

Yavapai College
District Governing Board
Regular Meeting

Wednesday, March 26, 2025
4:00 p.m.

The YouTube channel will be open to the public at 3:45 p.m. at the latest.

Livestream Link:

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

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 on 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 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 the 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.

If the agenda includes an Open Call, members of the public will have no more than 3 minutes to speak. The time allotted for each speaker may be less than 3 minutes, depending on the number of individuals wishing to address the board at the meeting and the board president's determination of the total time available for open call at the meeting, given the other matters on the board's agenda. *In addition, if there are a number of people who wish to speak about the same issue and who have the same viewpoint about that issue, the board president may direct them to appoint a representative or representatives to speak for the entire group. Members of the board may not discuss items that are not specifically identified on the agenda but that are raised in Open Call. Matters raised during Open Call that are on the current board agenda may be discussed and/or decided by the board at the appropriate time on the agenda.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Pledge of Allegiance {Time: 1}
 - c. Board Meeting Procedure – Board Chair Deb McCasland – **INFORMATION** {Time: 5}
2. Study Session
 - a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Douglas Berry, Dr. Marylou Mercado, Dr. Janet Nix, and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Alex Barber, Faculty Senate President (*Attached*)
 2. Staff Association – Ms. Ginney Bilbray, Staff Association Vice President (*Attached*)
 3. Student Government Association – Mr. Jericho Nucum, Secretary of Yavapai College Student Government Association (*Attached*)
 - ii. Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
 - b. Preliminary Capital Budget and Financing – Dr. Clint Ewell, Chief Operating Officer – **INFORMATION AND DISCUSSION** (*Attached*) {Time: 60}
 - c. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair Deb McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair Deb McCasland
 - iii. Yavapai College Foundation – Board Secretary Steve Bracety
3. Board Business
 - a. District Governing Board Budget for Fiscal Year 2025 – Dr. Clint Ewell - Chief Operating Officer – **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 10}
 - b. Consent Agenda – **DECISION** {Time: 5}
 - i. Regular Meeting Minutes – Tuesday, February 18, 2025 (*Attached*)
 - ii. Board Executive Session Confidential Minutes – Tuesday, February 18, 2025
 - iii. Intergovernmental Agreement – Town of Chino Valley – Yavapai College Chino Valley Campus Utility Improvements (*Attached*)
 - iv. Waiver of Potential Conflict of Interest – Gust Rosenfeld Attorneys – Town of Chino Valley/Yavapai County Community College District (*Attached*)
 - v. Receipt of Report on Revenues and Expenditures for February 2025 (*Attached*)

- c. District Governing Board Minutes Format – Ms. Yvonne Sandoval – Executive Assistant – **INFORMATION, DISCUSSION, AND DECISION** {Time: 10}
 - d. District Governing Board Emeritus Policy – Board Chair Deb McCasland – **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 10}
 - i. Emeritus Nomination for Mr. Ray Sigafos – Board Secretary Steve Bracety – **INFORMATION, DISCUSSION, AND DECISION** {Time: 10}
 - e. Executive Session
 - i. Pursuant to A.R.S. Section 38-431.03(A)(9), Discussion Regarding the College’s Information Technology Security Plans, Procedures, Assessments, Measures or Systems – Mr. Patrick Burns, Chief Information Officer and Mr. Neil McComsey, Chief Information Security Officer- **PROCEDURAL** {Time: 30}
 - f. Reconvene in Public Session
4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Faculty Association Update

2024-2025 FA Senate Officers



Alex
Barber,
President



Heather
Leavitt, Vice
President of
External
Affairs



Bambi Pish-
Derr, Vice
President of
Internal
Affairs



Philip
Reid,
Treasurer



Brandelyn
Andres,
Secretary

Major Faculty Activity

- Faculty Working
 - Academic Master Plan
 - Elev8 with 8

2025 Projects

- Faculty nomination under way for Evening of Recognition awards.
- Each Division is working on their President and Vice President award recommendations.

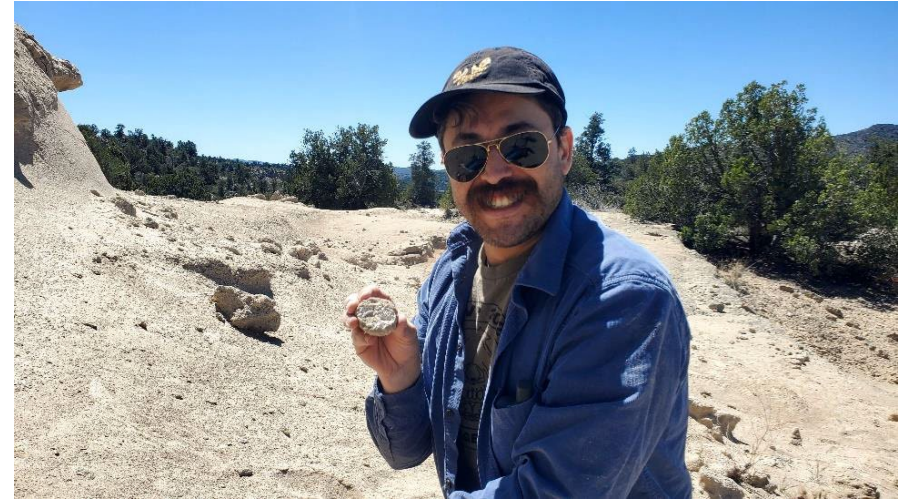


Faculty Highlights

Jeb Bevers

Jeb Bevers, a Biology instructor in the science department led a presentation and a talk at the Western Association of Vertebrate Paleontology meetings held in Mesa Arizona. The presentation was a joint effort with three YC Students, Ian Bevers, Giovanni Hernandez, and Carley Weideman. The presentation, titled Ecological interactions and habits of the Borophaginae and Camelidae at the Milk Creek Site, Yavapai County, Arizona. Just a fun fact, a Borophaginae Coprolite is **a fossilized feces** from a extinct bone-crushing dogs of the Borohaginae subfamily.

In Jeb's own words, he is truly a dedicated fossil poop scooper researcher!



Dexter the Guard Dog, dreaming of bone crushing ancestors

Scott Ritchie

Scott Ritchie is the new YC Director of Aviation. Scott holds ratings as a FAA Commercial Pilot & Flight Instructor Certificates with Airplane, Multi-engine and Instrument ratings. He trains pilots in manned and unmanned aircraft. Scott is a graduate of YC's 2007 NARTA program. He has earned a Master's in Unmanned Aircraft System from ERAU. Scott returns to Yavapai College to continue teaching the next generation.



The Faculty Association welcomes Scott Ritchie back to Yavapai College!

David Evans

David Evans instructor of technical theater is getting ready for *Fiddler on the Roof*. David is an instructor in the Technical Theater in Stagecraft where students work to earn a Certificate. Students learn hands-on experience working on theatrical productions and events in the performing arts and the entertainment industry. David is known for his patience and seeing a stage in different light.” He teaches students a wide variety of specializations in audio, lighting, set and props design and construction. He is one of the many people who are the foundation of the behind the scenes work to make a show successful. David has earned the respect of his peers and management team for his dedicated work.



From towering rooftops to rustic village charm, the set construction crew is hard at work crafting a stage that will transport you straight into Tevye’s world. With each nail, brushstroke, and set piece, we’re one step closer to opening night. *Fiddler on the Roof* is coming April 4 through 6th and April 11th through the 13th! Tickets from \$35.00, Youth \$10.00. The Faculty Association hopes to see you there!

James Morales

James Morales leads the Camp Verde HAVAC instruction program. Some of the outstanding work they have been doing is hands on installations of heating cooling systems, making videos of hands-on procedures with equipment in the labs to better equip students for success in doing procedures of recovering refrigerants, charging refrigerants and making adjustments to AC heat pumps.

The YC HVAC students are installing HVAC systems in the Tiny Houses.

Students are also building HVAC electrical trainers for the next cohort of incoming HVAC students.

YC HVAC program was approved for NATE Recognized Training Provider and Testing Location. It is a very important certification.



NISOD Award Winners

The 2025 Yavapai College NISOD award winners were announced in the first week of March. Those selected are:

Karen Palmer – English Faculty

Deborah Chambers – Student Affairs Coordinator

Dawnette Polland – Adult Basic Education Workforce
Education Coordinator

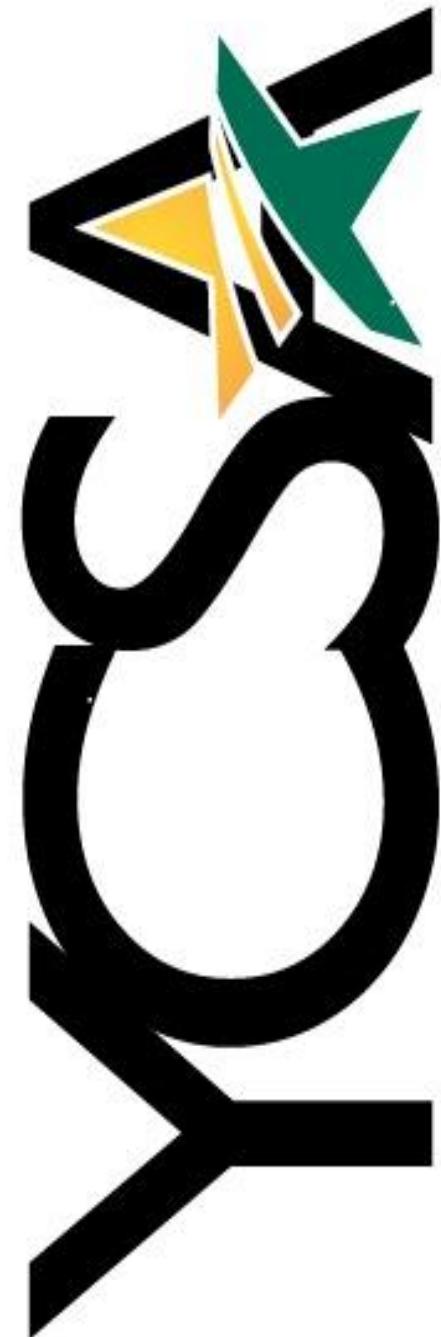




Thank You!

AWARD WINNERS





YAVAPAI COLLEGE STAFF ASSOCIATION



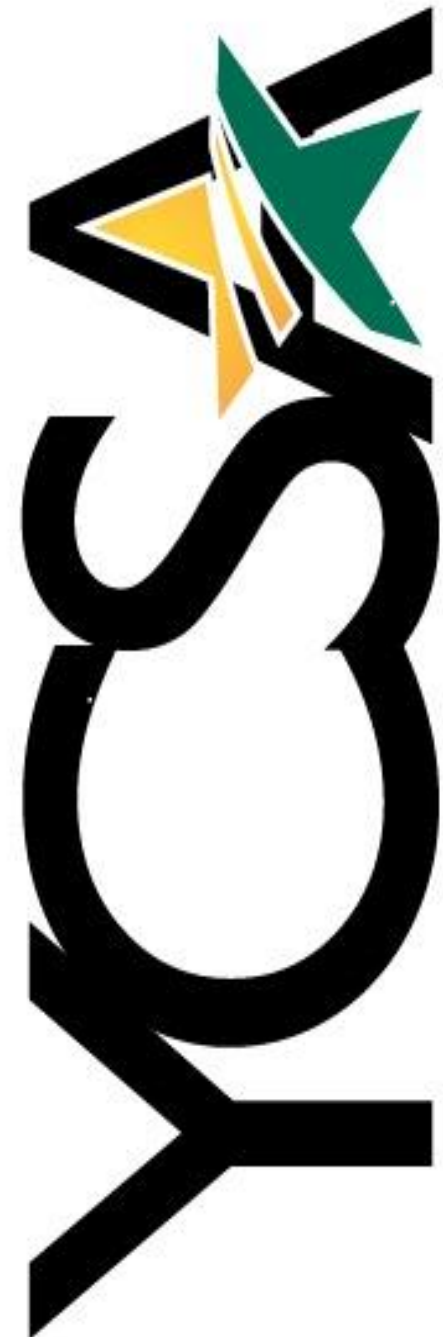
YC Roughrider High Five Award 2025

January

Amy Bell
Hannah Dillinger
Kirk LaPlace
Layla Tenney
Norma Ortega
Randolph Derr
Terri Schroter
Cristina Poeppel
Jessica Gaff
Leah Sussman
OLLI
Prescott Facilities
Avery Liggett
Brenda Burns
Dana Kirkwood-Watts
Emily Peek
Emily Underwood
Heather Mulcaire
Liz Peters
Matt Wilkerson
Max Bledsoe
Michael Silvas
Tonya Nolan
Tyran Payne
Jon Krusze
Lisa Livingston

February

Adrienne Carlos
Ashley Harlan
Jessica Gaff
Joel Schadt
Kelly Cruz
Natalie Inouye
Phillis Salazar
Robyn Bryce
Stephanie Wiltcher Sproul
Tanner Campbell
Anthony Burris
Avery Liggett
Leo Derks
Malinda Wrisk
Todd Hay
Tracy Rogers
Alaina Graciano
Anne Lucero
Christopher Robles
Gwen Payne
Jeremiah Prough
Matthew Goode
Meghan Paquette
Mitchell Lewis
Ronda Mann
Thomas Eastlack



YAVAPAI COLLEGE STAFF ASSOCIATION

S.A.M. Award Winners

Fall 2024 Quarter



*Ustadza White
Staff*



*Dr. Megan Hanna
Faculty*

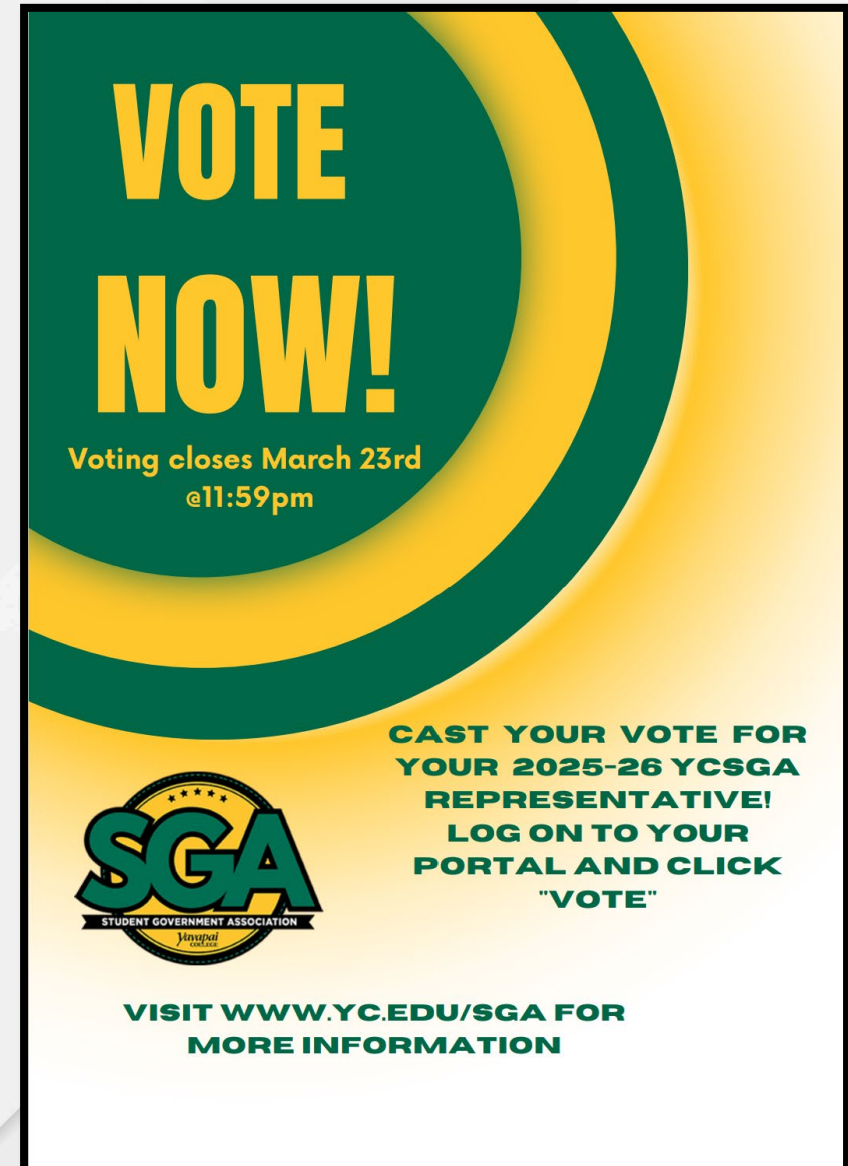
Student Government Association Report

- YCSGA Executive Election Updates
- YCSGA Initiative



YCSGA Executive Elections

- 17 Candidates
- Great Campaign Efforts!
 - Facebook, Insta, YouTube
 - Posted flyers around campus
- Announcement of winners
 - April 4th



YCSGA Initiative

- Mission: Connecting resources to students and enabling them to achieve academic and personal success.
- Vision: An environment where all students are heard, informed, comfortable, and engaged while reducing the stigma around seeking help.
- The BIG Question:
 - **"Why aren't students using our resources?"**



YCSGA Initiative

- Committee Members consist of exclusively students
- YCSGA Senate is taking part of this Initiative
- Three Total Meetings throughout this semester
 - Meeting 1: Feb 28th
 - Meeting 2: March 14th
 - Meeting 3: April 25th
- Findings will be shared with Tania Sheldahl AVP for Student Affairs



Yavapai College Budget to Actual Status by Fund February 2025

The President's Monthly report below provides a brief financial status of each of the District's five funds as of February 28, 2025.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of February 28, 2025, the General Fund has a surplus of \$3,926,000. We note the slight slope downward as is standard in late winter and aligns with a college's cash flow. We anticipate an increase again in March and April as Summer and Fall enrollment begin. Institutional Support and Operation & Maintenance of Plant 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, fuel, etc.). These revenues, expenses and encumbrances should even out over the remaining fiscal year.

For the fiscal year ended June 30, 2025, the General Fund is projected to be within budget.

Auxiliary Fund



As of February 28, 2025, the Auxiliary Fund has a moderate surplus due to the collection of spring 2025 semester room revenues. This will even out over the remaining fiscal year. For the fiscal year ended June 30, 2025, the Auxiliary Fund may have a small deficit primarily due to the new food services operation.

Unexpended Plant Fund



As of February 28, 2025, the Unexpended Plant Fund has a surplus of \$1,718,000 due to the 2024 revenue bond proceeds that were received in August 2024. These funds will be used for various Capital Improvement and Preventative Maintenance projects, including the Prescott Center for Learning and Innovation.

For the fiscal year ended June 30, 2025, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of February 28, 2025, the Restricted Fund has a moderate surplus and is expected to be within budget for the fiscal year.

Debt Service Fund



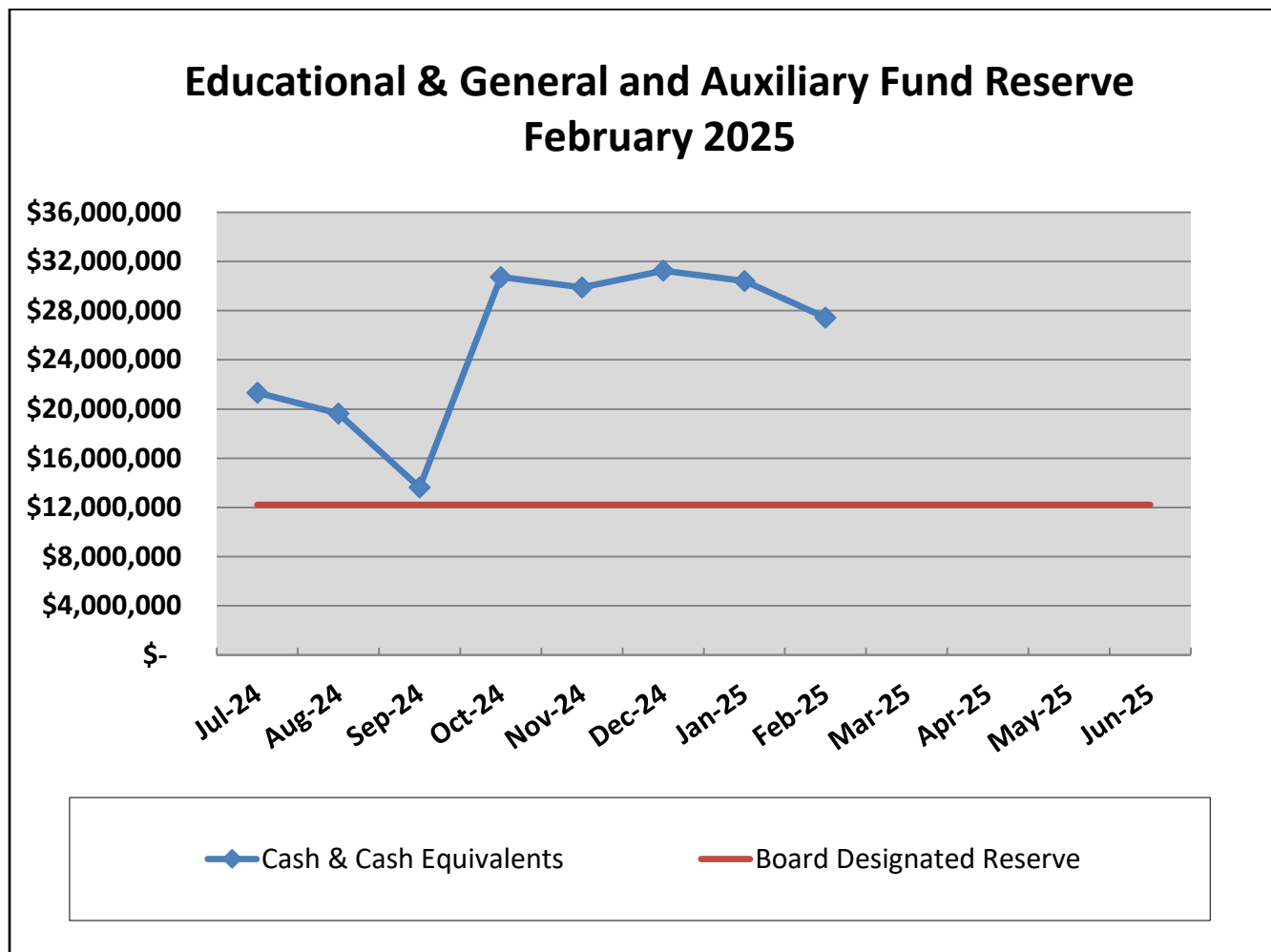
The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds and includes the interest earned on the unspent 2024 Revenue Bond debt proceeds. The interest earned on the debt proceeds will be transferred to the Plant fund later in the fiscal year.

For the fiscal year ended June 30, 2025, the Debt Service Fund is projected to have a small surplus due to the interest earned on unspent bond proceeds.

Yavapai College Cash Reserves February 2025

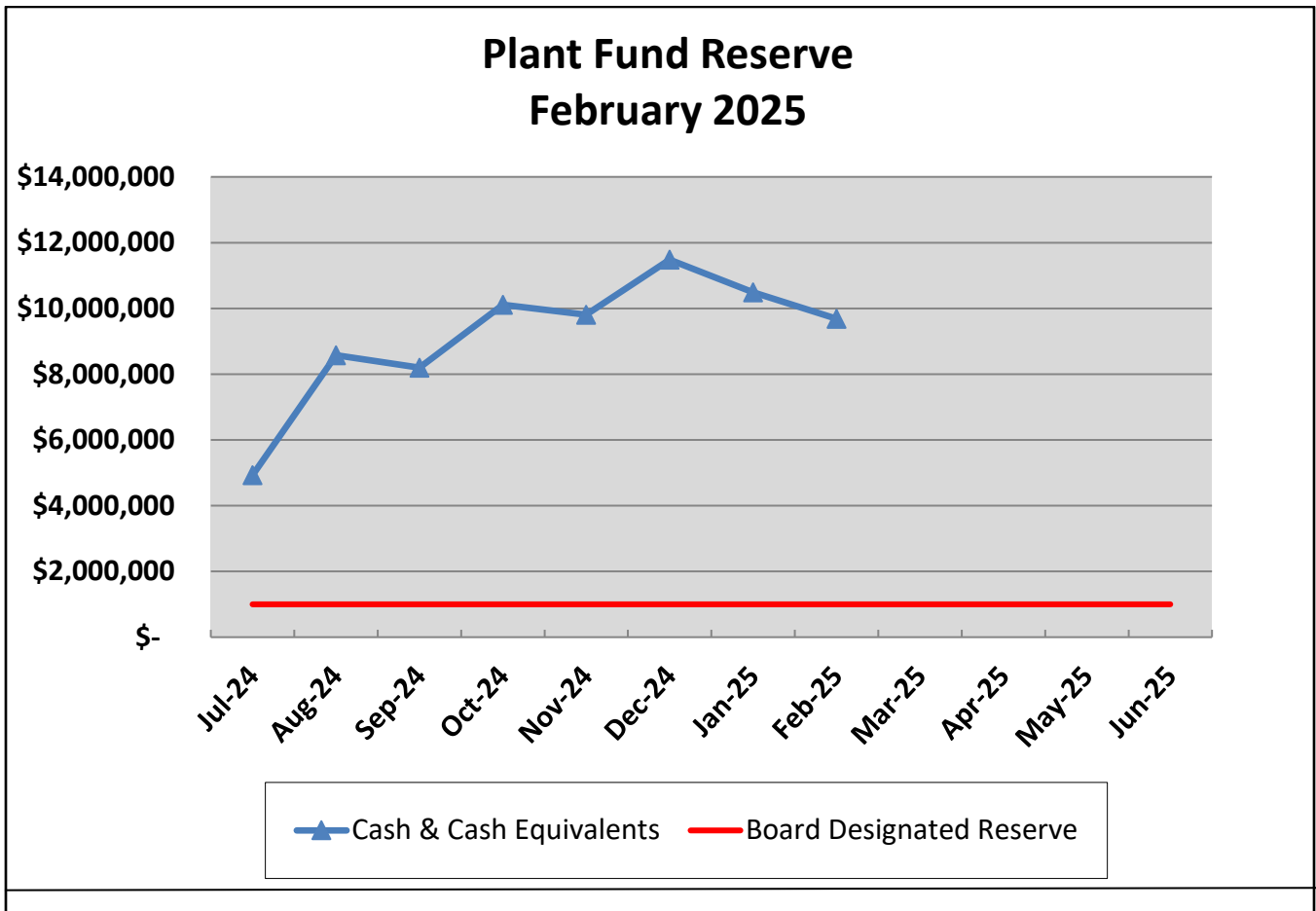
The President's monthly report on cash reserves below displays the District's reserves as of February 28, 2025, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



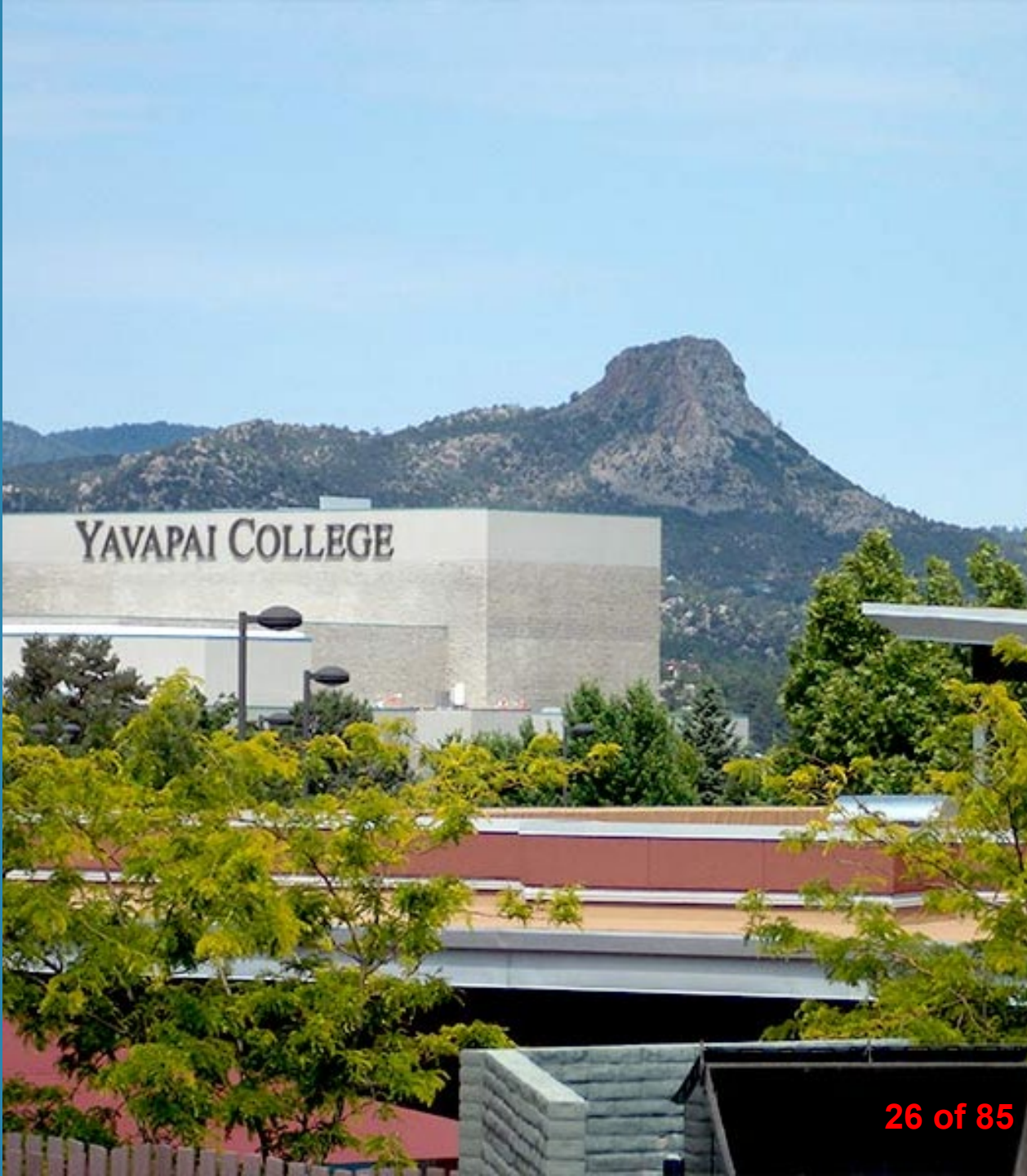
Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budgets.

As of February 28, 2025, Current Fund reserves have exceeded the DGB's reserve requirements.



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

As of February 28, 2025, Plant Fund reserves have exceeded the DGB's designated reserve.



Yavapai College Capital Budget

Prepared for DGB

March, 2025

Agenda

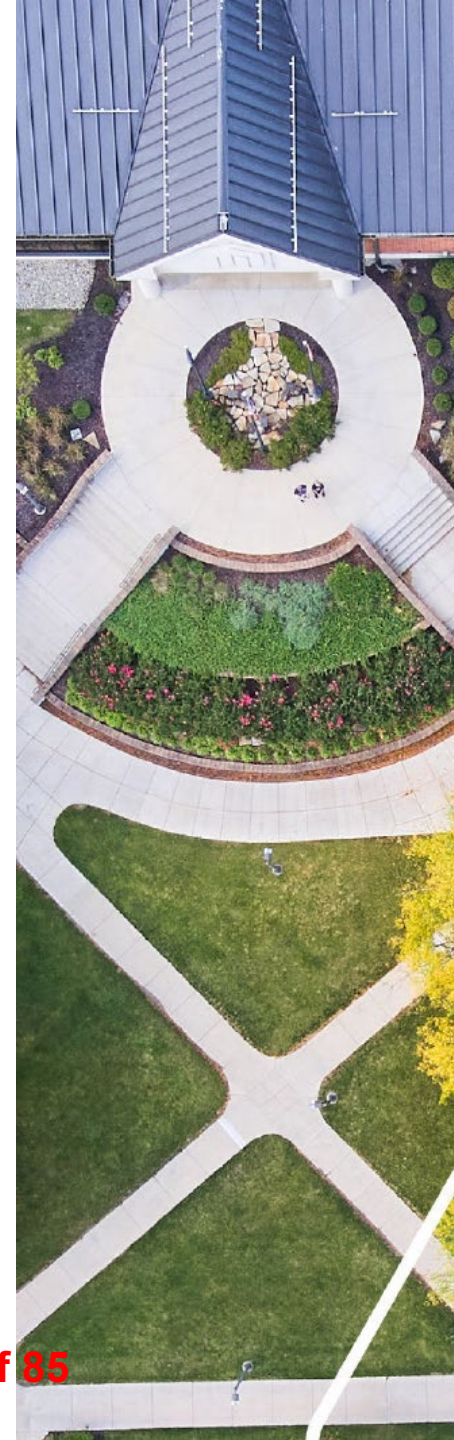
- Benchmarking
- YC Context: Enrollments & Building Utilization
- Facilities Master Plan
- FY25 Capital Budget Overview
- FY26 Plant Fund Preview
 - Cash Flow
 - Unplanned & Planned Maintenance
 - Equipment Replacement Plan
 - Capital Improvement Plan



Benchmarking



GORDIAN®



GORDIAN®

The State of Facilities in Higher Education

Space, Spending and Staff

11TH EDITION



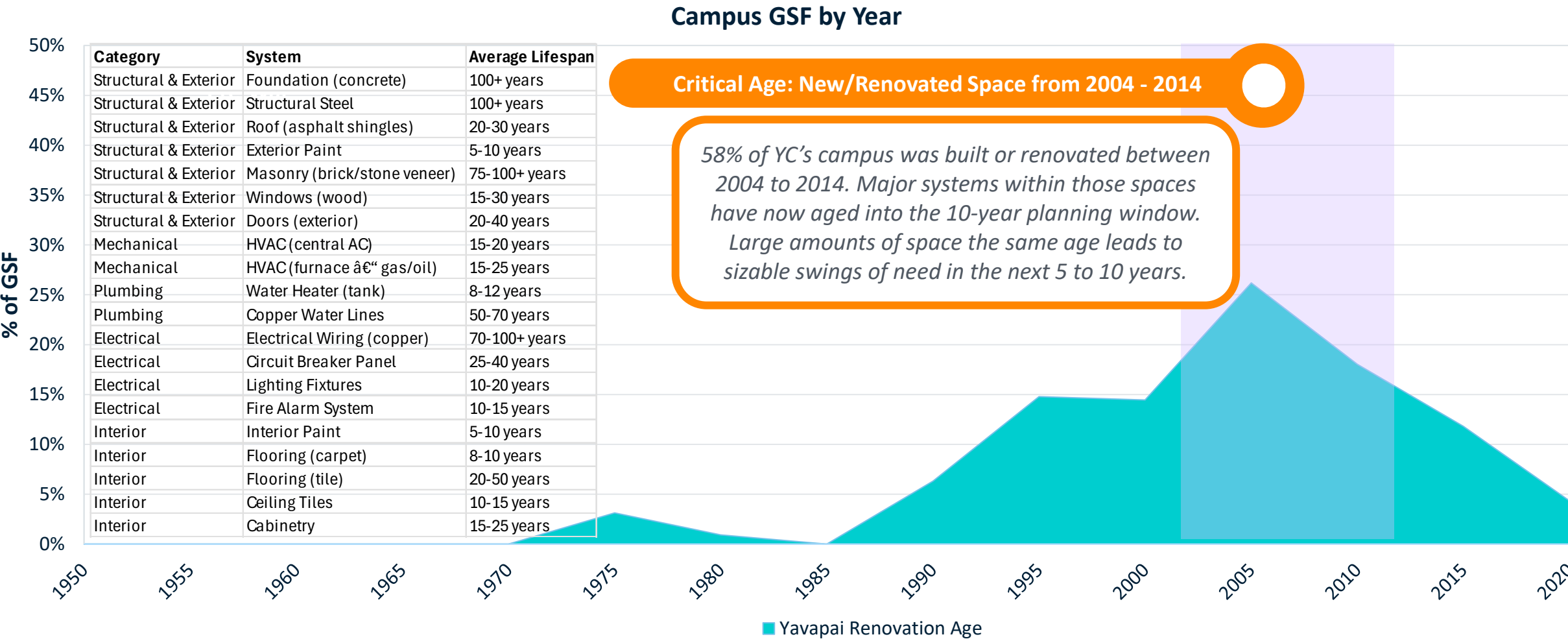


Yavapai College

FY24 Facilities Assessment & Planning Update

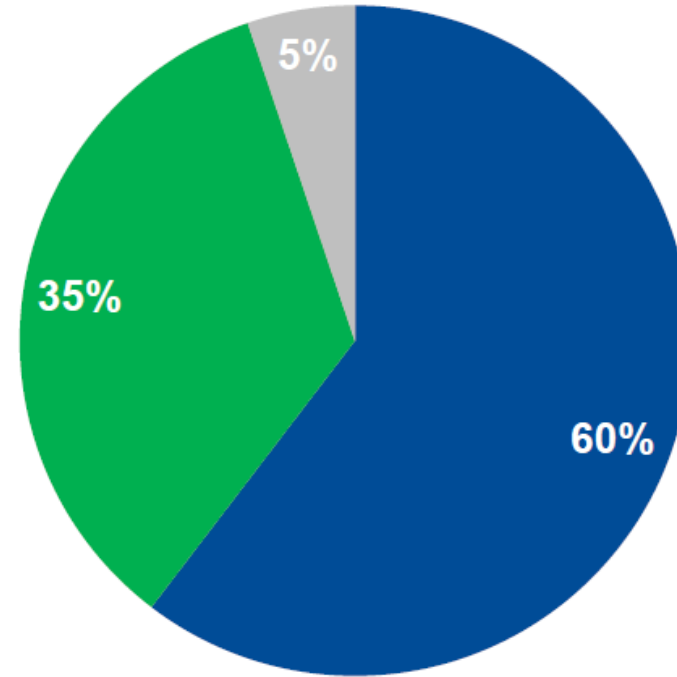
Future Need Driven By Age Profile

Past renovations are now reaching their next life-cycles



Need by Category

2024 Project Category



- Repair/Maintenance
- Modernization
- Infrastructure

- **Repair/Maintenance:** In-kind replacement of components at the end of their useful life.
- **Modernization:** Upgrades, installations, or improvements to existing systems.
- **Infrastructure:** Replacement of components in central plants or outside of buildings, both below and above grade.

Calculating Net Asset Value

Net Asset Value: Gordian term that defines the “% good on campus”. A formula that factors the replacement value of a building vs the identified capital investment needs.

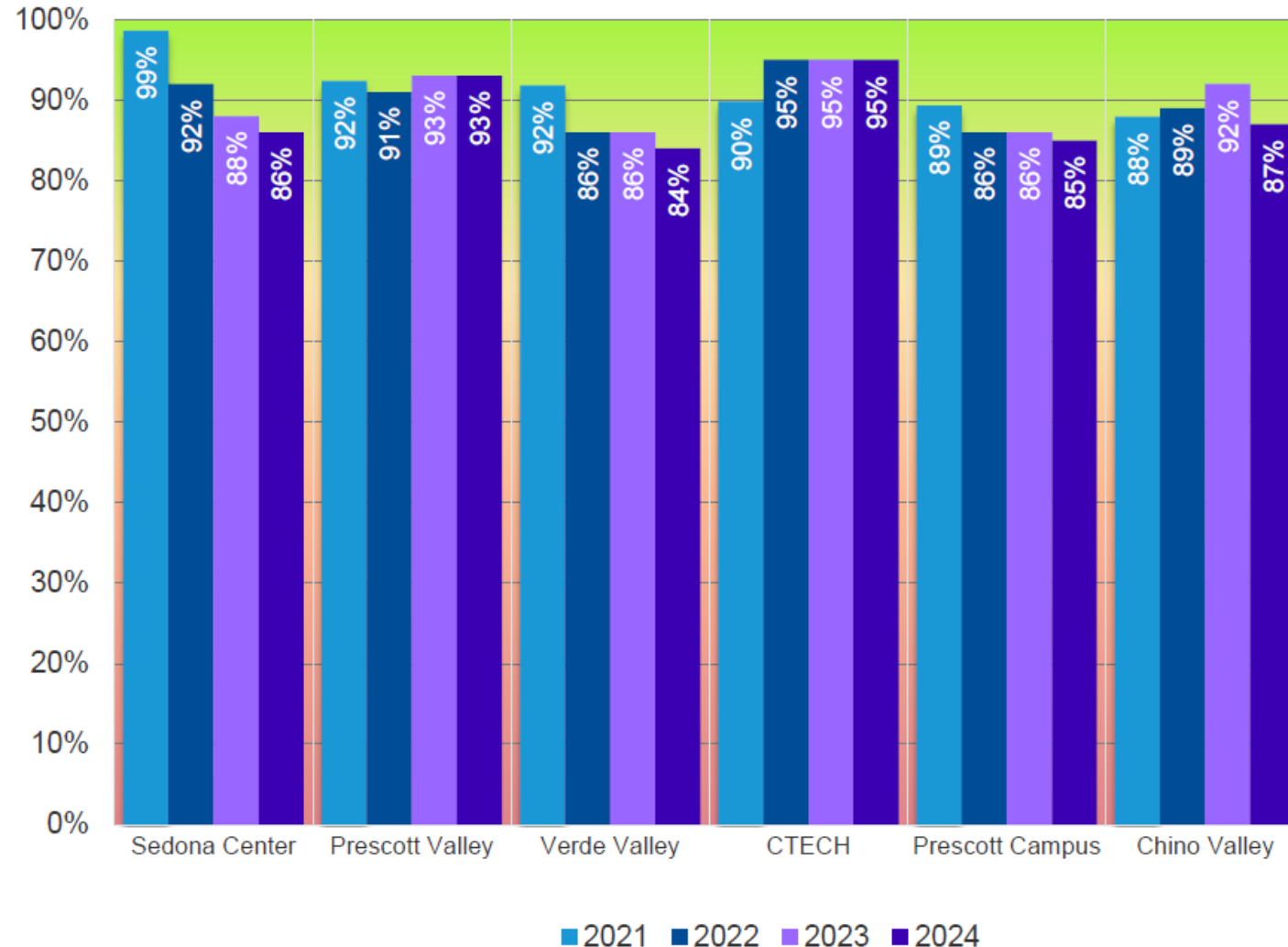
Net Asset Value =

Replacement Value – Capital Needs

Replacement Value

Investment Strategy	NAV Range
“Keep Up” Stage	85% - 100%
Balance Profile Stage	70% - 84%
“Catch Up” Stage	50% - 69%
Transitional Stage	Below 50%

Net Asset Value by Campus Area



Investment Strategy

“Keep Up” Stage: Primarily new or recently renovated buildings with sporadic building repair & life cycle needs

85+

Balanced Profile Stage: Buildings are beginning to show their age and may require more significant investment and renovation on a case-by-case basis

70+

“Catch Up” Stage: Buildings require more significant repairs; major building components are in jeopardy of complete failure; large-scale capital infusions or renovations are inevitable

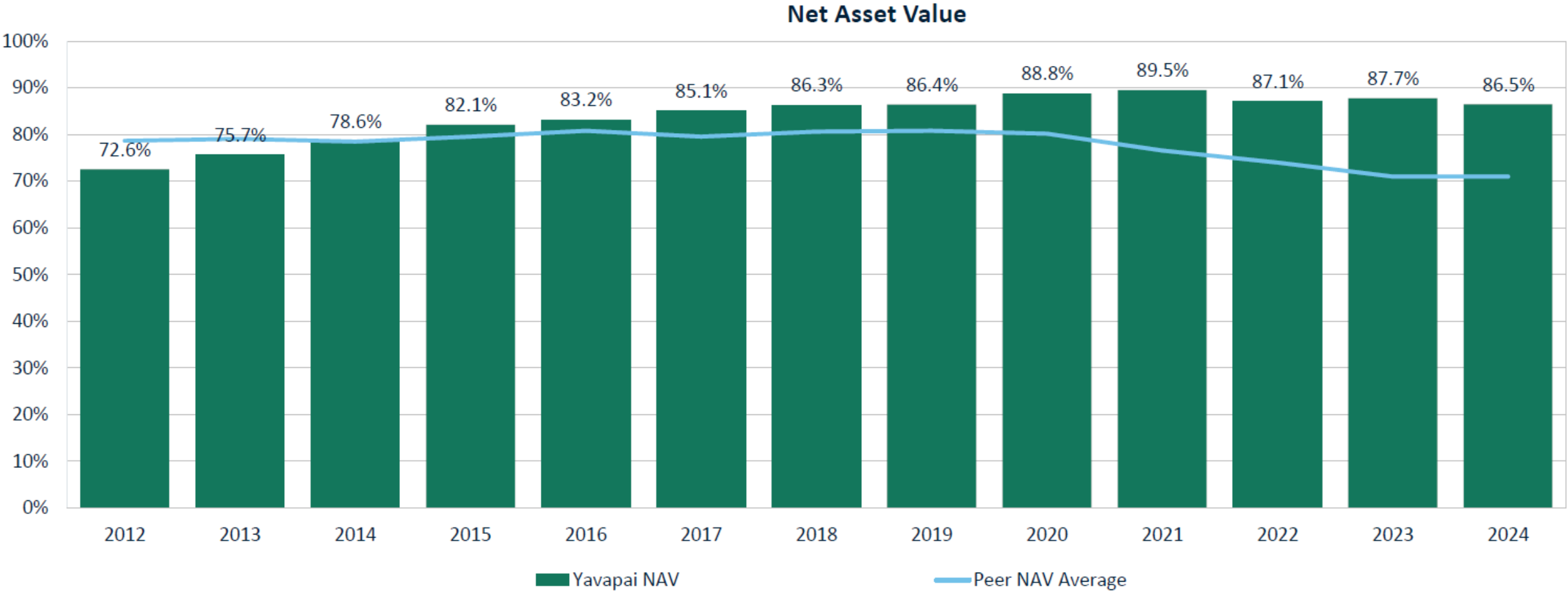
50+

Transitional/Gut Renovation/Demo Stage: Major buildings components are in jeopardy of failure. Reliability issues are widespread throughout the building.

<50

$$\text{Net Asset Value} = \frac{\text{Replacement Value} - \text{Capital Needs}}{\text{Replacement Value}}$$

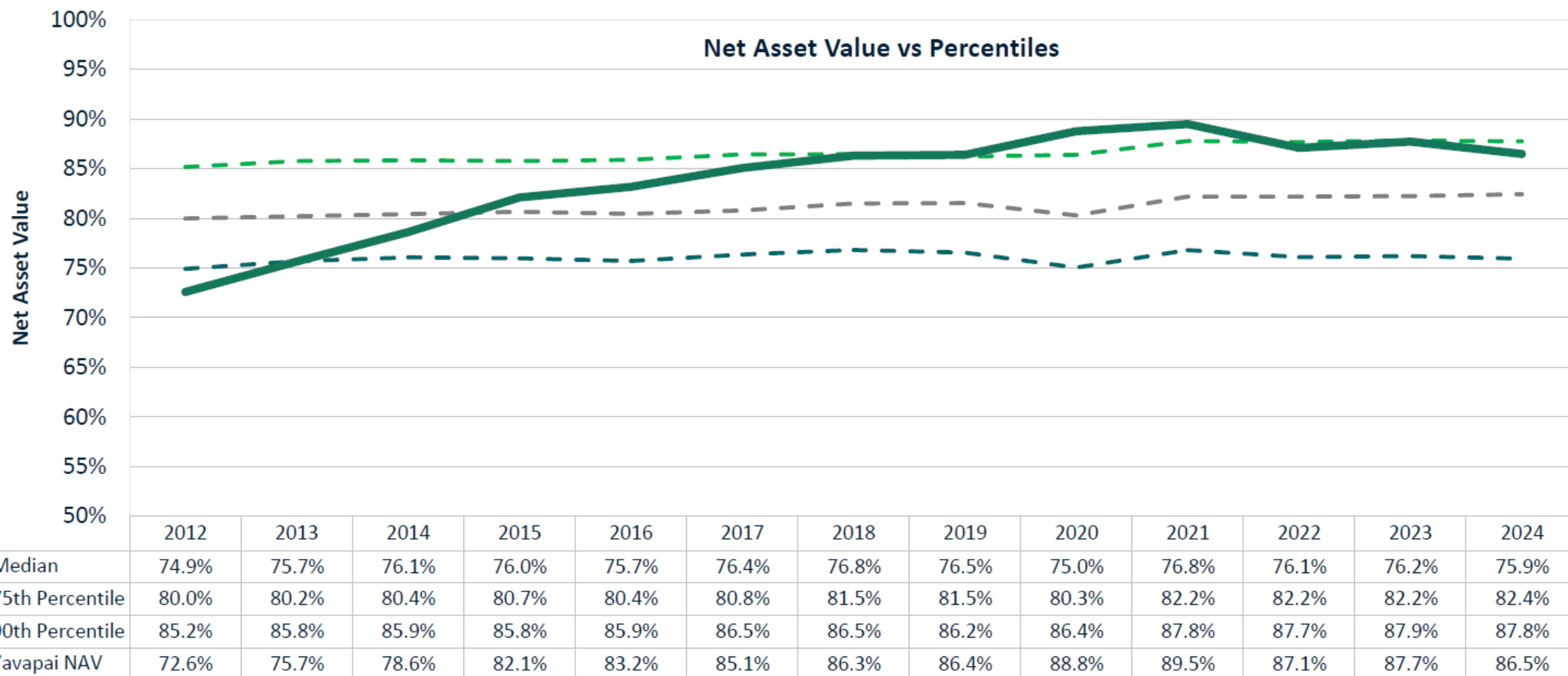
Yavapai Net Asset Value Decreases in 2024



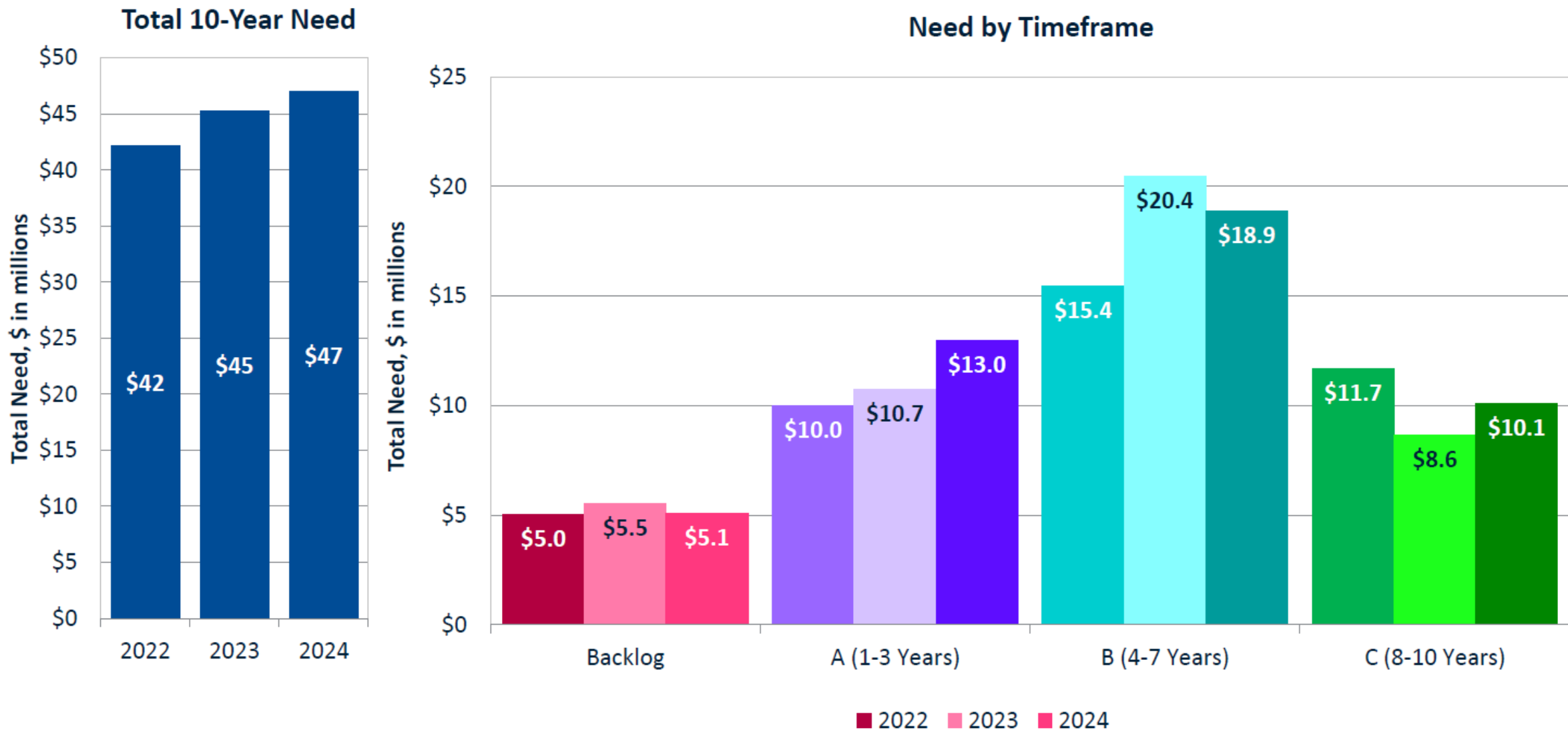
Yavapai NAV versus Database Percentiles

YC is in the 87th percentile in 2024

Net Asset Value vs Percentiles



Total 10-Year Need by Timeframe



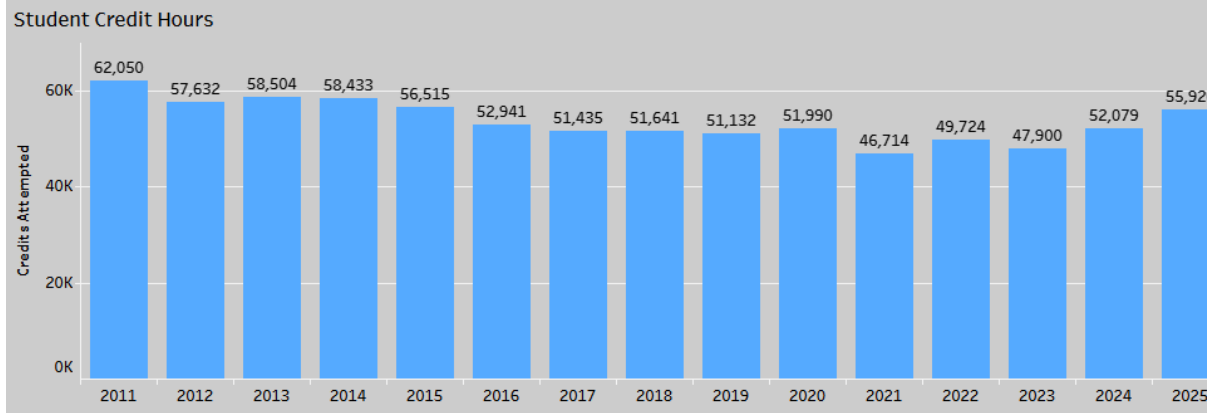
FY24 Facilities Assessment & Planning

Key Takeaways

- The total 10-year need increased from \$45M to \$47M
 - older buildings hit life-cycle renewals
 - inflation
- FY25 Planned Maintenance Budget is \$4M
 - should be \$4.7M to keep up

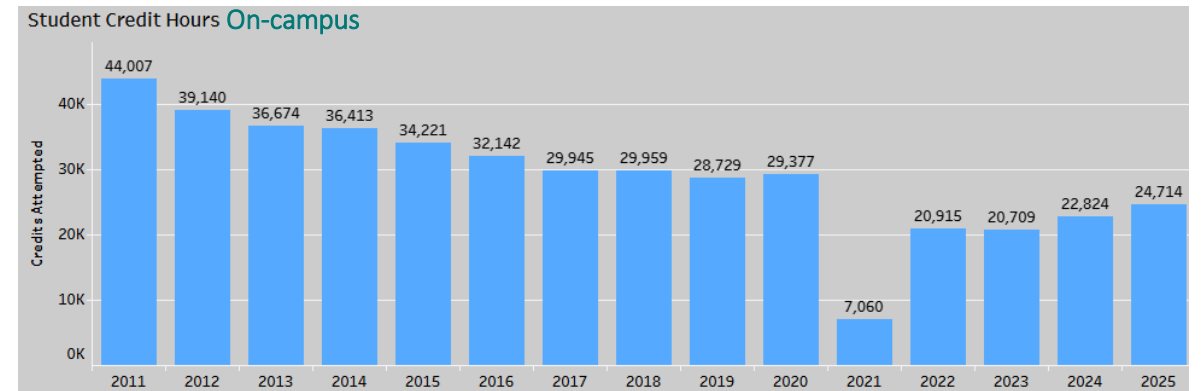
YC Context

Enrollments & Building Utilization



- 44% shrink in on-campus enrollments
 - Low classroom & lab utilization
 - Low seat fill rate
- Change in *how* students access YC classes
 - Online
 - High Schools

- 10% shrink in enrollments since peak
- There is a .63 correlation between Unemployment and YC Enrollment:
 - unemployment improved from 11% to 3%
 - 1% unemployment = 2.5% enrollment
- Nationally, Community Colleges down ~36%



Nationally, Colleges added ~150% sq ft– YC added 14%



Portfolio of Classrooms & Labs

Net Space Changes since FY13

	<u>Classrooms</u>	<u>Labs</u>	<u>Other</u>
• Prescott	-16	+7	Student Activity, large lecture (3-119), multipurpose space, Community Ed, offices, push-button studios, storage
• Verde	-3	+6	push-button studio
• PV	+5	+5	
• CTEC	+7	+3	Café/ Lounge
• Chino	-2		
• Sedona	-2	+2	Lounge
Total	-11	+23	



FY23 Facilities Master Plan

- Tool to align physical Facilities with Strategic Plan and DGB Priorities
- Establishes priorities for Capital Improvement Plan
- Optimizes resources
- Data-informed
- Flexible: intended to be updated

FY2022-23 Facilities Master Plan

Priority Projects by FY30

	Project	Location	FY23 Estimated Costs* (without inflation)	Target Year To Begin	Scope/ Inflation Adjusted Budget	Status
1A	Early College Academy	P	minor		\$ -	Complete
1B	Early College Academy	VV	minor		\$ -	Complete
2						
3A						
3B						
3C						
3D	Housing	P		FY24	\$ 40,286	Bldg 34 Complete
4						
5A						
5B						
6	REDC Move	PV	minor		\$ -	Complete
7A	Commercial Driver Training	Chino	\$ 936,320		\$ 350,000	Complete
7B						
8						
9A	Center for Learning & Innovation	VV	\$ 4,758,600		\$ 3,900,000	Complete
9B						
10						
11						
* Costs include construction, av, classroom furniture, design & permit fees; does not include sitework or academic equipment (except hsc) Assumed Capital inflation at 5.5% per year						

FY2022-23 Facilities Master Plan

Priority Projects by FY30

	Project	Location	FY23 Estimated Costs* (without inflation)	Target Year To Begin	Scope/ Inflation Adjusted Budget	Status
1A	Early College Academy	P	minor		\$ -	Complete
1B	Early College Academy	VV	minor		\$ -	Complete
2						
3A	Housing	VV	\$ 14,245,000	FY24	\$ 2,014,588	Underway
3B	Housing	CV		FY25	\$ 1,349,000	Underway
3C	Housing	Pines		FY25	\$ 11,499,500	Underway
3D	Housing	P		FY24	\$ 40,286	Bldg 34 Complete
4						
5A						
5B						
6	REDC Move	PV	minor		\$ -	Complete
7A	Commercial Driver Training	Chino	\$ 936,320		\$ 350,000	Complete
7B						
8						
9A	Center for Learning & Innovation	VV	\$ 4,758,600		\$ 3,900,000	Complete
9B	Center for Learning & Innovation	P	\$ 18,711,000	FY24	\$ 17,115,000	Underway
10						
11						
* Costs include construction, av, classroom furniture, design & permit fees; does not include sitework or academic equipment (except hsc) Assumed Capital inflation at 5.5% per year						

FY2022-23 Facilities Master Plan

Priority Projects by FY30

	Project	Location	FY23 Estimated Costs* (without inflation)	Target Year To Begin	Scope/ Inflation Adjusted Budget	Status
1A	Early College Academy	P	minor		\$ -	Complete
1B	Early College Academy	VV	minor		\$ -	Complete
2	Renovate Learning Center	P	\$ 1,207,360	FY29	\$ 1,664,760	
3A	Housing	VV	\$ 14,245,000	FY24	\$ 2,014,588	Underway
3B		CV		FY25	\$ 1,349,000	Underway
3C		Pines		FY25	\$ 11,499,500	Underway
3D		P		FY24	\$ 40,286	Bldg 34 Complete
4	Health Science Center	PV	\$ 22,360,800	FY29	\$ 49,700,000	Designed in FY24 to Fundraise, added 3 programs
5A	Electric Vehicle	CTEC	\$ 780,780	FY28	\$ 1,020,448	Waiting on industry standards and demand
5B	Electric Vehicle	VV	\$ -	FY28		Waiting on industry standards and demand
6	REDC Move	PV	minor		\$ -	Complete
7A	Commercial Driver Training	Chino	\$ 936,320		\$ 350,000	Complete
7B	Commercial Driver Training	VV	\$ 936,320			cancelled- State only allowed Chino test site
8	Fermentation	VV	\$ 12,381,600			cancelled- created lab to offer classes. Wage/ demand do not merit expansion at this time
9A	Center for Learning & Innovation	VV	\$ 4,758,600		\$ 3,900,000	Complete
9B	Center for Learning & Innovation	P	\$ 18,711,000	FY24	\$ 17,115,000	Underway
10	Acoustic Improvements	S	\$ 224,840	FY27	\$ 278,537	
11	Move ITS into 1	P	\$ 662,200		\$ -	cancelled-- updated existing space with PM
* Costs include construction, av, classroom furniture, design & permit fees; does not include sitework or academic equipment (except hsc) Assumed Capital inflation at 5.5% per year						

Capital Budgets at YC

- Debt Fund
 - ✗ GO Bond
 - ✓ Revenue Bonds
- Plant Fund
 - Fixed
 - Planned Maintenance
 - Unplanned Maintenance
 - Equipment Replacement Plan (ERP)
 - Books
 - Furniture, Fixtures & Equipment (FFE)
 - Contingency
 - Variable
 - Capital Improvement Plan (CIP)
 - Contingency



Plant Fund Budget

FY25 Overview

- “Fixed” Capital

• Planned	\$ 4M
• Unplanned	\$.28M
• Equip Replacement	\$ 2.5M
• FFE	\$.27M
• Contingency	<u>\$.8M</u>

TOTAL	\$ 7.8M
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- Variable Capital

- Capital Improvement Plan (CIP)
 - Renovations for evolving program needs
 - New Construction for new Community needs
- CIP Contingency



FY 26 Capital



Capital Cash Flow Assumptions

- Renew remaining Revenue Bond in FY28
- Health Science Center (HSC) breaks ground in FY29; Grants & Donations cover 100%
- Extend FMP targeted completion from 7 years to 10 years (FY32 to complete HSC)
- Moves \$500k recurring of Plant Contingency to Planned Maintenance

Draft Planned & Unplanned Maintenance

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>
	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>				
Unplanned Maintenance	\$ 175,700	\$ 283,900	\$ 292,400	\$ 301,200	\$ 310,200	\$ 319,500	\$ 329,100
Planned Maintenance Total	\$ 3,773,500	3,963,200	4,463,200	4,597,100	4,735,000	4,877,100	5,023,400
TOTAL MAINTENANCE	\$ 3,949,200	\$ 4,247,100	\$ 4,755,600	\$ 4,898,300	\$ 5,045,200	\$ 5,196,600	\$ 5,352,500
Planned Maintenance by Project			2025-26				
			Proposed				
Prescott Campus, Bldg 1			\$ 175,000	Replace Liebert Unit ; Reseal Block / Paint			
Prescott Campus, Bldg 2			120,000	Reseal Block / Paint; Replace Exterior Concrete Stairs near Electrical Yard			
Prescott Campus, Bldg 3			100,000	Reseal Block / Paint			
Prescott Campus, Bldg 4			215,000	Full Renovation (Upstairs Bathroom); Reseal Block / Paint; Replace Exterior Concrete Stairs			
Prescott Campus, Bldg 5			208,000	Replace Water Heater; Replace HVAC, Ducting, Piping			
Prescott Campus, Bldg 6			301,000	Full Restroom Remodel - Asbestos Abatement; Replace Main Building Electrical Panel ; Replace Secondary Transformers ;			
Prescott Campus, Bldg 7			176,000	Replace Secondary Transformers ; Replace Main Building Electrical Panel ; Replace Windows (Single pane windows)			
Prescott Campus, Bldg 8			1,263,200	Residence Hall Remodel Lower Level - Carry over; Residence Hall Top Floor Renovation			
Prescott Campus, Bldg 11			37,000	Replace Metal Roof; Replace Metal Roof			
Prescott Campus, Bldg 12			37,000	Replace Metal Roof; Repair Leak on Chiller Sightglass			
Prescott Campus, Bldg 14			55,000	Repair Leak on Chiller Sightglass; Water Valve Replacements			
Prescott Campus, Bldg 16			90,000	Fire Suppression Upgrades			
Prescott Campus, Bldg 20			37,000	Replace Metal Roof			
Prescott Campus, Bldg 28			40,000	Replace Flooring			
Prescott Valley Campus, Bldg 40			40,000	Relandscape Front Section of Campus			
Chino Valley Campus, Bldg 57			100,000	Southside of Roof Replacement; Replace Make Up Air Unit (Electric Heat)			
Chino Valley Campus, Bldg 70			125,000	Parking Lot Re-Striping; Renovate Restrooms (Men & womens - staff area)			
Prescott Campus, Bldg 1,2,3,4,19			454,000	Exhaust Fan Replacements			
District Campus, Bldg 1,2,3,4,19,36 CTEC, CV			100,000	Mini Split Replacement			
Verde Campus, Bldg F			30,000	Paint Interior Shell			
Verde Campus, Bldg I			10,000	Replace Exterior Stairs			
Pines Campus, Bldg Pines Dining room			150,000	New HVAC System			
Prescott Grounds Campus, Bldg Prescott Grounds			580,000	Re-design concrete circle near 19; Baseball Field Renovation carryover; Leaking Backflow Valve on Water Main; Sculpture			
Verde Campus, Bldg VFT			20,000	Upgrade to LED Lighting			
Planned Maintenance Totals	\$ 3,773,500	\$ 3,963,200	\$ 4,463,200				

Draft Equipment Replacement Plan

- Budget \$2.9M
 - CRSD \$585k
 - FAS \$1,430k
 - President \$74k
 - Provost \$174k
 - Workforce Innovation \$640k

DRAFT

DRAFT Capital Improvement Plan

Capital Improvement Plan Projects - Description	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Center for Learning & Innovation (P)	\$ 10,791,300	\$ -	\$ -	\$ -	\$ -
19 Community Room	1,330,000	-	-	-	-
Center for Learning & Innovation (VV)	-	-	-	-	-
Health Science Center (PV)	-	-	-	4,465,000	17,860,000
Electric Vehicle Maintenance (CTEC)	-	-	95,000	665,000	190,000
Electric Vehicle Maintenance (East)	-	-	95,000	665,000	190,000
Chino & VVC Housing	1,140,000	-	-	-	-
Prescott Pines Housing	1,615,000	285,000	-	-	-
Acoustical/ Tech Upgrades (Sedona)	-	265,100	-	-	-
Campus Signage/Marquees (VV)	142,500	-	-	-	-
ITS Relocate to Building 1 (P)	-	-	-	-	-
CTEC- Welding awning & electrical	45,600	-	-	-	-
Eatery Renovation	147,300	-	-	-	-
EMS Carport	28,500	-	-	-	-
Learning Center (P)	-	-	-	157,700	1,103,900
Contingency	160,400	5,800	2,000	62,700	203,600
Transfer Expenses to Restricted Fund - STEM	-	-	-	-	-
Transfer Expenses to Restricted Fund - Prop. 207	-	-	-	-	-
Total Capital Projects	\$ 15,400,600	\$ 555,900	\$ 192,000	\$ 6,015,400	\$ 19,547,500
Revenue Sources					
Grants and Donations	\$ -	\$ -	\$ -	\$ 4,465,000	\$ 17,860,000
STEM/207/301 or Rev Bond	-	-	-	-	-
Capital Project Accumulation Account	15,400,600	555,900	192,000	1,550,400	1,687,500
Total Revenues	15,400,600	555,900	192,000	6,015,400	19,547,500
Excess/(Needed Capital)	\$ -	\$ -	\$ -	\$ -	\$ -

FY26 Capital Improvement Plan Highlights

- Center for Learning & Innovation – Prescott
 - Community Room
- Housing
- Enterprise Resource Planning



Center for Learning & Innovation - Prescott

Status: Underway ~40%

Plan to re-open Spring Term 2026



SECOND FLOOR PLAN



Second floor has the technology rich spaces

- Experimental + multipurpose room taking up a key location

FLOOR PLAN

FIRST FLOOR



Housing



Yavapai College, Clarkdale, AZ



Verde Valley Campus

- RV Park— complete
- Manufactured – 16 bed Underway (08/25)
- Tiny – Underway (01/26)



Housing



Chino Valley Center

- RV Park— Underway (08/25)
- Tiny – Underway (01/26)

Housing



Prescott

- On-campus apartment (34)– complete

Prescott Pines

- Employee Homes
 - 9 Complete
 - 2 coming by 10/25
- RV Park
 - 10 complete
 - 5 Coming by 12/25
- Student shares apartments
 - 61 Beds Complete
 - 29 Beds Coming by 6/25



Enterprise Resource Planning

Banner SaaS Upgrade



Group Effort



Yavapai Project Team

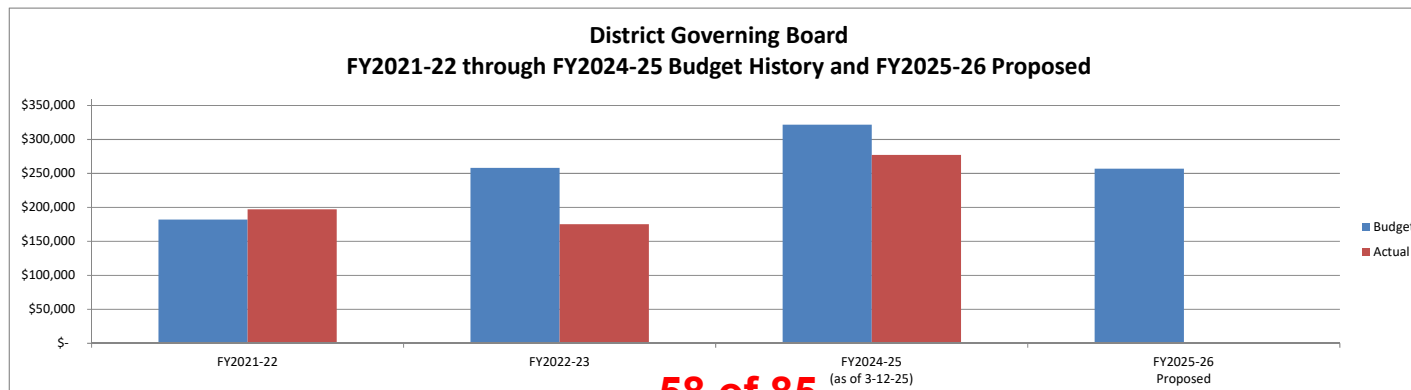
- ▶ 10 Technical core team members from ITS
- ▶ 50+ YC Employees
- ▶ Averaging 26.5 project consulting hours/week
- ▶ Implementing 21 separate solutions



Questions & Discussion

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

	011031-District Governing Board	FY2021-22		FY2022-23		FY2023-24		FY2024-25 (as of 3-12-25)					FY2025-26 Proposed
Account	Expense Type	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Encumb.	Estimated	Total	Budget
6xxx	Admin Support Salaries & Benefits	\$ 52,208	\$ 69,251	\$ 91,171	\$ 77,895	\$ 95,945	\$ 108,269	\$ 114,334	\$ 77,710	\$ 27,627	\$ 6,804	\$ 112,141	\$ 116,263
7000B	Direct Expense (less Capital) Pool	41,000	-	-	-	-	-	-	-	-	-	-	-
7001	Legal Services	-	64,135	50,000	55,030	50,000	64,669	55,000	27,755	25,627	13,500	66,882	68,250
7002	Consulting Services	9,000	-	10,000	-	10,000	-	8,000	-	-	-	-	8,000
7005	Professional Services - Other	-	250	-	442	-	217	500	14	-	-	14	500
	Advertising & Printing	5,000	3,452	5,000	652	5,000	2,882	3,000	798	-	300	1,098	3,000
7016	Contractual Services - Other	7,000	7,092	7,000	-	7,000	565	4,000	55,046	-	-	55,046	4,000
7016	Contractual Services - Election Costs	20,000	-	40,000	-	40,000	-	80,000	-	-	-	-	-
7101	Supplies - General	-	7,126	6,700	260	6,700	2,695	3,000	1,111	-	300	1,411	3,000
	Supplies - Software/Computer/Phone/Tech	11,000	-	-	830	-	737	1,000	320	-	100	427	1,000
	Supplies - Food/Other	3,000	8,825	5,000	4,912	5,000	4,871	7,000	5,986	-	2,000	7,986	7,000
	Books & Postage	-	319	500	380	500	393	500	211	-	100	281	500
7302	Rent - Buildings	-	814	-	-	-	-	-	-	-	-	-	-
7306	Memberships & Dues - Individual	-	-	-	-	-	-	-	-	-	-	-	-
7307	Memberships & Dues - Instit'l	4,000	5,897	7,000	3,000	7,000	-	4,000	23	-	-	23	4,000
7308	Fees - Filings & Permits	-	65	-	-	-	-	-	-	-	-	-	-
7309	Internet Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
7401	Travel - In State	-	812	800	2,475	800	1,017	2,000	682	-	200	882	2,000
7402	Travel-In State Training/Conference	-	-	-	676	-	333	500	-	-	-	-	500
7404	Travel - Out Of State	2,000	19,513	20,000	21,138	20,000	1,828	20,000	-	-	-	-	20,000
7405	Travel-OutofState-Train'g/Conference	14,000	-	3,000	790	3,000	25,489	3,000	19,935	-	6,600	26,535	3,000
7408	Conference/Train'g Registration Fee	14,000	9,741	12,000	6,780	12,000	18,212	16,000	3,347	-	1,100	4,447	16,000
	Subtotal Direct Expense	-	128,041	-	97,364	-	123,910	-	115,228	25,627	24,200	165,032	140,750
	Total Direct (non-labor) Expense	130,000	128,041	167,000	97,364	167,000	123,910	207,500	115,228	25,627	24,200	165,032	140,750
	Total Expenses - All	\$ 182,208	\$ 197,292	\$ 258,171	\$ 175,259	\$ 262,945	\$ 232,178	\$ 321,834	\$ 192,938	\$ 53,254	\$ 31,005	\$ 277,174	\$ 257,013
Budget Surplus / (Deficit)		\$ (15,084)		\$ 82,911		\$ 30,766		Projected: \$ 44,659					-20.1%



Yavapai College
District Governing Board
Regular Meeting

Tuesday, February 18, 2025
1:00 p.m.

The YouTube channel will be open to the public at 12:45 p.m. at the latest.

Livestream Link:

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

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Steve Bracety, Secretary
Mr. Patrick Kuykendall, Board Member
Mr. Toby Payne, Board Member
Mr. William Kiel, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Sarah Lawson, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant
Ms. Deanne Petty, DGB Coordinator

Board meeting was virtual only, so all board members and administration appeared virtually.

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1a0104ec-d9ef-4b4f-801a-b288017ab687>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:02 p.m.

- b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Secretary Bracety.

2. Board Business
 - a. Executive Session

- i. A.R.S. §38-431.03(A)(8) and §38-431.03(A)(9), Discussion and Consultation with College Representatives regarding Facility Safety and Security Measures – **PROCEDURAL** {Time: 20}

Secretary Bracety moved, seconded by Member Kuykendall, to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(8) and § 38-431.03(A)(9), Discussion and Consultation with College Representatives regarding Facility Safety and Security Measures. Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).

Member Kiel and Member Payne did not attend the executive session.

- b. Reconvene in Public Session

Reconvene at 1:26 p.m.

3. General Functions: Procedural
 - a. Board Meeting Procedure – Board Chair Deb McCasland – **INFORMATION** {Time: 5}

Recorded discussion and comments are available and begin at 31:50.

Chair McCasland outlined the agenda, emphasizing the necessity of adhering to the Open Meeting Law and limiting discussions to agenda items. Chair McCasland provided guidelines for questions and discussion periods, detailing the order of board member participation and setting time limits for questions and responses.

4. Study Session
 - a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}

Recorded discussion and comments are available and begin at 35:03.

Dr. Rhine discussed the need for Yavapai College to anticipate the impact of new federal executive orders on student services, academics, and campus life. A task force, led by Dr. Janet Nix, will audit College programs, policies, and procedures for compliance with the executive orders and a newly issued Title IX Dear Colleague Letter, along with any additional federal orders or direction that may be issued.

Dr. Rhine also highlighted the Regional Economic Development Center's (REDC) efforts in organizing career fairs to connect job seekers with employers. She acknowledged Member Kuykendall's involvement, particularly in supporting veterans.

Member Kuykendall provided details about the upcoming job fair at Chino Valley High School on February 28th, with nearly 40 employers and 125-175 expected job seekers. He emphasized the importance of these fairs for individuals in second-chance re-entry programs, vocational rehab, or those who may be hesitant to approach employers. He praised Yavapai College and REDC for their work in organizing the event and expressed enthusiasm for its impact.

- i. College Council – Dr. Douglas Berry, Dr. Marylou Mercado, Dr. Janet Nix, and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Alex Barber, Faculty Senate President (*Attached*)

Recorded discussion and comments are available and begin at 39:42.

Dr. Berry introduced Dr. Alex Barber, Faculty Senate President, to present the faculty report, but due to technical difficulties, Dr. Barber was unable to do so. Therefore, Dr. Berry provided updates on faculty activities, including the review of class caps, discussions on the Academic Master Plan, faculty nominations for NISOD, and the orientation of new faculty members who started in January.

Dr. Berry then shared faculty highlights provided by Dr. Barber, beginning with adjunct faculty member Matt Wilkerson, who was recognized for his exemplary work in the gunsmithing program. He was commended for his dedication to maintaining clean, operational, and calibrated machinery, which is crucial for both safety and expertise in the program. His professionalism and positive impact on the learning environment were emphasized, and he was recommended as a mentor for students.

Emily Underwood was acknowledged for her work with students and contributions to the radiology team. She was praised for her dedication to student success and her role in ensuring strong program outcomes.

Dana Kirkwood Watts was recognized for her outstanding work as a biology instructor, her research, and her publications. She was also commended for her innovative approach to securing grants. An abstract from her paper has been accepted by the American Society of Microbiologists, and she will be presenting on the topic at a national conference in June.

Liz Peters was highlighted for her role as a CTEC instructor and her leadership in the curriculum committee. She was recognized for her impact on the YC community and her contributions to student learning. Additionally, her published article was noted in the meeting notes for reference.

Dr. Berry concluded by apologizing for Dr. Barber's inability to join due to technical difficulties beyond his control.

2. Staff Association – Ms. Ginney Bilbray, Staff Association Vice President (*Attached*)

Recorded discussion and comments are available and begin at 47:25.

Dr. Nix introduced Ms. Ginney Bilbray, the Vice President of the Yavapai College Staff Association (YCSA) and a librarian at the Prescott campus. Ms. Bilbray expressed gratitude to faculty, staff, and donors, highlighting the success of the food drive, which provided 65 food boxes and fed over 236 families, with a significant contribution from OLLI. She also discussed the angel tree drive, which resulted in 45 children receiving over 270 gifts, and acknowledged the support of Campus Safety and recruitment in making the initiative successful. Bilbray thanked everyone for their generosity and expressed hope for continuing these projects in the future.

3. Student Government Association – Mr. Jackson James, Vice President of Yavapai College Student Government Association

Recorded discussion and comments are available and begin at 50:48.

Mr. Jenkins introduced Mr. Jackson James, Vice President of the Student Government Association, who greeted the board and President and expressed enthusiasm for the new semester. Mr. James highlighted recent SGA efforts to welcome students, including a welcome-back video and a live Facebook Q&A event, and acknowledged the hard work of the SGA Senate in collaborating with deans for the upcoming semester. He provided an update on the ongoing SGA election process for the 2025-2026 academic year and discussed the successful first committee meeting for the Student Success Network Initiative (SSN).

Mr. James also announced the success of the Washington DC trip, expressing gratitude to the board, Chair McCasland, and President Rhine for the opportunity. He shared insights from the ACCT Conference and SGA's advocacy efforts for community college initiatives. He concluded by expressing appreciation for the support and opportunities provided by the institution.

- ii. 2024-2025 Yavapai College Continuous Status Faculty – Dr. Douglas Berry, Provost (*Attached*)

Recorded discussion and comments are available and begin at 57:16.

Dr. Berry explained the significance of achieving continuous faculty status at Yavapai College, detailing the rigorous process that includes peer mentorship, evaluation, and portfolio submission. Along with Dr. Mercado, he introduced the newly recognized continuing faculty members—Alex Barber, Mandy Atherton, Amanda Kelsey, Amy Bell, Brian Magarrell, Carl Miller, Cassi Gibson Hussen, David Kingsley, Eli Humes, Kirk LaPlace, Lindsay Masten, Maureen Costa, and Tiffany Kragnes—highlighting their expertise and contributions to the College. They also provided detailed introductions of several new faculty members,

emphasizing their backgrounds, qualifications, and impact at Yavapai College. Dr. Rhine expressed gratitude for the faculty's achievements and acknowledged the dedication required to attain continuous faculty status.

- iii. Budget to Actual Monthly Report and Cash Reserves Monthly Report
(Attached)

Recorded discussion from the board on the President's Reports and comments are available and begin at 1:10:30.

Secretary Bracety congratulated Dr. Rhine and the team for their positive and inspiring presentation and expressed appreciation for the students representing the college in Washington, D.C., commending their inspirational qualities.

Member Kiel inquired about the cost of a program not included in the presentation and asked about the number of new faculty members. Dr. Rhine responded that the cost information may not be readily available or relevant to the discussion on career fairs, while Dr. Berry clarified the number of new faculty members. Member Kiel also commended faculty member Matt Wilkerson for his outstanding teaching and dedication.

Member Kuykendall shared positive remarks about the College's new faculty and emphasized the importance of supporting them. Chair McCasland thanked the team for their efforts and highlighted the College's high-quality faculty and service programs. Member Payne expressed appreciation for the report and enthusiasm for the topics discussed by Dr. Rhine, emphasizing their importance and hoping all board members recognize their significance. Dr. Rhine thanked Member Payne for the acknowledgment.

- b. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair Deb McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair Deb McCasland
 - iii. Yavapai College Foundation – Board Secretary Steve Bracety

Recorded discussion and comments are available and begin at 1:17:33.

Chair McCasland reported no recent activity as a board representative but shared updates in her role as chair of the Arizona Association of Community College Trustees. She discussed a breakfast meeting for Arizona delegates at the leadership conference, highlighting the opportunity to engage with other delegates and students. Secretary Bracety noted missing the foundation meeting due to the trip to Washington, D.C. but expressed his intent to attend the next one.

- 5. Board Business
 - a. 2024-2025 Dates, Time, and Places of Future Meetings, Workshops, and Retreats - Ms. Yvonne Sandoval, Executive Assistant - **INFORMATION, DISCUSSION AND DECISION** {Time: 5} (Attached)

Recorded discussion and comments are available and begin at 1:18:45.

Ms. Sandoval requested an additional board meeting on Tuesday, May 20th at 1 p.m. due to Attorney Adams' availability for the meeting scheduled for the last week of May.

Member Kuykendall moved to schedule the meeting on May 20 at the Rock House, seconded by Secretary Bracety. During discussion on the motion, Member Payne expressed unavailability on that date due to travel. Chair McCasland suggested considering May 19th instead, which was agreeable to Secretary Bracety and Member Payne. Attorney Lawson confirmed that Attorney Adams would be available after 1 p.m. on May 19th.

Member Kuykendall moved, seconded by Secretary Bracety, to add a meeting to the Board Meeting Calendar of May 19th at 1 p.m. via Zoom. Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).

- b. Summer 2025 Approval of Aviation Tuition & Fees – Dr. Clint Ewell, Chief Operating Officer - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}

Recorded discussion and comments are available and begin at 1:25:42.

Dr. Ewell presented changes to the aviation program and a new pricing model, explaining that the College's previous flight partner, North Air, had dissolved, leading to a new partnership with Leighnor. He highlighted that the revised program offers more flight hours at a lower overall cost, benefiting students. The proposed tuition for the entire program would be just under \$95,000, and Dr. Ewell requested approval for the new pricing model.

Secretary Bracety and Chair McCasland commended Dr. Ewell, Dr. Mercado, and John Morgan for their efforts, emphasizing the positive impact on students' future earning potential. Member Kiel raised concerns about the program's cost, questioning why it was set at \$95,000 for a commercial license. Mr. Morgan provided a breakdown of the flight hours and ratings included, confirming that the cost covers standard ratings up to commercial flight instructor.

Secretary Bracety moved, seconded by Member Kiel, to approve the revised Summer 2025 Aviation Tuition & Fees. Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).

- c. Upholding Yavapai College District Governing Board Resolution Reaffirming Delegation of Authority and Accountability to the President – Resolution 2024-18 - Board Chair Deb McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 20} (*Attached*)

Recorded discussion and comments are available and begin at 1:25:42.

Chair McCasland moved, seconded by Secretary Bracety, to approve the Yavapai College District Governing Board Resolution Reaffirming Delegation of Authority and Accountability to the President – Resolution 2024-18. Motion

carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).

- d. Consent Agenda – **DECISION** {Time: 5}
 - i. Regular Meeting Minutes – Tuesday, November 19, 2024 (*Attached*)
 - ii. Workshop Meeting Minutes – Tuesday, January 14, 2025 (*Attached*)
 - iii. Workshop Meeting Minutes - Tuesday, January 28, 2025 (*Attached*)
 - iv. Board Executive Session Confidential Minutes – Tuesday, January 28, 2025
 - v. Yavapai College School District Waiver for Yavapai Library Network (YLN) Network Agreement for School Libraries (*Attached*)
 - vi. Yavapai College Summary of New Program Proposals - Provost (*Attached*)
 - 1. Arizona General Education Curriculum (AGEC) Certificate
 - 2. Business Foundations Certificate
 - vii. Yavapai College Summary of New Program Proposals – Workforce and Health Sciences (*Attached*)
 - 1. Air Traffic Control Academy Prep Certificate
 - 2. Bone Densitometry Certificate
 - 3. Fundamentals of Agriculture Science Technology
 - 4. Limited X-Ray Transition Certificate
 - 5. Victim Advocacy Certificate
 - viii. Yavapai College Summary of Program Deletion Proposals - Provost (*Attached*)
 - 1. Arizona General Education Curriculum (AGEC-A)
 - 2. Arizona General Education Curriculum (AGEC-B)
 - 3. Arizona General Education Curriculum (AGEC-S)
 - 4. Business Office – Basic Certificate
 - 5. Business Office – Professional Certificate
 - 6. Business Office Professional – AAS
 - ix. Yavapai College Summary of Program Deletion Proposals – Workforce and Health Sciences (*Attached*)
 - 1. Assisted Living Facility Caregiver Certificate
 - 2. Baking and Pastry Certificate
 - x. Yavapai College Summary of Program Proposal Modification – Workforce and Health Sciences (*Attached*)
 - 1. Aerospace Science Airplane Operations AAS
 - xi. Receipt of Report on Revenues and Expenditures for January 2025 (*Attached*)

Recorded discussion and comments are available and begin at 2:01:51.

Member Kiel requested discussion on specific items on the Consent Agenda, removing all items from the Consent Agenda except item d.i. Regular Meeting Minutes – Tuesday, November 19, 2024.

Member Kiel moved, seconded by Member Payne, to approve Consent Agenda Item i. Regular Meeting Minutes – Tuesday, November 19, 2024. Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).

Member Kiel moved, seconded by Member Payne, to approve Consent Agenda Item ii. Workshop Meeting Minutes – Tuesday, January 14, 2025 with revisions requested

by Member Kiel. Member Kiel provided detail about the revisions he requested to the meeting minutes, noting that he was not allowed to make arguments against nominations and that he believed he was “shut down” by the board attorney and chair when he attempted to make such arguments. **Motion fails 2:3 (Ayes: Payne and Kiel; Nays: McCasland, Bracety, and Kuykendall).**

Secretary Bracety moved, seconded by Member Kuykendall, to approve the remaining items on the Consent Agenda.

Attorney Lawson advised the board that because Member Kiel had requested discussion on all remaining Consent Agenda items, they needed to be addressed individually to allow for discussion. The previous motion was withdrawn.

Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item ii. Workshop Meeting Minutes – Tuesday, January 14, 2025. Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).

Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item iii. Workshop Meeting Minutes – Tuesday, January 28, 2025. Member Kiel requested two changes to the minutes related to the time limit for board member comments established by Chair McCasland. **Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).**

Member Kiel moved, seconded by Member Payne, to table Consent Agenda Item iv. Board Executive Session Confidential Minutes – Tuesday, January 28, 2025. Member Kiel requested tabling the executive session minutes due to Member Kiel’s inability to open the attachment to the email sending them to him. It was brought up by several board members on how he could have rectified this situation prior to the meeting and if he had attempted any of those ways. **Motion failed 2:3 (Ayes: Payne and Kiel; Nays: McCasland, Bracety, and Kuykendall).**

Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item iv. Board Executive Session Confidential Minutes – Tuesday, January 28, 2025. Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).

Member Kuykendall moved, seconded by Secretary Bracety, to approve Consent Agenda Item v. Yavapai College School District Waiver for Yavapai Library Network (YLN) Network Agreement for School Libraries. Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).

Member Kiel requested additional information regarding Consent Agenda Item vi. Chair McCasland provided background information, and Attorney Lawson indicated that the information was included in the materials provided to the board.

Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item vi. Yavapai College Summary of New Program Proposals - Provost. Member Kiel inquired about whether the new programs replaced existing programs. Dr. Berry explained that the changes resulted from an extensive curriculum review requested by

the Arizona Board of Regents, replacing outdated programs with revised courses. **Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).**

Member Kuykendall moved, seconded by Secretary Bracety, to approve Consent Agenda Item vii. Yavapai College Summary of New Program Proposals – Workforce and Health Sciences. Member Kiel asked questions about the air traffic contract certificate. Mr. John Morgan explained that it was separated from the aerospace science technology degree to serve as a standalone FAA air traffic control entrance preparation program. **Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).**

Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item viii. Yavapai College Summary of Program Deletion Proposals - Provost. Member Kiel raised concerns about the financial impact and uniformity of correlation values and compensation for the courses scheduled for removal. Member Kiel indicated that there seemed to be no reason to delete the courses. Dr. Rhine explained the extensive process for vetting the program deletions. In response to Member Kiel's question, Dr. Berry indicated that the values were the same because the courses were "stackable" for the same degree and certificate. **Motion carried 4:1 (Ayes: McCasland, Bracety, Kuykendall, and Payne; Nay: Kiel).**

Member Kuykendall moved, seconded by Chair McCasland, to approve Consent Agenda Item ix. Yavapai College Summary of Program Deletion Proposals – Workforce and Health Sciences. Chair McCasland confirmed that the College had a vetting process for deleting programs. Member Kiel questioned the removal of the assisted living caregiving certificate, but said he would support the motion based on the College's vetting process. **Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).**

Member Kuykendall moved, seconded by Member Payne, to approve Consent Agenda Item x. Yavapai College Summary of Program Proposal Modification – Workforce and Health Sciences. Member Kiel questioned the reason for the red asterisk on the agenda. Executive Assistant Sandoval indicated that those items were amended, and that the email sent to the board members specifically indicated that. **Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).**

Member Kuykendall moved, seconded by Secretary Bracety, to approve Consent Agenda Item xi. Receipt of Report on Revenues and Expenditures for January 2025. Member Kiel questioned a \$15,000 expenditure on a leadership conference, with Dr. Ewell clarifying that the funds covered travel and training for board and college leadership members at the ACCT conference in Seattle. Member Kiel also questioned revenue and salary and benefits figures, with Dr. Ewell explaining that revenue is not received in equal amounts each month, and that salaries and benefits account for roughly 80% of the *General Fund budget*, which does not include all revenues. **Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).**

6. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Secretary Bracety moved, seconded by Member Kuykendall, to adjourn the Regular Meeting. Motion carried unanimously (Ayes: McCasland, Bracety, Kuykendall, Payne and Kiel).

Regular Meeting adjourned at 3:44 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Steve Bracety, Secretary

**INTERGOVERNMENTAL AGREEMENT
REGARDING YAVAPAI COLLEGE
CHINO VALLEY CAMPUS UTILITY IMPROVEMENTS**

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") is entered into by and between the Yavapai County Community College District, an Arizona political subdivision (the "College"), and the Town of Chino Valley, an Arizona municipal corporation (the "Town") (each, a "Party," and collectively, the "Parties").

RECITALS

A. Arizona Revised Statutes ("A.R.S.") § 11-952 authorizes public agencies to enter intergovernmental agreements for the provisions of services or for joint or cooperative action.

B. The College operates its Chino Valley Campus at 2275 Old Home Manor Drive in Chino Valley, Arizona, and plans to add on-campus housing units to the westerly portion of Assessor's Parcel Number (APN) 306-02-001V (the "College Parcel").

C. Adding on-campus housing units necessitates constructing certain water and wastewater improvements, as more particularly set forth in Section 3 (the "Project").

D. The Parties intend to share the costs associated with constructing the Project and, after the College obtains all necessary approvals or authorizations, for the Town to take ownership of and maintain as part of its public systems, the Project segments on Town property.

AGREEMENT

NOW, THEREFORE, for and in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the mutual covenants and promises herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Term; Termination.

1.1 This Agreement becomes effective as of the signature date of the last signing Party (the "Effective Date") and will remain in full force and effect for 1 year or until completion of the Project, whichever occurs first.

1.2 The Parties may amend or terminate this Agreement by mutual written agreement.

1.3 This Agreement is subject to cancellation pursuant to A.R.S. § 38-511.

2. Purpose. The purpose of this Agreement is to identify and define the Parties' responsibilities regarding the Project.

3. The Project.

3.1 The Project will involve the installation of approximately 2,290 linear feet of new 8" PVC, ASTM D3034, SDR-35 sewer line from the College Parcel to the Chino Valley Water Reclamation Facility ("WRF"), through portions of Town-owned APNs 306-02-001W and 306-02-001, and the College Parcel. It will also include new sewer manholes sized according to Project plans, a 4" sewer service line to the WRF administration building, an 8" sewer main stub leading to the College Parcel, a connection to the existing wet well at the WRF, any water supply improvements necessary for the on-campus housing units, and associated appurtenances.

3.2 The estimated cost to design and construct the Project is \$520,557.61, and the estimated cost to connect the Project to the public system (buy-in fees) is \$122,125.76.

A. The College shall pay \$300,000.

B. The Town shall pay \$220,557.61 and waive the Project's Town of Chino Valley buy-in fees.

3.3 If the cost to construct the Project exceeds the estimate, the Parties must agree in writing to any additional cost or funding obligations above the estimate. The College's share of any such additional costs will be two-thirds, and the Town's share will be one-third.

4. Responsibilities of the Parties. The following responsibilities are in addition to those outlined in Section 3.

4.1 The College shall:

A. Install the Project elements according to Town and Arizona Department of Environmental Quality (ADEQ) standards.

B. Obtain discharge authorization for the improvements from ADEQ through Yavapai County.

C. If applicable, obtain construction approval for the water supply improvements from ADEQ through Yavapai County.

D. Submit any required inspection reports, test results, and other documents to the Town to ensure the Project meets Town standards.

E. After receiving discharge authorization or construction approval from ADEQ, as applicable, along with final approval from the Town Engineer, convey to the Town all right to, or interest in, free of all liens, the ownership of the Project segments on Town property.

F. Coordinate with Town contractors and staff as needed.

4.2 The Town shall, subject to the Town's reasonable and customary review and approvals procedures and in accordance with applicable laws:

A. Allow the College to construct the Project.

B. After receiving discharge authorization or construction approval from ADEQ, as applicable, along with final approval from the Town Engineer, take ownership of and maintain as part of its public systems the Project segments on Town property. The Town's obligations to maintain such segments, once owned, shall survive the termination of this Agreement.

C. Coordinate with College contractors and staff as needed.

5. Insurance. The Parties shall each maintain sufficient liability insurance to cover each Party's respective activities associated with this Agreement.

6. Indemnification. To the fullest extent permitted by law, each Party shall defend, indemnify, and hold harmless the other, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work, or service of the indemnifying Party, its agents, employees, or any tier of the indemnifying Party's subcontractors in the performance of this Agreement. Any insurance requirements shall not be construed as limiting the scope of this indemnification.

7. Use Charges. This Agreement does not and is not intended to waive any regular water or wastewater use charges.

8. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (A) delivered to the Party at the address set forth below, (B) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (C) given to a recognized and reputable overnight delivery service, to the address set forth below or at such other address, and to the attention of such other person or officer, as any Party may designate in writing by notice duly given pursuant to this subsection:

If to the Town: Town of Chino Valley
202 North State Route 89
Chino Valley, Arizona 86323
Attn: Terri Denemy, Town Manager

With copy to: Gust Rosenfeld P.L.C.
One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
Attn: Andrew J. McGuire

If to the College: Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301
Attn: Director of Procurement & Contract Services

With copy to: Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301
Attn: Director of Facilities

Notices shall be deemed received (A) when delivered to the Party, (B) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (C) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a Party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a Party shall mean and refer to the date on which the Party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

9. Legal Costs. If any legal action is brought by either Party to enforce any provision of this Agreement, the prevailing Party may recover from the other Party reasonable attorneys' fees and court costs in such amounts as allowed by the court.

10. Additional Documents. Each of the Parties shall perform all such other acts and execute such other and further documents as may be necessary to carry out the intent and purposes of this Agreement.

11. Entire Agreement; Interpretation; Parol Evidence. This Agreement constitutes the entire agreement of the Parties and supersedes any and all prior or contemporaneous written or oral negotiations, correspondence, understandings, and agreements between the Parties respecting the subject matter hereof. No representations, warranties, inducements, or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the Party drafting this Agreement. The Parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting and reviewing of, and entry into, this Agreement.

12. Modification. No supplement, modification, or amendment of this Agreement shall be binding and no waiver of any provision in this Agreement effective, unless executed in writing by all the Parties.

13. Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of this Agreement that may remain in effect without the invalid provision or application.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

15. Counterparts and Execution. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by PDF or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

16. Provisions Required by Law. Each and every provision of law and any clause required by law to be in this Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, this Agreement will promptly be physically amended to make such insertion or correction.

(SIGNATURES FOLLOW)

IN WITNESS of the foregoing provisions, the Parties have executed and delivered this Agreement as of the Effective Date.

**YAVAPAI COUNTY COMMUNITY
COLLEGE DISTRICT**

TOWN OF CHINO VALLEY

Deb McCasland, Board Chair

Tom Armstrong, Mayor

Date

Date

ATTEST:

ATTEST:

By

Erin Deskins, Town Clerk

Name

Title

COLLEGE ATTORNEY
APPROVED AS TO FORM:

TOWN OF CHINO VALLEY ATTORNEY
APPROVED AS TO FORM:

By

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

Name

Title

Date

*GUST
ROSENFELD*
ATTORNEYS SINCE 1921 P.L.C.

■ ONE E. WASHINGTON, SUITE 1600 ■ PHOENIX, ARIZONA 85004-2553 ■ TELEPHONE 602-257-7422 ■ FACSIMILE 602-254-4878 ■

ANDREW J. MCGUIRE
602-257-7664
FAX: 602-340-1538
amcguire@gustlaw.com

February 24, 2025

VIA EMAIL

Terri Denemy, Town Manager
Town of Chino Valley
202 N. State Route 89
Chino Valley, AZ 86323

Deb McCasland, Board Chair
Yavapai County Community College District
1100 East Sheldon Street
Prescott, AZ 86301

Re: Waiver of Potential Conflict of Interest

Dear Terri and Deb:

Gust Rosenfeld PLC (the “Firm”) has represented and currently represents the Town of Chino Valley (the “Town”) and the Yavapai County Community College District (the “District”) in various legal matters. The Town and the District now wish to enter into an Intergovernmental Agreement (the “IGA”) regarding housing project utility improvements for the Chino Valley Campus. The Town has asked the Firm to advise it regarding the proposed IGA.

Waiver of Conflict of Interest

You acknowledge that I have informed you that the Firm has been asked to represent the Town with respect to the above-referenced IGA. By signing this letter, you approve and waive any conflict that might be advanced by such representation.

If a dispute involving the IGA arises in the future between the Town and the District, the Firm would not represent either party in connection with that dispute. In fact, while the Town and the District are both clients of the Firm, Gust Rosenfeld will not represent the Town and the District against the other in any dispute. In the event of any such dispute, each party would have to retain separate counsel, although we could continue to represent each of you in separate matters unrelated to each other.

If this letter accurately states your understanding and agreement as to the terms and possible limitations on our services, then please execute this letter and return it to me via email. Please call me if you have any questions. Thank you for your assistance in this matter.

Sincerely,



Andrew McGuire
For the Firm

AGREED AND ACCEPTED:

TOWN OF CHINO VALLEY

By: 
Terri Denemy, Town Manager

AGREED AND ACCEPTED:

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Deb McCasland, Board Chair

6461913
AJM:hj

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

For the Eight Months Ended February 28, 2025

District Governing Board

Fiscal Year 2024-25 Budget:

\$ 321,830

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES:				
Salary Expenses	Staff Support	\$ 73,313	\$ 30,839	\$ 104,152
ACCT Leadership Conference (Seattle)	Registration/Travel	14,773	-	14,773
ACCT Leadership Conference (DC)	Registration/Travel	7,735	-	7,735
AZ CC Administrators Conference (Lake Havasu)	Registration/Travel	816	-	816
Deborah McCasland	Travel	188	-	188
Osborn Maledon, PA	Legal Services	27,755	27,245	55,000
Yavapai County Elections	Contractual Services	55,046	-	55,046
Other - Various	Supplies/Food/Other	6,585	-	6,585
Printing/Postage	Printing/Postage	809	-	809
				<u>245,104</u>
Remaining Budget - February 28, 2025				<u>\$ 76,726</u>

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended February 28, 2025 - 66.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

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	\$ 46,680,747		\$ 46,680,747	\$ 63,395,200	73.6%
Restricted Fund	15,421,993		15,421,993	20,152,600	76.5%
Auxiliary Fund	6,046,017		6,046,017	8,451,900	71.5%
Unexpended Plant Fund	27,181,131		27,181,131	31,745,500	85.6%
Debt Service Fund	1,700,948		1,700,948	2,416,800	70.4%
TOTALS	<u><u>97,030,836</u></u>		<u><u>97,030,836</u></u>	<u><u>126,162,000</u></u>	<u><u>76.9%</u></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		\$ 41,339,053	\$ 12,325,841	\$ 10,909,730	\$ 42,755,164	\$ 63,395,200	67.4%
Restricted Fund		12,630,078	1,888,345	997,268	13,521,155	20,152,600	67.1%
Auxiliary Fund		5,429,175	1,004,857	753,596	5,680,436	8,451,900	67.2%
Unexpended Plant Fund		12,031,889	12,601,896	-	24,633,785	31,745,500	77.6%
Debt Service Fund		309,662	898,258	-	1,207,920	2,416,800	50.0%
TOTALS		<u><u>71,739,857</u></u>	<u><u>28,719,197</u></u>	<u><u>12,660,594</u></u>	<u><u>87,798,460</u></u>	<u><u>126,162,000</u></u>	<u><u>69.6%</u></u>
SURPLUS/(DEFICIT)					<u><u>\$ 9,232,376</u></u>	<u><u>-</u></u>	

COMMENTS:

Through the eighth month, 69.6% of budget has been committed (excluding labor encumbrances) compared to 76.9% of revenues received.

The budget currently has a surplus of \$9,232,376.

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

GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 24/25 Budget	Percent of Budget	FY 24/25 Estimate	Budget to Estimate Variance	FY 23/24 Actuals	Percent Change (Current Versus Prior Year)
REVENUES:									
Primary Property Taxes	\$ 32,688,504		\$ 32,688,504	\$ 49,180,300	66.5%	\$ 49,180,300	\$ -	\$ 30,155,664	8.4%
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-	-	0.0%
Tuition and Fees	12,619,629		12,619,629	14,111,000	89.4%	14,111,000	-	11,419,000	10.5%
Tuition and Fees - Contingency	-		-	(630,000)	0.0%	(630,000)	-	-	0.0%
State Appropriation - Maintenance	278,475		278,475	371,300	75.0%	371,300	-	279,750	-0.5%
State Appropriation - Rural Aid	1,375,200		1,375,200	1,833,600	75.0%	1,833,600	-	2,313,300	-40.6%
YCF Contribution - Basketball Program	345,870		345,870	366,000	94.5%	366,000	-	400,367	0.0%
Other Revenues	436,991		436,991	512,000	85.3%	512,000	-	437,537	-0.1%
Interest Income	1,002,078		1,002,078	900,000	111.3%	1,050,000	150,000	836,856	19.7%
Fund Balance Applied to Budget	2,592,067		2,592,067	8,388,100	30.9%	8,388,100	-	1,883,067	37.7%
General Fund Transfer In/(Out)	(4,658,067)		(4,658,067)	(11,487,100)	40.6%	(11,487,100)	-	(4,783,333)	-2.6%
TOTAL REVENUES	46,680,747		46,680,747	63,395,200	73.6%	63,545,200	150,000	42,942,208	8.7%

							Percent of Actual and Non-Labor				
		Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 24/25 Budget	Encumbrances to Budget	FY 24/25 Estimate	Budget to Estimate Variance	FY 23/24 Actuals	Percent Change (Current Versus Prior Year)
EXPENDITURES (Note 1):											
	Instruction	\$ 14,661,787	\$ 3,858,732	\$ 3,344,528	\$ 15,175,991	\$ 23,308,900	65.1%	\$ 23,308,900	\$ -	\$ 13,914,386	5.4%
	Academic Support	3,855,468	1,280,563	1,226,275	3,909,756	6,252,400	62.5%	6,252,400	-	3,522,571	9.5%
	Institutional Support	10,242,992	3,374,082	2,907,989	10,709,086	14,404,600	74.3%	14,404,600	-	8,459,199	21.1%
	Student Services	6,632,671	2,181,328	2,103,837	6,710,163	10,842,600	61.9%	10,842,600	-	6,280,649	5.6%
	Operation/Maintenance of Plant	5,063,455	1,631,136	1,327,101	5,367,489	7,473,500	71.8%	7,473,500	-	4,245,940	19.3%
	Scholarships	874,767	-	-	874,767	1,085,800	80.6%	1,085,800	-	1,081,916	-19.1%
	Public Service	7,913	-	-	7,913	27,400	28.9%	27,400	-	10,594	-25.3%
TOTAL EXPENDITURES		41,339,053	12,325,841	10,909,730	42,755,164	63,395,200	67.4%	63,395,200	-	37,515,255	10.2%

The Budget currently has a surplus of \$3,925,583.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENDITURES BY NACUBO NATURAL EXPENSE CATEGORIES

For the Seven Months Ended February 28, 2025 - 66.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

	Year to Date	Prior Year	Percent Change	
Salaries	\$ 23,856,756	\$ 22,656,318	5.3%	1
Benefits	7,447,249	6,977,200	6.7%	2
Supplies	2,517,988	1,847,783	36.3%	3
Contractual Services and Other	4,328,623	3,119,126	38.8%	4
Utilities & Communications	1,406,675	1,165,602	20.7%	5
Travel, Conferences & Memberships	906,995	667,310	35.9%	6
Scholarships	874,767	1,081,916	-19.1%	7
	<u>\$ 41,339,053</u>	<u>\$ 37,515,255</u>	10.2%	

1 - Salaries increased due to annual compensation increases and the addition of several new positions.

2 - Benefits increased due to new positions added in the current fiscal year (results in additional FICA, retirement etc.), medical plan premium increases, and higher tuition/fee waiver benefits due to the new bachelor's program.

3 - Supplies increased from the prior year due to increased technology related purchases, price increases and the timing of purchases.

4 - Contractual Services increased from the prior year due to the purchase of the new Banner SAAS upgrade platform, Coursedog software, price increases and the timing of purchases.

5 - Utilities increased from the prior year due to provider rate increases and warmer summer temperatures.

6 - Travel, Conferences & Memberships increased from the prior year due air and hotel price increases and more employees traveling.

7 - Scholarships decreased due to the timing of the Promise program reimbursements.

FY23-24 Scholarships include both the May 2023 and May 2024 graduate reimbursements.

In addition, less scholarships are budgeted for Athletics in FY25 compared to FY24.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended February 28, 2025 - 66.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

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	\$ 10,075,869		\$ 10,075,869	\$ 12,295,800	81.9%
State Grants and Contracts	521,013		521,013	1,061,000	49.1%
Private Gifts, Grants and Contracts	1,031,746		1,031,746	1,259,200	81.9%
Proposition 301 Workforce Development	995,915		995,915	1,420,000	70.1%
Proposition 207 Workforce Development	1,800,000		1,800,000	2,700,000	66.7%
State Appropriation - STEM Workforce	477,450		477,450	636,600	75.0%
Fund Balance Applied to Budget	520,000		520,000	780,000	66.7%
TOTAL REVENUES	15,421,993		15,421,993	20,152,600	76.5%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (Note 1):						
Instruction	\$ 2,086,624	\$ 1,105,546	\$ 447,644	\$ 2,744,526	\$ 6,221,600	44.1%
Academic Support	44,876	42,957	42,957	44,876	75,000	59.8%
Student Services	580,660	130,781	130,781	580,660	1,359,500	42.7%
Operation/Maintenance	30,105	44,200	-	74,305	-	100.0%
Scholarships	8,357,886	-	-	8,357,886	8,680,300	96.3%
Public Service	1,529,927	564,861	375,886	1,718,902	3,816,200	45.0%
TOTAL EXPENDITURES	12,630,078	1,888,345	997,268	13,521,155	20,152,600	67.1%
SURPLUS/(DEFICIT)				\$ 1,900,838		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2025.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended February 28, 2025 - 66.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

AUXILIARY FUND

	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/ (Deficit)	Actual Revenues	Actual Expenditures and Non-Labor Encumbrances	Year-to-date Surplus/ (Deficit)
AUXILIARY ENTERPRISES						
Residence Halls	\$ 1,240,000	\$ 438,100	\$ 801,900	\$ 1,269,978	\$ 285,189	984,789
Transfer To Debt Fund to Pay Revenue Bonds	(402,300)	-	(402,300)	(268,200)	-	(268,200)
Subtotal - Residence Halls and Summer Conferences	837,700	438,100	399,600	1,001,778	285,189	716,589
Bookstore Rental and Commissions	45,000	-	45,000	14,941	-	14,941
Food Services	1,625,000	2,092,200	(467,200)	1,406,919	1,492,734	(85,815)
Vending	45,000	-	45,000	20,920	-	20,920
Employee/21+ Student Housing & Facility Rentals	608,700	428,600	180,100	303,905	226,150	77,755
Edventures & Community Education	47,000	75,700	(28,700)	50,900	46,305	4,595
Winery - Tasting Room	300,000	354,900	(54,900)	167,077	205,663	(38,586)
Family Enrichment Center	869,800	1,181,700	(311,900)	485,377	763,822	(278,445)
Community Events	966,800	1,175,200	(208,400)	653,162	1,021,804	(368,642)
Performing Arts Productions	300,000	313,600	(13,600)	154,675	216,112	(61,437)
SBDC (Federal Grant Match Requirement)	-	193,100	(193,100)	5,500	115,932	(110,432)
Yavapai College Foundation	550,500	550,500	-	319,557	319,557	-
Other Auxiliary Enterprises	280,600	263,100	17,500	144,106	130,368	13,738
General Fund Transfer In	1,975,800	-	1,975,800	1,317,200	-	1,317,200
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,285,200	(1,285,200)	-	856,800	(856,800)
	\$ 8,451,900	\$ 8,451,900	\$ -	\$ 6,046,017	\$ 5,680,436	\$ 365,581

Comments:

Residence Halls and Summer Conferences revenues are above budget due to most of the 2025 spring semester room revenues being recorded. This will even out over the remaining fiscal year.

The Budget currently has a surplus of \$365,581.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended February 28, 2025 - 66.7% of the Fiscal Year Complete

Fiscal Year 2024-2025

DEBT SERVICE FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Investment Income	\$ 89,748		\$ 89,748	\$ -	100.0%
General Fund Transfer In	1,340,867		1,340,867	2,011,300	66.7%
Auxiliary Fund Transfer In	268,200		268,200	402,300	66.7%
Fund Balance Applied to Budget	2,133		2,133	3,200	66.7%
TOTAL REVENUES	1,700,948		1,700,948	2,416,800	70.4%

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non- Labor Encumbrances to Budget
<u>DEBT SERVICE FUND</u>						
EXPENDITURES (Note 1):						
Revenue Refunding Bonds - 2024						
Principal Payments	\$ -	\$ 273,000	\$ -	\$ 273,000	\$ 546,000	50.0%
Interest Payments	284,272	22,728	-	307,000	614,000	50.0%
Revenue Refunding Bonds - 2021						
Principal Payments	-	420,000	-	420,000	840,000	50.0%
Interest Payments	5,670	-	-	5,670	11,300	50.2%
Revenue Bonds - 2013						
Principal Payments	-	182,500	-	182,500	365,000	50.0%
Interest Payments	18,620	30	-	18,650	37,300	50.0%
Bank Fees	1,100	-	-	1,100	3,200	34.4%
TOTAL EXPENDITURES	309,662	898,258	-	1,207,920	2,416,800	50.0%
SURPLUS/(DEFICIT)				\$ 493,028	\$ -	

COMMENTS:

Investment income is the result of earnings on the unspent 2024 Revenue Bond proceeds which was not budgeted.

Through the seventh month, 50% of budget has been committed compared to 70.4% of revenues received.

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

Yavapai COLLEGE

311 Awarding of District Governing Board Emeritus Status

Purpose:

To confer District Governing Board Emeritus status to former Yavapai College District Governing Board Members in recognition of their extraordinary and significant contributions to Yavapai College.

Criteria:

To be eligible for Emeritus status, Board members must meet all of these criteria:

1. Served, at minimum, two terms (12 years) on the Yavapai College District Governing Board
2. Served actively as Chair of the Board
3. Established a record of notable service and significant contribution to the College during his/her tenure on the Board which will continue to have a lasting impact on the institution.
4. Judged by the Board as an outstanding member throughout his/her tenure on the Board.
5. Nominated by a member of the District Governing Board; and
6. Approved by the District Governing Board through majority vote.

Privileges:

1. May include special invitations to District Governing Board and College meetings and functions.
2. May include invitation to walk in the college commencement procession and to be seated in a place of honor at commencement.

Limitations:

1. The District Governing Board Emeritus status is without financial compensation.
2. The District Governing Board reserves the right, by majority vote, to revoke honorary titles at its sole discretion.