

Yavapai College
District Governing Board
Regular Meeting

Tuesday, October 19, 2021
1:00 p.m.

Prescott Campus
Rock House
1100 East Sheldon Street
Prescott, Arizona 86301

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

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

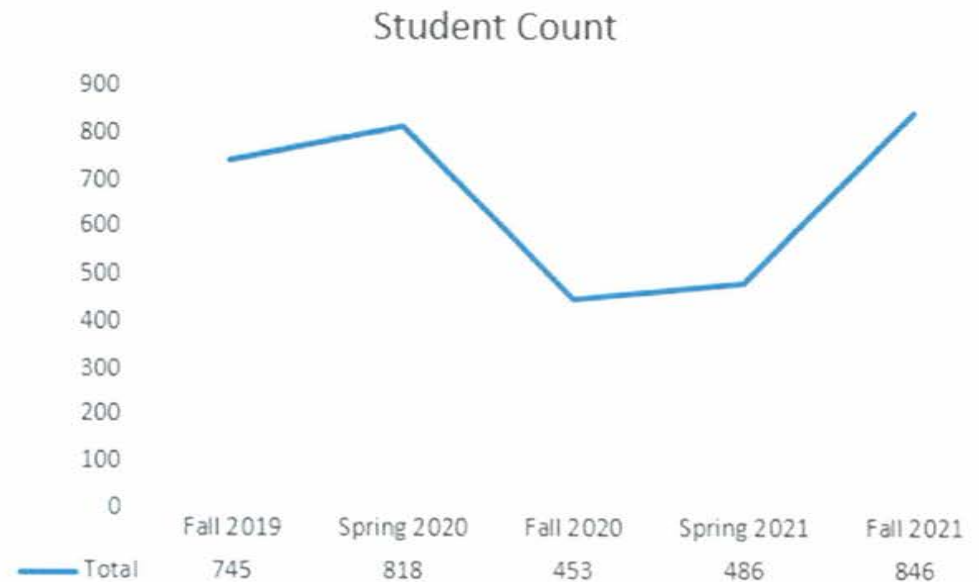
AGENDA

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. Open Call – **INFORMATION** {Time: 10}
 - b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. Prescott Campus Program Highlight – Dr. Diane Ryan (*Attached*)
 1. Visual Arts Program – Mr. Bryan Robertson, Faculty in the Arts & Humanities
 - 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 – Ms. Genevieve Horn
 - iii. Budget to Actual Monthly Report and Cash Reserves Monthly Report
(*Attached*)
 - c. 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 Board Secretary Sigafos
 - iii. Yavapai College Foundation – Board Chair McCasland
 - iv. City and Town Council Meetings – Board Chair McCasland
 - d. Board’s Summary Analysis Ranking for the November Board Workshop – Board Chair McCasland - **INFORMATION AND DISCUSSION** {Time: 20} (*Attached*)
 - e. 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*)
 - f. Yavapai College PROMISE Program - Dr. Clint Ewell – **INFORMATION AND DISCUSSION** {Time: 20}
 - g. Proposed Scholarship, Tuition, and Fees for Fiscal Year 2023 – Dr. Clint Ewell – **INFORMATION, DISCUSSION, DECISION** {Time: 20}
3. Board Business
- a. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Workshop Minutes – Tuesday, September 7, 2021 (*Attached*)
 - ii. Executive Session Confidential Minutes – Tuesday, September 7, 2021
 - iii. Board Workshop Minutes – Wednesday, September 8, 2021 (*Attached*)
 - iv. Board Workshop Minutes – Thursday, September 9, 2021 (*Attached*)
 - v. Board Regular Minutes – Tuesday, September 14, 2021 (*Attached*)
 - vi. Executive Session Confidential Minutes – Tuesday, September 14, 2021
 - vii. Third Amendment for Intergovernmental Agreement with Governor’s Office of Youth, Faith and Family (*Attached*)
 - viii. Receipt of Report on Revenues and Expenditures for August 2021 (*Attached*)
 - ix. Yavapai College District Governing Board Resolution 2021-06 (*Attached*)
4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

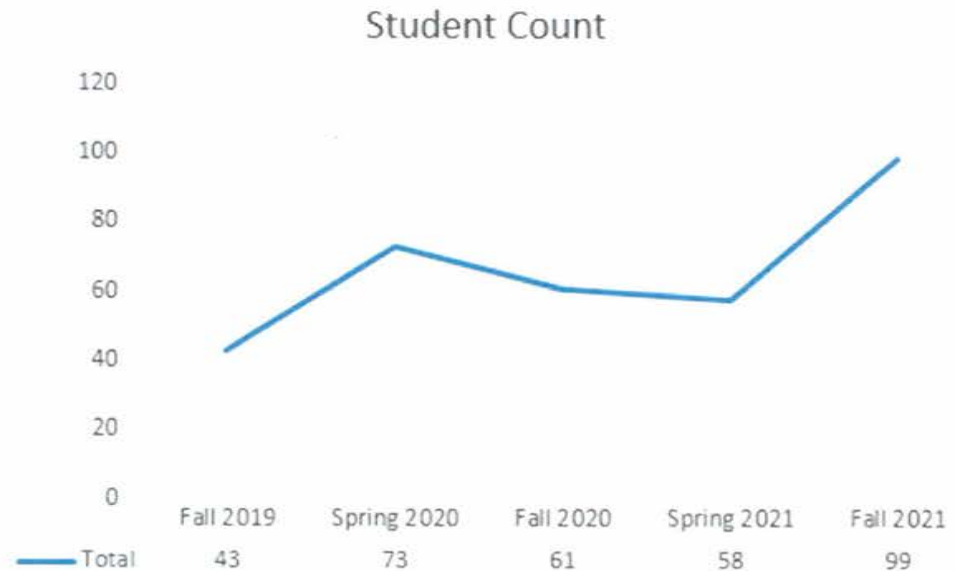
Art Department Enrollment

The Art Department enrollment has been steadily increasing since 2019 with a 13.5% increase from Fall 2019 to Fall 2021. We successfully weathered the COVID storm with the support of Innovation grants, and a diversity of modalities. Why?



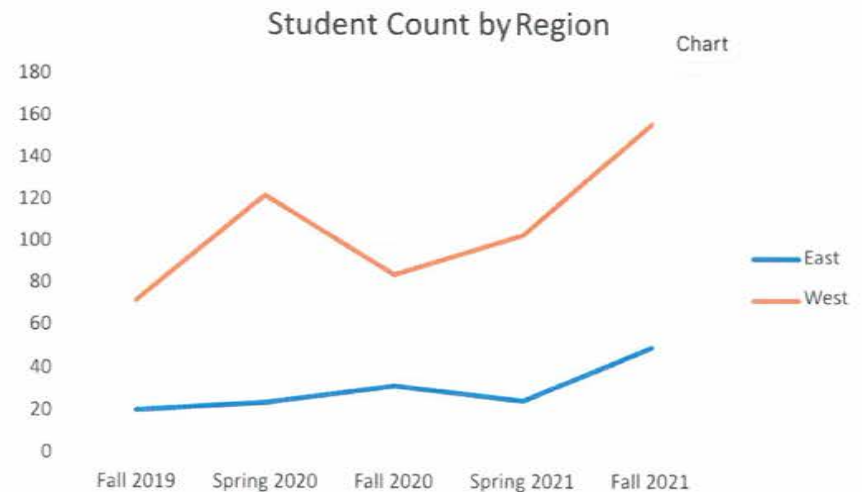
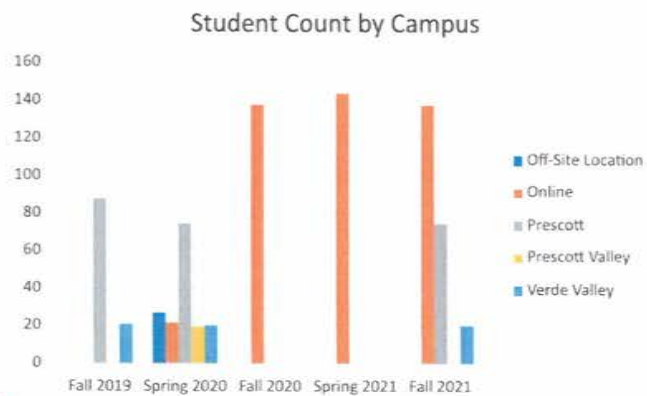
Art 110, Drawing I Enrollment

The enrollment increase in 2D Fine Arts has been particularly robust with the addition of new online and Web Live options. These classes have a countywide presence from Baghdad to Camp Verde. Enrollment in Drawing I has increased by more than 130% from Fall 2019.



Enrollment Increase Conclusion

Online courses in 2D Fine Art have allowed us to reach the East County and led to a 64% increase in enrollment in the Verde Valley.

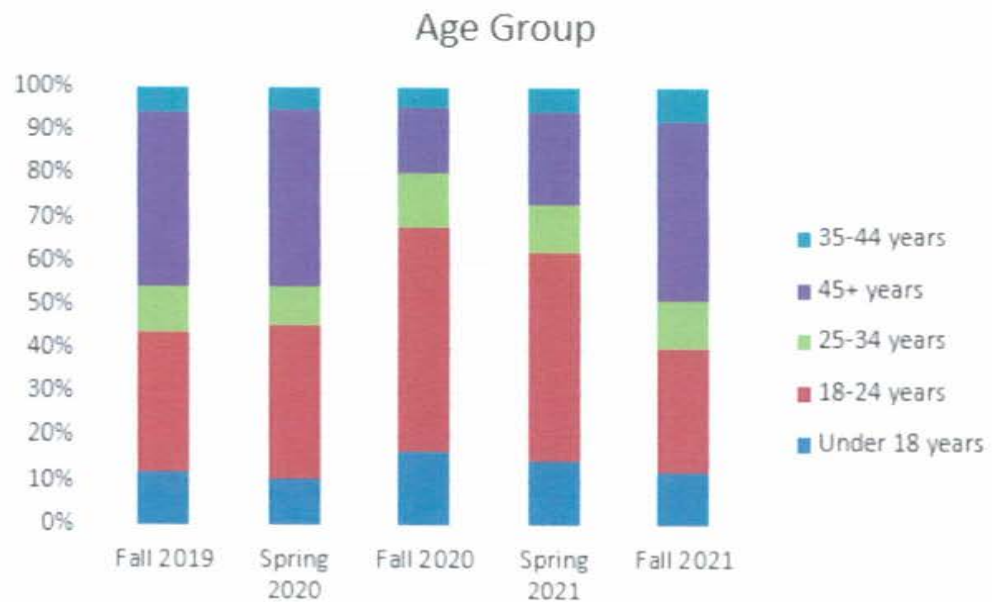


Drawing I, Drawing II, and 2D Design in the East and West counties.



Demographics

The Art Department is diverse and services students from all pillars of the college's strategic plan from transfer students, students going directly into the workforce, and lifelong learners.



AAFA Fine Arts degree

A 61 credit program designed to for one-to-one transfer with NAU and ASU.

Students who complete the AAFA degree at YC transfer to four year state schools as juniors in pursuit of a BFA in studio arts.



"I really enjoyed being in your 2D design course and learned quite a bit. Your class helped me break out of my comfort zone and develop new ideas, skills, and techniques. Your class helped me develop as a student. I had to learn to persevere when projects didn't go as planned, even if that meant completely redoing them to get a better grade. I will be applying for four-year colleges in November, would you be willing to write a letter of recommendation on my behalf?" - Alexandra Mertes, transfer student

YC
You Can!



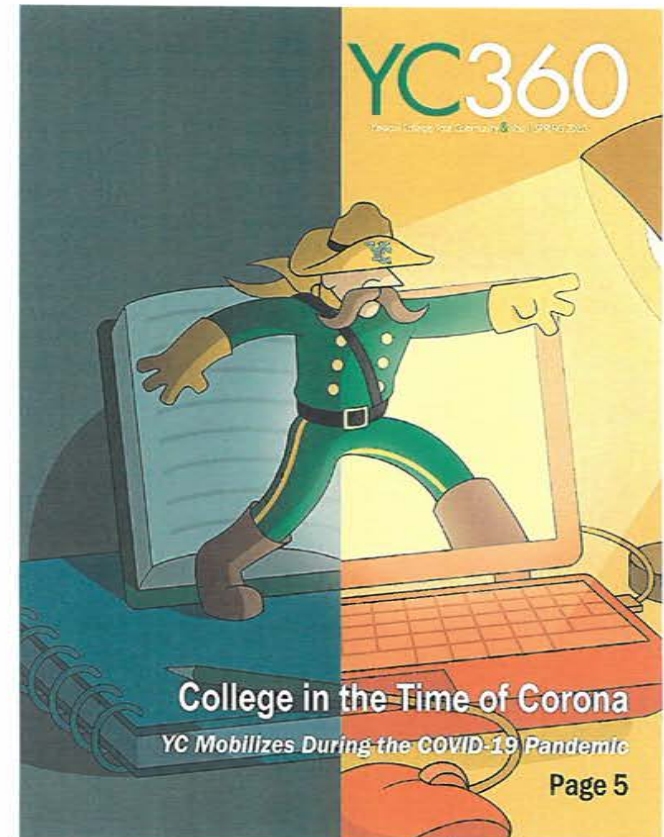
yavapai
COLLEGE

AAS Graphic Design degree

A 60-credit advisory board-certified degree that leads to direct employment in the fields of specialized design services, publish, advertising, public relations, and related services industries.

"Because of the awesome opportunities my instructors have given me I have turned my summer internship into a full-time job. I am very thankful and lucky to have such great instructors help me along my journey." -Rachelle Sturdevant AAS graduate Fall 2021

YC Student: Corey Seitz



YC
You Can!

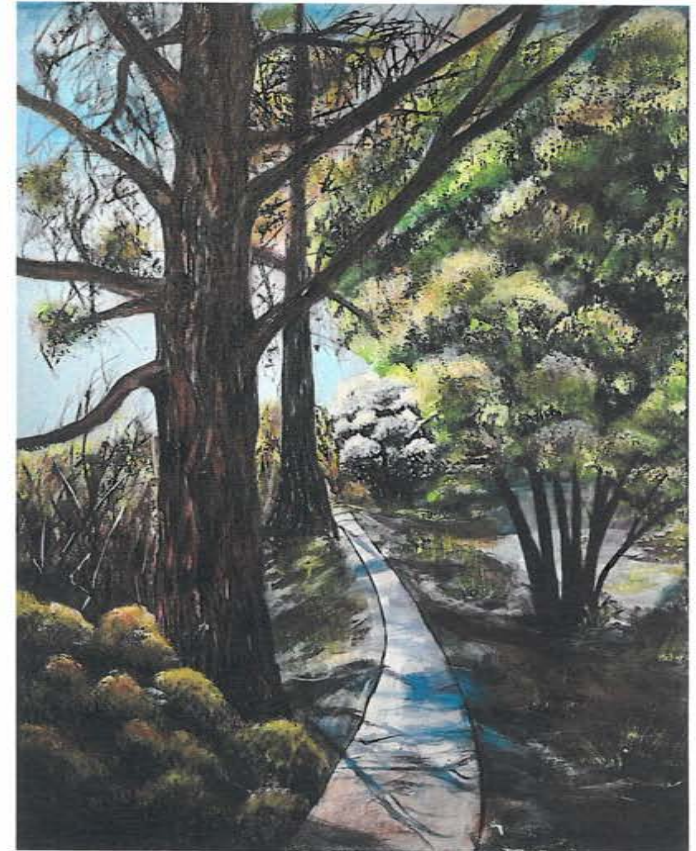


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COLLEGE

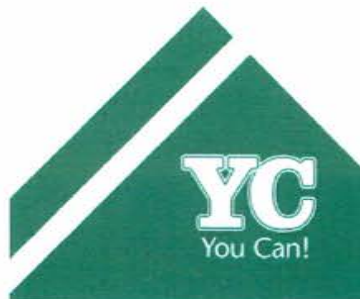
Lifelong Learners

The elective courses within the AAFA and AAS degrees are popular with lifelong learners who return semester over semester to engage in cultural enrichment with the talented faculty and students within the Art Department community.

"I have had hard times and School was the best part of my life, I need to make Art the best part. Having assignments keeps me moving forward. I value your friendship and respect your leadership. I am taking Jewelry during the Summer break and then back to Ceramics and color in the Fall. Thank you for a wonderful class" -Richard Careb, Lifelong learner



Student Work: Painting



Yavapai
COLLEGE

The Value of an Art Degree

Almost everything we wear, sit on, look at, hear, and touch was created with input from creative professionals, a field to which artists belong and in which they engage with hearts, minds and hands. This applies not just to “digital arts” but also to painting, drawing, sculpture, ceramics, photography, and printmaking.



Student work: Ceramics

The Value of an Art Degree

ART students tap into **creative flow**.

Brainstorming project ideas is an important 21st century skill.

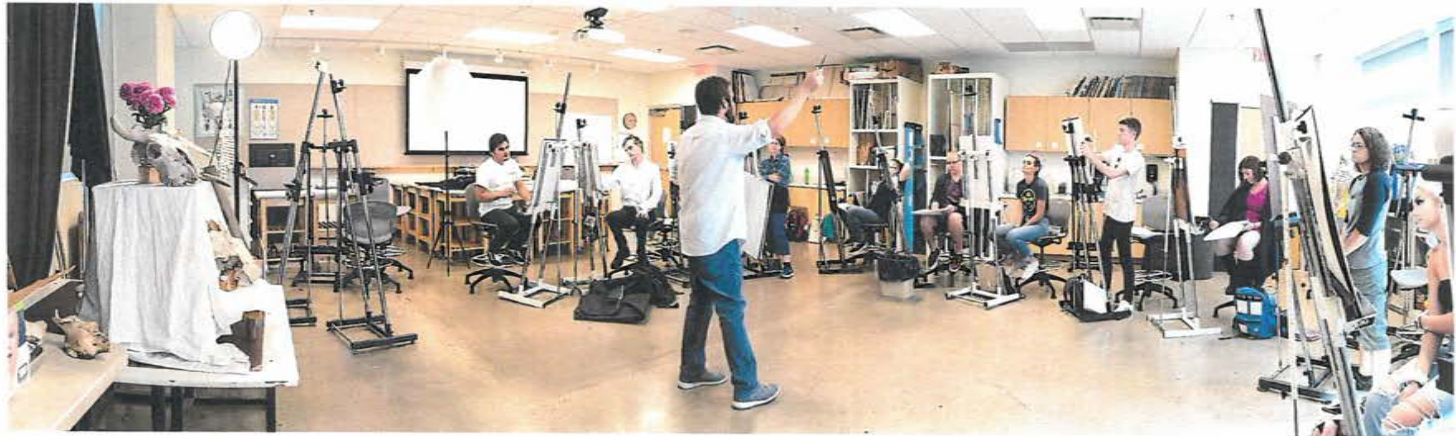
ART students **synthesize**. Unlike many other undergraduate degrees which require breaking a problem into smaller parts, art students learn to unify complex ideas into a larger whole.



Student work: Drawing I

The Value of an Art Degree

Art students learn **resourcefulness**. Artists learn how to make the absolute most of what they have at hand. This aspect of creativity is invaluable in a 21st marketplace that is looking to extract every ounce of productivity it can.



ycfa

YAVAPAI COLLEGE
FACULTY ASSOCIATION

Educate

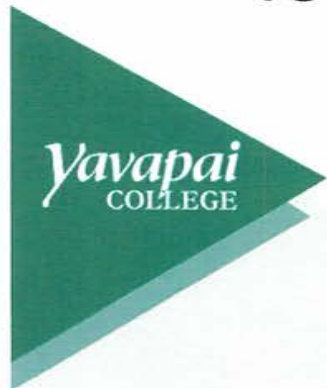
Inspire

Create





IS HERE FOR YOU!





BELONGING

YCSA is committed to building respect, dignity, caring, equality, and self-esteem in all employees

YCSA Fosters belonging through the following:

- Committee Representative Opportunities
- Representation on the YCSA Board of Directors
- Prescott/Clarkdale Winter Celebrations
- Employee Recognition
- Monthly Board Meeting Participation

Yavapai
COLLEGE

YC
You Can!



Thank You For Your Time



Yavapai
COLLEGE

YC
You Can!

**Yavapai College
Budget to Actual Status by Fund
August 2021**

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

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of August 31, 2021, the General Fund has a surplus of \$3,874,800. 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 August 31, 2021, the Auxiliary Fund has a 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 August 31, 2021, the Unexpended Plant Fund has a deficit of \$1,989,800 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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

Debt Service Fund

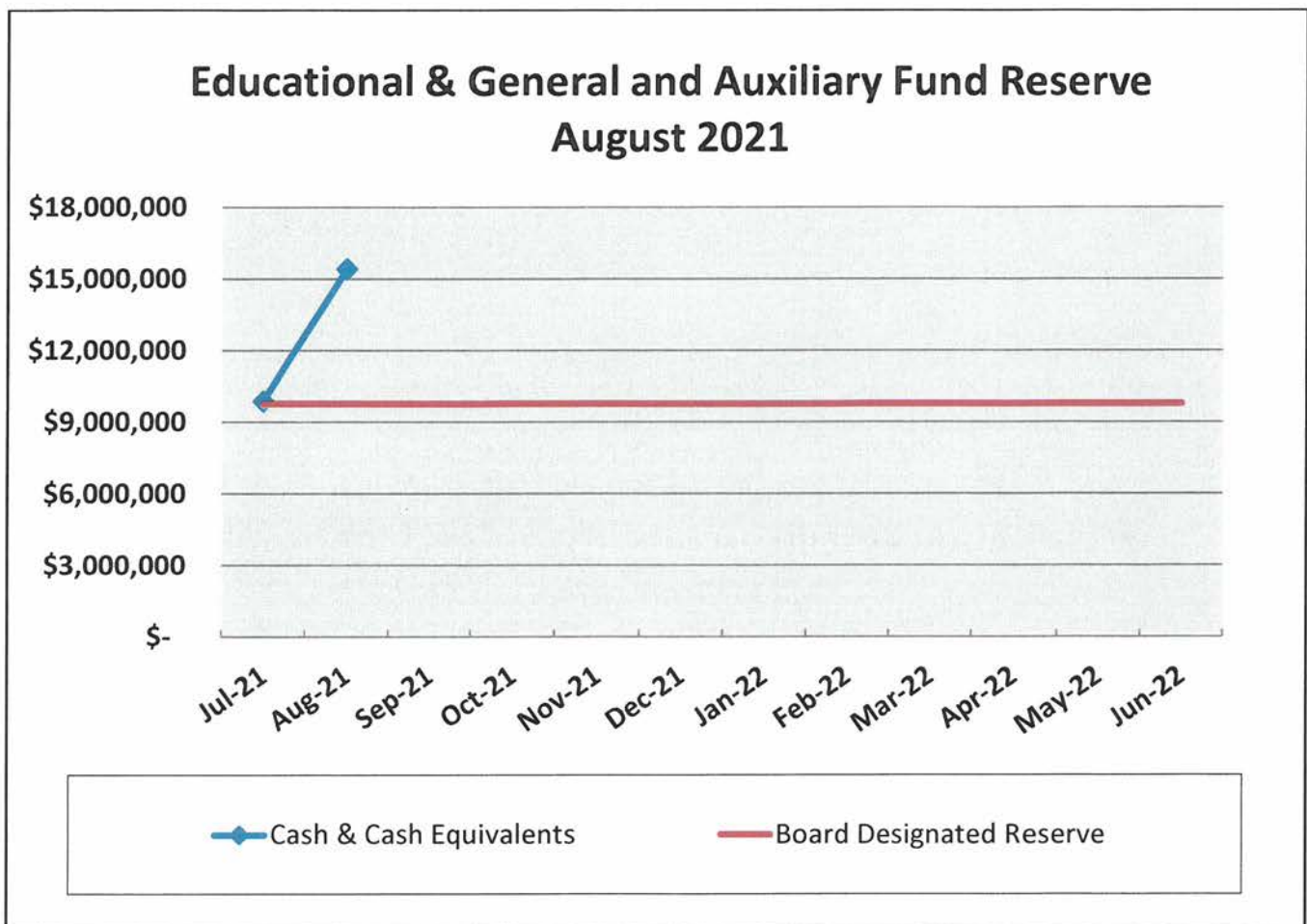


The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—as of August 31, 2021, there were no variances from budget.

Yavapai College Cash Reserves August 2021

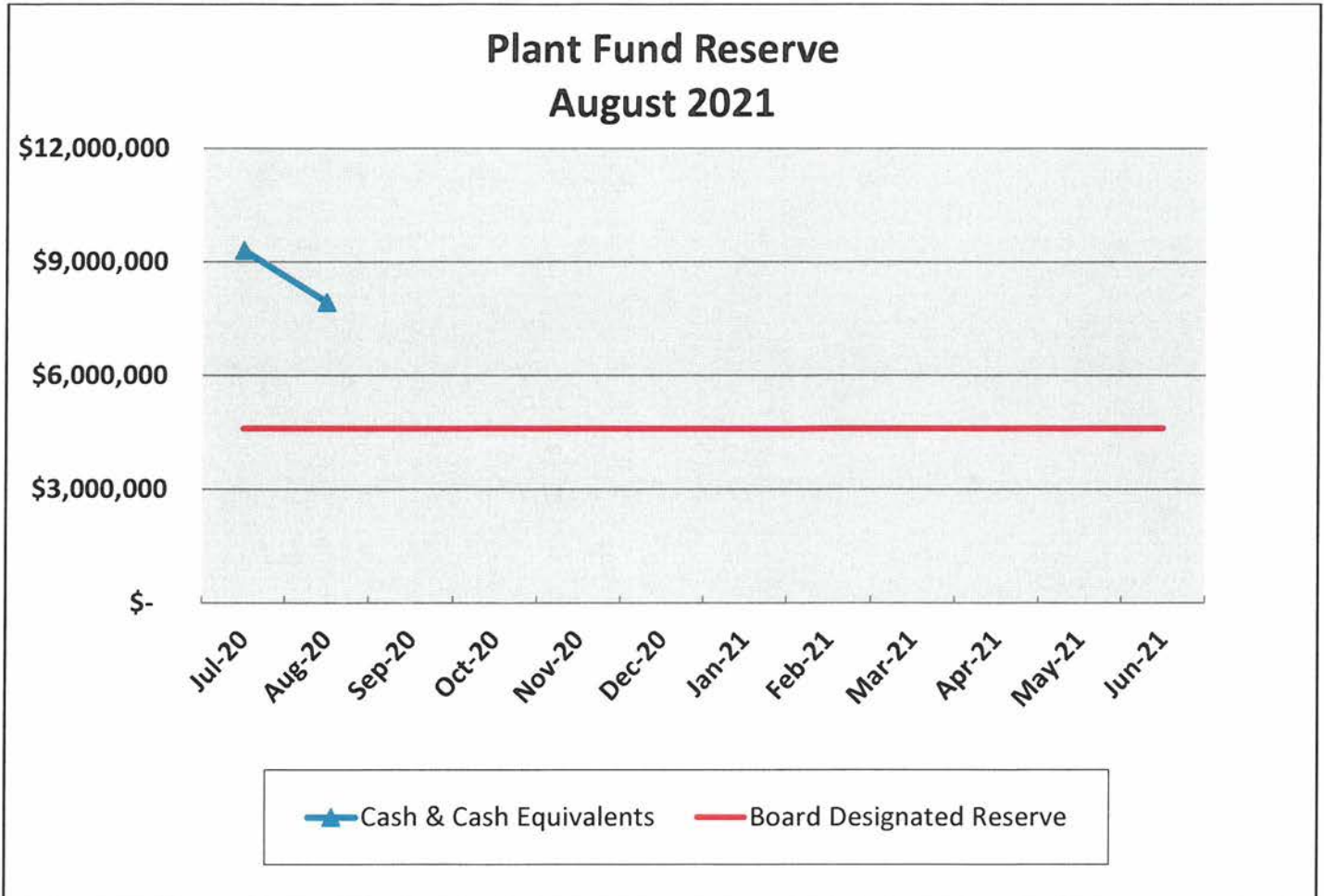
The President's monthly report on cash reserves below displays the District's reserves at August 31, 2021, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

As of August 31, 2021, Current Fund reserves have exceeded the DGB's reserve requirements. The primary reason for the large increase in reserves in August was due to the receipt of federal Higher Education Emergency Relief funds covering FY2020-21 lost revenues.



Plant Fund Reserves shall not drop below eight percent (8%) of the operating budgets.

As of August 31, 2021, Plant Fund reserves have exceeded the DGB's designated reserve.

Board's Summary Analysis Ranking

Categories	Rank	Notes
Standards for College Operations	1 st	The Standards for College Operations will be covered at the February 8th Board Budget Workshop
Board Leadership	1 st	
Board-President Relations	2 nd	
Community Relations & Student Relations	3 rd	
Policy Role & Direction	3 rd	
Advocating for the College	4 th	
Board Education	4 th	
Board Organization		

NOTE: Mr. John Morgan will provide a tour of Career and Technical Education Center from 12:00 – 2:00 p.m.

2021-2022
District Governing Board
Calendar Dates

Agenda Items: 2.e.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 5:00pm – 7:00pm 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 12, 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 Items: 2.e.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 Pavilion
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 Pavilion 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 Items: 2.e.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
ACCT Leadership Congress	Wednesday, October 13 – Saturday October 16, 2021 Location: San Diego, CA
AACCT Fall Event – To discuss and fine-tune Legislative Agenda	Late September/Early October TBA
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

Yavapai College
District Governing Board
Board Workshop

Agenda Items: 3.a.i.

Tuesday, September 7, 2021
9:00 a.m.

Prescott Valley Center
3800 North Glassford Hill Road
Prescott Valley, Arizona 86314

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member

Administration Present:

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

VIDEO RECORDING:

[HTTPS://YAVAPAI.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=954BC0FD-61A8-47A0-BB65-AD9C018B03A2](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=954bc0fd-61a8-47a0-bb65-ad9c018b03a2)

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
Member Kuknyo moved, seconded by Secretary Sigafoos, to adopt the District Governing Board Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo)
2. Study Session
 - a. Yavapai County Education Service Agency - Mr. Tim Carter, Yavapai County School Superintendent - **INFORMATION AND DISCUSSION** {Time: 90}
Mr. Tim Carter presented information to the District Governing Board. Recorded presentation and comments are available (Recording at 0:53).

Short Recess – Workshop recessed at 10:58 a.m.; reconvened at 11:08 a.m.

- b. Strengthening Our Team – Chair Deb McCasland – **INFORMATION AND DISCUSSION** {Time: 60}
Recorded discussion and comments are available (Recording at 1:59:18).

- c. District Governing Board Responsibility – Chair Deb McCasland – **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 10} **Recorded discussion and comments are available (Recording at 2:27:43).**
- d. Annual Board Goals – Chair Deb McCasland - {Time: 5}
 - i. Advocacy and Community Relations Plan for *Yavapai County Board of Supervisors*- **INFORMATION** (*Attached*) **Recorded discussion and comments are available (Recording at 2:47:42).**
- e. Board Liaisons’ Reports – **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
 - iii. Yavapai College Foundation –Board Chair McCasland **Recorded discussion and comments are available (Recording at 2:52:37).**

Lunch Recess – Workshop recessed at 12:00 p.m.; reconvened at 12:34 p.m.

3. Board Business

In order to make certain that all board member’s views about policies are considered and that we capture all of the agreed-upon changes, Chair McCasland asked Dr. David Borofsky from the Arizona Association of Community College Trustees to assist the Board with edits to its policies. Dr. Borofsky will also provide the Board with information about what policies have worked well for other community colleges. Recorded discussion and comments are available for all of the board policy discussions (Recording at 2:56:40).

- a. District Governing Board Policy Manual Edits (*Attached*)
 - i. 101 College Priorities - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Member Chevalier moved, seconded by Secretary Sigafos, to change the second sentence of the policy to read “The College will achieve these results at a cost that the Board believes is justifiable.” Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved to eliminate Priority 3 of the current policy and reassign the activities included in that priority to Priorities 1 or 2 as appropriate. The motion died for lack of a second.

Member Chevalier moved, seconded by Secretary Sigafos to adopt the additional revisions to Priority 1 of the policy as noted in Chair McCasland’s version of the policy that is included in the meeting materials. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 101.

- ii. 201 Asset Protection - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

At the outset of the Governing Board's discussion of potential revisions to the Board Policies, it decided that it would work from the Proposed Board Policy Edits from the email of Board Secretary Sigafos to the 200 Series of Board Policies. Those proposed policies are written as "shall not" statements, instead of the versions of the 200 Series of Board Policies adopted in June 2021. All additional revisions noted below are based on the Sigafos policies as a starting point.

Secretary Sigafos moved, seconded by Chair McCasland, to edit Board Policy 201 as follows: Insert the 'shall not' into the policy, delete 'President shall not' and begin the sentence with 'Fail' on item #2, and on item #4 edit 'are not' to 'to be' in the sentence. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 201.

Short Recess – Workshop recessed at 2:08 p.m.; reconvened at 2:18 p.m.

- iii. 202 Communication & Support to the Board - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Secretary Sigafos moved, seconded by Chair McCasland, to edit Board Policy 202 as follows: Insert an 's' on the word 'alert', delete the words 'alert to' and 'or', after the word 'events' add the words 'or occurrences', and deleting the rest of the sentence on item #1. Item #2 deleting the words 'priorities or, Executive Limitations' and adding the word 'Policy.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 202.

- iv. 203 Employee Compensation & Benefits - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Chair McCasland moved, seconded by Secretary Sigafos, to edit Board Policy 203 as follows: Delete the sentence after the word 'volunteers' and add a comma. Delete the word 'Accordingly,' and bring the additional statement up, starting after the comma. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 203.

- v. 204 Financial Conditions - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Secretary Sigafos moved, seconded by Member Kuknyo, to edit Board Policy 204, item #2 to read as follows: 'Allow current fund reserves to drop below seventeen percent (17%) or plant fund reserves to drop below eight percent (8%) of the operating budget (including general fund and auxiliary fund budgets), to be effective no later than fiscal year 2024-2025.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to edit Board Policy 204, item #6 to read as follows: ‘Enter into any lease agreement as lessee for more than five-years in duration or that exceeds \$200,000 per year.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Chair McCasland moved, seconded by Secretary Sigafos, to edit Board Policy 204, item #7 to read as follows: ‘Make any tenant improvements over \$30,000 to leased property.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Secretary Sigafos moved, seconded by McCasland, to edit Board Policy 204, item #8 to read as follows: ‘Make or delegate financial decisions for which legislation specifically requires delegation of authority from the Board except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board’s policies: pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter in to a lease for real property either as lessor or lessee on behalf of the College.’ (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 204

b. Executive Session

- i. A.R.S. §38-431.03(A)(7), Discussion and Consultation With College Representatives Regarding Potential Purchase of Real Property in Prescott Valley– **PROCEDURAL** {Time: 60}

Member Kuknyo moved, seconded by Secretary Sigafos, to move into executive session pursuant to A.R.S. §38-431.03(A)(7) to discuss and consult with college representatives regarding potential purchase of real property in Prescott Valley. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

The Board reconvened in public session at 4:00 p.m.

c. Convene in Public Session

- i. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Purchase of Real Property in Prescott Valley, as the Result of Executive Session – **DECISION** {Time: 5}

Secretary Sigafos moved, seconded by Member Padilla, to confirm the direction provided to College administration in executive session regarding the potential purchase of real property in Prescott Valley. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

d. Consent Agenda – **DECISION** {Time: 5}

- i. Intergovernmental Agreement with the Department of Economic Security
(Attached)
- ii. 2021-2022 Schedule for President’s Reports related to Board Policy – Edited
(Attached)

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

4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Secretary Sigafos moved to pause the workshop and continue tomorrow where the Board left off on the Board Policy edits.

Workshop paused at 4:35 p.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Mr. Ray Sigafos, Secretary

COLLEGE PURPOSE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 100 College Priorities Policy Number(s): 101

College Priorities

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 cost the Board believes is justifiable.

Priority 1: Education

Yavapai College values, supports, and assesses student success and achievement. The College's strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in career and technical education that prepares them for employment success.
2. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
3. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
4. Lifelong Learners have access to a variety of learning opportunities.
5. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.
6. Students understand how to access resources that will reduce out-of-pocket costs as much as possible, including financial aid, grants, scholarships, and other support programs.

The President shall establish the institutional goals, operations, and accountability measures that the College will achieve to meet the goals for student success.

Priority 2: Economic


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

Priority 3: Community


Yavapai County residents have access to social and cultural opportunities.

Approvals: **Board Approval on**


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number: 201
Asset Protection	
<p>The Yavapai College President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.</p> <p>Accordingly, the President shall not:</p> <ol style="list-style-type: none">1. Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.2. Fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.3. 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.4. Allow intellectual property, information and files to be exposed to loss or significant damage.	
Approvals: Board Approval on	


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 202
	Communication & Support to the Board
<p>The Yavapai College President shall not permit the District Governing Board to be uninformed or unsupported in its work.</p> <p>Accordingly, the President shall not:</p> <ol style="list-style-type: none">1. Allow the Board to be without timely decision information to support informed Board choices, incidental information it requires, alerts to anticipated media coverage, actual or anticipated legal actions, materially or publicly visible internal changes, events, or occurrences.2. Let the Board be unaware of any actual or anticipated non-compliance with any Board Policy.3. Allow the Board to be without reasonable administrative support for Board activities.4. Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.	
Approvals: Board Approval on	

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number: 203
	Employee Compensation & Benefits
With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not: <ol style="list-style-type: none">1. Promise or imply guaranteed employment.2. Establish current compensation and benefits that deviate materially from the geographic or professional market for skills employed.	
Approvals: Board Approval on	

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 200 Presidential Role Policy Number(s): 204

Financial Conditions

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

Accordingly, the President shall not:

1. Expend more funds than have been received or are available in reserves in the fiscal year
2. Allow current fund reserves to drop below seventeen percent (17%) or plant fund reserves to drop below eight percent (8%) of the operating budget (including general fund and auxiliary fund budgets), to be effective no later than fiscal year 2024-2025.
3. Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approvals, funds have dropped below the President’s authorized limits.
4. Allow the Board to be without monthly reports of budget deviations and reserves.
5. Allow planning that is not fiscally sound or doesn’t build organizational capabilities sufficient to achieve board goals in future years.
6. Enter into any lease agreement as lessee for more than five-years in duration or that exceeds \$200,000 per year.
7. Make any tenant improvements over \$30,000 to leased property.
8. Make or delegate financial decisions for which legislation specifically requires delegation of authority from the Board except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board’s policies: pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter in to a lease for real property either as lessor or lessee on behalf of the College.

Attachments:

Approvals: **Board Approval on**

Yavapai College
District Governing Board
Board Workshop

Wednesday, September 8, 2021
9:00 a.m.

Prescott Valley Center
3800 North Glassford Hill Road
Prescott Valley, Arizona 86314

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member

Administration Present:

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

VIDEO RECORDING:

[HTTPS://YAVAPAI.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=7DECA5CD-9805-476B-9F97-AD9D01805AEB](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7DECA5CD-9805-476B-9F97-AD9D01805AEB)

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
2. Board Business
 - a. District Governing Board Policy Manual Edits –
Recorded discussion and comments are available for all of the board policy discussions (Recording at 0:05).
 - i. 205 Personnel and Students- **DISCUSSION AND DECISION** (*Attached*)
{Time: 5}
As noted in the September 7, 2021 Workshop minutes, at the outset of the Governing Board’s discussion of potential revisions to the Board Policies, it decided that it would work from the Proposed Board Policy Edits from the email of Board Secretary Sigafos to the 200 Series of Board Policies. Those proposed policies are written as “shall not” statements, instead of the versions of the 200 Series of Board Policies

adopted in June 2021. All additional revisions noted below are based on the Sigafos policies as a starting point.

Member Chevalier moved, seconded by Member Kuknyo, to add the word 'unfair' to the first sentence of Board Policy 205. The motion did not pass, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, Padilla)

Member Kuknyo moved, seconded by Sigafos, to delete the words 'including those pertaining to: a. Sexual Harassment b. Discrimination' from item #2 on Board Policy 205. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Padilla moved, seconded by Member Chevalier, to delete the words 'and ensure competent operation of the College over the long term' from item #3 on Board Policy 205. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 205.

Member Chevalier moved, seconded by Member Padilla, to add a new Board Policy as Board Policy 207. The new Board Policy 207 would be entitled 'President Compliance' and read as follows: 'The President shall not fail to maintain the level of education and other services the college provides on an equitable basis for residents living on each side of Mingus Mountain based on the proportion of the total county population living on each side as established by the US census in effect.

The motion failed, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, and Padilla)

Member Padilla moved to adopt a new Board Policy 207 to read as follows: 'The Yavapai College President shall not fail to annually inform the Board about countywide College programs and educational opportunities.' The Motion died for lack of a second.

Member Chevalier moved, seconded by Member Padilla, to adopt a new Board Policy 207 to read as follows: 'The President shall not violate A.R.S. 15-1408, which prohibits the use of community college resources or employees to influence elections, including elections of Governing Board members.'

The motion was amended to have new Board Policy 207 read as follows: 'The President shall not use community college resources or employees to influence elections, including elections of Governing Board members, except as otherwise allowed by law.' The motion

passed, with three ayes and two nays. (Ayes: Chevalier; Kuknyo, and Padilla; Nays: McCasland and Sigafos)

Please see attached new Board Policy 207.

- ii. 206 Planning - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Chair McCasland moved, seconded by Secretary Sigafos, change the words 'Board-stated priorities' to 'Board-stated College Priorities, as set forth in Board Policy 101' in the first paragraph of Board Policy 206. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 206.

Short Recess – Workshop recessed at 10:33 a.m.; reconvened at 10:40 a.m.

For the 300 and 400 Series of Board Policies, the Governing Board decided that it would work from Chair McCasland's Proposed Board Policy Edits. All revisions noted below are based on the McCasland policies as a starting point.

- iii. 301 Board Budget - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Secretary Sigafos moved, seconded by Member Kuknyo, to accept Chair McCasland's proposed version of Board Policy 301. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 301.

- iv. 302 Board Chairperson Role & Authority - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Chair McCasland moved, seconded by Secretary Sigafos, to accept Chair McCasland's proposed version of Board Policy 302 with the following edits: In item #1, delete the words 'behaves and'; in item #2 add a period after the word 'decide' and capitalize the 'T' in the word 'The'; in item #4 delete the words 'any that' and replace them with 'and ensure that'; in item #5 replace the word 'biannually' with 'twice a year'; in item #7 delete the words 'advice and'; and on the second paragraph, first sentence, change the words 'any reasonable interpretation' to 'a reasonable interpretation'. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Member Sigafos, to adopt into the Board Policy 302 as new item #4, with the remaining items in the list to be renumbered, the following language: 'endeavor to ensure that all Board members are treated with fairness and respect at all

Board meetings.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, to add the following statement as a new numbered item to Board Policy 302: ‘Treat all Board members equally, showing neither favoritism or discrimination of any kind for any Board member.’ Motion died for lack of a second.

Please see attached revised Board Policy 302.

- v. 303 Board Committee - **DISCUSSION AND DECISION** (*Attached*)
{Time: 5}

Member Chevalier moved to accept Chair McCasland’s proposed version of Board Policy 303 with the following edits: revise the second sentence in item #1 to add the following at the end of the last sentence, ‘without first getting the approval of the President. If the President does not approve, the reason for not doing so is to be stated to the Board Committee. The Committee denied may appeal to the Governing Board, whose decision shall be final.’ Motion died for lack of a second.

Member Chevalier moved, to add an item #3 to Chair McCasland’s proposed version of Board Policy 303 that reads, ‘Board Committees are subject to open meeting laws.’ Motion died for lack of a second.

Lunch Recess – Workshop recessed at 12:05 p.m.; reconvened at 12:34 p.m.

- vi. 304 Board Elections & Appointments - **DISCUSSION AND DECISION**
(*Attached*) {Time: 5}

Member Chevalier moved, seconded by Member Kuknyo, to accept Chair McCasland’s proposed version of Board Policy 304 with the following edits: at the end of the first paragraph add ‘Once a Chair has served his/her one or two year term, if reelected consecutively, he/she shall not be elected to that position for at least another four years in order to provide for rotation of the chairperson position, except when no one else on the Board is willing to be Chair.’ The motion failed, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, and Padilla)

Member Chevalier moved, seconded by Member Kuknyo, to accept Chair McCasland’s proposed version of Board Policy 304 with the following edits: In item #3, add ‘, Board members may speak about the candidates being considered.’ after ‘After all nominees have been offered the opportunity to speak.’; and then capitalize the ‘t’ in the word ‘The’ to begin a new sentence. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to edit Board Policy 304 as follows: In item #3 delete the words ‘for no more than 2 minutes each’. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by secretary Sigafos, to edit Board Policy 304 as follows: In Item #3, delete the words ‘individually in alphabetical order based on their last name’ and substitute the words ‘, in randomly-selected order,’. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 304.

3. Study Session

- a. Regional Economic Development Center Expansion Update Presentation – Mr. Richard Hernandez {Time: 30}

Note: This presentation is time-sensitive and will begin immediately following lunch, which is anticipated to be at 1:00 p.m.

Mr. Richard Hernandez gave a presentation to the District Governing Board. Recorded presentation and comments are available. (Recording at 3:29:42)

2. Board Business

- a. District Governing Board Policy Manual Edits – **Continued (Recording at 4:07:47)**
 - i. 305 Board Governance Focus & Style - **DISCUSSION AND DECISION (Attached)** {Time: 5}

Member Chevalier moved, seconded by Member Padilla, to accept Chair McCasland’s proposed version of Board Policy 305 with the following edits: Delete the first sentence. The motion was amended to delete the word ‘shall’ before ‘govern’ in the first sentence, replace that word with ‘aspires to’, and end the sentence after the word ‘proactively’ (deleting the words ‘rather than reactively.’). Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved to delete item #1 from Board Policy 305. Motion died for lack of a second.

Member Chevalier moved, seconded by Secretary Sigafos, to delete item #3 in Board Policy 305. The motion was amended to edit the sentence to read, ‘Leadership focused on the future, derived from an understanding of the past and present.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 305.

- ii. 306 Board Member Ethics & Code of Conduct - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
The Board made no changes to Chair McCasland’s version of Board Policy 306.

- iii. 308 Board Planning & Agenda - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Secretary Sigafos, to accept Chair McCasland’s proposed version of Board Policy 308 with the following edits: at the end of the Policy add ‘Any Board member may require any item to be taken off the consent agenda and replaced as a regular agenda item for discussion and, if appropriate, possible action.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to delete the third paragraph from Board Policy 308. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 308.

- iv. 310 Board Secretary - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Kuknyo moved, seconded by Secretary Sigafos, to accept Chair McCasland’s proposed version of Board Policy 310. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 310.

4. Board Business – Continued (**Recording at 4:54:14**)

- a. Consent Agenda – **DECISION** {Time: 5}
 - i. Budget Public Hearing Minutes – Tuesday, May 18, 2021 (*Attached*)
 - ii. Budget Adoption Meeting Minutes – Tuesday, May 18, 2021 (*Attached*)
 - iii. Regular Board Meeting Minutes – Tuesday, May 18, 2021 (*Attached*)
 - iv. Executive Session Confidential Minutes – Tuesday, May 18, 2021
 - v. Executive Session Confidential Minutes – Tuesday, May 18, 2021
 - vi. Board Workshop Minutes – Wednesday, June 2, 2021 (*Attached*)
 - vii. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
Member Chevalier moved, seconded by Member Kuknyo, to adopt the Consent Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

2. Board Business

- a. District Governing Board Policy Manual Edits – **Continued**
(Recording at 4:55:57)
- viii. 402 Monitoring Presidential Performance - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Secretary Sigafos, to accept Chair McCasland’s proposed version of Board Policy 402 with the following edits: add the words ‘compliance with the Presidential responsibilities set forth in the Board Policy Manual,’ and correct the punctuation to change the colon in the first line to a comma. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
- Member Chevalier moved, seconded by Secretary Sigafos, moved to change the word ‘any’ to ‘a’ in item #b in Board Policy 402. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
- Please see attached revised Board Policy 402.
- ix. 403 President’s Compensation & Benefits - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
The Board made no changes to Chair McCasland’s version of Board Policy 403.
- x. 404 Conferral of President Emeriti Status - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Member Padilla, to accept Chair McCasland’s proposed version of Board Policy 404 with the following edits: Add a new item #4 under Authority to Confer Emeriti Status’ to read ‘4. The Board at any time may reverse its conferral of any previous Emeriti Status.’ The motion was amended to revised Item #3 under ‘Authority to Confer Emeriti Status,’ to begin with the words, ‘Designation or rescindment of designation’. Motion was withdrawn and Board took no action.
5. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Chair McCasland moved to suspend the workshop and continue tomorrow where the Board left off on the Board Policy edits.

Workshop paused at 3:16 p.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

Date:


Ms. Deb McCasland, Board Chair

Mr. Ray Sigafos, Secretary


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 205
	Personnel and Students
<p>With respect to the treatment of persons in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.</p> <p>Accordingly, the president shall not:</p> <ol style="list-style-type: none">1. Allow staff to be without current, enforced, written human resource policies that clarify personnel rules for employees, provide for effective handling of grievances and protect against wrongful conditions.2. Be in noncompliance with any laws, rules and regulations pertaining to treatment of employees and students.3. Operate without succession plans to facilitate smooth operations during key personnel transitions.	
Approvals: Board Approval on	


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 206
	Planning
<p>The Yavapai College President shall not permit planning that allocates resources in a way that deviates materially from Board-stated College Priorities, as set forth in Board Policy 101, risks fiscal jeopardy or does not enable the long-term ability of the College to achieve Board priorities.</p> <p>Accordingly, the president shall not:</p> <ol style="list-style-type: none"> 1. Operate without a documented, multi-year strategy that can reasonably be expected to achieve Board priorities. 2. Permit planning that risks any situation or donation described as unacceptable in the "Financial Conditions" Policy. 	
Approvals: Board Approval on	


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: September 8, 2021 Last Revised: Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 207
	Presidential Compliance
The Yavapai College President shall not use of community college resources or employees to influence elections, including elections of Governing Board members, except as otherwise allowed by law.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 301
	Board Budget
<ol style="list-style-type: none">1. Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.2. Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior Board capability.3. The Board shall develop its budget by April each year to ensure its inclusion in the overall College budget, and the budget shall include, but not be limited to, allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third-party monitoring of organizational performance; Board linkages (surveys, focus groups, etc.); and Board legal services.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 302

Board Chairperson Role & Authority

The Yavapai College District Governing Board Chairperson (referred to as Board President in Arizona statute) is to ensure the integrity of the Board’s process and to represent the Board to outside parties. The Chairperson’s responsibilities include, but are not limited to, the following items. The Chairperson shall:

1. Ensure that the Board acts consistent with its own policies and those imposed upon it by law and regulations.
2. Ensure that meeting agendas include only those issues which clearly belong to the Board to decide. The President may include appropriate agenda item(s) that is/are informational or require motion(s) from the Board.
3. Ensure that deliberations are timely, fair, orderly, and thorough, but also efficient, limited to time and kept to the point.
4. Endeavor to ensure that all Board members are treated with fairness and respect at all Board meetings.
5. Identify and ensure that any violations of the Board’s policies concerning individual and group behavior are addressed promptly and in an appropriate manner.
6. Ensure that the Board self-evaluates twice a year with the intention of evaluating the Board and Board members’ compliance with Board Policy.
7. Ensure that new Board members will be oriented in a manner that ensures acquaintance with all the Board’s most critical responsibilities, documents, and processes. Board members will be familiarized with:
 - a. Title 15, Chapter 12- Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law.
 - b. The Board’s policy manual.
 - c. The principles and practices of policy development (through relevant readings and workshop attendance).
 - d. The responsibilities of all staff engaged in Board support (including a meeting with the President).

8. Appoint Board liaisons annually. The role of the Board liaisons is to serve as a communication representative between the Board and the committee. The Board liaisons serve as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in meetings and conference calls of their assigned committees. Board liaisons should provide input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:
 - a. Foundation Liaison.
 - b. AACCT Representative.
 - c. Board Spokesperson, who is the formal conduit for the Board and is responsible for communicating Board decisions with the public and the media. When acting in her/his official capacity as Board Spokesperson, the Spokesperson shall speak with one voice on behalf of the Board, instead of communicating her/his personal views on the matter. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on specific matters for a specific period of time.

The Chair has the authority to make all decisions that fall within a reasonable interpretation of the Board's governance process and Board-president relationship policies. The Chair does not have the authority to make decisions that fall within the Board's goals or Presidential Role policies. Therefore, the Chair has no authority to supervise or direct the President.

The Chair is empowered to chair Board meetings with all commonly accepted power of that position (e.g., ruling, recognizing).


The Chair has the authority to publicly state Chair decisions and interpretations within the area delegated to her/him.

The Chair may delegate her/his authority at any time but remains accountable for its use.

The YC District Governing Board members hereby delegate to the Chair or his/her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 303


Board Committees

The Yavapai College Governing Board may appoint committees to assist the Board in the fulfillment of its duties and not supplant the Board’s role.

1. Board committees may be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees shall normally not have directed dealings with current staff operations.
2. Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority for Board Committees shall be carefully stated in order not to conflict with authority delegated to the President.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 304


Board Elections & Appointments

As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term. The Chair and Secretary will serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January meeting. The following procedure will be used by the Board for the nomination and election of a Chair and Secretary:


1. The current Board Chair shall call for nominations.
2. After the Board Chair determines that no other nominations are forthcoming, the Board Chair shall declare the nominations to be closed.
3. Board Chair shall call on nominees in alphabetical order based on their last names to speak. After all nominees have been offered the opportunity to speak, Board members may speak about the candidates being considered regarding their nomination. The Board Chair shall call for the vote of each nominee, in randomly-selected order, until a nominee receives at least a majority vote of the Board.
4. After nominee receives at least a majority vote of the Board, the process is complete even if there are remaining nominees who have not been voted on.
5. If no nominee receives at least a majority vote of the Board, the Board Chair shall begin the process again.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 305
	Board Governing Focus & Style
<p>The Board aspires to govern Yavapai College proactively. The Board shall stay adequately informed by incorporating reports from the President on strategic issues in Board meetings. The Board shall engage in strategic thinking with a style which emphasizes:</p> <ol style="list-style-type: none">1. Outward vision rather than an internal preoccupation;2. Diversity in viewpoints;3. Leadership focused on the future, derived from an understanding of the past and present;4. Clear distinction of Board and Staff roles;5. Collective rather than individual decisions; and6. Intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 306

Board Member Code of Conduct & Ethics

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


1. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as abiding by Board Policy, respect of roles, abiding by the majority's decisions and adherence to ethical practices.
2. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the Board.
3. Not conduct private business or self-dealing or provide personal services between any Board member(s) and the organization except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.
4. Not use their positions to obtain employment in the College for themselves, family members or close associates.
 - a. Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from any deliberations and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with AZ statute.
5. Refrain from using their Board position for personal or partisan gain, take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

When voting on a matter under consideration that involves or appears to involve a conflict of interest, the member shall declare the conflict at the beginning of discussion on an issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict. To assist in identifying any potential conflicts, each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year.

Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 308

Board Planning & Agenda

To accomplish its job products with a governance style consistent with the Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation. The Board’s planning shall include each year that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board’s most recent statement of long-term priorities. The Board shall start with the Board’s development of its agenda for the next year. Community outreach shall be determined and arranged, to be held each year. Governance education and development (e.g., Board training, demographers, advocacy groups, studying internal and external publications, attending conferences etc.) shall be arranged each year and will be held during the year.

Board agendas will distinguish between items for discussion, items for decision, and items on the Board’s consent agenda.

The President and any Board member who wishes to place an item on the agenda should do so the following through the Board Chair:

1. If it is the Board’s issue it will be placed on the next Board agenda.
2. If it is the President’s issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.
3. If the Board member feels that this process has not been followed appropriately, she/he will inform the Chair who will place the matter on the next Board agenda.


The Board shall use a consent agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the consent agenda will be used to:

1. Deal with items which the Board has delegated but is required to review or receive by relevant law or contract.
2. To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.


3. Any Board member may require any item be taken off the consent agenda and replaced as a regular agenda item for discussion and, if appropriate, possible action.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 310
	Board Secretary's Role
<p>Unless the Chair has delegated her/his authority otherwise pursuant to the Board policy on Chair delegation, the Yavapai College District Governing Board Secretary fulfills the duty of Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College.</p> <p>The Secretary assures the accuracy of the Board documents. The Board has its own documents, so the accuracy of Board records is critical for historical purposes. The Secretary attests to the Board's adoption of policy.</p>	
Approvals: Board Approval on	

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 400 Board-President Relationship Policy Number(s): 402


Monitoring Presidential Performance

Monitoring of the President’s job performance shall be solely against the only expected job outputs, compliance with the Presidential responsibilities set forth in the Board Policy Manual, ratings on organizational functions included in the Board approved Presidential Evaluation Instrument, and performance on Annual Presidential Goals approved by the Board. Accordingly,

- a. The President shall regularly present data to the Board by using one or more of three methods: 1) by internal report (President discloses compliance information), 2) by external report (third-party assesses compliance), or 3) direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate compliance criteria.
- b. In every case, the standard for compliance shall be a reasonable President interpretation of the Board policy being monitored.
- c. All policies which guide the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule following the monitoring schedule in the Board’s Annual Agenda Calendar.

Approvals: **Board Approval on**

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 400 Board-President Relationship Policy Number(s): 403
	President's Compensation & Benefits
<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of the President's performance over the last year.</p>	
Approvals: Board Approval on	

Yavapai College
District Governing Board
Board Workshop

Thursday, September 9, 2021
9:00 a.m.

Prescott Valley Center
3800 North Glassford Hill Road
Prescott Valley, Arizona 86314

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member

Administration Present:

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

VIDEO RECORDING:

[HTTPS://YAVAPAL.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=D9FEF767-03CA-4E50-9723-AD9E01387635](https://yavapal.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=D9FEF767-03CA-4E50-9723-AD9E01387635)

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
2. Board Business
 - a. The Board intends to complete its work on the District Governing Board Policy Manual Edits, to the extent such work was not completed previously.
Recorded discussion and comments are available for all of the board policy discussions (Recording at 0:21).
 - i. 404 Conferral of President Emeriti Status - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Member Padilla, to add an item #4 to Board Policy 404 as follows: ‘4. The Board at any time may reverse its conferral of any previous Emeriti Status.’ The motion was amended to instead change item #3 to begin with the words, ‘Designation or rescindment of designation.’ The motion was further

amended to instead add the following language at the end of the current policy (not part of a numbered list): ‘The District Governing Board retains the authority of withdraw a President Emeritus title at its discretion, as it deems necessary and appropriate.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 404.

- ii. 401 Delegation to & Accountability of President - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Member Padilla, to edit all instances of the phrase ‘any reasonable interpretation’ in Board Policy 401 to read ‘a reasonable interpretation.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 401.

- iii. 405 President Succession - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Kuknyo moved, seconded by Chair McCasland, to adopt Board Policy 405 with the revisions noted in Chair McCasland’s version of the policy that is included in the meeting materials. The motion passed with four Ayes: McCasland, Sigafos, Padilla, and Kuknyo; Nays: Chevalier)

Please see attached revised Board Policy 405.

Short Recess – Workshop recessed at 10:20 a.m.; reconvened at 10:36 a.m.

- iv. 307 Board Member Obligation - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
The Board considered a version of Board Policy 307 prepared by Dr. Borofsky entitled Board Member Responsibilities and Obligations, which combined elements of Board Policy 307 and Board Policy 309.

Chair McCasland moved, seconded by Member Chevalier, to add item #2 from the current Board Policy 307 to the new version of Board Policy 307 prepared by Dr. Borofsky as item #12. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Secretary Sigafos moved, seconded by Member Kuknyo, to adopt the combined Board Policies 307 and 309, titled Board Member Responsibilities and Obligations, as amended by the previous motion. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Member Kuknyo, to delete item #6 in the new Board Policy 307 and renumber the items that follow. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 307.

- v. 309 Board Responsibilities - **DISCUSSION AND DECISION** (*Attached*)
{Time: 5}
Member Padilla moved, seconded by Member Kuknyo, to renumber current Board Policy 309 titled Board Secretary's Role as Board Policy 309. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 309.

- 3. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Member Chevalier moved, seconded by Secretary Sigafos, to adjourn the District Governing Board Workshop. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, and Padilla)

Meeting adjourned at 11:24 a.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Mr. Ray Sigafos, Secretary

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 400 Board-President Relationship Policy Number(s): 404

Conferral of President Emeritus/a Status

Excellence at Yavapai College requires the understanding and support of leaders who participate in defining the mission and goals of the College, and devote time, talent, and resources toward their fulfillment. Certain of these leaders have distinguished themselves in service to the College and higher education. Accordingly, the District Governing Board may recognize a retiring President at the conclusion of their service through the conferral of Emeritus Status.

Criteria for emeriti status designation shall include:

1. An exemplary record of service through demonstrated commitment of time, talent, and resources.
2. Documented leadership in advancing the District Governing Board Priorities in its service to Yavapai College.

Authority to Confer Emeriti Status:

1. The District Governing Board of Yavapai College may confer emeriti status to a retired president after waiting a full year following active duty.
2. Any current District Governing Board Member may nominate a retiring or retired president of emeritus status, but the actual conference would not be effective until one year following the end of active duty.
3. Designation will require approval of the District Governing Board.


Rights and Privileges that may be conferred:

1. The District Governing Board may grant non-monetary rights and privileges to emeriti designees so long as such benefits do not interfere with other College policies.
2. Emeriti may receive regular notifications and materials related to meetings of the College, at which the designee emeriti will be a welcomed member in the audience.

The District Governing Board retains the authority of withdraw a President Emeritus title at its discretion, as it deems necessary and appropriate.

Approvals: **Board Approval on**

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 400 Board-President Relationship Policy Number(s): 401

Delegation to and Accountability of President


1. The Board’s sole official connection to the operational organization, its achievements, and conduct shall be through the College President.
2. Only officially passed motions of the Board shall be binding on the President. Accordingly, decisions or instructions of individual Board members, officers or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
3. The President shall be the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly,
 - a. Pursuant to ARS 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ, specifically, it delegates all of its authority to enter into, amend, or terminate all employee contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with the duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.
 - b. The Board shall not evaluate, either formally or informally, any staff other than the President.
4. In the case of Board members or Board committees requesting information or assistance without authorization, the President shall refuse such requests that require, in the President’s opinion, a material amount of staff time or funds or are disruptive.
5. The Board shall instruct the President through written policies which prescribe the organizational priorities to be achieved, allowing the President to use a reasonable interpretation of these policies. Accordingly,
 - a. Board Priorities-The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed

systematically form the broadest, most general level to more defined levels, and shall be called Board Priorities.

- b. Presidential Roles- The Board shall develop policies which define the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Presidential Roles policies.
- c. As long as the President shall use a reasonable interpretation of the Board's Priorities and Presidential Roles policies, the President shall be authorized to establish all further college operational policies, make all decisions, take all actions, establish all practices, and develop all activities.
- d. The Board may change its Priorities and Presidential Roles policies, thereby, shifting the boundary between the Board and Presidential domains. By doing so, the Board changes the latitude of choice given to the President. But, as long as any particular delegation is in place, the Board shall respect and support the President's choices.

Approvals: **Board Approval on**

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 400 Board-President Relationship Policy Number(s): 405


President Succession

In order to protect the College from sudden loss of Presidential services, the President shall have a written plan to address the President’s short-term or long-term absences from the College. The plan shall be shared with the College administration and the Board. The President’s plan shall include at least the following provisions:

1. For planned short-term absences out of state, at least one other senior member of the executive leadership team who is familiar with Board and Presidential issues and processes shall be available at the College during the absence. Prior to the President’s absence, the President will identify the Administrator on Duty and empower that individual to take whatever action is necessary during that absence.
2. During planned short-term absences out of state, the President’s whereabouts shall be available through the President’s Executive Assistant and known by all members of the Executive Leadership Team and the Board.
3. For an unplanned long-term absence, the Board shall appoint one senior member of the executive leadership team to serve as Acting President during the President’s absence.
4. In the event that an absence becomes permanent, the Board shall select the President’s replacement after a widely advertised search, according to such terms as are approved by the Board.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 307

Board Member Responsibilities and Obligations


District Governing Board members shall operate in ways mindful of the Board’s civic trustee obligation to all residents of the county and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

1. Direct, control and inspire the College through the establishment of written policies that clearly define the College’s values.
2. Produce written governing policies which address the broadest levels of all organizational decisions and situations.
3. Annually approve the strategic direction of the College.
4. Use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group’s values.
5. Ensure the continual development of governance capability, including periodic Board trainings and discussions of process improvement.
6. Exercise authority over the College and the President only as they operate with one voice as a whole. Individual Board members will abide by and uphold majority decisions of the Board.
7. Seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will focus on the welfare to the entire Yavapai College District.
8. Work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:
 - a. The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint addressed.

9. Approve names for district real property, as recommended by the President.
10. The version of the policies most recently adopted by the Board replace and supersede all prior versions and is the only version that is binding on the College.
11. In addition to any other requirements under the Open Meeting Law for any type of communications between the Board and the College administration, Board members will comply with the following electronic communication directives to protect the Board from inadvertent violations of the Open Meeting Law:
 - a. Board members may not use electronic messages of any kind (email, text messages etc.) to communicate with another Board member or members about any matter than may foreseeably come before the Board at a future date for Board action
 - b. Board members may use electronic messages to communicate with College administration regarding College or Board business, including requests for factual information related to the College or Board, as long as no other Board members are copied on such message
 - c. Board members may not forward electronic messages that received from College administration to any other Board member, regardless of whether the Board member forwarding the message adds a personal comment to the forwarded message or not
 - d. Board members may use an electronic message to communicate a request to the Board Chairperson that a matter be placed on a future Board meeting agenda if no other Board members are copied on such messages
 - e. College administration may use electronic messages to communicate with a quorum of the Board about College and Board business, including requests for factual information, as long as the messages from administration blind copy the Board members and do not communicate the opinion of any Board member regarding the subject matter(s) addressed in the message.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 309
	Board Secretary's Role
<p>Unless the Chair has delegated her/his authority otherwise pursuant to the Board policy on Chair delegation, the Yavapai College District Governing Board Secretary fulfills the duty of Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College.</p> <p>The Secretary assures the accuracy of the Board documents. The Board has its own documents, so the accuracy of Board records is critical for historical purposes. The Secretary attests to the Board's adoption of policy.</p>	
Approvals: Board Approval on	

Yavapai College
District Governing Board
Regular Meeting

Agenda Items: 3.a.v.

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

Verde Valley Campus
601 Black Hills Drive
Clarkdale, Arizona 86324

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member

Administration Present:

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

VIDEO RECORDING:

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=d1158daa-5369-464d-ac01-ada3014e60f6> (meeting prior to Executive Session)

and a second video due to the executive session

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=77425fbd-77e8-4fb5-9487-ada400024398> (meeting following Executive Session)

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland Called the Yavapai College District Governing Board Workshop to order at 1:00 p.m.
 - b. Pledge of Allegiance {Time: 1}
The Pledge of Allegiance was led by Member Kuknyo.
 - c. Adoption of Agenda – **DECISION** {Time: 1}
Secretary Sigafoos moved, seconded by Member Kuknyo, to adopt the District Governing Board Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo)
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}

Secretary Sigafos moved, seconded by Member Kuknyo, to move into executive session pursuant to A.R.S. § 38-431.03(A)(3) & (4) to consult with attorneys for the legal advice regarding *United States ex rel. Daniel Hamilton v. Yavapai County Community College District*. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

The Board reconvened in public session at 1:22 p.m. (Recording at 0.01, second link)

- 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 College District*, CV12-08193-PCT-PGR in executive session - **DECISION** {Time: 5}
The Board did not discuss or take any action on this matter.
- c. Higher Learning Commission Accreditation Presentation – Dr. Tom Hughes – **INFORMATION AND DISCUSSION** (*Attached*) {Time: 30}
Dr. Tom Hughes gave a presentation to the District Governing Board. Recorded presentation and comments are available (Recording at 0:39).
- d. Meeting the Needs of Students in the Verde Valley Presentation – Dr. Clint Ewell - **INFORMATION AND DISCUSSION** {Time: 30}
Dr. Lisa Rhine, Dr. Diane Ryan, Dr. Clint Ewell, and Mr. Rodney Jenkins gave a presentation to the District Governing Board. Recorded presentation and comments are available (Recording at 20:30).
- e. President's Reports **INFORMATION** {Time: 60}
 - i. Policy 205 Treatment of Student and Enrollment – Mr. Rodney Jenkins (*Attached*)
Mr. Rodney Jenkins gave a presentation to the District Governing Board. Recorded presentation and comments are available (Recording at 1:10:09).
 - 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*)**The members of the College Council gave a presentation to the District Governing Board. Recorded presentation and comments are available (Recording at 1:54:18)**
 - iii. Verde Valley Campus Program Highlight – Dr. Diane Ryan (*Attached*)
 - 1. Nursing Program – Dr. Marylou Mercado**Dr. Marylou Mercado, Director of Nursing, Ms. Gianina Cheatham, Student Nursing Association President, and Ms. Tara Purinton, Student Nursing Association Vice-President from the Nursing Program presented to the District Governing Board. Recorded presentation and comments are available (Recording at 2:09:18).**

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

Recorded discussion and comments are available (Recording at 2:27:18).

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*)

Recorded discussion and comments are available (Recording at 2:30:18).

h. ACCT's Board and Self-Assessment Tool – **INFORMATION** (*Complete Assessment in Your College Email Account*)

Recorded discussion and comments are available (Recording at 2:33:18).

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.

Chair McCasland recognized the community leaders and education advocates in the Verde Valley. Recorded presentation and comments are available (Recording at 1:43:11)

Short Recess – Meeting recessed at 3:16 p.m. for the reception; reconvened at 3:42 p.m.

j. Open Call – **INFORMATION** {Time: 10}

No community members registered for open call.

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

Board Sigafos moved, seconded by Member Padilla, to adopt the Consent Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Secretary Sigafos moved, seconded by Member Chevalier, to adjourn the District Governing Board Meeting. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Regular meeting adjourned at 4:25 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Mr. Ray Sigafos, Secretary

for

**INTERGOVERNMENTAL AGREEMENT
No. IGA-PFS-19-093018-02Y4**

between the

GOVERNOR’S OFFICE OF YOUTH, FAITH AND FAMILY

and the

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

Pursuant to **Section II, TERM OF AGREEMENT, TERMINATION AND AMENDMENTS**, the following sections of the above referenced Intergovernmental Agreement are hereby amended as follows:

Section II, TERM OF AGREEMENT, TERMINATION AND AMENDMENTS

Pursuant to this provision, the State of Arizona hereby exercises its option to renew this Agreement for twelve months. The Agreement renewal period shall be effective September 30, 2021 through September 29, 2022.

Section III, DESCRIPTION OF SERVICES

Pursuant to this provision, the Description of Services shall be amended to read:

The Yavapai Community College shall:

1. Provide services in accordance with this Agreement, which includes Attachment A (*Yavapai College Scope of Work for Year 4*), incorporated into this Agreement in its entirety).

The GOYFF shall:

1. Provide guidance and technical assistance as needed/requested.
2. Ensure that opportunity to participate in trainings specific to substance abuse prevention are offered to sub-grantees.
3. Conduct at least one site visit during the duration of the grant.

Section IV, REPORTING REQUIREMENTS

Pursuant to Term and Condition, “Reporting Requirements,” this section shall be amended to acknowledge the updated reporting schedule and process as follows:

Quarterly Report Deadlines to the GOYFF Program Administrator using the template provided by the GOYFF in Attachment A shall be due:

- Quarter 1, January 14, 2022
- Quarter 2, April 15, 2022
- Quarter 3, July 15, 2022
- Quarter 4, October 14, 2022

Financial Reports are due ten (10) days after the month and/ or at the end of the quarter.

Note: Please be aware that the due dates may change and additional deliverables may be required due to requests made by SAMHSA.

Section V, MANNER OF FINANCING

Pursuant to Term and Condition, "Manner of Financing," the GOYFF shall provide up to \$188,930 to the Grantee for costs approved in the Grantee's renewal application for Year Four funding, in accordance with Attachment A, *Yavapai College Scope of Work for Year 4*), incorporated into this Agreement in its entirety).

Except as specifically stated herein, all other terms and conditions of this service agreement remain unchanged.

In Witness Whereof, the parties have set their hands to this amendment as of the day and year herein indicated.

**YAVAPAI COUNTY COMMUNITY COLLEGE
DISTRICT**

**GOVERNOR'S OFFICE OF YOUTH,
FAITH AND FAMILY**

_____ Date
Deb McCasland
District Governing Board Chair

_____ Date
Maria Fuentes
Director

_____ Date
Travis Price
Compliance Finance and Procurement Manager
Office of the Governor

Agency: Yavapai College

Form Completed By: Judy Brennen

Contact Number: 928-771-6183

Yavapai College Scope of Work Partnership for Success GOYFF Grant Year Four (2021-2022)

1. Yavapai College will promote campus awareness and prevention of underage drinking and marijuana use across the college district and within the residence halls. Staff will train and utilize peer mentors/student workers as well as club members to offer six virtual or in person campus events annually related to underage drinking and marijuana.
2. Club members and professional staff will consult with at least two state universities within Arizona to see best practices in collegiate alcohol and drug prevention activities. Visits may be made depending on travel/pandemic status.
3. Professional staff will attend quarterly meetings of the Arizona Institute of Higher Education (AZIHE). At least 2 staff members will attend each meeting.
4. Yavapai College (YC) will bring a virtual or in person motivational substance abuse prevention speaker to the students across campuses, with a focus on student athletes. Yavapai College will also bring a speaker from Active Minds to present to YC students, community partners, AZIHE members and their students from ASU, U of A, NAU.
5. The Director and staff will create one prevention video with Craft2m marketing and production, specific to classroom lesson plans that can be viewed at any time. We will be collaborating with faculty to choose these topics to tailor to their classes.
6. Yavapai College staff will sign up for membership in the American College Health Association (ACHA) National Association of Alcohol and Drug Addiction Counselors (NAADAC), Association of Recovery in Higher Education (ARHE) and National Association of Student Professionals (NASPA). Staff will benefit from their memberships through resources provided by the associations, as well as learning from like-minded professionals, discussing best practices, and collaborating and advocating for healthier communities.
7. Educational materials and programming will be designed and purchased for the grant year by the end of 2021 for topics such as alcohol and marijuana awareness, prevention, social norming for college aged students and local high school students attending classes concurrently at our CTE Center, Sedona, and Prescott Valley campuses. Material such as water bottles, t-shirts, key chains, pens, etc. will be purchased to give participants reminders of these educational events, and the messages presented. We will also purchase t-shirts for student workers and event attendees to have to show their support of health and wellness behaviors and to show their support in the prevention of underage drinking and marijuana use.

Agency: Yavapai College

Form Completed By: Judy Brennen

Contact Number: 928-771-6183

8. Promotional items (as detailed in the budget line item for Supplies and Other Operating Expenses) will be used to educate the community through the purchase and dissemination of flyers, pamphlets, or other media. Benefits of these materials will serve as concrete reminders to the participants of the program(s) they attended, and the prevention messages given. These promotional items will also have further reach in our communities as students wear the t-shirts and use other promotional items with prevention messaging.
9. YC will purchase virtual Certified Peer Educator (CPE) Training Curriculum, cost per student is \$23.00. We plan to train up to 50 students per academic year in CPE. The CPE students will be our eyes and ears on campus, alerting us to potential student issues we may otherwise not see or hear about until the issue becomes a crisis for the student and the College. We also plan to train six additional staff as trainers, from various campuses (\$245.00 per person) to build our capacity to create in person trainings district wide.
10. YC will re-purchase a software license for the E-Checkup to go program for alcohol prevention. This program provides students with individualized, evidence-based online prevention interventions. We will use this program for students who have conduct issues that include alcohol and marijuana use and/or possession. In addition, we will also use the E-Checkup program to gather baseline data on alcohol/marijuana use for our students living in the residence halls and our student athletes. It will assist students to explore their personal risk and protective factors regarding their use of alcohol.
11. YC will provide Motivational Interviewing training to students and professional staff by the end of July 2022. Motivational Interviewing technique is a goal-oriented, client-centered counseling style for eliciting behavior change by helping clients or students explore and resolve ambivalence. It is focused and goal-directed and will help students consider and evaluate making changes. This fits into Yavapai College's goal of eliciting behavior change rather than simply providing information to students.
12. The Director will participate in two conferences during the grant year, virtually or in person. The conferences will be chosen as dates are published for the 21/22 academic year and will most likely be sponsored by the Association of Recovery in Higher Education (ARHE) or the National Association of Student Personnel Administrators (NASPA). The Director will disseminate conference learning outcomes to grant staff and campus partners and implement at least one new strategy learned for the following grant year. Attending a national conference will give the Director the opportunity to connect with other higher education professionals who are implementing prevention work on their campuses as well as identify which best practices provide the best prevention results for alcohol and marijuana use within the young adult population on college campuses. The Director will adhere to the AODA policies for out-of-state travel.
13. The Director will provide Brief Alcohol Screening and Intervention for College students (BASICS) throughout the year in lieu of hosting a prevention conference which occurred in Fall 2020. BASICS is an evidenced based best practice and uses alcohol screening and feedback to reduce problem drinking, excessive drinking and binge drinking by assisting and guiding a student to rely upon their own internal motivation to make changes in their behavior. BASICS also reviews myths and facts regarding substance use and educates and enhances coping skills.
14. The Director and staff will continue to support the Health and Prevention Club on campus through regular meetings, student centered events and participation with other

Agency: Yavapai College

Form Completed By: Judy Brennen

Contact Number: 928-771-6183

clubs on campus.

15. The Director will be responsible for training and supervising a part-time staff of two student workers at 10-12 hours per week and a part time Coordinator, who will work approximately 15-19 hours per week.

16. The Director will engage and work with all new student athletes who are part of the five college athletic teams. The athletes will complete the E-Checkup to go program which will allow us to collect base line data for this cohort. In addition, a pre and post survey will be sent to the student athletes in October 2021 and again in late Spring 2022. The pre and post surveys will assist us in evaluating their change in behavior and change in attitudes during the academic year.

Attachment Form B1: Line Item Budget

Please provide the original Line Item Budget submitted with the application.

- If there are **not** any changes please reflect updated renewal dates for FY22.
- If there have been modifications to the Line Item Budget since the original application, please **BOLD** each line item that has been modified.
- **Please round budget category totals to the nearest dollar.**
- **Each line item included on the Line Item Budget must be included in the Budget Narrative (Attachment Form B2).**

Line Item Budget

Modified Yes No

Budget period: September 30, 2021 – September 29, 2022

Budget Category	Line Item	Requested Funds	Total Cost
Personnel	Project Director, 100%, 12 months	\$67,800.00	\$67,800.00
Full time fringe	35.4% of wages	\$24,000.00	\$24,000.00
Part time coordinator	15 hours per week x 40 weeks x \$30.00/hour	\$18,000.00	\$18,000.00
Student employees	2 x 12 hours/week X 40 weeks x \$12.15/hour	\$11,664.00	\$11,664.00
Part time fringe	10% of wages	\$2,966.00	\$2,966.00
			Personnel Total: \$124,430.00
Contracted/ Professional Services			
Active Minds In person	Motivational Speaker	\$3,800.00	\$3,800.00
Ethan Fisher	Motivational Speaker- substance abuse In person	\$4,000.00	\$4,000.00
E Check up to go	Alcohol Program	\$1,100.00	\$1,100.00
Motivational Interviewing	Professional training in an evidenced based practice	\$4,600.00	\$4,600.00
NASPA Certified Peer Ed training	Train the Trainer and student certifications	\$2,620.00	\$2,620.00
Addiction Conference OR BASICS training	Brief Alcohol Screening for College Students Scheduled January 2022	\$2,500.00	\$2,500.00
			Contracted/Professional Total: \$18,620.00
Supplies & Other Operating Expenses (SOEE)			

Spring into Health Fair		\$1,000.00	\$1,000.00
Printing Services	Adventure Books	\$2,000.00	\$2,000.00
Promotional Materials		\$3,000.00	\$3,000.00
Office Supplies		\$700.00	\$700.00
Professional Conferences	NASPA or other relevant conference and Arizona Drug Summit (Sept 2022)	\$2,000.00	\$2,000.00
Professional Memberships	NASPA x 2 employees HECAOD x 2 employees NAADAC x 1 employee ACHA x 1 employee	\$1,115.00	\$1,115.00
2 AZIHE meetings	225 miles x .445/mile x 2 meetings	\$200.00	\$200.00
Travel across college district	average 48 miles per trip X 1 trip per week X 48 weeks = 2,300 miles X \$0.445 per mile = (\$1,024)	\$1,025.00	\$1,025.00
			SOEE Total: \$11,040.00
Total Direct Costs			SUBTOTAL \$154,090.00
Total Indirect Costs	Federally-approved indirect cost rate (28% of wages and fringe only) .28 x \$124,430	\$34,840.00	\$34,840.00
TOTAL			\$188,930.00

Authorized Signature _____ Date _____

Job Title _____ Contact Information: _____

Attachment Form B2: Budget Narrative

Please provide the original Budget Narrative submitted with the application below.

- If there are **not** any changes please reflect updated renewal dates for FY22.
- If there have been modifications to the Budget Narrative since the original application, please **BOLD** each item that has been modified.
- **Each line item included on the Budget Narrative must be included in the Line Item Budget (Attachment Form B1).**

Budget Narrative

Modified Yes No

Budget period: September 30, 2021 – September 29, 2022

Personnel

Full-time personnel (\$67,800)

The budget includes funds for one full-time Health and Wellness Director in Prescott. The annual salary is \$67,800 at 100% FTE, 12 months per year. The Health and Wellness Director will be available to provide the following: student appointments, research, resources, workshops/monthly events on prevention relating to underage drinking and marijuana use, supervision of the student workers and mentors, and training for student mentors, faculty, and staff.

Fringe for full-time personnel (\$24,000) The fringe benefit rate for full-time employees varies by employee, but for the Health and Wellness Director the actual rate is 35.4% of base salary (\$67,800 X .354 = \$24,000). Fringe costs include FICA, Medicare, and Worker's Compensation insurance for part-time staff, plus medical and dental insurance, short-term and long-term disability, paid vacation leave, life insurance, and retirement benefits for full-time staff. Health insurance benefits account for a significant portion of the fringe rate and are the largest contributor to these costs.

Part-time Coordinator (\$18,000) The Director is requesting funds to train a part time coordinator (15 hours per week x 40 weeks x \$30/hour.) This Coordinator would be a support staff to the Director, helping plan and schedule events, create training programs and material for classroom presentations, write and track reports and surveys from events, and other needed support.

(1 Coordinator x 15 hours per week x 40 weeks x \$30/hour=\$18,000).

Part-time student personnel (\$11,664) The budget includes funds for student part-time workers and/or peer mentors (2 students X 12 hours per week X 40 weeks per year X \$12.15 per hour (\$11,664). The student workers or peer mentors will provide staffing for the office, provide access to available resources (peer to peer mentoring), talk to students in distress, refer to local and community resources, host monthly tabling to distribute information to peers, and support workshops, club activities, and events related to underage drinking and marijuana use. Student workers will also be part of a speaker's panel which will go into classrooms to present prevention and addiction topics to their peers and Yavapai College instructors. We will be presenting information from SAMHSA, the National Institute of Drug Abuse, the National Institute on Alcohol and Alcoholism (NIAAA) on drug/alcohol use, which will help start conversations on preventative efforts. Participating in person or virtual classes will include Psychology, Sociology, Criminal Justice, Emergency Medical, Allied Health, and Nursing.

Fringe for all Part-time personnel (\$2,966) The fringe rate for all part-time workers is 10%, which includes taxes (Medicare and FICA) and Worker's Compensation insurance.

Contracted Services/Professional Services (\$18,620)

Spring virtual motivational speaker from Active Minds (\$3,800).

<https://www.activeminds.org/>

We believe that during this past year of Covid-19 and increased isolation, we need to do all we can to reach every student. "More than 150,000 students develop an alcohol-related health problem (Hingson et al., 2002) and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use (Presley et al., 1998)" Active Minds was founded by Alison Malmon when she was a junior at the University of Pennsylvania following the suicide of her older brother, and only sibling, Brian. "A majority of mental illnesses start between ages 14 and 24 when teens and young adults are in school, and suicide is the second leading cause of death for college students."

Fall virtual motivational speaker (\$4,000). Motivational speaker, Ethan Fisher. Program one is for any student or staff and is considered his keynote event. Event two is for faculty and staff to teach signs of substance abuse, mental health issues and ways to engage with students to lead them to ask for help. Mr. Fisher has presented his programs to almost 100,000 students across the United States. "A staunch mental health and substance abuse advocate, Ethan is the founder of non-profit to support education and prevention for students and student-athletes." Mr. Fisher uses his life experiences to promote healthy living through accountability, perseverance, and dedication to being the "best you can be." Awareness and education are promoted through his events. His events are also an opportunity to stir up student grassroots engagement, and to lead the efforts of enlightening their peers and bringing motivation to our campus prevention efforts. 3 programs (\$4,000.00)

E Check up to go (\$1,100). Software licensing fee for ECheckup to go

<http://www.echeckuptogo.com>

An evidenced based program designed to reduce levels of dangerous and destructive drinking on college campuses with a special focus on two high-risk groups: First-Year Students & Athletes.

Motivational Interviewing Training (MI) (\$4,600) Motivational interviewing training Foundations and Intermediate, for student leaders, staff, faculty, & administrators, twice per year. Motivational Interviewing is an evidenced based practice and is used in used in numerous settings including substance use, mental health care, college settings, primary care, emergency rooms, public health care, criminal justice, street outreach, and child welfare.

NASPA's Certified Peer Education Program (\$2,620). Certified Peer Educator training for students district wide @ \$23.00 x 50 (\$1,150) and funds for Training 6 additional staff \$245 per staff x 6 (\$1,470) to be trainers. Training additional staff helps us to build capacity to increase interest in and continue to sustain this program over time.

Addiction Conference or BASICS-Brief Alcohol Screening Intervention for College Students. (\$2500)

We plan to provide a BASICS training for staff in lieu of the conference due to continued concern nationwide of the covid-19 virus and its consequences for travel and public health. BASICS is an evidenced based best practice in the prevention field. "BASICS is designed to help students make better alcohol-use decisions based on a clear understanding of the genuine risks associated with problem drinking. The program is conducted over the course of two brief interviews that prompt students to change their drinking patterns."

BASICS uses alcohol screening and feedback to reduce problem drinking, excessive drinking and binge drinking, through the enhancement of a student's motivation towards change.

BASICS also reviews myths and facts regarding substance use and educates and enhances coping skills.

Supplies and Operating Expenses (\$11,040)

Spring into Health Fair 2022 (\$1,000)

The Health in Prevention Club will partner with other campus departments and clubs, collaborating on many events and projects, most notably a combined Spring into Health fair in March 2022 relating to prevention and health behaviors that support not starting drug or alcohol use and/or reducing harmful behaviors. This event will bring together community and campus resources to show our students their options and choices in prevention behaviors and overall health, and that there are programs and people who are here to guide and support them in striving for wellbeing.

Printing Services - Adventure Book (300 books (\$2,000) at Yavapai College. Copies to go to all six campuses.

Promotional Materials (\$3,000). Funds are budgeted to develop, produce or purchase material such as flyers, posters, materials to disseminate and promote positive behavior around underage drinking and marijuana use. Prosocial, positive materials will be purchased to encourage participation in substance abuse prevention programming and will be given upon completion of the educational events. Event T-shirts will contain positive anti-substance abuse messaging and statistics. Health and Wellness Club supplies and material will include office supplies necessary for club such as paper, pens, pencils, table banners for club events, and photocopy costs. The club will purchase positive messaging materials their peers around spring break, mid-terms, and finals to discuss positive ways to deal with stress and the harmful effects of substance abuse.

Office Supplies (\$700) Paper, pens, calendars, and other office items as needed.

Professional Conferences (\$2,000)

NASPA or other (\$1,360) One National conferences will be attended for year 4 of the grant. The Director and will attend the NASPA Strategies Conference, January 2022 or the NASPA (Annual) Conference in March 2022 or other relevant conference. Attending conferences gives the attendee the opportunity to hear from other professionals in the field, develop working relationships, build new contacts, learn new and effective strategies in prevention on college campuses, expand skills and gain inspiration to bring back to their campus.

Arizona Drug Summit (\$640). This is a regional conference sponsored by the GOYFF and Matforce and others.

September 2022-Travel to attend AZ Drug Summit (2 staff) Registration fee: \$50 X 2 = \$100
Hotel: 2 people X 1 night X \$120/night = \$240 Meals: dinner 2 people X \$25 X 2 meals = \$100;
Mileage: 450 miles round trip X \$0.445 per mile = (\$200)

Professional Memberships (\$1,115)

- Higher Education Center for Alcohol and Drug Misuse Prevention and Recovery (HECAOD) 2 x \$150=\$300
- National Association of Alcohol and Drug Addiction Counselors (NAADAC) 1 x \$140=\$140
- National Association of Student Professional Administrators (NASPA) 2 x \$240=\$480
- American College Health Association (ACHA) 1 x \$195=\$195

Professional memberships are vital to maintaining updated relevant information in any career field. Access to professional journals, webinars, teaching resources, technical assistance, networking, career advancement and leadership opportunities are some of the benefits of joining. Joining the above-named organizations staff will be at the forefront of new developments, new research and possibly more effective ways to bring prevention work to campus.

IN State Travel (\$1,225.00)

Travel to Phoenix & across college district (\$1,025).

Funds are also included for staff travel between the six Yavapai College campuses for program promotion, dropping off supplies, meeting with key stakeholders (average 48 miles per trip X 1 trip per week X 48 weeks = 2,300 miles X \$0.445 per mile = (\$1,025).

2 AZIHE meetings (\$200)

We follow all State of Arizona Travel Policy and reimbursement rates. AZIHE meetings may occur in the Phoenix area in Fall 2021 or Spring 2022. Mileage from Prescott is 225 miles round trip. 2 meetings X 225 miles X 0.445 per mile = (\$200).

Administrative/Indirect Costs (\$34,840.00)

Yavapai College has a federally approved indirect cost rate of 28%, applied to wages and fringe only (wages + fringe = \$124,430.00 X 0.28 =(\$34,840.00)

Revised Authorized Signature Date 08/10/2021

Job Title: Associate Vice President Student Affairs

Authorized Signature _____ Date _____

Contact Information: _____

Agenda Items: 3.a.viii.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT REPORT OF EXPENDITURES

For the Two Months Ended August 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	\$ 6,500	\$ 21,747	\$ 28,247	
Association of Community College Trustees	Membership & Conference Fees	6,242	-	6,242	
HF Group LLC	Binding	308	-	308	
Osborn Maledon PA	Legal Counsel	3,273	34,227	37,500	
Supplies/Other	Various Vendors	239	-	239	
YC Printing Services	Printing	102	-	102	
				<u>72,638</u>	
Remaining Budget - August 31, 2021					<u><u>\$ 110,362</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 Two Months Ended August 31, 2021 - 16.7% 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	\$ 11,427,897		\$ 11,427,897	\$ 51,504,800	22.2%
Restricted Fund	5,166,294		5,166,294	23,618,500	21.9%
Auxiliary Fund	1,056,452		1,056,452	5,368,200	19.7%
Unexpended Plant Fund	2,725,905		2,725,905	9,654,300	28.2%
Debt Service Fund	378,246		378,246	2,260,900	16.7%
TOTALS	<u>20,754,794</u>		<u>20,754,794</u>	<u>92,406,700</u>	<u>22.5%</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	\$ 6,403,160	\$ 22,915,382	\$ 21,765,451	\$ 7,553,091	\$ 51,504,800	14.7%
Restricted Fund	4,944,152	1,295,671	1,114,212	5,125,611	23,618,500	21.7%
Auxiliary Fund	718,844	1,257,482	1,187,021	789,305	5,368,200	14.7%
Unexpended Plant Fund	1,052,362	3,663,370	-	4,715,732	9,654,300	48.8%
Debt Service Fund	1,100	376,234	-	377,334	2,260,900	16.7%
TOTALS	<u>13,119,618</u>	<u>29,508,139</u>	<u>24,066,684</u>	<u>18,561,073</u>	<u>92,406,700</u>	<u>20.1%</u>

SURPLUS/(DEFICIT)			<u>2,193,721</u>	<u>-</u>
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COMMENTS:

Through the second month, 20.1% of budget has been committed (excluding labor encumbrances) compared to 22.5% of revenues received.

The budget currently has a surplus of \$2,193,721.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2021 - 16.7% 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	\$ 6,814,262		\$ 6,814,262	\$ 41,008,600	16.6%	\$ 41,008,600	\$ -	\$ 6,533,756	4.3%	
Primary Property Taxes - Contingenc	-		-	(930,000)	0.0%	(930,000)	-	-	0.0%	
Tuition and Fees	4,975,567		4,975,567	10,574,000	47.1%	10,574,000	-	4,971,076	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	46,407		46,407	615,100	7.5%	615,100	-	20,302	128.6%	
Interest Income	7,269		7,269	50,000	14.5%	50,000	-	574	1166.4%	
Fund Balance Applied to Budget	-		-	-	0.0%	-	-	328,067	-100.0%	
General Fund Transfer In/(Out)	(563,233)		(563,233)	(3,379,400)	16.7%	(3,379,400)	-	(768,617)	-26.7%	
TOTAL REVENUES	11,427,897		11,427,897	51,504,800	22.2%	51,504,800	-	11,231,608	1.7%	
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	\$ 1,688,068	\$ 8,838,107	\$ 8,729,744	\$ 1,796,431	\$ 20,306,400	8.8%	\$ 20,306,400	\$ -	\$ 1,658,288	1.8%
Academic Support	743,932	2,585,224	2,516,683	812,473	4,740,800	17.1%	4,740,800	-	879,856	-15.4%
Institutional Support	1,897,886	4,999,410	4,521,396	2,375,900	10,482,900	22.7%	10,482,900	-	2,485,314	-23.6%
Student Services	991,436	3,285,237	3,228,160	1,048,513	6,943,700	15.1%	6,943,700	-	853,199	16.2%
Operation/Maintenance of Plant	809,817	2,792,636	2,424,750	1,177,703	6,542,400	18.0%	6,542,400	-	837,827	-3.3%
Scholarships	158,999	-	-	158,999	1,013,200	15.7%	1,013,200	-	157,433	1.0%
Public Service	113,022	414,768	344,718	183,072	1,475,400	12.4%	1,475,400	-	46,561	142.7%
TOTAL EXPENDITURES	6,403,160	22,915,382	21,765,451	7,553,091	51,504,800	14.7%	51,504,800	-	6,918,478	-7.4%
SURPLUS/(DEFICIT)				\$ 3,874,806	\$ -					

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.

Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licenses, IT maintenance, dues, etc.).

The Budget currently has a surplus of \$3,874,806.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENDITURES BY NACUBO NATURAL EXPENSE CATEGORIES

For the Two Months Ended August 31, 2021 - 16.7% of the Fiscal Year Complete

Fiscal Year 2021-2022

	<u>Year to Date</u>	<u>Prior Year</u>	<u>Percent Change</u>	
Salaries	\$ 3,175,546	\$ 3,187,354	-0.4%	
Benefits	1,301,509	1,300,007	0.1%	
Supplies	375,343	367,645	2.1%	
Contractual Services and Other	974,142	1,547,336	-37.0%	1
Utilities	262,176	267,366	-1.9%	
Travel, Conferences & Memberships	155,445	91,337	70.2%	2
Scholarships	158,999	157,433	1.0%	
	<u>\$ 6,403,160</u>	<u>\$ 6,918,478</u>	-7.4%	

1 - Contractual Services & Other decreased from the prior year mainly due to the timing of payments for items such as software maintenance contracts. This will even out over the next couple of months.

2 - Travel, Conferences & Memberships increased from the prior year due to the timing of payments for institutional memberships and dues, and increased travel, both in-state and out-of-state, due to post COVID-19 re-opening.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2021 - 16.7% 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	\$ 4,438,496		\$ 4,438,496	\$ 19,520,000	22.7%
State Grants and Contracts	19,576		19,576	410,000	4.8%
Private Gifts, Grants and Contracts	145,791		145,791	983,200	14.8%
Proposition 301 Workforce Development	350,298		350,298	880,000	39.8%
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	37,333		37,333	224,000	16.7%
TOTAL REVENUES	5,166,294		5,166,294	23,618,500	21.9%

	<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	\$ 204,305	\$ 648,978	\$ 551,682	\$ 301,601	\$ 4,839,600	6.2%
Academic Support	23,178	-	-	23,178	1,100,000	2.1%
Institutional Support	-	49,623	-	49,623	2,300,000	2.2%
Student Services	249,117	480,342	461,802	267,657	1,632,700	16.4%
Operation/Maintenance of Plant	70	-	-	70	3,700	1.9%
Scholarships	4,436,101	-	-	4,436,101	13,128,500	33.8%
Public Service	31,381	116,728	100,728	47,381	614,000	7.7%
TOTAL EXPENDITURES	4,944,152	1,295,671	1,114,212	5,125,611	23,618,500	21.7%
SURPLUS/(DEFICIT)				\$ 40,683		

COMMENTS:

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

First quarter STEM Workforce appropriation was received in July 2021.
Scholarships at 33.8% of budget due to fall 2021 financial aid awards being made.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2021 - 16.7% 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	\$ 1,311,138		\$ 1,311,138	\$ 7,890,500	16.6%		
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%		
Investment Income	3,480		3,480	30,000	11.6%		
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	2,725,905		2,725,905	9,654,300	28.2%		
		<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		\$ 306,680	\$ 2,614,492	\$ -	\$ 2,921,172	\$ 3,974,000	73.5%
Unplanned Maintenance		5,210	64,738	-	69,948	275,600	25.4%
Capital Improvement Projects		481,819	776,302	-	1,258,121	2,195,000	57.3%
Equipment		192,404	132,000	-	324,404	2,091,000	15.5%
Furniture and Fixtures		64,856	26,838	-	91,694	257,500	35.6%
Library Books		1,393	49,000	-	50,393	98,700	51.1%
Capital Contingency		-	-	-	-	762,500	0.0%
TOTAL EXPENDITURES		1,052,362	3,663,370	-	4,715,732	9,654,300	48.8%
SURPLUS/(DEFICIT)					(1,989,827)	-	

COMMENTS:

The Budget currently has a deficit of (\$1,989,827) as a result of a significant amount of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2021 - 16.7% 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	\$ 619,354	\$ 76,670	\$ 542,684
Transfer To Debt Fund to Pay Revenue Bonds	(402,800)	-	(402,800)	(67,133)	-	(67,133)
Subtotal - Residence Halls and Summer Conferences	<u>849,200</u>	<u>423,900</u>	<u>425,300</u>	<u>552,221</u>	<u>76,670</u>	<u>475,551</u>
Bookstore Rental and Commissions	80,000	-	80,000	23,765	-	23,765
Food Service & Vending	100,000	224,900	(124,900)	4,467	13,150	(8,683)
Edventures	371,100	381,000	(9,900)	3,375	5,592	(2,217)
Winery - Tasting Room	205,000	323,000	(118,000)	24,843	45,856	(21,013)
Family Enrichment Center	710,500	913,700	(203,200)	68,812	123,398	(54,586)
Community Events	777,200	1,024,300	(247,100)	42,016	211,603	(169,587)
Performing Arts Productions	247,000	242,000	5,000	-	13,811	(13,811)
SBDC (Federal Grant Match Requirement)	-	100,500	(100,500)	-	21,466	(21,466)
Yavapai College Foundation	443,000	443,000	-	57,037	57,037	-
Other Auxiliary Enterprises	171,600	101,100	70,500	44,316	25,920	18,396
General Fund Transfer In	1,413,600	-	1,413,600	235,600	-	235,600
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	194,802	(194,802)
	<u>5,368,200</u>	<u>5,368,200</u>	<u>-</u>	<u>1,056,452</u>	<u>789,305</u>	<u>267,147</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 \$267,147.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Two Months Ended August 31, 2021 - 16.7% 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	\$ 68,212		\$ 68,212	\$ 410,500	16.6%
Secondary Property Taxes - Contingency	-		-	(5,000)	0.0%
Investment Income	1,101		1,101	1,800	61.2%
General Fund Transfer In	227,633		227,633	1,365,800	16.7%
Auxiliary Fund Transfer In	67,133		67,133	402,800	16.7%
Fund Balance Applied to Budget	14,167		14,167	85,000	16.7%
TOTAL REVENUES	378,246		378,246	2,260,900	16.7%

	<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>
DEBT SERVICE FUND						
EXPENDITURES (Note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 78,333	\$ -	\$ 78,333	\$ 470,000	16.7%
Interest Payments	-	3,133	-	3,133	18,800	16.7%
PRO Refunding Revenue Bonds						
Principal Payments	-	221,667	-	221,667	1,330,000	16.7%
Interest Payments	-	5,967	-	5,967	35,800	16.7%
Revenue Bonds						
Principal Payments	-	56,667	-	56,667	340,000	16.7%
Interest Payments	-	10,467	-	10,467	62,800	16.7%
Bank Fees	1,100	-	-	1,100	3,500	31.4%
TOTAL EXPENDITURES	1,100	376,234	-	377,334	2,260,900	16.7%
SURPLUS/(DEFICIT)				\$ 912	\$ -	

COMMENTS:

Through the second month, 16.7% of budget has been committed compared to 16.7% of revenues received.

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

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2021-06

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, PROVIDING FOR THE ACCUMULATION OF FUNDS FOR THE PURPOSE OF PURCHASING LAND, BUILDINGS OR IMPROVEMENTS OR CONSTRUCTING BUILDINGS OR IMPROVEMENTS.

The Yavapai County Community College District Governing Board judged that establishing an accumulation account restricted for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements will enhance the educational mission of the District.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows a Community College District to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows the amounts accumulated for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements to qualify as exclusion to the state-imposed expenditure limitation calculation in future fiscal years.

WHEREAS, the District Governing Board has the authority to establish annual budgets and allocate resources:

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$6,000,000 be deposited into the Capital Accumulation account to fund the five-year deferred maintenance and capital improvement plans. The contribution amount is comprised of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 19th day of October, 2021.

Mrs. Deb McCasland, Board Chair

ATTEST:

Mr. Ray Sigafos, Board Secretary