

Yavapai College
District Governing Board
Regular Meeting

Tuesday, September 14, 2021
1:00 p.m.

Verde Valley Campus
601 Black Hills Drive
Clarkdale, Arizona 86324

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

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

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

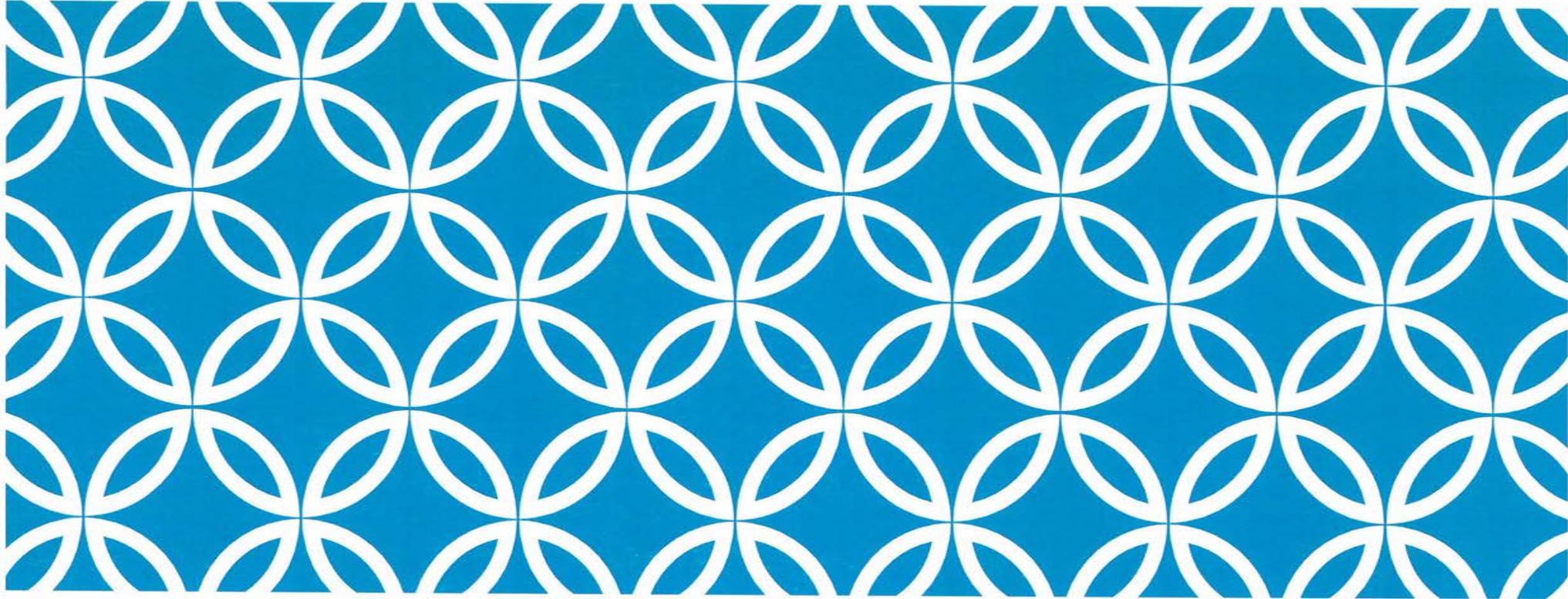
Please note that meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled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

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Pledge of Allegiance {Time: 1}
 - c. Adoption of Agenda – **DECISION** {Time: 1}
2. Study Session
 - a. Executive Session–
 - i. A.R.S. §38-431.03(A)(3) & (4), Discussion and consultation with attorneys for the legal advice and to consider and instruct its attorneys regarding the College's position in *United States ex rel. Daniel Hamilton v. Yavapai County Community College District*, CV12-08193-PCT-PGR - **PROCEDURAL** {Time: 60}
 - b. Convene in Public Session
 - i. Possible action to confirm instructions provided to the College's attorneys regarding *United States ex rel. Daniel Hamilton v. Yavapai County Community*

- c. Higher Learning Commission Accreditation Presentation – Dr. Tom Hughes – **INFORMATION AND DISCUSSION** (*Attached*) {Time: 30}
- d. Meeting the Needs of Students in the Verde Valley Presentation – Dr. Clint Ewell - **INFORMATION AND DISCUSSION** {Time: 30}
- e. President’s Reports **INFORMATION** {Time: 60}
 - i. Policy 205 Treatment of Student and Enrollment – Mr. Rodney Jenkins (*Attached*)
 - ii. College Council – Dr. Diane Ryan, Dr. Emily Weinacker, and Mr. Rodney Jenkins
 - 1. Faculty Senate – Ms. Jill Fitzgerald (*Attached*)
 - 2. Staff Association – Ms. Julie Galgano (*Attached*)
 - 3. Student Government Association – Mr. Brian Moultrup (*Attached*)
 - iii. Verde Valley Campus Program Highlight – Dr. Diane Ryan (*Attached*)
 - 1. Nursing Program – Dr. Marylou Mercado
 - iv. Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
- f. Board Liaisons’ Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland and Secretary Sigafos
 - iii. Yavapai College Foundation – Board Chair McCasland
 - iv. City/Town Council Meetings – Board Chair McCasland
- g. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2021-2022 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2021-2022 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)
- h. ACCT’s Board and Self-Assessment Tool – **INFORMATION** (*Complete Assessment in Your College Email Account*)
- i. Commendation and Reception to Recognize the Community Leaders and Education Advocates in the Verde Valley – Chair McCasland {Time: 35}
Note: this Commendation and reception is time-sensitive and will begin immediately at 3:00 p.m.
- j. Open Call – **INFORMATION** {Time: 10}

3. Board Business
 - a. Consent Agenda – **DECISION** {Time: 5}
 - i. Intergovernmental Agreement - The Arizona Board of Regents, University of Arizona (*Attached*)
 - ii. Letter for Alternate to Service on Yavapai Combined Trust Board (*Attached*)
 - iii. Receipt of Report on Revenues and Expenditures for July 2021 (*Attached*)
 - iv. Acceptance of President’s Report on Policy 205 Treatment of Students and Enrollment
4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}



ACCREDITATION

Prepared for the Yavapai
College District Governing Board
September 2021

WHAT?



Quality Assurance



Institutional Accreditation

Programmatic Accreditation



Nursing



Fire Science



Automotive



Paramedicine/EMS

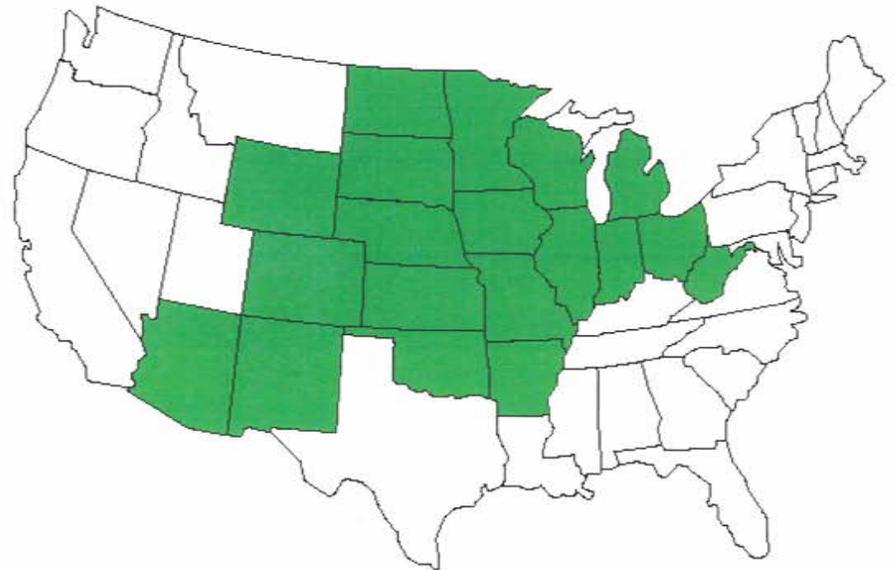


Radiology

REGIONAL INSTITUTIONAL ACCREDITATION



HIGHER LEARNING COMMISSION



SO WHAT?

1. Academic Legitimacy
2. Transferability
3. Public and Employer Confidence
4. Eligibility for Federal Financial Aid

NOW WHAT?

1. HLC Accreditation Cycle

TEN-YEAR ACCREDITATION CYCLE

- 1. Student Opinion Survey
- 2. Federal Compliance



NOW WHAT?

1. HLC Accreditation Cycle
2. **Reaccreditation Site Visit – September 19 & 20, 2022**

NOW WHAT?

1. HLC Accreditation Cycle
2. Reaccreditation Site Visit – September 19 & 20, 2022
3. **Criteria for Accreditation**

HLC CRITERION AREAS

Criterion 1 – Mission

Criterion 2 – Integrity: Ethical and Responsible Conduct

Criterion 3 – Teaching and Learning: Quality, Resources, and Support

Criterion 4 – Teaching and Learning: Evaluation and Improvement

Criterion 5 – Institutional Effectiveness, Resources, and Planning

NOW WHAT?

1. HLC Accreditation Cycle
2. Reaccreditation Site Visit – September 19 & 20, 2022
3. Criteria for Accreditation
4. **The Board's Role**

CORE COMPONENT 2.A.1

The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

1. The institution develops and the governing board adopts the mission.

CORE COMPONENT 2.C

The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

CORE COMPONENT 5.A.1

Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.

NOW WHAT?

1. HLC Accreditation Cycle
2. Reaccreditation Site Visit – September 19 & 20, 2022
3. Criteria for Accreditation
4. The Board's Role
5. **Possible Decisions After Visit**

POSSIBLE DECISIONS AFTER THE VISIT

- Reaccreditation, no monitoring or follow up
- Reaccreditation, interim report
- Reaccreditation, focused visit
- Probation

THANK YOU



Student Affairs

Treatment of Students Policy 205



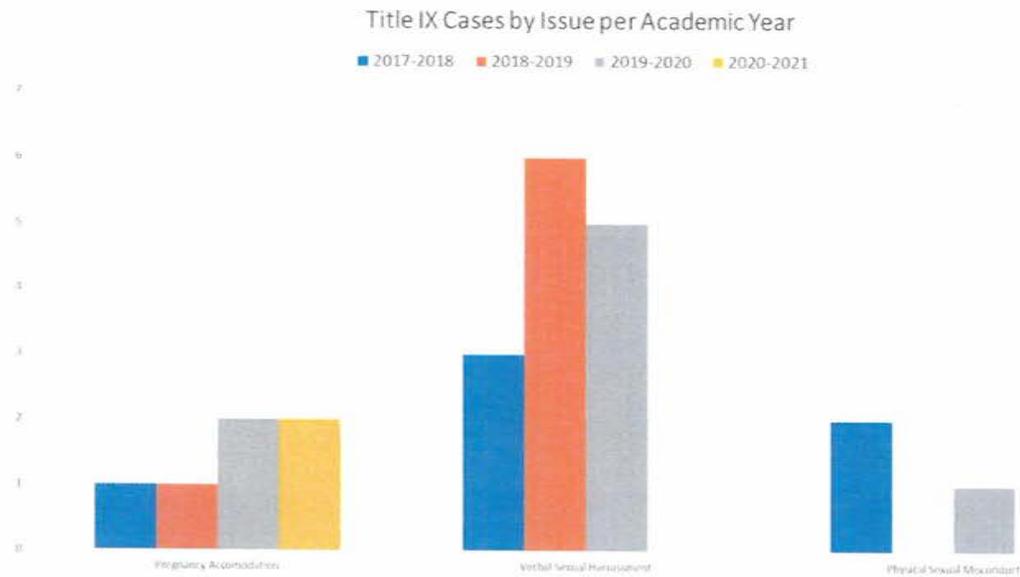
Supporting and Protecting Students

- Student Code of Conduct – Community Standards
- Housing Handbook
- Annual Clery Security Report – Timely Warnings of Security Threats (YCPD)
- 4.7 – Processing Complaints
- Appeal of Academic and Non-Academic Decisions Process
- 10.4 Title IX- Sexual Harassment
- 10.08 Prohibited Harassment
- 10.06 Antidiscrimination
- 10.05 Student and Employee Grievance
- 10.10 Public Access and Expression on College Property



Yavapai
COLLEGE

Title IX Cases per Academic Year



Title IX & Harassment

- Yavapai College is required to prevent, stop, and remedy sexual harassment and discrimination.
- YC reported cases are very low but we continue to work on eradicating sexual assault and harassment.
- We investigate all reported incidences and offer annual training to all students; required for residence hall students and all employees.
- Student Engagement integrates a student group, *Untied*, to integrate a student voice on all forms of harassment and discrimination our students may experience at YC and gather their feedback on how to remedy those issues.
- Pregnancy accommodations are not issues but requests for support.

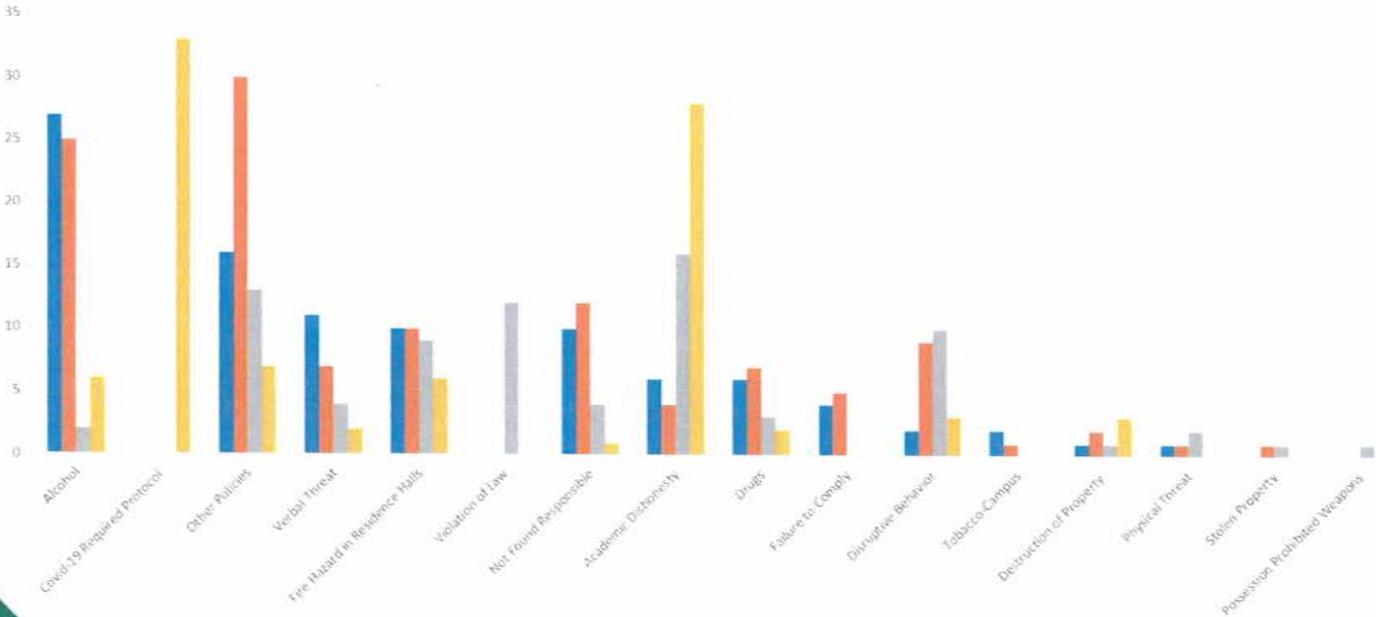


Yavapai
COLLEGE

Conduct Cases by Issue per Academic Year

Conduct Cases by Issue per Academic Year

2017-2018 2018-2019 2019-2020 2020-2021



Community Standards

- Increase student knowledge of and set behavioral expectations.
- Promote a culture of fairness and equity.
- Increase student understanding of how behavior affects/impacts others.
- Highest behavior impacts are underage drinking in residence halls

Yavapai College was awarded a five year Partnership for Success Grant through the Governors Office of Youth Faith and Family to address underage drinking and marijuana use

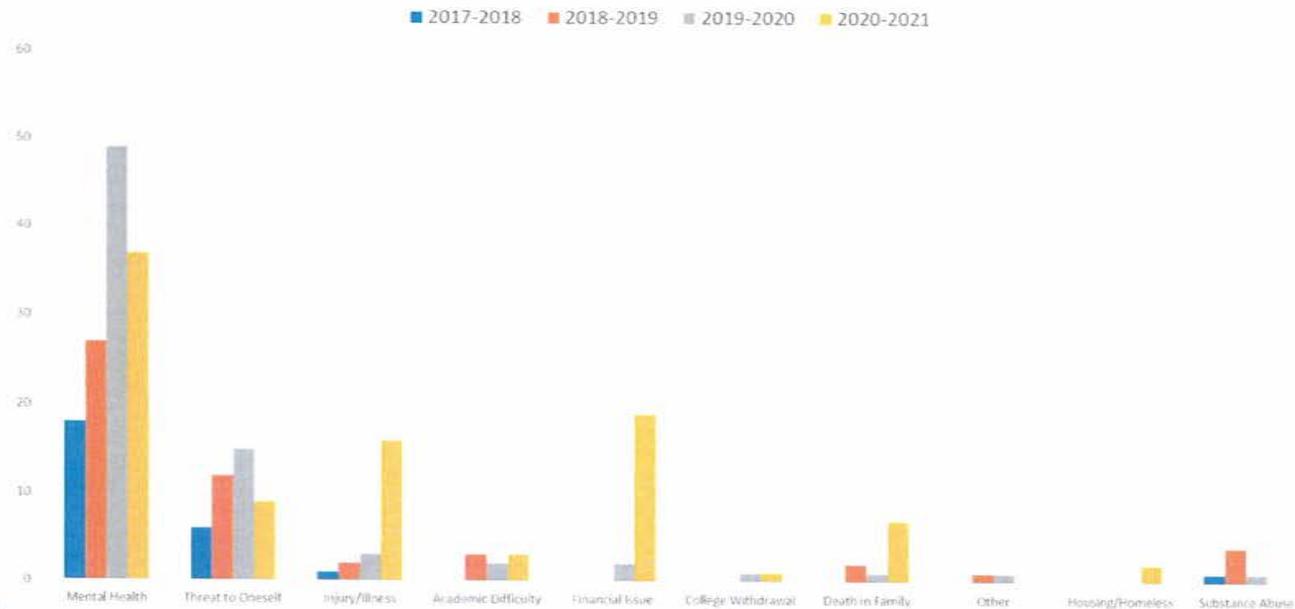
- Academic Dishonesty in the classroom includes plagiarism and cheating as students learn new behavior norms.



Yavapai
COLLEGE

CARE Cases by Issue per Academic Year

CARE Cases by Issue per Academic Year



CARE TEAM

Campus Awareness Response & Evaluation

- Cross Functional Team – Meets bi-weekly – Team started as the Behavioral Intervention Team (BIT)
- Assesses potential threat students pose to self or others and provides early intervention.
- Team promotes student safety, personal wellness, and academic success.
- COVID 19 has moved the student referrals to include more social service needs in addition to the BIT categories.
- These needs have caused us to re-evaluate what support services a student needs to persist and complete

Moving Forward

- **Implementation of Student Assistance Program for free mental health counseling for all students district wide.**
- **2021-2022 – Implementation of Single Stop Service Model**

Single Stop has partnered with universities and colleges to provide students with coordinated on-campus access to a broad range of federal, state, and local benefits and support services – including childcare, nutrition assistance, public health insurance, tax credits, financial counseling, and legal services.



Retention Strategic Plan Student Affairs

- Implement comprehensive early alert system.
- Improve academic and non-academic student engagement and support.
- Improve student health and wellness
- Implement robust pathways to completion and transfer
- Improve funding streams and opportunities for auxiliary services



Yavapai
COLLEGE

Questions

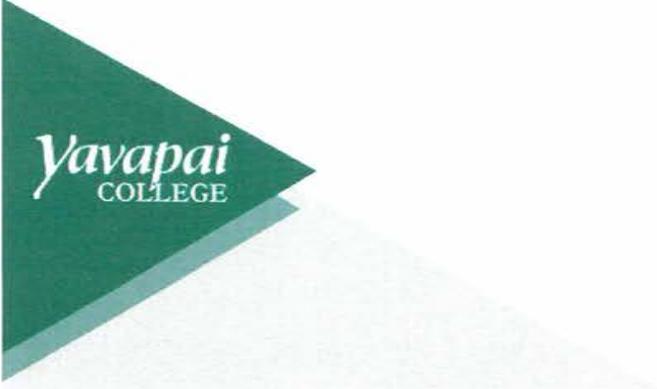


Yavapai
COLLEGE



Yavapai College Enrollment Management

Rodney Jenkins



Yavapai
COLLEGE

YC
You Can!

2021 -2022 Marketing & Recruitment

Increase Hispanic Enrollment

Increase Millennial and Gen X
Enrollment

Regain Stop-Out Enrollment

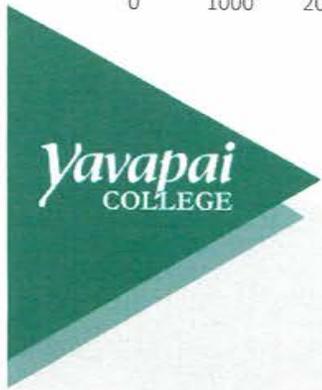
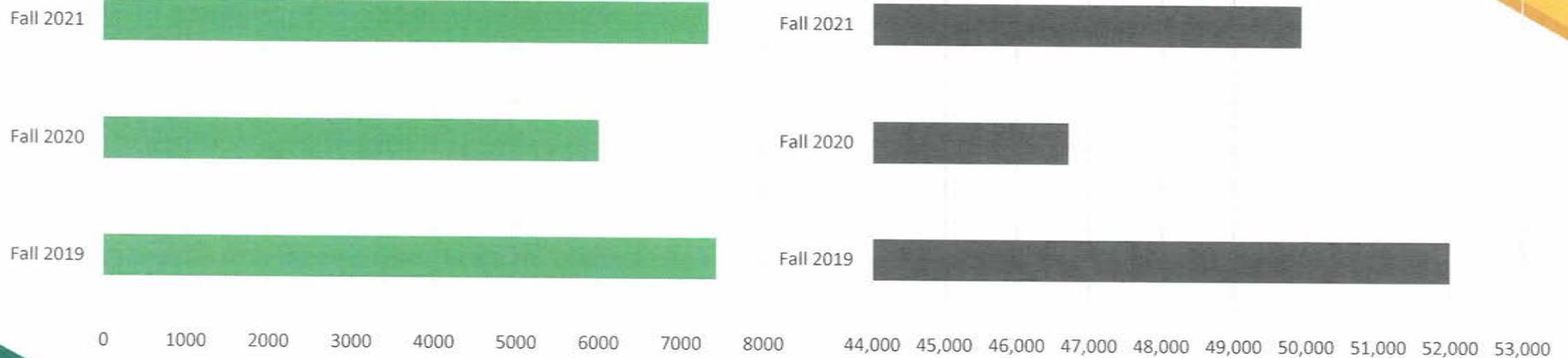
Yavapai
COLLEGE



Enrollment Trends

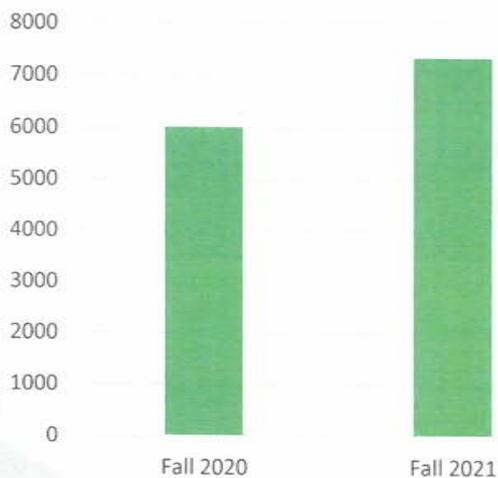
Headcount

Student Credit Hours



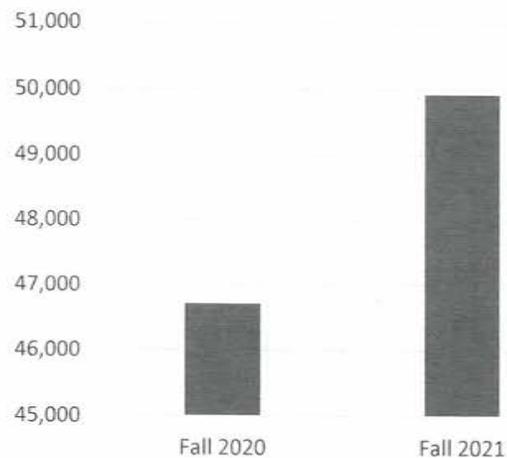
Enrollment Fall 20 Vs. Fall 21

Headcount

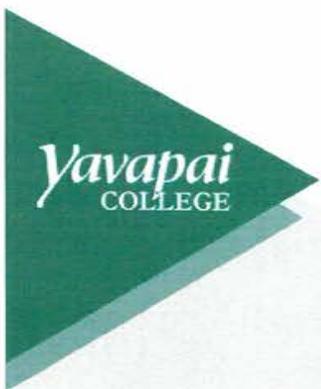


Increase of 29%

Student Credit Hours



Increase of 8.6%
Goal = 5%



Recruitment Strategies

- Open Houses
- Recruiting Events
- Outreach
- Incentives & Initiatives



Open Houses

7 In-Person Open House Events

- Verde (2)
 - Chino Valley
 - Prescott
 - CTEC
 - Sedona – October 6
- Faculty participation
 - Follow-up with Leads
 - More open house events scheduled for this Fall and next Spring



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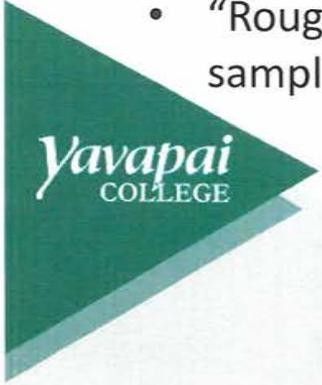
YC
You Can!

Recruiting Events

- Recruiting tables at events throughout the county
- Recruiting at camps within the county
- Recruiting with Yavapai Juvenile Probation office (also adult probation outreach)
- Recruiting in our ESL classes, & NARTA
- Recruiting at Latino events, working with the Latino Houses of Worship, recruiting at Latino family & community events

<https://www.youtube.com/watch?v=8zcgZzEnBIY>

- Planning Family Days with the Worship Houses
- “Roughrider Test Drive” event planned for Spring where potential students can sample some of our classes

The logo for Yavapai College, featuring the word "Yavapai" in a stylized script font above the word "COLLEGE" in a smaller, sans-serif font, all contained within a dark green triangle pointing to the right.

Yavapai
COLLEGE

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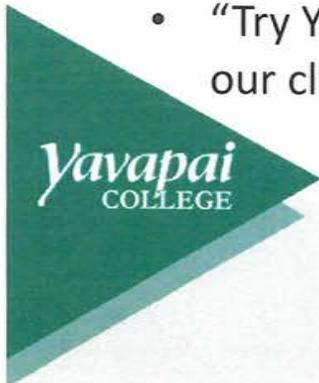
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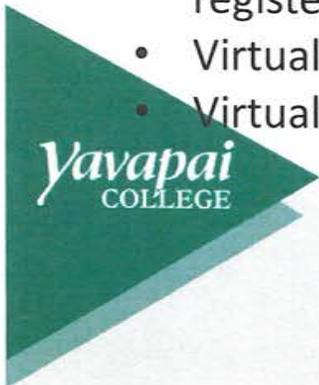
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- Planning Family Days with the Worship Houses
- “Try YC” event planned for Spring where potential students can sample some of our classes



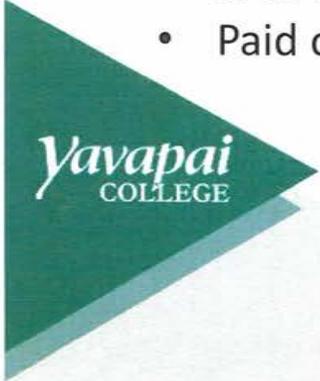
Outreach

- Outreach to students who completed the FAFSA-but have not registered
- Outreach to students who sent transcripts for evaluation-but not applied
- Outreach to our “Stop Outs”
- Text messages and phone calls to students registered in Spring, not yet registered for Fall
- Developing & distributing publications: i.e. Verde Enrollment Guide
- Countywide and/or geo-specific mailers & program flyer distribution
- Call & text campaign (reaching out to those registered in the spring but not registered for the fall)
- Virtual FAFSA Workshops
- Virtual Open Houses



Incentives & Initiatives

- 1st Class Free
- First Semester Free at the Verde Skilled Trades Center
- \$500 incentive for student workers
- Free Classes in:
 - 3D Printing
 - Unmanned Aircraft
 - Advanced Manufacturing
- Free Room & Board for Fall semester
- Paid off Student Debt

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Yavapai
COLLEGE

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YC
You Can!

ycfa

YAVAPAI COLLEGE
FACULTY ASSOCIATION



Yavapai College Staff Association



YCSA Bylaws

BYLAWS

YAVAPAI COLLEGE STAFF ASSOCIATION
PRESCOTT, ARIZONA
September 28, 2020

ARTICLE I. NAME AND PURPOSE

Section 1 Yavapai College Staff Association

This organization will be known as the Yavapai College Staff Association (YCSA).

Section 2 Purpose

The purpose of the YCSA is to foster unity and a sense of identity among YC Staff and advance college-wide collaboration and communication.

- A. We are the voice of YC Staff.
- B. We strive to enhance the work experience for YC Staff.
- C. We promote professional development.

The Yavapai College Staff Association is a shared governance group established by the College Administration to promote effective leadership and support collaborative processes that enable Yavapai College to fulfill its mission.

YCSA Committees

- Event Committee
- Awards Committee
- Communication Committee
- Professional Development Day Committee
- Professional Growth Committee

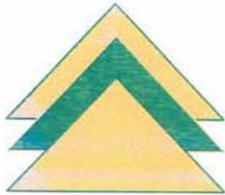
Yavapai College Student Government Association

Student Executive Branch

Listen to...

Speak for...

Stand with...



Yavapai
COLLEGE



Introductions

Student Executive Branch

President
Brian Moultrup

Vice-President
Andrew Tucker

Secretary
Genevieve Horn

Treasurer
Hannah Lowe

Staff Advisor
Janice Soutee

Faculty Advisor
Chris Tenney

Yavapai
COLLEGE

WELCOME BACK!





Accomplishments:

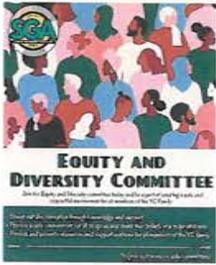
- Website YCSGA Public Canvas Course
- Constitution
- Bylaws
- Student Survey
- ASG Conference and Training
- Retreat
- Teaching and Learning Committee

Yavapai
COLLEGE





Equity & Diversity Committee



Marketing & Public Engagement Committee



Governance Committee



SGA
Yavapai COLLEGE
Student Senate

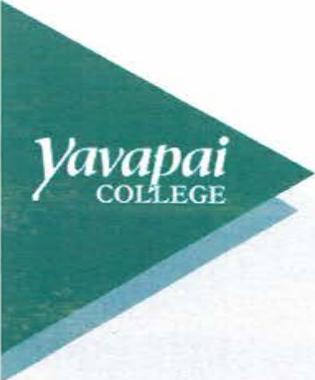
JOIN the YCSGA SENATE

YOU can be the voice

- Student body representation for each YC campus
- Serve on Yavapai College student committees
- Earn an \$800 scholarship per semester
- Connect with peers and faculty to be the voice of the students

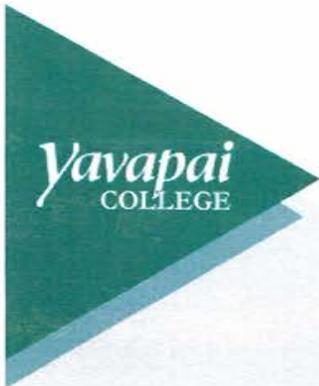
For more information and to apply please visit www.yc.edu/senate

YCSGA Senate



Yavapai College Student Government Association

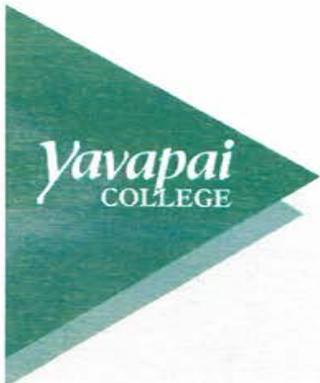
Student Executive Branch





Dr. Marylou Mercado, Director

Nursing Program



Program Outcome: NCLEX-RN pass rates at 90% for all first-time test takers from January 1st to December 31st

Performance on Licensure Examination All Students for Entire Program			
Year	Yavapai College Pass Rate	Arizona Pass Rate	National Pass Rate
2019	93.5%	93%	88.1%
2020	87.2%	91.4%	86.5%
2021			

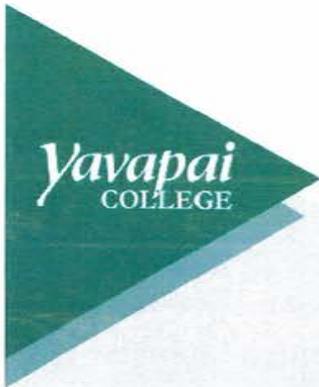
Program Outcome: Program completion rate will be at 73% or higher of students completing within 150% of program length.

Program Completion Rate All Students for Entire Program	
Year	Program Completion Rate
2017 - 2018	86.4%
2018 - 2019	79.8%
2019 - 2020	80%
2020 - 2021	87.2%

Program Outcome: At least 65% of graduates will demonstrate achievement of job placement within 12 months.

Job Placement Rates All Students for Entire Program						
Year	# of Graduates		# of Graduates Responding		Placement Rate	Response Rate
	Spring	Fall	Spring	Fall		
2017	41	39	40	33	86% (63/73)	91% (73/80)
2018	36	39	35	37	87% (63/72)	96% (72/75)
2019	37	48	35	42	87% (67/77)	90% (77/85)
2020	42	36	38	29	91% (61/67)	85% (67/78)

Data collected in collaboration with IER, updated 7/29/21



Agenda Item: 2.e.iv.

Yavapai College Budget to Actual Status by Fund July 2021

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of July 31, 2021, the General Fund has a surplus of \$4,456,900. This is primarily the result of tuition and fee revenues being recorded for the fall 2021 semester.

For the fiscal year ended June 30, 2022, the General Fund is projected to be within budget.

Auxiliary Fund



As of July 31, 2021, the Auxiliary Fund has a large surplus due to the collection of the fall 2021 semester room revenues. This will even out over the next several months. For the fiscal year ended June 30, 2022, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



As of July 31, 2021, the Unexpended Plant Fund has a small surplus.

For the fiscal year ended June 30, 2022, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal

financial aid which will fluctuate depending on the financial needs of our students. As of July 31, 2021, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

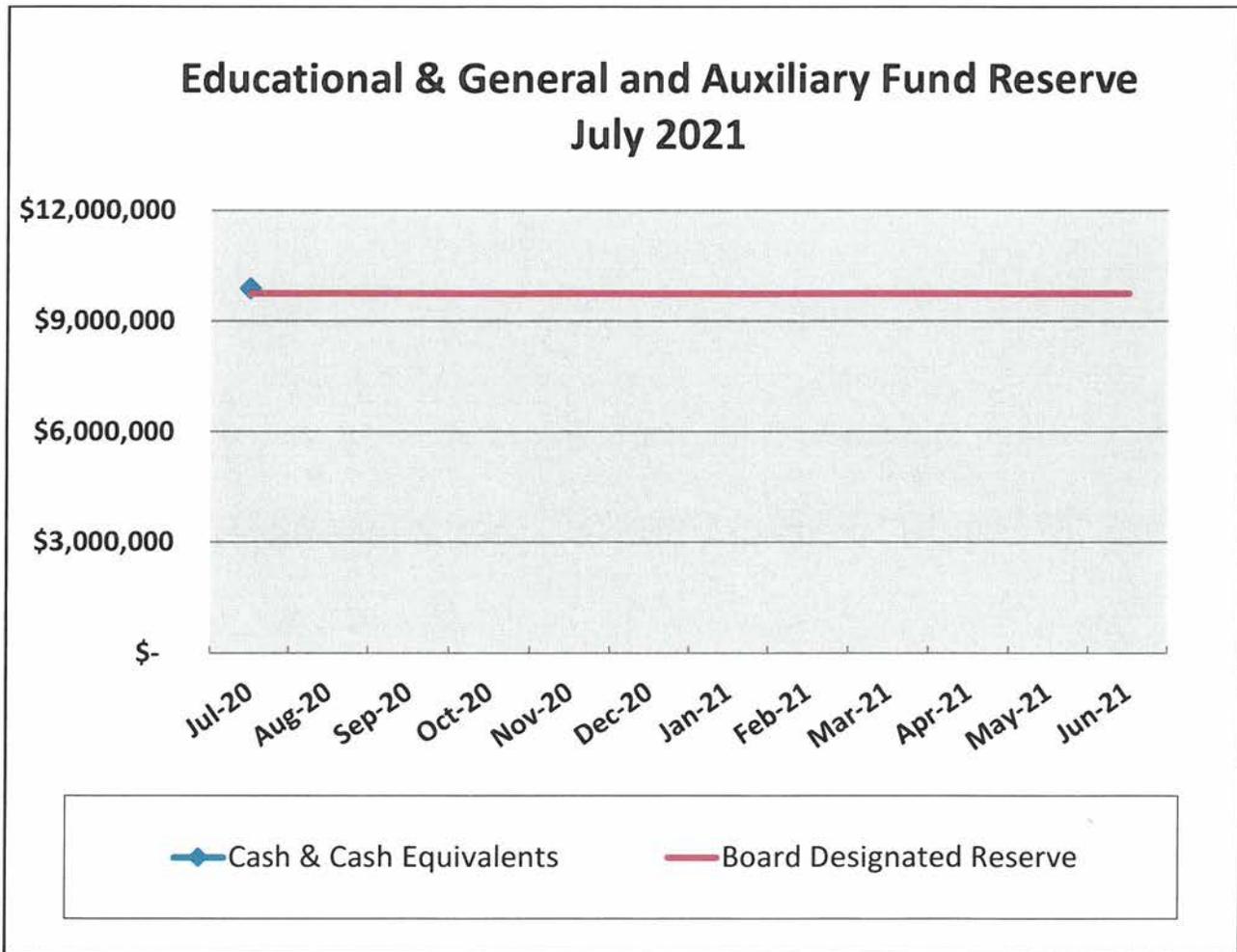


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—as of July 31, 2021, there were no variances from budget.

**Yavapai College
Cash Reserves
July 2021**

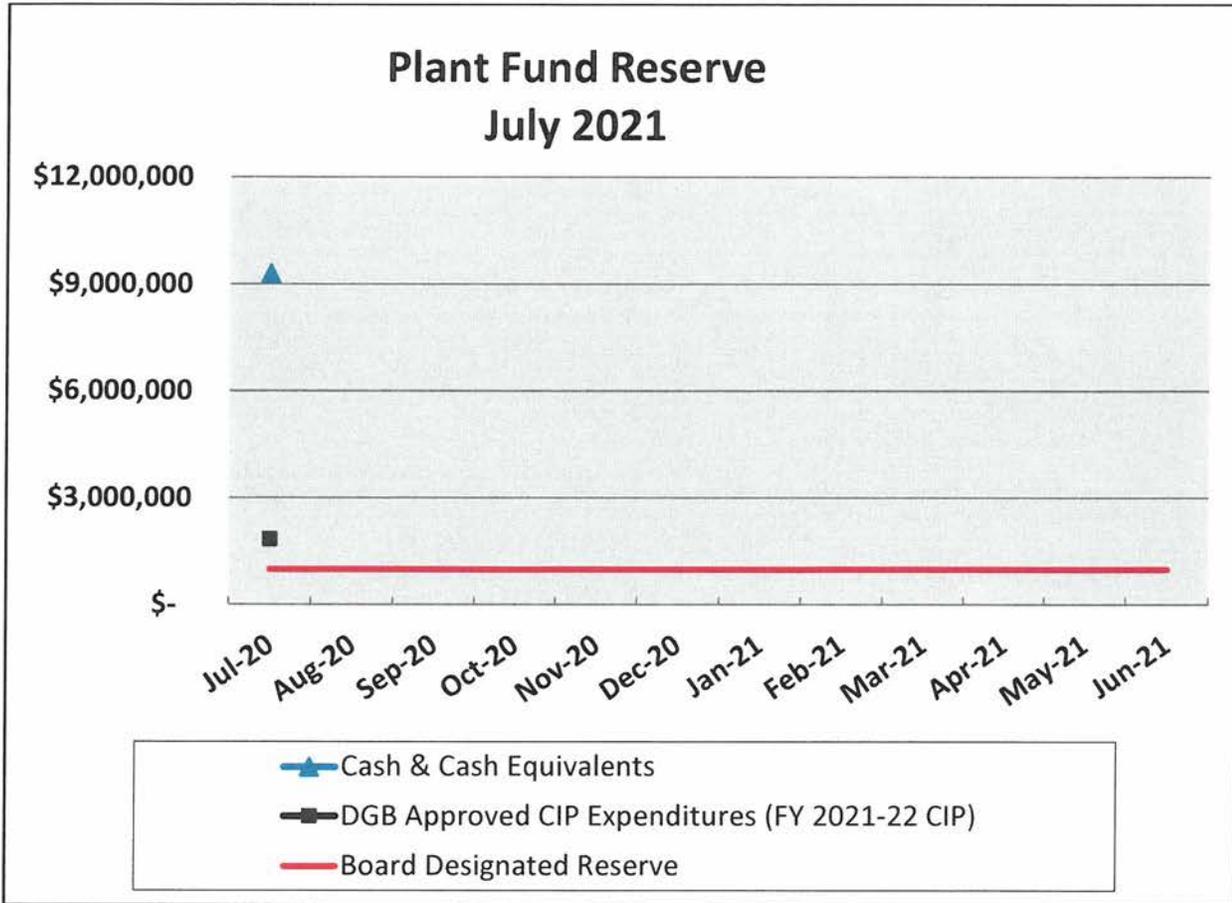
The President's monthly report on cash reserves below displays the District's reserves at July 31, 2021, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

As of July 31, 2021, Current Fund reserves have exceeded the DGB's reserve requirements.



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

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

2021-2022
District Governing Board
Calendar Dates

Agenda Item: 2.g.i.

Month	Board Study Sessions	Board Meeting Type
Tuesday, September 7, 2021 9:00am-4:00pm Prescott Valley Campus		Policy Workshop
Wednesday, September 8, 2021 9:00am-4:00pm Prescott Valley Campus		Policy Workshop
Thursday, September 9, 2021 9:00am-4:00pm Prescott Valley Campus		Policy Workshop
Tuesday, September 14, 2021 Start Time: 1:00pm Verde Valley Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, October 19, 2021 Start Time: 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, November 9, 2021 Start Time: 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, November 16, 2021 9:00am-4:00pm Career & Technical Education Center		Board Self-Assessment Workshop
December 6 – 10, 2021 4:00pm – 6:00pm TBA		Board Dinner
Friday, January 28, 2022 9:00am – 4:00pm Prescott Valley Campus		Board Elections & Policy Workshop
Tuesday, February 8, 2022 9:00am – 4:00pm Rock House	Budget Workshop & Study Session 9:00am - 3:00pm	Business Meeting 3:00-4:00pm
Tuesday, March 22, 2022 Start Time: 1:00pm Sedona Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, April 19, 2022 Start Time: 1:00pm Verde Valley Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, May 17, 2022 Start Time: 1:00pm Prescott Campus Community Room (19-147)		Budget Public Hearing/Adoption Business Meeting
Tuesday, May 24, 2022 9:00am-4:00pm Chino Campus		Board Self-Assessment Workshop

Agenda Item: 2.g.ii.

DATES AND PLACES OF COLLEGE HOSTED EVENTS – FY 2021-2022	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Verde Campus Open House	Saturday, June 5, 2021 – 10AM – 12PM Location: Verde Valley Campus
Chino Valley Center Open House	Saturday, June 12, 2021 – 10AM – 12PM Location: Chino Valley Campus
Prescott Campus Open House	Saturday, June 26, 2021 – 10AM – 12PM Location: Prescott Campus
CTEC Open House	Saturday, July 31, 2021 – 10AM – 12PM Location: CTEC
Verde Campus Open House for the Skilled Center and Building L	Saturday, August 7, 2021 – 10AM – 12PM Location: Building L of Verde Valley Campus
Fall Convocation	Monday, August 9, 2021 – 9AM Location: TBD
National Hispanic Heritage Month Open/Kick Off Ceremony	Wednesday, September 15, 2021 – Time: TBD Location: Prescott - Lobby of Building 19 Verde Valley Campus – Lobby of Building M
National Voter Registration Day	Tuesday, September 21, 2021 – Time: TBD Location: Prescott - Lobby of Building 19 Verde Valley Campus – Lobby of Building M
National Hispanic Heritage Month Outdoor Movie Night – Families invited	Wednesday, September 22, 2021 – Time: 7PM Location: Verde Valley – Maybery Pavolion
National Hispanic Heritage Month Outdoor Movie Night – Families invited	Thursday, September 23, 2021 – Time: 7PM Location: Roughrider Courtyard - Prescott
National Hispanic Heritage Month Salsa & Dance	Thursday, September 30, 2021 – Time: 12PM Location: Verde Valley – Maybery Pavolion Prescott - Roughrider Courtyard
National Hispanic Heritage Month Game Night	Thursday, October 7, 2021 – Time: 5PM Location: Verde Valley – Building M -137 Prescott – Building 19-147
National Hispanic Heritage Month Closing Ceremony	Friday, October 15, 2021 – Time: TBD Location: Verde Valley – Lobby of Building M Prescott – Lobby of Building 19
National Native American Heritage Month	November 2021

Northern Arizona Regional Training Academy (NARTA) Commencement	Thursday, December 9, 2021 – Time: 11AM – 1PM Location: Prescott Performing Arts Center
Nursing Pinning Ceremony	Friday, December 10, 2021 – Time: 1PM Location: Prescott Performing Arts Center
Spring Convocation	Wednesday, January 12, 2022 – 9AM Location: TBD
National African American/Black History Month	February 2022
All Arizona Academic Team Luncheon	March 2022 Date and Time: TBD Location: TBD
Evening of Recognition – Verde Campus	April 2022 Date and Time: TBD Location: TBD
Evening of Recognition – Prescott Campus	April 2022 Date and Time: TBD Location: TBD
Yavapalooza Spring Festival	Friday, April 22, 2022 – Time: 4PM Location: Prescott Campus – Parking Lot B
Verde Valley Commencement	May 2022 – Date and Time: TBD Location: TBD
Prescott Commencement	May 2022 – Date and Time: TBD Location: TBD
Nursing Pinning Ceremony	May 2022 – Date and Time: TBD Location: TBD
GED Graduation Ceremony	May 2022 – Date and Time: TBD Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	Thursday, May 26, 2022 – Time: 11AM – 1PM Location: Prescott Performing Arts Center Or Thursday, June 2, 2022 – Time: 11AM – 1PM Location: Prescott Performing Arts Center

Agenda Item: 2.g.iii.

LIST OF DATES AND PLACES OF NATIONAL, STATE, AND LOCAL CONFERENCES, CONGRESSES, WEBINARS, SEMINARS AND EVENTS – FY 2021-2022	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
ACCT Virtual Diversity Institute Governing for Equity	Tuesday, June 22 & Tuesday, June 29, 2021 Location: Virtual
ACCT Virtual Pacific Regional Meeting	Tuesday, June 15 – Time: 3PM EDT, 12PM Arizona Time Location: Virtual
Govern for Impact Virtual 2021 Annual Conference	Thursday, June 17 – Saturday, June 19, 2021 Location: Virtual
ACCT Virtual Governance Leadership Institute for New Trustees	Tuesday, August 3 – Thursday August 5, 2021 Location: Virtual
Govern for Impact GOVERN Town Hall	Tuesday, September 21, 2021 – Time: 2:00 – 3:30 PM EDT Location: Virtual
AACCT Fall Event – To discuss and fine-tune Legislative Agenda	Late September/Early October TBA
ACCT Leadership Congress	Wednesday, October 13 – Saturday October 16, 2021 Location: San Diego, CA
Govern for Impact Advanced Practice Forum	Tuesday, October 26, 2021 – Time: 10:00AM – 5:00 PM EDT Location: Virtual
Govern for Impact Advanced Practice Forum	Tuesday, November 23, 2021 – Time: 10:00AM – 5:00 PM EDT Location: Virtual
ACCT National Legislative Summit	Monday, February 6 – Wednesday February 9, 2022 Location: Washington, D.C.
ACCT Leadership Congress 2022	Wednesday, October 26 – Saturday, October 29, 2022 Location: New York, New York

INTERGOVERNMENTAL AGREEMENT

BETWEEN

THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA

AND

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

The parties to this Intergovernmental Agreement ("Agreement") are The Arizona Board of Regents, University of Arizona, hereinafter "UArizona", and Yavapai County Community College District, hereinafter "YCCCD", and referred to collectively hereinafter as the "Parties".

AUTHORITY

UArizona and YCCCD are authorized to enter into this Agreement pursuant to the Provisions of A.R.S. §11-952, §15-1625(B)(2) and §15-1444(B)(4).

BACKGROUND AND PURPOSE

In September 2016, the Parties entered into an Intergovernmental Agreement for the purpose of granting YCCCD a non-exclusive license for access and use of portions of the UArizona's Cracchiolo DK Ranch property and structures ("Property"), located at 225 S Merritt Ranch Road, Cornville, Arizona (See Exhibit A). The term of that Intergovernmental Agreement was automatically renewable annually for a period of up to five years, expiring June 30, 2021. In the Spring of 2021, the Parties held discussions related to the establishment of a new Intergovernmental Agreement with revised terms and conditions to include specific provisions for access, use, improvements and maintenance of the Property, including livestock, equine, and agriculture uses. The Parties hereby agree to such revised provisions, pursuant to the terms and conditions set forth below and in attached Exhibits, as may be modified from time to time by the Parties in written amendments to this Agreement.

DURATION

This Agreement shall commence on the date of last signature by the Parties and continue for a period of one (1) year. The agreement shall renew automatically each year thereafter for up to four (4) additional one (1) year periods unless terminated ninety (90) days prior to such annual renewal by either party. Renewals may extend this agreement through June 30, 2026.

FUNDING

For the initial term of this agreement, YCCCD and UArizona contemplate no exchange of funds.

RESPONSIBILITIES OF UARIZONA:

1. UArizona grants to YCCCD, access to the Property for the purposes of non-commercial research and education activities, as further described below and in attached Exhibits.
2. UArizona grants to YCCCD access to and use of plots 2, 3 & 7 as identified on Exhibit A-1, and use of the Hay Shed, Horse Barn, Livestock Barn, Meeting Room & bathrooms, and designated parking areas as identified on Exhibit A-2, to make temporary improvements related to the non-commercial research and education activities contemplated by this Agreement, as further described below and in attached Exhibits.
3. UArizona agrees not to unduly withhold approval in response to YCCCD's request for Property access, to make temporary improvements, and to allow livestock, equine, or agricultural uses. UArizona will endeavor to address and/or approve most requests within twenty (20) days of receipt from YCCCD.
4. UArizona remains responsible for the maintenance and repair of its permanent capital structures located on the Property, except for the bathrooms located in the Meeting Room which shall be the responsibility of YCCCD as further described below.

RESPONSIBILITIES OF YCCCD

1. For YCCCD's expected use for an academic semester (a use typically greater than 15 days in duration), YCCCD shall give UArizona's Superintendent of V Bar V and Cracchiolo DK Ranches ("Superintendent") thirty (30) days' notice (email acceptable) of the need to access the Property. YCCCD shall not access the Property without notification to UArizona's Associate Director prior to each use. YCCCD shall identify to UArizona the following:
 - a. The name of the activity;
 - b. The nature, purpose and location on the property of the activity;
 - c. The start and end date(s), and start and end time(s) of YCCCD's use each day;
 - d. The name of YCCCD representative(s) in charge of the activity, including title, date of birth and direct contact information;
 - e. The names, titles, and date of birth (required only once per semester per class) of each person who will be onsite for the duration of the activity, and if minors, their parent(s) or guardian(s) direct contact information; and
 - f. Any pre-visit needs or requirements of the YCCCD.
2. For YCCCD's spontaneous use (a use typically 15 days or less in duration), YCCCD shall give UArizona's Superintendent five (5) days notice (email acceptable) of the need to access the Property. YCCCD shall identify to UArizona the same information in 1. a. to 1. f. above.
3. YCCCD shall only access and use the areas of the property granted by UArizona above. YCCCD shall not access or disturb the Caretaker's House, Guest House, or Main House or any other portion of the Property, unless prior authorization is granted by UArizona. YCCCD agrees to park only in the parking area designated by UArizona. YCCCD participants are not to park on Merritt

Ranch Road or Kovacovich Lane. For maximum attendance at YCCCD events, YCCCD is encouraged to carpool or vanpool to the Property. Buses larger than 20 feet in length are not allowed to park on the Property or on the surrounding roads.

4. For any use that requires a long-term occupancy and/or temporary improvement, YCCCD shall give the Superintendent ninety (90) days notice (email acceptable), using the form at Exhibit B, or similar approved form. YCCCD shall identify to UArizona on the form the following:
 - a. The nature, purpose, and location on the Property, and sketch of the proposed improvements;
 - b. The proposed start and end date(s) for the construction and use of the improvements;
 - c. The anticipated value of the improvements; and
 - d. The name of YCCCD representative(s) in charge of the improvements, including title, date of birth and direct contact information;

YCCCD agrees to accept a denial from UArizona as well as accommodate reasonable requests from UArizona to modify or improve the temporary improvement design or placement prior to, during, or after installation.

5. If YCCCD chooses to raise livestock, equines, or agriculture on the Property, all care of the livestock, equines, and agriculture shall be the responsibility of YCCCD. YCCCD shall hire an employee to take care of the animals and vegetation, perform regular routine maintenance and repairs of the temporary improvements, and clean and restock the Property bathrooms located at the Meeting Room.
6. YCCCD estimates having no more than five (5) livestock & equine on the Property, and no more than twenty-five (25) poultry at a time on the Property. If these estimates increase, YCCCD agrees to notify the Superintendent thirty (30) days in advance for review and approval.
7. If YCCCD elects to have a third party access the Property for related non-commercial research and education activities as contemplated by this Agreement, YCCCD shall enter into a written agreement with such third-party similar in terms and conditions as this Agreement. YCCCD shall provide UArizona with a draft of the proposed written agreement no later than one-hundred and twenty (120) days prior to the third-party's access of the Property. YCCCD agrees to incorporate Arizona's reasonable modifications to the agreement before presenting it to the third-party for review and signature. If the third-party has objections or concerns regarding any of the terms and conditions that impact UArizona, such objections or concerns shall be brought to UArizona for return comment. Upon signature of the third-party agreement, YCCCD shall provide evidence to UArizona of such written agreement no later than thirty (30) days prior to the third-party's access of the Property.
8. To avoid any conflict with any other research and education activities occurring on the Property, UArizona reserves the right to reject, postpone or cancel the YCCCD's access to the Property for any reason. UArizona will give YCCCD ninety (90) days' advance notice of its intent to deny approval, postpone or cancel any YCCCD activity or access.

9. YCCCD agrees to abide by UArizona's Interactions with Non-enrolled Minors Policy: <http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>, including but not limited to:
 - a. Background checks of all potential YCCCD employees who will be on the Property during YCCCD's use who will be over the age of 18;
 - b. No unsupervised contact: No one-on-one adult contact with a minor unless such contact is both unavoidable and in full view of other adults and/or children, nor facilitate or allow that situation to occur with any other adult/minor.
 - c. Any YCCCD employee is a mandatory reporter and if they suspect abuse of a minor, they should call 9-1-1 immediately to report the suspected abuse to the nearest police, and inform the UArizona's Associate Director or onsite Caretaker.
 - d. Take such steps as are appropriate under the circumstances to immediately separate the minor from the threat.
 - e. Take steps to prohibit anyone whose conduct has resulted in a report under this section from having any further contact with minors until it receives suitable assurances that the individual whose conduct resulted in the report has been absolved of any wrongdoing.
10. While on the Property, YCCCD agrees all activities will adhere to all applicable regulatory and accreditation requirements and ABOR and University of Arizona policies, including, but not limited to, the Animal Welfare Act, Animal Welfare Regulations, Public Health Service Policies, AVMA Council on Education, and the Association for the Assessment and Accreditation of Laboratory Animal Care, International.
11. YCCCD's activities shall not hinder or disturb The Steele Foundation's Visitors Right of Entry to Oak Creek.
12. YCCCD agrees to exercise due care in the use of the Property, and at the end of its scheduled use to return the Property in as good a condition or better as when received and remove all livestock, equines, and/or agricultural products from the Property. YCCCD agrees be responsible for any damages to the Property and any equipment or furnishings on the Property that are caused by YCCCD or result from YCCCD's use and occupancy of the Property. At the end of YCCCD's use of any temporary improvement made to the Property, YCCCD shall give the Superintendent ninety (90) days notice for the Superintendent to determine if UArizona wants YCCCD to remove the temporary improvement or leave it in place. If UArizona determines that transfer of ownership of a temporary improvement is in its best interests, YCCCD agrees not to remove the improvement and to document the transfer of ownership to UArizona or to a third party as may be determined by UArizona.

STATE OBLIGATION

The Parties recognize that the performance of both Parties may be dependent upon the appropriation of funds by each Party’s governing, legislative authority. Should the Legislature in the case of the UArizona or the Governing Board in the case of YCCCD fail to appropriate the necessary funds or if either Party’s applicable appropriation is reduced during the fiscal year, the Party that is subject to the reduced or eliminated funding may reduce the scope of this Agreement if appropriate or cancel this Agreement without further duty or obligation. Each Party agrees to notify the other Party as soon as reasonably possible after the unavailability of said funds comes to its attention.

TERMINATION

This Agreement may be terminated by either party with ninety (90) days written notice to the other party. In the event early termination creates an obligation on one party to refund or release funds to the other, such funds shall be released or refunded within thirty (30) days of the termination date.

DISPOSITION OF PROPERTY

The Parties do not contemplate joint acquisition of any property pursuant to this agreement. Except as otherwise contemplated in this Agreement, upon termination of this Agreement, equipment furnished or purchased by YCCCD for use on the Property shall be retained by YCCCD, and equipment furnished or purchased by UArizona for use on the Property shall be retained by UArizona.

NOTICE

Any written notice/communication provided for, required or permitted herein will be addressed to the following:

University of Arizona:

Administrative:

Associate Director for Strategy and Rangelands,
Arizona Experiment Station
School of Natural Resources and the Environment
University of Arizona
1311 East Fourth Street, Rm 112
Tucson, AZ 85721
mcclaran@arizona.edu

Contractual:

Director, Contracting & Subaward Services
Sponsored Projects & Contracting Services

Yavapai College:

Administrative:

Tina Redd, PhD
Verde Valley Campus Dean
601 Black Hills Drive
Clarkdale, AZ 86324
tina.redd@yc.edu

Contractual:

Ryan Bouwhuis, Director
Procurement & Contract Services

University of Arizona
P.O. Box 210158
888 N. Euclid Avenue, Room 515
Tucson, AZ 85721-0158
sponsor@arizona.edu

Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301
ryan.bouwhuis@yc.edu

A Party may change its Notice clause contact information by providing informal notice to the other Party, without need for a written amendment.

INDEMNIFICATION

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

INSURANCE

YCCCD shall provide and maintain insurance coverage as follows:

- a. Commercial general liability in the amount of: \$3,000,000 (each occurrence);
- b. Comprehensive automobile liability in the amount of \$1,000,000; and
- c. Workers' Compensation as required by statute.

The insurance policies required above for general and auto liability shall be endorsed as follows: *"The State of Arizona, Arizona Board of Regents, the University of Arizona, and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Yavapai Community College District"*. Upon signing this Agreement, and prior to use of the Property, YCCCD will furnish to UArizona current Certificates of Insurance indicating coverage is in effect. Certificate must indicate that coverage provided is primary and that additional insured endorsements have been done. Alternatively, copies of applicable endorsements may be submitted with the Certificate of Insurance.

LOGOS/TRADEMARKS

Nothing in this Agreement shall give YCCCD any license to use or rights in or to the trademarks, logos, copyrights, trade names, indicia, emblems, trade dress, or other proprietary designations of UArizona.

ARBITRATION

The Parties acknowledge that disputes arising from this Agreement may be subject to arbitration in accordance with applicable law and court rules.

NON-DISCRIMINATION

The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders, including Executive Order 2009-09, governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act, as amended.

CONFLICT OF INTEREST

This Agreement is subject to cancellation under A.R.S. § 38-511 regarding conflict of interest on the part of individuals negotiating contracts on behalf of the State of Arizona.

COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. The Parties agree that any xerographically or electronically reproduced copy of this agreement will have the same legal force and effect as any copy bearing original signatures of the Parties.

AMENDMENTS

Any amendments to this Agreement must be in writing and signed by authorized representatives of each party.

WAIVER

Waiver by either Party of any breach or default of any clause of this Agreement by the other Party shall not operate as a waiver of any previous or future default or breach of the same or different clause of this Agreement.

SEVERABILITY

If any provision of this Agreement is held void or unenforceable, the remaining provisions shall nevertheless be effective, the intent being to effectuate this Agreement to the fullest extent possible.

RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

ENTIRE AGREEMENT

This Agreement embodies the entire understanding between the UArizona and YCCCD, and any prior or contemporaneous representations, either oral or written are hereby superseded.

IN WITNESS HEREOF, to the extent permitted by law, the parties sign this Agreement, as indicated by its authorized representatives signing below:

FOR THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA

Name:

Title:

Date: _____

Attorney Approval:

The foregoing Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Board of Regents.

Dated this ____ day of _____, 2021.

By: _____
Associate General Counsel

FOR YCCCD

Ms. Deb McCasland
Title: District Governing Board Chair

Date: _____

Attorney Approval:

The foregoing Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Governing Board of the Yavapai Community College District.

Dated this 22nd day of JULY, 2021.

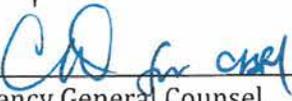
By: 
Agency General Counsel

EXHIBIT A-1

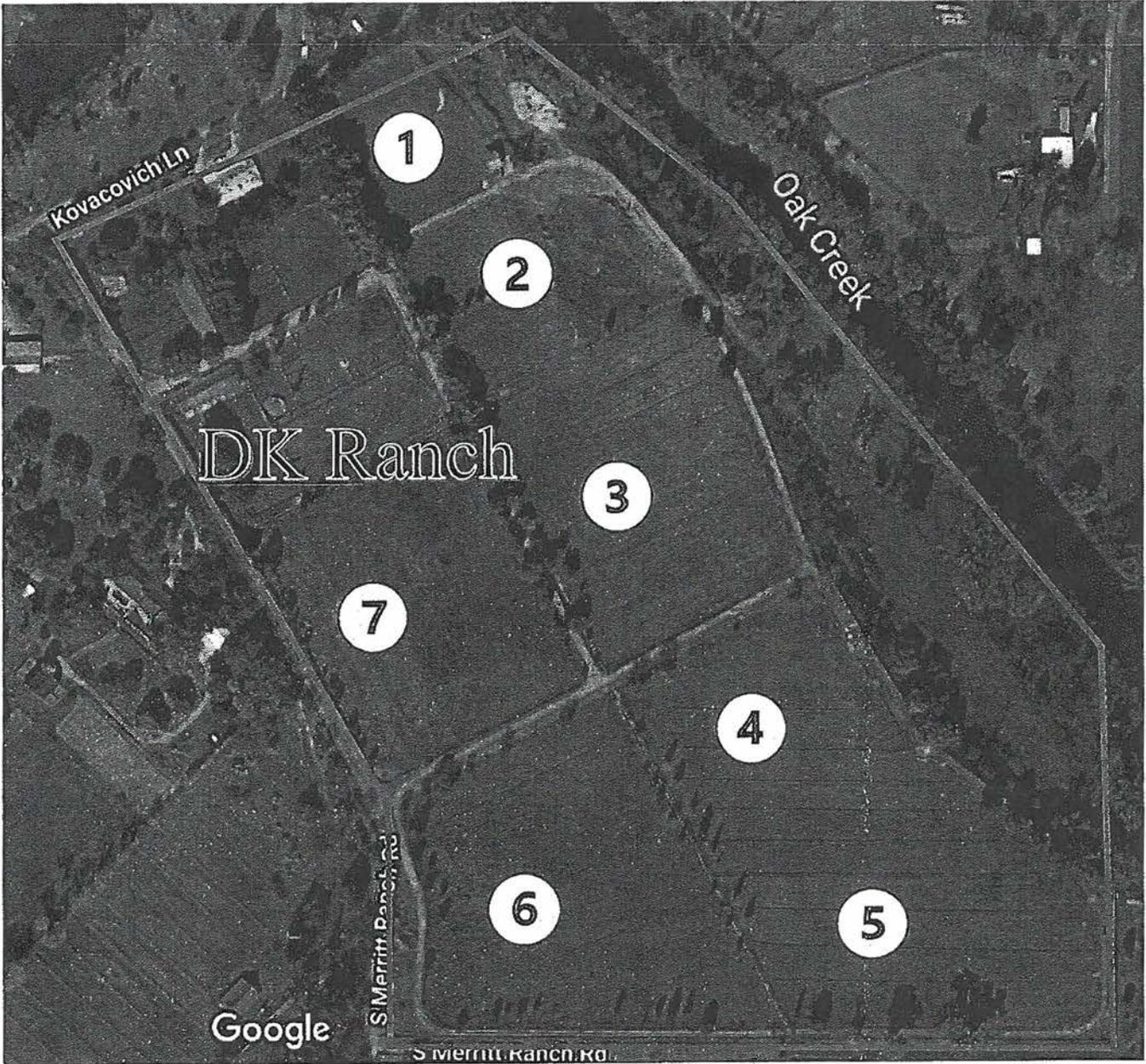


EXHIBIT A-2

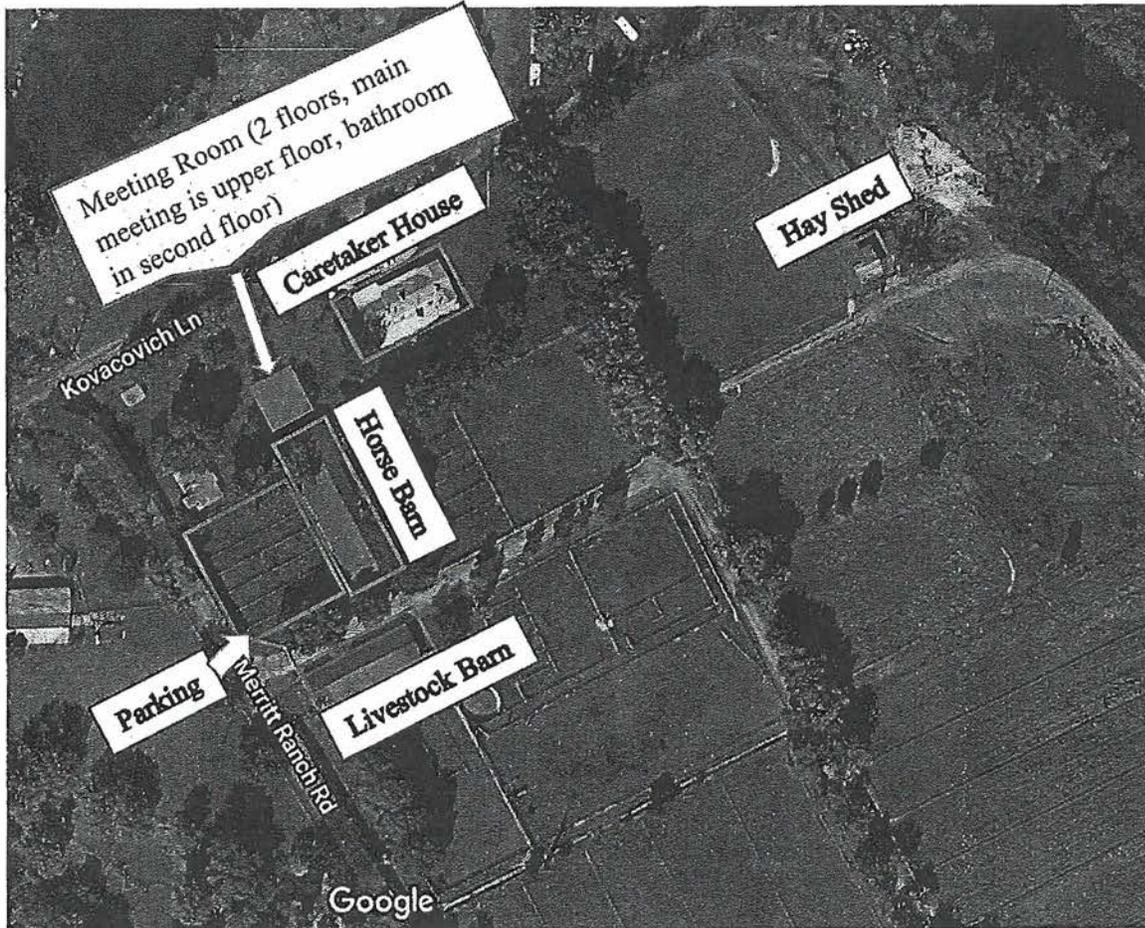


EXHIBIT B

TEMPORARY SITE IMPROVEMENT REQUEST PURSUANT TO THE INTERGOVERNMENTAL AGREEMENT (IGA) DATED _____ BETWEEN THE ARIZONA BOARD OF REGENTS, UNIVERSITY OF ARIZONA (UARIZONA) AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT (YCCCD) FOR ACCESS AND USE OF THE CRACCHIOLO DK RANCH PROPERTY AND STRUCTURES

Title:

Summary Description of Temporary Site Improvement and Use: (Describe the nature, purpose and location on the property. See depiction of site in Exhibits A-1 and A-2 to the IGA. A sketch of the proposed improvements may be attached to this request).

Proposed Start date: _____ and End Date _____ for the construction and use of the improvements.

Funding For Site Improvements: YCCCD will fully contribute the sum of \$_____ for the materials and construction of the temporary site improvement. No funding from University is required.

The name of YCCCD representative(s) in charge of the improvements: (Include job title, date of birth and direct contact information)

Approved: YES NO (Circle one. UArizona may supplement this Request with suggestions to modify or improve the temporary improvement, or provide justification for the denial of the improvement.)

UARIZONA

By: _____
Name: _____
Title: _____
Date: _____

September 14, 2021

Dear Dr. Emily Weinacker,

At the September 14, 2021; District Governing Board meeting, Board member voted via Consent Agenda to place Ms. Lisa Rhodes, *Human Resources Business Partner* as an alternate representative on the Yavapai Combined Trust Board.

As the alternate, Ms. Rhodes would be able to attend the regularly scheduled Yavapai Combined Trust Board meeting(s) if the two liaisons are not available and would provide a written report to the Board with any updated information as needed.

Sincerely,

Lisa B. Rhine, Ph.D.,
President

Agenda Item: 3.a.iii.

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

**For the Month Ended July 31, 2021
Fiscal Year 2021-2022**

District Governing Board

Fiscal Year 2021-22 Budget: **\$ 183,000**

	<u>Purpose</u>		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$	3,190	\$ 35,995	\$ 39,185
Association of Community College Trustees	Membership & Conference Fees		5,897	-	5,897
HF Group LLC	Binding		151	-	151
Osborn Maledon PA	Legal Counsel		-	37,500	37,500
					<u>82,733</u>
Remaining Budget - July 31, 2021					<u><u>\$ 100,267</u></u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>		
REVENUES:							
General Fund	\$ 7,972,334		\$ 7,972,334	\$ 51,504,800	15.5%		
Restricted Fund	678,486		678,486	23,618,500	2.9%		
Auxiliary Fund	786,832		786,832	5,368,200	14.7%		
Unexpended Plant Fund	2,066,856		2,066,856	9,654,300	21.4%		
Debt Service Fund	189,573		189,573	2,260,900	8.4%		
TOTALS	<u>11,694,081</u>		<u>11,694,081</u>	<u>92,406,700</u>	<u>12.7%</u>		
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 2,626,014	\$ 17,796,996	\$ 16,907,624	\$ 3,515,386	\$ 51,504,800	6.8%
Restricted Fund		336,693	1,161,282	1,048,742	449,233	23,618,500	1.9%
Auxiliary Fund		266,082	1,311,609	1,293,578	284,113	5,368,200	5.3%
Unexpended Plant Fund		12,268	1,767,633	-	1,779,901	9,654,300	18.4%
Debt Service Fund		1,100	188,116	-	189,216	2,260,900	8.4%
TOTALS		<u>3,242,157</u>	<u>22,225,636</u>	<u>19,249,944</u>	<u>6,217,849</u>	<u>92,406,700</u>	<u>6.7%</u>
SURPLUS/(DEFICIT)					<u>5,476,232</u>	<u>-</u>	

COMMENTS:

Through the first month, 6.7% of budget has been committed (excluding labor encumbrances) compared to 12.7% of revenues received.

The budget currently has a surplus of \$5,476,232.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 21/22 Budget	Percent of Budget	FY 21/22 Estimate	Budget to Estimate Variance	FY 20/21 Actuals	Percent Change (Current Versus Prior Year)	
REVENUES:										
Primary Property Taxes	\$ 3,407,131		\$ 3,407,131	\$ 41,008,600	8.3%	\$ 41,008,600	\$ -	\$ 3,266,878	4.3%	
Primary Property Taxes - Contingenc	-		-	(930,000)	0.0%	(930,000)	-	-	0.0%	
Tuition and Fees	4,688,371		4,688,371	10,574,000	44.3%	10,574,000	-	4,683,536	0.1%	
Tuition and Fees - Contingency	-		-	(530,000)	0.0%	(530,000)	-	-	0.0%	
State Appropriations	147,625		147,625	4,096,500	3.6%	4,096,500	-	146,450	0.8%	
Other Revenues	10,824		10,824	615,100	1.8%	615,100	-	12,721	-14.9%	
Interest Income	-		-	50,000	0.0%	50,000	-	80	-100.0%	
Fund Balance Applied to Budget	-		-	-	0.0%	-	-	164,033	-100.0%	
General Fund Transfer In/(Out)	(281,617)		(281,617)	(3,379,400)	8.3%	(3,379,400)	-	(384,308)	-26.7%	
TOTAL REVENUES	7,972,334		7,972,334	51,504,800	15.5%	51,504,800	-	7,889,390	1.1%	
EXPENDITURES (Note 1):										
	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 21/22 Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 21/22 Estimate	Budget to Estimate Variance	FY 20/21 Actuals	Percent Change (Current Versus Prior Year)
Instruction	\$ 669,253	\$ 2,978,012	\$ 2,928,012	\$ 719,253	\$ 20,306,400	3.5%	\$ 20,306,400	\$ -	\$ 719,893	-7.0%
Academic Support	386,974	2,754,295	2,733,248	408,021	4,740,800	8.6%	4,740,800	-	406,260	-4.7%
Institutional Support	765,849	5,395,815	4,978,783	1,182,881	10,482,900	11.3%	10,482,900	-	1,121,019	-31.7%
Student Services	429,126	3,388,168	3,374,026	443,268	6,943,700	6.4%	6,943,700	-	407,538	5.3%
Operation/Maintenance of Plant	317,960	2,905,210	2,518,059	705,111	6,542,400	10.8%	6,542,400	-	316,604	0.4%
Scholarships	20,639	-	-	20,639	1,013,200	2.0%	1,013,200	-	394	5138.3%
Public Service	36,213	375,496	375,496	36,213	1,475,400	2.5%	1,475,400	-	22,144	63.5%
TOTAL EXPENDITURES	2,626,014	17,796,996	16,907,624	3,515,386	51,504,800	6.8%	51,504,800	-	2,993,852	-12.3%
SURPLUS/(DEFICIT)				\$ 4,456,948	\$ -					

COMMENTS:

First quarter State Aid was received in July 2021.
 Tuition and Fees revenues above budget due to most of the revenue related to the fall 2021 semester being recorded. This will even out over the next few months.
 Instructional expenditures under budget due to faculty contracts beginning in mid-August.
 The Budget currently has a surplus of \$4,456,948.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENDITURES BY NACUBO NATURAL EXPENSE CATEGORIES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Percent Change</u>	
Salaries	\$ 1,353,137	\$ 1,445,051	-6.4%	1
Benefits	537,985	625,109	-13.9%	2
Supplies & Services	149,252	211,638	-29.5%	3
Contractual Services & Other	384,166	583,254	-34.1%	4
Utilities	94,790	66,462	42.6%	5
Travel, Conferences & Memberships	106,045	61,944	71.2%	6
Scholarships	20,639	394	5138.3%	7
	<u>\$ 2,646,014</u>	<u>\$ 2,993,852</u>	-11.6%	

- 1 - Salaries decreased as a result of many full-time vacant positions being recruited and not yet filled.
- 2 - Benefits decreased along with salaries primarily due to numerous vacant positions.
- 3 - Supplies & Services decreased mainly as a result of prepaid legal being paid in August this year compared to July in the prior year.
- 4 - Contractual Services decreased from the prior year as a result of the District's liability insurance being paid in August this year compared to July in the prior year.
- 5 - Utilities were higher in July of this year compared to July of last year due to COVID, and the timing of payments.
- 6 - Travel, Conferences & Memberships increased from the prior year due to minimal travel and conferences taking place in the prior year because of COVID.
- 7 - Scholarships increased due to the payment of the AzLEAP match in July this year compared to August in the prior year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

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	\$ 231,340		\$ 231,340	\$ 19,520,000	1.2%
State Grants and Contracts	-		-	410,000	0.0%
Private Gifts, Grants and Contracts	-		-	983,200	0.0%
Proposition 301 Workforce Development	253,679		253,679	880,000	28.8%
Proposition 207 Workforce Development	-		-	900,000	0.0%
State Appropriation - STEM Workforce	174,800		174,800	701,300	24.9%
Fund Balance Applied to Budget	18,667		18,667	224,000	8.3%
TOTAL REVENUES	678,486		678,486	23,618,500	2.9%

	<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	\$ 49,565	\$ 549,500	\$ 471,500	\$ 127,565	\$ 4,839,600	2.6%
Academic Support	8,927	-	-	8,927	1,100,000	0.8%
Institutional Support	-	-	-	-	2,300,000	0.0%
Student Services	136,831	521,574	503,034	155,371	1,632,700	9.5%
Operation/Maintenance of Plant	-	-	-	-	3,700	0.0%
Scholarships	128,637	-	-	128,637	13,128,500	1.0%
Public Service	12,733	90,208	74,208	28,733	614,000	4.7%
TOTAL EXPENDITURES	336,693	1,161,282	1,048,742	449,233	23,618,500	1.9%
SURPLUS/(DEFICIT)				\$ 229,253		

COMMENTS:

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

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

AUXILIARY FUND

	<u>Budgeted Revenues</u>	<u>Budgeted Expenses</u>	<u>Budgeted Surplus/ (Deficit)</u>	<u>Actual Revenues</u>	<u>Actual Expenditures and Non-Labor Encumbrances</u>	<u>Year-to-date Surplus/ (Deficit)</u>
AUXILIARY ENTERPRISES						
Residence Halls and Summer Conferences	\$ 1,252,000	\$ 423,900	\$ 828,100	\$ 558,808	\$ 22,907	\$ 535,901
Transfer To Debt Fund to Pay Revenue Bonds	(402,800)	-	(402,800)	(33,658)	-	(33,658)
Subtotal - Residence Halls and Summer Conferences	<u>849,200</u>	<u>423,900</u>	<u>425,300</u>	<u>525,150</u>	<u>22,907</u>	<u>502,243</u>
Bookstore Rental and Commissions	80,000	-	80,000	10,500	-	10,500
Food Service & Vending	100,000	224,900	(124,900)	-	-	-
Edventures	371,100	381,000	(9,900)	1,050	2,429	(1,379)
Winery - Tasting Room	205,000	323,000	(118,000)	10,410	17,607	(7,197)
Family Enrichment Center	710,500	913,700	(203,200)	30,786	71,056	(40,270)
Community Events	777,200	1,024,300	(247,100)	29,385	31,224	(1,839)
Performing Arts Productions	247,000	242,000	5,000	-	3,681	(3,681)
SBDC (Federal Grant Match Requirement)	-	100,500	(100,500)	-	7,059	(7,059)
Yavapai College Foundation	443,000	443,000	-	24,800	24,800	-
Other Auxiliary Enterprises	171,600	101,100	70,500	36,951	12,450	24,501
General Fund Transfer In	1,413,600	-	1,413,600	117,800	-	117,800
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	90,900	(90,900)
	<u>5,368,200</u>	<u>5,368,200</u>	<u>-</u>	<u>786,832</u>	<u>284,113</u>	<u>502,719</u>

Comments:

Residence Halls and Summer Conferences revenues are above budget due to all of the fall 2021 semester room revenues being recorded. This will even out over the next few months.

The Budget currently has a surplus of \$502,719.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

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	\$ 655,569		\$ 655,569	\$ 7,890,500	8.3%		
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%		
Investment Income	-		-	30,000	0.0%		
Other	12,487		12,487	30,000	41.6%		
Yavapai College Foundation Contribution	-		-	350,000	0.0%		
General Fund Transfer In	600,000		600,000	600,000	100.0%		
Fund Balance	798,800		798,800	798,800	100.0%		
TOTAL REVENUES	2,066,856		2,066,856	9,654,300	21.4%		
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):							
Planned Maintenance		\$ -	\$ 1,591,099	\$ -	\$ 1,591,099	\$ 3,974,000	40.0%
Unplanned Maintenance		2,015	29,446	-	31,461	275,600	11.4%
Capital Improvement Projects		7,614	-	-	7,614	2,195,000	0.3%
Equipment		-	107,874	-	107,874	2,091,000	5.2%
Furniture and Fixtures		2,639	10,214	-	12,853	257,500	5.0%
Library Books		-	29,000	-	29,000	98,700	29.4%
Capital Contingency		-	-	-	-	762,500	0.0%
TOTAL EXPENDITURES		12,268	1,767,633	-	1,779,901	9,654,300	18.4%
SURPLUS/(DEFICIT)					286,955	-	

COMMENTS:

The Budget currently has a surplus of \$286,955.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended July 31, 2021 - 8.3% of the Fiscal Year Complete

Fiscal Year 2021-2022

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	\$ 34,106		\$ 34,106	\$ 410,500	8.3%
Secondary Property Taxes - Contingency	-		-	(5,000)	0.0%
Investment Income	-		-	1,800	0.0%
General Fund Transfer In	113,817		113,817	1,365,800	8.3%
Auxiliary Fund Transfer In	33,567		33,567	402,800	8.3%
Fund Balance Applied to Budget	8,083		8,083	85,000	9.5%
TOTAL REVENUES	189,573		189,573	2,260,900	8.4%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
<u>DEBT SERVICE FUND</u>						
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 39,167	\$ -	\$ 39,167	\$ 470,000	8.3%
Interest Payments	-	1,567	-	1,567	18,800	8.3%
PRO Refunding Revenue Bonds						
Principal Payments	-	110,833	-	110,833	1,330,000	8.3%
Interest Payments	-	2,983	-	2,983	35,800	8.3%
Revenue Bonds						
Principal Payments	-	28,333	-	28,333	340,000	8.3%
Interest Payments	-	5,233	-	5,233	62,800	8.3%
Bank Fees	1,100	-	-	1,100	3,500	31.4%
TOTAL EXPENDITURES	1,100	188,116	-	189,216	2,260,900	8.4%
SURPLUS/(DEFICIT)				\$ 357	\$ -	

COMMENTS:

Through the first month, 8.4% of budget has been committed compared to 8.4% of revenues received.

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