-Purpose Field	200,000	-	-	-	-
Prescott Valley - Land (Adjacent to Bldg 40)	-	-	460,000	-	-
Prescott Valley - Deceleration Lane	100,000	-	-	-	-
Verde - Library	-	97,000	776,000	194,000	-
Verde - Building L Design, Const. & FF&E - Renovation	1,000,000	-	-	-	-
Verde Valley Skilled Trades Center (Phase 1 - 10,000 sq. ft)	873,000	-	-	-	-
Verde Valley Skilled Trades Center (Phase 2 - 10,000 sq. ft)	-	200,000	1,800,000	-	-
Verde Valley Skilled Trades Center (Phase 3 - 10,000 sq. ft)	-	-	-	200,000	1,800,000
Prescott Circle Improvements - Design & Construction	-	404,000	-	-	-
Verde and CTEC Campus Signage/Marquees	600,000	-	-	-	-
Contingency	78,950	31,990	143,300	257,720	272,250
Transfer Expenses to Restricted Fund - STEM & Prop. 301	(1,118,000)	(200,000)	(700,000)	(200,000)	(700,000)
Total Capital Projects	3,023,200	1,305,090	5,244,000	5,010,820	5,009,750
Revenue Sources					
Capital Project Accumulation Account	\$ 2,323,200	\$ 1,305,090	\$ 5,244,000	\$ 5,010,820	5,009,750
YC Foundation - Technical Theater & Field	700,000	-	-	-	-
Total Revenues	\$ 3,023,200	\$ 1,305,090	\$ 5,244,000	\$ 5,010,820	\$ 5,009,750
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

FY202021-20 Capital Improvement Plan Budget Rationale

April 2020

1. Prescott - Technical Theater Building

In support of our growing Performing Arts division, the College is expanding its Technical Theater program. Programming has started related to the enclosing of the area just outside the Green Room for Technical Theater. This project supports DGB End 1: Education.

2. Prescott - Radiologic Technology - Energized Xray/Lead Walls

Prescott - In an effort to maintain our Accreditation for our Radiologic Technology program, the College will convert lab space to meet requirements for energized imaging. This project supports DGB End 1: Education.

3. 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.

4. Verde - Verde Valley Skills Trades Center

Based on feedback from the community, the College will begin programming phase 1 of The Verde Valley Skilled Trades Center. This will be a leased facility (to be identified) which will be used to offer a variety of career technical education programs within the Construction Career Cluster such as Carpentry, Commercial Truck Drivers, Electrical, HVAC, Mechanical and Plumbing. In FY20, the College will work with the community to choose which four of those programs will most benefit the workforce needs of the community, then architects to design the space. The VVSTC will launch in FY21. This project supports DGB End 1: Education and End 2: Economic

5. Verde and CTEC Campus Signage/Marquees

As part of the FY20 and FY21 Capital Improvement Plan, design is underway to address campus and site visibility by installing/replacing electronic marquees adjacent to major highways. Design is underway for installing a marquee along highway89 to direct people to CTEC. Preliminary planning has begun for marquees at the Verde Valley campus. Both CTEC and Verde Valley will require land acquisition. This project supports DGB End 1: Education and End 2: Economic

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
FIVE-YEAR BUILDINGS AND GROUNDS PLANNED MAINTENANCE PLAN**

	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Unplanned Maintenance	\$ 275,600	\$ 289,400	\$ 303,900	\$ 319,100	\$ 335,100
Planned Maintenance Total	5,059,000	3,974,000	4,012,900	4,012,900	4,142,100
TOTAL MAINTENANCE	\$ 5,334,600	\$ 4,263,400	\$ 4,316,800	\$ 4,332,000	\$ 4,477,200

Planned Maintenance by Project

FY 2020-21

Prescott Campus, Bldg 1	\$ 225,000	Cooling-Replace Liebert Unit; Demolish chiller plant
Prescott Campus, Bldg 3	100,000	Replace roof drainage
Prescott Campus, Bldg 4	100,000	Replace roof drainage
Prescott Campus, Bldg 5	79,000	Replace building domestic water supply piping
Prescott Campus, Bldg 10	1,216,000	Cooling-Hot and Cold Line Replacement; Electrical-Upgrade to LED ;
Prescott Campus, Bldg 16	2,718,000	Plumbing-Replace all fixtures in dorm room restrooms Cooling-Replace Package Unit; Electrical-Replace main panel, secondary transformers, Motor Control center; Exterior Shell-Replace existing metal roof with TPO; building gutters; exterior leaders; Repair block; HVAC-Replace 13 AHU units
Prescott Campus, Bldg 19	3,000	Cooling-Replace Split System
Prescott Valley Campus, Bldg 40	458,000	Cooling-Replace Split Systems; Grounds-Parking Lot PV40; HVAC-Replace FCU's; controls
Career & Technical Education Center, Bldg 70	150,000	Safety/Code-Rebuild 3 risers, replace main trunk, clean lines, eliminate the glycol systems
Prescott Campus, Bldg Campus Grounds	10,000	Grounds-Address leaking at building 2 tunnel
Planned Maintenance Total	<u>\$ 5,059,000</u>	

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
FIVE YEAR EQUIPMENT PLAN**

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Career & Technical Education	\$ 215,750	\$ 338,350	\$ 147,650	\$ 221,343	\$ 252,300
Arts & Humanities	43,290	111,330	94,100	76,513	50,680
Sciences, Nursing, Allied Health, HPER & Athletics	213,900	296,464	348,078	227,458	251,187
Public Safety	37,500	38,400	39,500	39,500	39,500
Digital Media & Viticulture	13,000	38,564	37,564	52,210	28,210
Instructional Support	10,000	11,050	6,110	32,185	17,000
CISCO	21,000	21,000	30,000	32,000	21,000
Information Technology Services	993,214	1,024,023	1,043,070	1,062,298	1,089,006
Business Services	77,016	71,964	61,958	89,988	109,987
Facilities - All	223,800	237,000	255,000	243,000	243,000
District Safety	50,000	50,000	50,000	50,000	50,000
Campus Safety	6,230	4,030	4,270	4,030	2,430
Auxiliary Enterprises	132,000	142,025	165,100	140,250	13,375
Unplanned Equipment - Contingency	54,300	-	-	-	-
Total Equipment	\$ 2,091,000	\$ 2,384,200	\$ 2,282,400	\$ 2,270,775	\$ 2,167,675

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

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

	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
<u>RETIREMENT OF INDEBTEDNESS</u>				
Secondary Tax Levy	\$ 4,218,600	\$ 2,248,700	\$ (1,969,900)	-46.7%
Property Tax Contingency	(30,000)	(15,000)	15,000	-50.0%
Interest Income	25,000	10,000	(15,000)	-60.0%
TOTAL RETIREMENT OF INDEBTEDNESS REVENUES	<u>\$ 4,213,600</u>	<u>\$ 2,243,700</u>	<u>\$ (1,969,900)</u>	-46.8%
FUND BALANCE AT JULY 1 APPLIED TO BUDGET	\$ 500,000	\$ 50,000	\$ (450,000)	-90.0%
TRANSFERS IN/OUT				
Obligations P & I	1,443,100	1,435,250	(7,850)	-0.5%
Transfer in from Auxiliary Fund - Revenue Bond P & I	403,900	400,950	(2,950)	-0.7%
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE & PLEDGED REVENUE BONDS	<u>\$ 1,847,000</u>	<u>\$ 1,836,200</u>	<u>\$ (10,800)</u>	-0.5%
TOTAL AVAILABLE FOR EXPENDITURES -				
RETIREMENT OF INDEBTEDNESS	<u>\$ 6,560,600</u>	<u>\$ 4,129,900</u>	<u>\$ (2,430,700)</u>	-37.0%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021**

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

	Final Maturity	Budget 2019-2020	Budget 2020-2021	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
RETIREMENT OF INDEBTEDNESS					
Retirement of Indebtedness (Principal)					
General Obligation Bonds - 2012 Refunding	7/1/2022	\$ 3,620,000	\$ 1,705,000	\$ (1,915,000)	-52.9%
General Obligation Bonds - 2011 Refunding	7/1/2021	860,000	495,000	(365,000)	-42.4%
Total General Obligation Bonds		4,480,000	2,200,000	(2,280,000)	-50.9%
Pledged Revenue Obligations	7/1/2025	1,160,000	1,200,000	40,000	3.4%
Revenue Bonds	7/1/2028	325,000	330,000	5,000	1.5%
Sub-total Retirement of Indebtedness		\$ 5,965,000	\$ 3,730,000	\$ (2,235,000)	-37.5%
Interest on Indebtedness					
General Obligation Bonds - 2012 Refunding		\$ 178,550	\$ 69,950	\$ (108,600)	-60.8%
General Obligation Bonds - 2011 Refunding		52,050	19,800	(32,250)	-62.0%
Total General Obligation Bonds		230,600	89,750	(140,850)	-61.1%
Pledged Revenue Obligations		283,106	235,250	(47,856)	-16.9%
Revenue Bonds		78,890	70,950	(7,940)	-10.1%
Sub-total Interest on Indebtedness		\$ 592,596	\$ 395,950	\$ (196,646)	-33.2%
Bank Fees		3,000	3,950	950	31.7%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS					
		\$ 6,560,596	\$ 4,129,900	\$ (2,430,696)	-37.0%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
EXPENDITURE LIMITATION COMPLIANCE**

	Current Funds			Plant Funds		TOTAL
	General	Unrestricted Auxiliary	Restricted	Plant	Debt	
PROJECTED BUDGET EXPENDITURES FOR EXPENDITURE LIMITATION (see below)	\$ 48,370,900	\$ 5,202,700	\$ 12,976,000	\$ 10,705,000	\$ 4,129,900	\$ 81,384,500
LESS EXCLUSIONS						
DEBT SERVICE/BONDED INDEBTEDNESS	-	-	-	-	4,125,950	4,125,950
DIVIDENDS, INTEREST AND GAIN ON SALE	54,900	-	-	30,000	3,950	88,850
GRANTS & AID FROM FEDERAL & STATE GOVERNMENT	-	-	10,754,000	-	-	10,754,000
GRANTS/CONTRIBUTIONS FROM PRIVATE AGENCIES	41,970	422,600	1,044,000	-	-	1,508,570
PROP. 301 FUNDS	-	-	420,500	-	-	420,500
AMOUNTS ACCUMULATED TO PURCHASE LAND AND CAPITAL	-	-	-	6,582,200	-	6,582,200
RESEARCH AND ENTREPRENEURIAL ACTIVITIES	-	1,248,648	-	-	-	1,248,648
TUITION AND FEES	11,647,000	2,170,500	-	-	-	13,817,500
PRIOR YEARS CARRY FORWARD USED	-	-	-	-	-	-
TOTAL EXCLUSIONS	\$ 11,743,870	\$ 3,841,748	\$ 12,218,500	\$ 6,612,200	\$ 4,129,900	\$ 38,546,218
BUDGET EXPENDITURES SUBJECT TO LIMIT	\$ 36,627,030	\$ 1,360,952	\$ 757,500	\$ 4,092,800	\$ -	\$ 42,838,282
BUDGETED EXPENDITURE LIMITATION AS CALCULATED BY THE ECONOMIC ESTIMATES COMMISSION						\$ 46,777,946
AMOUNT (OVER) UNDER LIMITATION						\$ 3,939,664
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	\$ 49,270,900	\$ 5,252,700	\$ 12,976,000	\$ 12,405,500	\$ 4,129,900	\$ 84,035,000
Less: Budgeted Items Not Expected to be Spent:						
Contributions to Capital Projects Accumulation Account						
- Future Projects	-	-	-	1,338,000	-	1,338,000
Contingencies	-	50,000	-	262,500	-	312,500
Allowance for Unexpended Budget (e.g. vacancy savings etc.)	900,000	-	-	100,000	-	1,000,000
Total adjustments	\$ 900,000	\$ 50,000	\$ -	\$ 1,700,500	\$ -	\$ 2,650,500
PROJECTED BUDGETED EXPENDITURES FOR EXPENDITURE LIMITATION	\$ 48,370,900	\$ 5,202,700	\$ 12,976,000	\$ 10,705,000	\$ 4,129,900	\$ 81,384,500

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2020-2021
FIVE-YEAR PROJECTIONS OF REVENUES AND EXPENDITURES**

	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenues					
Property Taxes - Primary	\$ 47,516,000	\$ 48,941,480	\$ 50,409,724	\$ 51,922,016	\$ 53,479,676
Property Taxes - Secondary	2,233,700	490,000	-	-	-
General Fund - Tuition and Fees	12,423,800	13,044,990	13,697,240	14,382,101	15,101,207
State Appropriations	1,283,300	1,283,300	1,283,300	1,283,300	1,283,300
Federal Grants and Contracts	10,500,000	10,710,000	10,924,200	11,142,684	11,365,538
State Grants and Contracts	254,000	256,540	259,105	261,696	264,313
State Workforce Development Funds	420,500	-	-	-	-
Investment Income	94,900	96,798	98,734	100,709	102,723
Sales and Services	3,602,200	3,692,255	3,784,561	3,879,175	3,976,154
Private Gifts, Grants and Contracts	1,466,600	1,495,932	1,525,851	1,556,368	1,587,495
Capital Projects Accumulation Account	-	265,536	3,319,456	2,749,220	2,436,621
Other (Fund Balance and Miscellaneous)	4,240,000	200,000	204,000	208,080	212,242
Total Revenues	\$ 84,035,000	\$ 80,476,831	\$ 85,506,171	\$ 87,485,349	\$ 89,809,269
Expenditures					
General Fund	\$ 49,270,900	\$ 50,995,382	\$ 52,780,220	\$ 54,627,528	\$ 56,539,491
Auxiliary Fund	5,252,700	5,331,491	5,411,463	5,492,635	5,575,025
Restricted Fund	12,976,000	13,235,520	13,500,230	13,770,235	14,045,640
Plant Fund - Operations	618,700	631,074	643,695	656,569	669,700
Plant Fund - Building Maintenance Program	5,334,600	4,263,400	4,316,800	4,332,000	4,477,200
Plant Fund - Equipment Replacement Program	2,091,000	2,384,200	2,282,400	2,270,775	2,167,675
Plant Fund - Capital Improvement Plan	3,023,200	1,305,090	5,244,000	5,010,820	5,009,750
Plant Fund - Capital Improvement Plan Savings	1,338,000	-	-	-	-
Debt Service Fund	4,129,900	2,330,674	1,327,363	1,324,788	1,324,788
Total Expenditures	\$ 84,035,000	\$ 80,476,831	\$ 85,506,171	\$ 87,485,349	\$ 89,809,269
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 FY2020-2021
FIVE-YEAR PROJECTIONS OF EXPENDITURE LIMITATION COMPLIANCE**

	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Expenditures					
General Fund	\$ 49,270,900	\$ 50,995,382	\$ 52,780,220	\$ 54,627,528	\$ 56,539,491
Auxiliary Fund	5,252,700	5,331,491	5,411,463	5,492,635	5,575,025
Restricted Fund	12,976,000	13,235,520	13,500,230	13,770,235	14,045,640
Plant Fund - Operations	618,700	631,074	643,695	656,569	669,700
Plant Fund - Building Maintenance Program	5,334,600	4,263,400	4,316,800	4,332,000	4,477,200
Plant Fund - Equipment Replacement Program	2,091,000	2,384,200	2,282,400	2,270,775	2,167,675
Plant Fund - Capital Improvement Plan	3,023,200	1,305,090	5,244,000	5,010,820	5,009,750
Plant Fund - Contributions to Capital Projects	1,338,000	-	-	-	-
Debt Service Fund	4,129,900	2,330,674	1,327,363	1,324,788	1,324,788
Contingencies	(312,500)	(312,500)	(312,500)	(312,500)	(312,500)
Not Expected to be Expended	(2,338,000)	(1,000,000)	(970,000)	(940,900)	(912,673)
Total Adjusted Expenditures	\$ 81,384,500	\$ 79,164,331	\$ 84,223,671	\$ 86,231,949	\$ 88,584,096
Exclusions					
Bond Debt Service Payments	\$ 4,125,950	\$ 2,330,674	\$ 1,327,363	\$ 1,324,788	\$ 1,324,788
Interest Income	88,850	96,798	98,734	100,709	102,723
Federal & State Grants	10,754,000	10,966,540	11,183,305	11,404,380	11,629,851
Gifts from Private Agencies	1,508,570	1,495,932	1,525,851	1,556,368	1,587,495
Amounts Accumulated - Capital	6,582,200	5,568,490	9,060,800	8,842,820	9,486,950
Research and Entrepreneurial Activities	1,248,648	1,261,134	1,273,746	1,286,483	1,299,348
Tuition & Fees	13,817,500	13,955,675	14,095,232	14,236,184	14,378,546
Prop 301 Funds	420,500	-	-	-	-
Prior Years Carryforward Used	-	-	-	580,000	1,830,000
Total Exclusions	\$ 38,546,218	\$ 35,675,243	\$ 38,565,030	\$ 39,331,732	\$ 41,639,701
Expenditures Subject to Limitation	\$ 42,838,282	\$ 43,489,088	\$ 45,658,640	\$ 46,900,218	\$ 46,944,395
Estimated Expenditure Limitation	46,777,946	46,824,724	46,871,549	46,918,421	46,965,339
Favorable/(Unfavorable)	\$ 3,939,664	\$ 3,335,636	\$ 1,212,909	\$ 18,203	\$ 20,944
FTSE @ 0% Growth-per-Year	3,472	3,472	3,472	3,472	3,472

Expenditure Limitation Credit Carryforward - \$16.6M

Board Member

Item # 2.5

Part I – Ends Performance

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends. This Annual Performance Evaluation will be a compilation of Ends Monitoring Reports with additional feedback. Please place an "x" in the scale where you are reporting performance and provide comments.

1. Ends

Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost.

Performance Description	Performance Rating		
	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
1.1 Education Ends			
Students achieve their educational goals at an affordable price. This is the first priority.			
1.1.1 Job Seekers Ends Job seekers have the qualifications, skills, and abilities to succeed.			
1.1.2 Student Ends Students seeking transfer will have the qualifications, skills, and abilities for success at their next educational institution.			
1.1.3 Lifelong Learners Ends Lifelong learners have access to a variety of learning opportunities.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
1.2 Economic Ends			
Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
1.3 Community Ends			
Yavapai County residents have access to social and cultural opportunities. This is the third priority.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the prior fiscal year. Be sure to include any major accomplishments and/or contributions made.

Part II- Review Details

Additionally, the president has provided a letter outlining achievements for 2019-2020. Please place an "x" in the scale and list notable successes and recommendations.

2019-2020 Achievements

Exceeds Expectations	Meets Expectations	Not Meeting Expectations

Please list notable successes that were accomplished through the President's leadership.

2019-2020 Recommendations

Please list your suggested focus and priorities for the President for the upcoming year.

2019-2020 Compilation of the Ends

Policy 1.0 Ends – November 2019

1 Ends Statement	Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to improve quality of life. The College will achieve these results at a justifiable cost.	
Interpretation: Yavapai College provides all residents of Yavapai County quality education and training which maintains and strengthens our economic base. We provide such preparation by efficiently utilizing our revenue sources including keeping tuition costs affordable.		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 5
<p>Comments/Remarks:</p> <p>Chevalier: I recognize that our current President is working hard to improve the educational inequities between the east side on the county and the west side and it will take some some to do it. My comment is therefore not intended as a criticism but to reflect the current state of affairs.</p> <p>Irwin: I did not see a focus on two largest FTES population. I am also concern that major programs have been re-homed to different campuses and the historical data may not indicate future results.</p> <p>Sigafoos: The compilation of the previous 1.x reports supports my conclusions.</p> <p>McCarver: The data on access and cost supports the conclusion that the college is <u>in compliance with the global End.</u></p>		

Comments from the Coordinator: This worksheet was been completed by all Board members.

Policy 1.1 Educational Ends - October 2019

1.1 Education Ends	Students achieve their educational goals at an affordable price. This is the first priority.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO 0
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
Comments/Remarks: <p>Chevalier: We need to define affordable. Our CC tax rate is the highest in most of the Verde Valley. Many of our residents feel it is not affordable.</p> <p>McCarver: The data clearly shows that the vast majority of YC students are achieving their goals at an affordable price.</p>		
1.1.1 Job Seekers Ends	Job seekers have the qualifications, skills, and abilities to succeed.	
Interpretation		
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 Ends policy?	YES 5	NO 0
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
Comments/Remarks: <p>McCarver: Job seekers are able to complete degree and certificate programs, pass their licensure or certification exams and achieve employment or additional education.</p>		

1.1.2 Transfer Student Ends	Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.	
Interpretation		
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 Ends policy?	YES 5	NO 0
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
Comments/Remarks: Chevalier: Again define what is meant by success. McCarver: Transfer students are performing well and meeting or exceeding the results of native University and other transfer students at Arizona Universities.		
1.1.3 Lifelong Learners Ends	Lifelong learners have access to a variety of learning opportunities.	
Interpretation		
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 Ends policy? <i>*Irwin did not answer this question.</i>	YES 4	NO 0
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 0	NO 5
Comments/Remarks: Chevalier: We need to define what qualifies as success. McCarver: Life-long learning participation continues to grow, demonstrating a need and desire for these programs within our communities.		

Comments from the Coordinator: This worksheet was completed by all Board members.

Policy 1.2 Economic Ends - November 2019

1.2 Economic Ends	Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO 0
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 0	NO 5
<p>Comments/Remarks:</p> <p>Chevalier: I recognize that our current President is working hard to improve the generating of economic based jobs in the east side of the county by creating education needed to help do so and it will take some time to accomplish this. My comment is therefore not a criticism of the current President and is solely meant to reflect the current state of affairs.</p> <p>Irwin: This ENDS Statement will become increasingly important as the population continues to grow.</p> <p>Sigafoos: Historically this is a hard END to find data to support. The activities themselves are not outcomes. I am encouraged that some KPI's are included to measure some outcomes. These comments do not detract from my conclusion that the programs are important to County communities.</p> <p>McCarver: Excellent data on activities and particularly results of economic development efforts, including career services and job training, as well as overall economic development impact for our communities.</p>		

Comments from the Coordinator: This worksheet was completed by all the Board members.

Policy 1.3 Community– November 2019

1.3 Communities Ends	Yavapai County residents have access to social and cultural opportunities. This is the third priority.	
Interpretation		
Is the interpretation reasonable? *Paul voted both yes and No	YES 4	NO 2
Does the data show accomplishment the interpretation?	YES 5	NO 0
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 5	NO 0
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
<p>Comments/Remarks:</p> <p>Chevalier: Entertainment for the public that does not involve student performances need to be identified as such. Athletic teams should be considered education not cultural or social activities.</p> <p>McCasland: We need to limit the cost to taxpayers to support the social and cultural activities.</p> <p>McCarver: Comprehensive data to demonstrate compliance with the policy. Data show a wide variety of social and cultural activities that have a great deal of community support, including programs for children, activities that support opportunities for travel, personal interest and OLLI courses, as well as community events.</p>		

Comments from the Coordinator: This worksheet was completed by all the Board members.

Item # 2.7

RESOLUTION OF THE YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD GRANTING AUTHORITY TO PRESIDENT TO RESPOND TO THE COVID 19 PANDEMIC

WHEREAS, on March 11, 2020, the Governor of the State of Arizona issued a Declaration of Emergency due to the outbreak of COVID 19, and

WHEREAS, on March 13, 2020, the President of the United States of America issued a Declaration of National Emergency, and

WHEREAS, guidance issued to institutions of higher education in the United States considers that a temporary transition to online instruction and increased availability of telecommuting may be effective in decreasing the risk of transmission of COVID 19, and in accordance with such guidance, many institutions of higher education are taking such actions, and

WHEREAS, strict compliance with some policies and procedures may hamper efforts by the College to take appropriate action to mitigate the efforts of COVID 19 and protect its students, staff, and faculty, and

WHEREAS, it is imperative for Yavapai County Community College to prepare for and implement measures to respond to the threat and potential spread of COVID 19; and

WHEREAS, it is imperative that the President have the tools necessary to ensure the health and safety of students and staff on campuses and other College facilities, to ensure that student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

WHEREAS, it is imperative that Yavapai County Community College employees be allowed to take a leave of absence due to being quarantined or staying home after recently returning from Level 3 countries or sick from COVID 19 or illness with similar symptoms (e.g. cough, fever, shortness of breath) or residing with such a person who is ill with COVID 19 or illness with similar symptoms (e.g. cough, fever, shortness of breath); and

WHEREAS, it may be necessary to adjust the College's procurement policies and procedures, including bidding deadlines, to protect the College's students, staff and/or employees or to maintain safe operation of the College, understanding that the College must and will continue to comply with applicable procurement statutes and regulations, and

NOW, BE IT THEREFORE RESOLVED that, consistent with A.R.S. § 26-301 et seq., the Yavapai County Community College District Governing Board hereby delegates authority to President Lisa Rhine to make such policy decisions as are necessary to protect the College's students, faculty and staff, and the community, including but not limited to, to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at all College sites, including, but not limited to: the relocation of students and staff, provision of alternative education programs and operational options including, without

limitation, temporarily transitioning courses, instruction and other operations to an online and/or telecommuting environment and mode of operation, provision of leave of absence to employees due to quarantine or recently returning from Level 3 countries or sick from COVID 19 or illness with similar symptoms (e.g. cough, fever, shortness of breath) and/or to make such purchases or enter into contracts as are necessary to effectuate the purpose of the Resolution to protect the health and safety of College students, staff and faculty, and

BE IT FURTHER RESOLVED, that any and all actions taken by President Lisa Rhine up to the date of this Resolution that were made in furtherance of the purpose of the Resolution are hereby ratified and confirmed, and

BE IT FURTHER RESOLVED, that all such decisions shall be taken while making the safety and health of the community a priority and with appropriate attention to fiscal responsibility, that all such decisions be communicated promptly to the Board and that an appropriate accounting of such decisions and the organizational impact of such decisions shall be made at the conclusion of the outbreak. This delegation of authority shall terminate when local health authorities have announced that the COVID 19 outbreak is no longer a threat to Yavapai County.

YAVAPAI COLLEGE

By: _____
(print name)
Its: Board Member

Yavapai College Budget to Actual Status by Fund February 2020

The President's Monthly report below provides a brief financial status of each of the District's five funds for the period July 1, 2019, through February 29, 2020.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the eight months ended February 29, 2020, the General Fund has a surplus of \$3,184,600. This is primarily the result of tuition and fee revenues being recorded for the spring 2020 semester and an additional appropriation granted to the District by the State, subsequent to the Board approving the budget.

For the fiscal year ended June 30, 2020, General Fund revenues are projected to be over budget by \$1,701,300 mostly due to an additional appropriation granted to the College by the State, subsequent to the Board approving the budget, and expenditures are projected to be under budget by \$16,400, resulting in a net surplus of \$1,684,900. The additional appropriation will be used to fund non-recurring expenses.

Auxiliary Fund



For the eight months ended February 29, 2020, the Auxiliary Fund has a modest surplus primarily due to residence hall income being recorded for the spring 2020 semester. This will even out over the next few months.

For the fiscal year ended June 30, 2020, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the eight months ended February 29, 2020, the Unexpended Plant Fund has a deficit of \$40,200 due to a significant amount of Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2020, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of February 29, 2020, the Restricted Fund has a small surplus and is expected to be below budget for the fiscal year.

Debt Service Fund

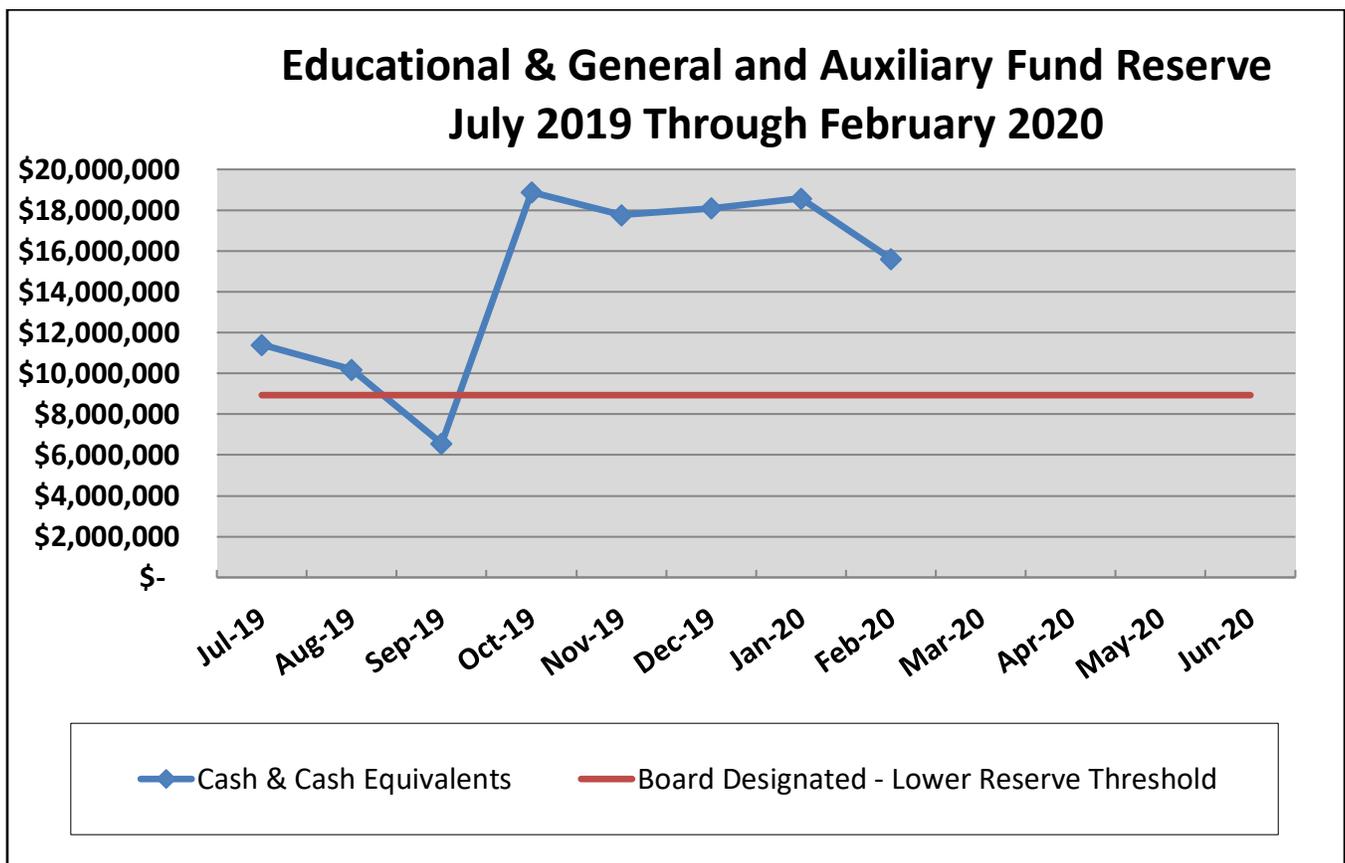


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the eight months ended February 29, 2020, there were no variances from budget.

Yavapai College Cash Reserves February 2020

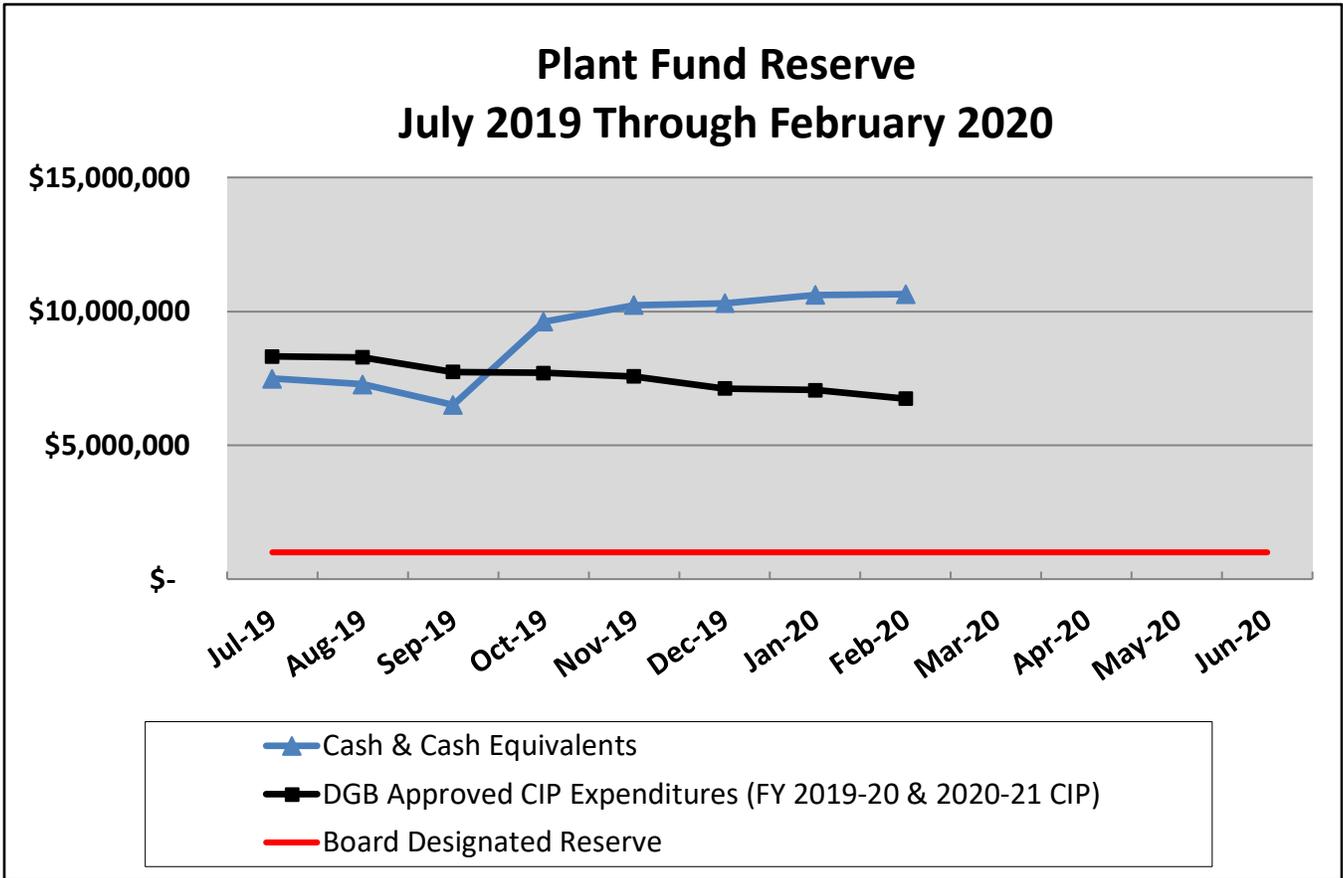
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2019, through February 29, 2020, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

For the period July 1, 2019, through February 29, 2020, Current Fund reserves have been in compliance with the DGB's reserve requirements with the exception of September when Reserves temporarily dropped below the DGB's reserve requirements. This dip generally occurs two times per year, September and March, during the months preceding the collection of property taxes by the county.



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

For the period July 1, 2019, through February 29, 2020, 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 sixteen months of CIP that have been approved by the DGB.

A Tale of Two Fossil Sites in Arizona



Site 1 - A new fossil locality in Yavapai County

- We have begun surveys of a new locality at the Milk Creek Formation of Yavapai County., 8 to 10 million years in age. This site was known, since 1948, for large mammal fossils – most of them belonging to two extinct camels.
- At this new locality we have located the first fossil mollusks and micro vertebrate specimens
- So far, four taxa of fossil gastropods (snails) have been located and identified and one taxa of fossil bivalves (freshwater clams).
- At least two other mollusk taxa are currently be worked on, but lack identification, at the moment.
- We have also located some micro vertebrate fossil bones at this site.



Several students have assisted in the micro fossil collecting, sorting, and identification

- Giovanni Hernandez
- Robert Soria
- Chris Neff
- Jenny Borst



SITE 2 - FIRST TWO SEASONS SURVEYS OF FOSSILS FROM FOUR HEMPHILLIAN LOCALITIES AT PETRIFIED FOREST NATIONAL PARK

Jeb Bevers¹, Dirilee Curtis¹, Chris Neff¹, Giovanni Henandez¹, Stephen Fiorentino¹, Adam Marsh², Matt Smith², and Ben Kligman²

- 1. Yavapai College, Prescott, AZ**
- 2. Petrified Forest National Park, AZ**

PEFO Bidahochi Surveys

- Spring of 2018 and 2019
- First surveys, besides prior recovery of fragments of unidentified Artiodactyla innominate from the B1 locality
- These presumptive Hemphillian sediments (~ 4 + million years old) overlay the Upper Triassic Chinle Formation - a nearly 200-million-year geologic unconformity.
- Four sites surveyed
- Each site turned up fossil materials
- Each site supported distinct fossil taxa
- The varied taxa supports distinct paleo environments of dry lands and perennial or ephemeral aquatic habitat



L-R: Dirilee Curtis, Chris Neff, and Giovanni Hernandez surveying Mt. Fish Fry at the B 3B locality for micro-vertebrates and mollusks



Fishing success!

- Class Actinopterygii, uncertain taxa
- First non-Triassic fish fossils known to PEFO.



Taxa, so far, from Petrified Forest NP surveys

- Vertebrates:
- **At present the identification of specimens is in progress. The current efforts support:**
- **Uncertain Artiodactyla from the southern B1 locality and a fossil Equidae from from the northern B3 locality.**
- **Order Rodentia**
- **Family Cricetidae, Genus *Neotoma* (packrats), B3 locality**
- **Family Geomyidae, Genus *Thomomys* (pocket gopher), B3 locality**
- **Class Actinopterygii – uncertain family from the B3B site.**
- **Suborder Serpentes, Family Boidae, or Colubridae.**
- **Suborder Lacertilia, uncertain Family**
- **Order Aves, humerus, uncertain Family**

- **Invertebrates –**
- **Class Bivalvia, Family Sphaeriidae (pea clams) and Triassic bivalves from the B2, or central, locality.**
- **Class Gastropoda**
- **Family Pupillidae, Genus *Pupoides***
- **Family Succineidae**
- **Family Ancyliidae, Genus *Ferrissia***



Get your fossil kicks on



Acknowledgements

- Yavapai College, Ruth Lillie, lab Coordinator, Scott Farnsworth, Supervisor
- Adam Marsh for coordination and assisting with site work and permitting at Petrified Forest NP.
- Janet and David Gillette, Curators of Paleontology, Museum of Northern Arizona for examination of the Bidahochi collection from the White Cone site.
- Howard Hutchison for gastropod identification.
- Jim Mead and Randy Nydam for Ericynae identification.
- Luis Ruedas, Chris Shaw and Chris Jass for rodent molar identification.

Nomination for Emeritus Faculty Status: Stephen Mason

February 25 2020

Stephen Mason
2721 Austin Road
Prescott, AZ 86301

Full Time Faculty Member: August 2000 to May 2019
Date of Retirement: May 2019

Submitted by Amy Ilona Stein, PhD
Professor of History and Humanities
Former Department Chair, Division Dean, and Faculty Director of Accreditation
x6525 Amy.Stein@yc.edu

The following individuals support the nomination of Stephen Mason for Emeritus Faculty Status.

Brandalyn Andres, Laura Bloomenstein, James Bostwick, Dana Cohen, Cindy Dececco, Stephen Doyle, Jon Freriks, Al Garbinetti, Lauren McCrea Amy Ilona Stein, PhD and Roy Traver

During Mr. Mason's long tenure at Yavapai College his supervising deans include the following: Amy Ilona Stein, PhD, Bonny Stauffer, Roy Traver, Laura Bloomenstein Jill Fitzgerald and Joan Fisher.

As a longtime colleague, and his first "department chair" and then first supervising dean, I am honored to write the nomination for Steve Mason and his emeritus faculty status. As much, if not more than many of our colleagues, Mr. Mason deserves the respect and recognition that emeritus status is intended to bestow. Although Yavapai College appears to hold the concept of institutional memory with disdain and often selects to recognize only the achievements of those in current favor, it is imperative to remember all that was accomplished and contributed by former faculty and in particular those accomplishments and contributions made by Steve Mason.

Steve began teaching for Yavapai College like many of us as an adjunct faculty member. Along with the full timers Beth LaCour, Dick Marcusen and Ed Branson, Steve joined a team of classically educated art instructors and brought to Yavapai College the superior fine art education he acquired at Stanford University. During his first two years in the basement of building 15, although an adjunct and often with his young son bundled into a carrier over his shoulder, Steve worked tirelessly to improve instruction and provide one-on-one attention to the students in the two dimensional art classes. Steve and I shared the office directly across from the print studio. During those first two years, his practical knowledge of production which he shared and taught me was invaluable as I established the art history curriculum and classes for the art department. This assistance became the foundation of the Art Department Mission and Objectives.

Upon my assuming leadership of the division, the departure of Beth Lacour and the retirement of the remaining studio art instructors, Steve Mason was hired as full time faculty the same year as Laura Bloomenstein, Cindy DeCecco and a year later Roy Traver thus establishing the *second*

generation in the art department. As a cohesive and mutually respectful team, Steve Mason in concert with his colleagues, addressed and completed a thoughtful, thorough and comprehensive program review. His contributions to this department and college community endeavor brought about an increase in funding for the art department along with renovations to the drawing, painting and printmaking studios. Furthermore, the program review included a complete rewrite of all art curriculum, solid and attainable objectives for learning outcomes assessment data collection and evaluation, and most importantly, the establishment of the first AFA community college degree program in the state. This degree program was accepted as a whole and articulated without question to the three state universities. As a vital member of the art department team, he too built on the foundation established by our predecessors and created something great.

From his first semester with Yavapai College through to his last, his focus, energy and efforts centered on improving art instruction and education for traditional and non-traditional students. Mr. Mason researched, demanded and received appropriate enrollment management strategies for studio arts courses thus enabling degree seeking students the opportunity to complete the degree program in a seamless and timely manner. This dedication is evidenced by the number of his traditional aged students who went on to successfully complete BFA programs at some of the most prestigious art academies in the country and achieve professional independence as graphic designers in the state.

As a member of the art department he worked relentlessly to help wrestle the Prescott Campus Art Gallery free from the limiting control of the performance hall management thus elevating the quality of exhibitions, installations and instruction in this important learning environment. The Gallery and the Sculpture Garden were embraced as educational venues and thus Steve assisted in the research and composition of a comprehensive Arts Management and Acquisitions policy that, in its original form, reflected academic and industry standards. Mr. Mason curated Asian and European print and digital media exhibitions in the college art gallery further enhancing our students' and community's knowledge of fine art. He volunteered both his time and the fruits of his artistic labor to fund raising activities for the *Friends of Yavapai College Art*. Through these endeavors, Mr. Mason enhanced the resources provided for both art student scholarships and sculptural installations on campus. His support for college objectives were not limited to the art department as he actively promoted the 69.5-million-dollar bond initiative that would among other things renovate areas in the athletic department on the Prescott campus and college centers in Chino and Prescott Valley.

More recently, Mr. Mason is known for his commitment to continuing the quality of education and safety of the learning environment he established early on in his tenure at Yavapai College. He held firm to his convictions and attempted to see that the new drawing and painting facilities were of the same quality as those renovated in building 15. He served in the best interest of his colleagues on the Professional Growth and Development committee. He endured the challenges brought about by continuous organizational and administrative fluctuations without ever wavering from his commitment to the students and the community. He continued as a practicing artist, as evidenced by the sample list of exhibitions, and as an art instructor to teach

his students to see with the same clarity as he does. His clarity of vision, his commitment to our students, our college and our community merit our recognition and his receipt of Emeritus Faculty Status.

Addendum to the Nomination for Emeritus Faculty Status: Stephen Mason

February 3 to 6, 2014

IS&T/SPIE Symposium

Hilton San Francisco, Union Square

333 O'Farrell Street

San Francisco, CA 94102

(703) 642-9090

info@imaging.org

June 9 to July 25

50th Founders Juried Exhibition

The von Liebig Art Center

585 Park Street

Naples, FL 34109

(239) 262-8816

naplesart.org

July 26 to August 17

COLOR

BWAC (Brooklyn Waterfront Artist Coalition)

499 Van Brunt Street, Door 7

Brooklyn, NY 11231

(718) 596-2507

bwac.org

August 8 to September 13

2013 Visual Art Faculty Exhibition

The Yavapai College Art Gallery

Prescott, AZ 86301

(928) 776-2031

yc.edu/v4content/art-galleries/

September 12 to October 26

BRAIN-ART Initiative

Beverly Arts Center

Chicago, IL 60655

(773) 445-3838

beverlyartcenter.org

September 13 to October 11

FRESH ART 2014

Marin Society of Artists Gallery

Ross, CA 94957

(415) 454-9561

marinsocietyofartists.org

October 3 to October 30

Inside Out

Verum Ultimum Art Gallery

Portland, OR 97211

(503) 493-4278

fineartvu.com/

December 19, 2014 to January 3, 2015

Art Out Loud!

The Yavapai College Art Gallery

Prescott, AZ 86301

(928) 776-2031

yc.edu/v4content/art-galleries/

February 8 to 12

2015 IS&T/SPIE Symposium

Hilton San Francisco, Union Square

San Francisco, CA 94102

(703) 642 9090

info@imaging.org

February 27 to March 7

The Labyrinth

Venice Art House Gallery

Venice, Italy

+39.0805234018

Lucacurci.com/artexpo

April 10 to May 30

2015 Southwestern Invitational

Yuma Fine Arts Association

Yuma, AZ 85364

(928) 329-6607

Yumafinearts.org

July 4 to August 22

Architectures of Identities

Palazzo Dolfin

Venice, Italy

+39.0805234018

Lucacurci.com/artexpo

August 1 to 23

BLACK & WHITE

BWAC (Brooklyn Waterfront Artist Coalition)

Brooklyn, NY 11231

(718) 596-2507

bwac.org

August 12 to 28

2015 California Open

TAG Gallery

Santa Monica, CA 90404

(310) 829-9556

taggallery.net

August 8 to September 13

Art Faculty Exhibition: Recent Work

The Yavapai College Art Gallery

Prescott, AZ 86301

(928) 776-2031

yc.edu/v4content/art-galleries

January 21 to March 12, 2016

Pixels of Identities—The Body Language

BAC Gallery

Bogotá, Colombia

keila@bogotartcontemporaneo.com

May 7 to June 12

Wide Open 7

BWAC (Brooklyn Waterfront Artist Coalition)

Brooklyn, NY 11231

bwac.org

June 4 to 30

SELF IDENTITIES

Laura Haber Gallery

Buenos Aires, Argentina

galerialaurahaber@gmail.com

July 23 to August 14

COLOR

BWAC (Brooklyn Waterfront Artist Coalition)

Brooklyn, NY 11231

bwac.org

October 7, 2016, to January 2, 2017

Face Off Exhibit

Herberger Theater Center Art Gallery

Phoenix, AZ 85004

laustin@HerbergerTheater.org

December 9, 2016 to April 5, 2017

Digital Daydreams

Tempe Library, Connections Café Gallery

Tempe, AZ 85281

www.tempe.gov/TempeGalleries

March 18 to April 15

Digitalia

Barrett Art Center, Poughkeepsie, NY 12601

www.barrettartcenter.org

April 14 to June 9

Edgy Art

Herberger Theater @Arizona Center

Phoenix, AZ 85004

laustin@HerbergerTheater.org

May 13 to June 18

Wide Open 8

BWAC, Brooklyn, NY 11231

bwac.org

June 23 to August 20

Beyond Thought

Dairy Arts Center, Boulder, CO 80302; www.the.dairy.org

Item # 3.3.1

DATES AND PLACES OF FUTURE MEETINGS – FY 2019-2020	
TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY and AUGUST 2019 – NO BOARD MEETINGS	
Board Retreat	August 13, 2019, Day, Time 8 a.m. – 5 p.m. Location: Verde Valley Campus – Building M, Room 147
Board Retreat	September 9, 2019, Monday, 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 10, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 8, 2019 Tuesday, 1:00 p.m. Location: Verde Valley Campus – M-137
Regular Board Meeting	November 12, 2019, Tuesday, 1:00 p.m. Location: Chino Valley Center 120/121
DECEMBER 2019 – NO REGULAR BOARD MEETING	
Board Budget Workshop	January 21, 2020, Tuesday 8:30 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 21, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Executive Session	January 27, 2020, Monday, 2:30 – 4:20 p.m. Location: Prescott Campus – Rock House
Executive Session	February 3, 2020, Monday, 3:00pm-4:00pm Location: Prescott Campus – Rock House
Regular Board Meeting	February 11, 2020, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting* After the Board Meeting there will be a tour of Building L at the Verde Valley Campus.	March 3, 2020, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting*	April 6, 2020, Monday, 1:00 p.m. Location: Link: https://www.youtube.com/user/YavapaiCollege
Regular Board Meeting	May 12, 2020, Tuesday, 1:00 p.m. Location: TBA Please check the YC DGB website for location updates: https://www.yc.edu/v6/district-governing-board/meetings.html
JUNE 2020 NO REGULAR BOARD MEETING	
JULY 2020 NO REGULAR BOARD MEETING	

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

Item # 3.3.2

DATES AND PLACES OF EVENTS – FY 2019-2020	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus Mabery Pavilion
Nursing Pinning Ceremony	May 11, 2019, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 11, 2019, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
YC GED Graduation	May 18, 2019, Saturday, 1:30 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 23, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
President’s Picnic	June 14, 2019, Friday 10a.m. – 2:00 p.m. Location: Cottonwood – Riverfront Park
GFI Quebec City	June 19, 2019, Wednesday – June 23, 2019 Sunday
Fall Convocation	August 12, 2019, Monday 8:30 – 4:30 p.m. Location: Prescott Campus – Performing Arts Center
AACCT Conference	September 6, 2019, Friday – September 8, 2019 Sunday Location: Hassayampa Inn
ACCT Leadership Congress	October 16, Wednesday – October 19 2019, Saturday Location: San Francisco, California
Northern Arizona Regional Training Academy (NARTA) Commencement	December 12, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 13, 2019, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
All Arizona Academic Team Luncheon	February 27, 2020 Thursday – 12:30 p.m. Location: TBA, Phoenix, AZ
Annual Scholarship Reception	Cancelled
Annual Scholarship Reception	Cancelled
ACCT Governance Leadership Institute	Cancelled
Tech Student Pinning Ceremony	Postponed
Verde Valley Commencement	Postponed
Prescott Commencement	Postponed
Nursing Pinning Ceremony	Postponed
Northern Arizona Regional Training Academy (NARTA) Commencement	Postponed
Govern For Impact (GFI) Conference	June 18, 2020 Thursday – June 20, 2020 Saturday Location: Fort Worth, Texas
ACCT Leadership Congress	September 30, Wednesday – October 3, 2020, Saturday Location: Chicago, Illinois *Early Bird Registration Ends Friday July 24!!!