

Yavapai College
District Governing Board
Regular Meeting

Tuesday, April 22, 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>

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. Arizona Auditor General's Office Annual Audit Update - **INFORMATION** – Ms. Wendy Swartz, Chief Business Officer & Controller; Ms. Jean Dietrich, Principal CLA, and Mr. Rory Mulvihill, Senior CLA {Time: 15} (*Attached*)
 - b. 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 (*Attached*)
 2. Staff Association – Ms. Deanna Mooney (*Attached*)
 3. Student Government Association – Mr. Jackson James, Yavapai College Student Government Association (*Attached*)
 - ii. 2025 Yavapai College Emeritus – Dr. Doug Berry (*Attached*)
 1. Dr. Vikki Bentz
 2. Dr. Molly Beauchman
 - iii. Budget to Actual Monthly Reports and Cash Reserves Monthly Reports (*Attached*)
 - c. 2025-2026 Yavapai College Preliminary Budget – Dr. Clint Ewell, Vice President of Finance - **INFORMATION AND DISCUSSION** {Time: 60} (*Attached*)
 - d. 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
 - iii. Yavapai College Foundation – Board Member Steve Bracety
3. Board Business
 - a. 2025-2026 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats – Ms. Yvonne Sandoval – **INFORMATION, DISCUSSION, AND DECISION** {Time: 10} (*Attached*)
 - b. District Governing Board Member's Future Meeting Agenda Item(s) Request – Board Chair Deb McCasland – **INFORMATION, DISCUSSION, AND DECISION** {Time: 15}
 - i. District Governing Board Policy 308 – Board Member Alton Payne
 - ii. Higher Learning Commission Update from Mr. Tom Bordenkircher, Vice President of Accreditation Relations

- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Regular Meeting Minutes – Wednesday, March 26, 2025 (*Attached*)
 - ii. Board Executive Session Confidential Minutes – Wednesday, March 26, 2025
 - iii. Letter for Replacement to Service on Yavapai Combined Trust Board (*Attached*)
 - iv. 2025 Association of Community College Trustees (ACCT) – District Governing Board’s Support Letter for Presentation Submission (*Attached*)
 - v. 2025 Yavapai College Sabbaticals (*Attached*)
 - 1. Justin Brereton
 - 2. Chris Tenney
 - 3. Ellen Savoini
 - vi. Receipt of Report on Revenues and Expenditures for March 2025 (*Attached*)
 - vii. 2025-19 Yavapai College District Governing Board Resolution (*Attached*)
 - viii. Intergovernmental Agreement between Yavapai County Community District and the Town of Prescott Valley (*Attached*)
 - ix. Intergovernmental Agreement Northern Arizona Regional Training Academy (NARTA) Sergeant – Yavapai County Community College District and Town of Prescott Valley (*Attached*)
- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Yavapai County Community College District (Yavapai College) Audit for the Fiscal Year Ended June 30, 2024

Jean Marie Dietrich, CPA

Principal

April 22, 2025



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What is an Audit?

Examine and verify
management's
assertion, provide an
opinion

Includes findings &
recommendations

Auditors evaluate risk

Auditors work for and
should communicate
results to the governing
board (District Board
Members)

The Reporting Package

1. Communication to Governance

2. Annual Comprehensive Financial Report (ACFR) – Includes audit opinion and reference to the Auditors of Yavapai College Foundation

3. Single Audit Report (including the *Government Auditing Standards* Report and the Report on Major Federal Programs and the Schedule of Federal Expenditures)

4. Annual Expenditure Limitation Report

Governance Communication

- Overview of audit and required communications:
 - Accounting Policies
 - No new accounting policies
 - Accounting Estimates – Allowance for Doubtful Accounts
 - Uncorrected Misstatements
 - Other Post Employee Benefit as immaterial
 - No difficulties encountered
 - No material audit adjustments
 - No unusual transactions identified
 - No disagreements with management
 - No significant issues discussed with management



Annual Comprehensive Financial Report (ACFR)

Components of the ACFR

- Basic financial statements (audit opinion)
- Fund financial statements and schedules (“in-relation-to” opinion)
- Financial data submission schedules (“in-relation-to” opinion)
- Required supplementary information, statistical section, and introductory section (Disclaimer)
- Reference to the discretely presented component unit auditors

We rendered an Unmodified (“Clean”) Opinion on the Financial Statements

Single Audit Results at a Glance

- *Major Program Tested*
- Student Financial Assistance Cluster—
Assistance Listing No. 84.007, 84.033,
84.063, 84.268
 - Total Federal Expenditures:
\$9,965,216

Total Federal Expenditures:
\$12,953,382

Percent Tested: 77%



Single Audit Results at a Glance (Continued)

Government Auditing Standards

- No material weaknesses or significant deficiencies in internal control over financial reporting
- Unmodified (“clean” opinion)
- No matters of noncompliance with laws or regulations

Uniform Guidance

- No material weaknesses, No significant deficiency in internal control over compliance with uniform guidance

Annual Budget Expenditure Limitation Report

- AZ Economics Estimates Commission Expenditure Limitation: \$51,167,433
- Amount Subject to Limitation: \$51,167,433
- District was within expenditure limitation, presented in accordance with the Uniform Expenditure Reporting System



Thank You!

*Jean Marie Dietrich, CPA
Principal
Jean.Dietrich@claconnect.com*



CLAconnect.com



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Page Page 13 of 126

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
 - Officer Nominations and Elections

2025 Projects

- Upcoming Evening of Recognition Awards
 - Career and Technical Education and Health Sciences & Public Services
- Graduations
- Annual State, Regional, and National Awards and Recognition



Faculty Highlights

Liz Peters

Liz Peters was selected as the 2025 Faculty Innovator of the Year by the American Association of Community Colleges. This prestigious award in excellence is one of the highest recognitions for a faculty among community colleges across the United States of America. Liz is of the highest caliber in teaching, serving as a lead instructor in the electronics technology and pre-engineering program in the YC CTE program. Among her duties as a faculty member, Liz serves as the Chair of the Curriculum Committee. Her work as the Chair of the curriculum committee has been instrumental in the visits from the HLC, YC's accreditations, and certification of the Associate's, Bachelor's, and certificate programs. Congratulations Liz!

<https://www.ccdaily.com/2025/04/2025-aacc-awards-of-excellence-winners/>



Deb Snyder

Deb Snyder is the Adjunct Faculty for the Culinary Training program on the Prescott Campus. She has continued to exceed expectations since the opening in the spring. Deb has led the program to conduct two open house events. She has increased the training experience by instituting walking tours of local restaurants where students can see different styles of cooking, kitchen preparation, and other components of kitchen operations. She is very well respected by her students, fellow faculty, and YC Staff.

The Faculty Association congratulates Deb Snyder's hard work and devotion to YC students!



Rich Peterson

Rich Peterson serves as an Adjunct Faculty and Green House operator in the Horticulture program. Rich has been a quiet professional and unsung hero in the background of the success of the Horticulture program. Rich works to ensure the safe and continuous operation of the greenhouse on the Chino Valley campus. His work includes preparing the greenhouse for training students, harvesting the fruit and vegetables grown by students for local restaurants and farmers' markets, Rich is a huge part of the bi-annual plant sales by ensuring there are plenty of plants, teaching and mentoring students and volunteers. Rich is a credit to Yavapai College and the Chino Valley Campus! Rich would want all to know: **This year's spring plant sale will occur on May 10th, 2025, from 8 am to 12 pm. Come one, come all to support a great program.**

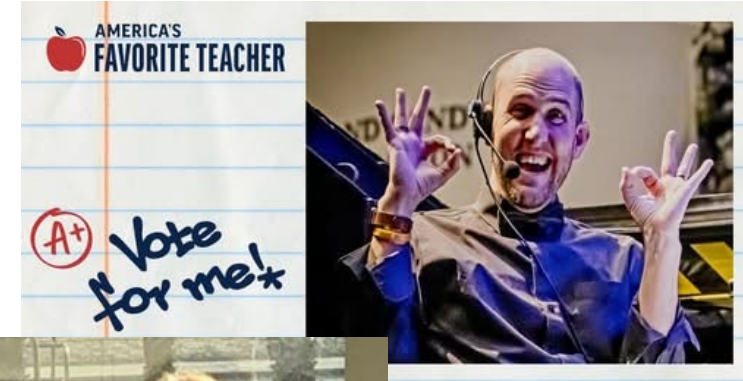


Performing Arts Instructors

The Faculty Association recognizes the following Performing Arts Instructors for their outstanding work in 2024-2025 Performing Arts Center productions. The teamwork of instructors has made the 2024-2025 year's work by the students in shows such as *Anastasia* and *Fiddler on the Roof* successful beyond exceptional for the YC community. The shows have been sold out, have been the talk of the town, and have raised positive attention to YC as providing a high level of family fun.

The instructors include Helen Stephenson, Rita Toikka, Dean Humphrey, and Chris Tenney. Included in this list are the Instructional Support Specialists Keelin Miller and Bailey Smith

Congratulations to the Performing Arts Instructors for a great 2024-2025 academic year.





Thank You!

FY 202425

Staff Professional Growth Funds

\$50,000

Opened - July 15, 2024



The importance of Professional Growth Funds

- Supports employee's goals
- Supports the organizational goals of YC





ARIZONA STATE SYSTEM
FOR INFORMATION
ON STUDENT TRANSFER



AWHE
Arizona Women in Higher Education



TRANSACT 365.

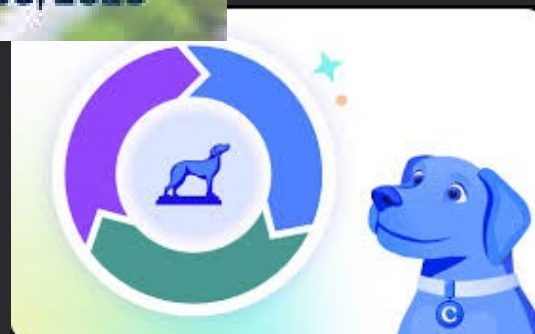
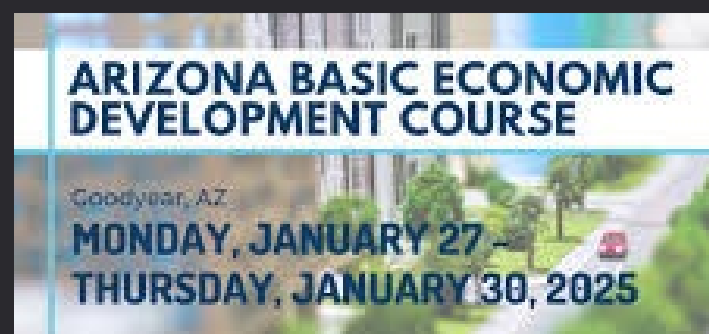


naeyc
annual conference



EDUCATION
SUMMIT

Funds are put to great use!



Staff Feedback from Trainings



“I have, and would highly recommend it. Continuous learning is essential to being your best, and although in this case where the cost was low and we may have been able to pay for it out of the department budget, having the opportunity to take advantage of professional growth funds (when the funds are not available) allows for additional learning, continuous improvement and job growth.” - Ed Lacrosse



“This year the Summit was especially helpful for networking purposes. We were able to connect with a couple of schools with similar tech stacks doing some great things in Salesforce, as well as meet with current consultants to get some questions answered in person. As always, this event helps to expand my networking skills as well as give me the honor of representing Yavapai College at an event dominated by larger schools” - Jacqueline Mounce



Thank You

Let's continue to grow together professionally!





Student Government Association Report

- SGA election results
- Student Success Network committee update
- Final Student Success Network meeting

SGA Executive Leadership Team 2025-2026

- President: Talia Yazzie
- Vice President: Samuel Ogunrinu
- Secretary Jocelyn Taveras
- Treasurer: Alyssa Bullock



Student Success Network update

- Reviewed data sets
- Organized group activity
- Selected Essential Resources
- Created Solutions
- Final meeting on April 25th



Be More



Dr. Vikki Bentz

Prof. Victoria Bentz, MBA, MS Ed., Ph.D. (ABD) has been a dedicated educator at Yavapai College since 1995, specializing in accounting, computer science, and business. Recently retired from full-time faculty service, she continues to support students in an adjunct capacity. Throughout her tenure, Prof. Bentz has made a profound impact on academic leadership, curriculum development, and faculty governance. She has played a key role in business and accounting program leadership, serving as Lead Faculty and Program Director for the Accounting Department, where she oversaw curriculum development, accreditation processes, and student success initiatives. Her contributions to faculty leadership and shared governance have been equally significant serving in numerous Faculty Senate officer and committee chair positions. Prof. Bentz has been instrumental in curriculum development, shaping programs that align with industry standards and workforce needs, including the development of the BSB Accounting concentration, the IRS Enrolled Agent certificate and courses, VITA and AARP tax preparation internship programs, and the development of YC's first online class and fully online certificate program. Prof. Bentz's excellence in teaching and innovation has been recognized with multiple awards, including the Barbara McClurg Creativity and Innovation Award and the NISOD Award for Teaching Excellence.

Be More



Dr. Molly Beauchman

Dr. Beauchman has worked in the field of Mathematics Education for 36 years (and counting). She completed a bachelor's degree in mathematics education at Northern Arizona University (NAU) and started her career as a high school mathematics teacher in Flagstaff, AZ while teaching at Coconino Community College part time and completing a Masters of the Arts in Teaching degree from NAU. After twelve years, she had the opportunity to accept a graduate assistantship at Oregon State University earning a PhD in Mathematics Education and teaching preservice secondary math and science teachers. She started her Yavapai College (YC) career in 2004 teaching and creating some of the first online mathematics courses offered at Yavapai. During this time, she worked on the Arizona Standards for mathematics at the Department of Education and served on numerous committees to help improve Arizona's education system. After four years, she moved back to Flagstaff as an Assistant Professor in the NAU Mathematics Department to work with preservice math and science teachers through the new NAU Teach program. Although working with future mathematics teachers was rewarding, she missed teaching mathematics and returned to YC after two years. Dr. Beauchman remained at Yavapai College for 13 years and in that time enjoyed teaching the diverse student population, created courses in different formats (8-week, OER, online, F2F) to help more students have access to higher education, worked with IER, administration and faculty as Assessment Director for several years to develop an outcomes assessment and program review process as an integral part of data-based improvement, and continued to work with high school Mathematics teachers in the county through Dual Enrollment as a liaison. Dr. Beauchman retired from Yavapai College in April 2023 and enjoys having more time to spend with family and friends, pursuing hobbies, but also but continues to teach mathematics at Embry Riddle Aeronautical University in Prescott, AZ.

Yavapai College
Budget to Actual Status by Fund
March 2025

The President's Monthly report below provides a brief financial status of each of the District's five funds as of March 31, 2025.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



As of March 31, 2025, the General Fund has a surplus of \$1,006,000. This surplus has two primary drivers: tuition and fee revenue which is tracking at nearly 90% of budget due to a significant portion of Spring 2025 payments as well as interest revenue that continues to exceed budget due to heightened rates. Encumbrances for obligations that began at the beginning of the year continue to move downward. These are primarily found in the Institutional Support category and include items such as insurance, software, dues, and salaries.

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

Auxiliary Fund



As of March 31, 2025, the Auxiliary Fund has a slight 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 March 31, 2025, the Unexpended Plant Fund has a surplus of \$960,000. Bonds proceeds continue to be spent throughout the fiscal year on 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 March 31, 2025, the Restricted Fund currently has a surplus and is expected to be within budget for the fiscal year.

Debt Service Fund



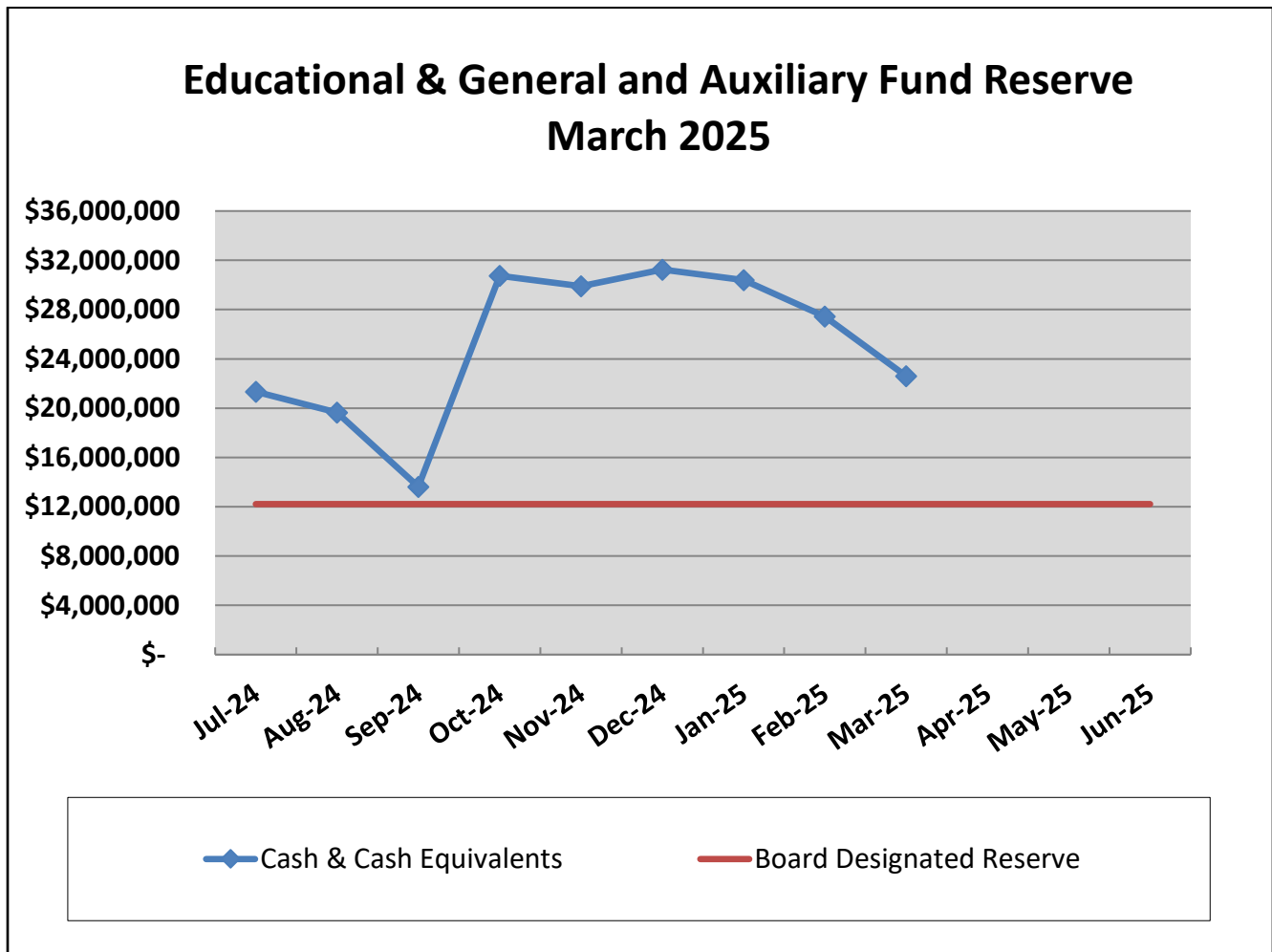
The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds and includes the interest earned on the unspent 2024 Revenue Bond debt proceeds. The interest earned on the debt proceeds will be transferred to the Plant fund later in the fiscal year.

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
March 2025**

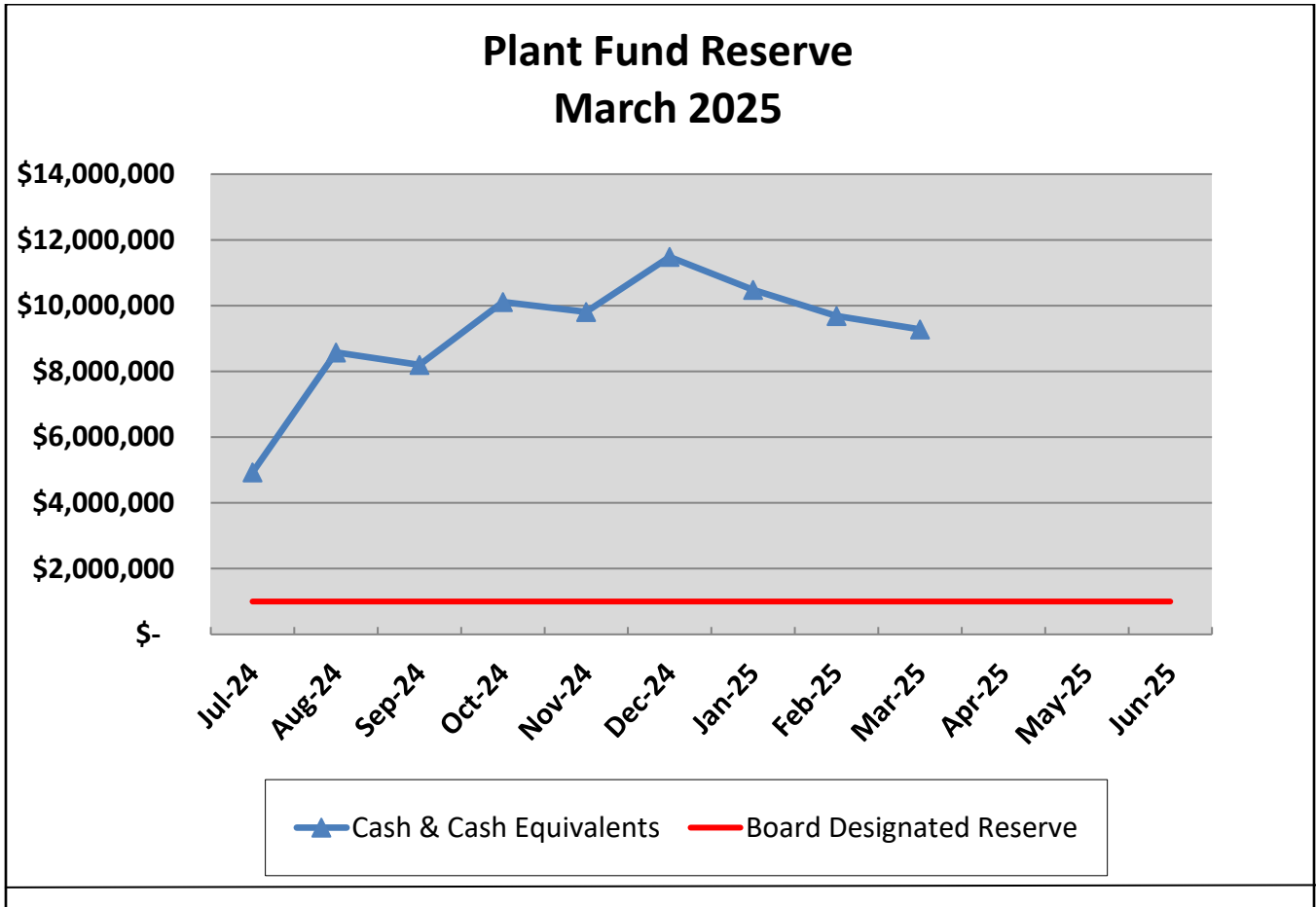
The President's monthly report on cash reserves below displays the District's reserves as of March 31, 2025, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



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

As of March 31, 2025, Current Fund reserves have exceeded the DGB's reserve requirements.



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

As of March 31, 2025, Plant Fund reserves have exceeded the DGB’s designated reserve.

Yavapai College

Preliminary FY2025-26 Budget

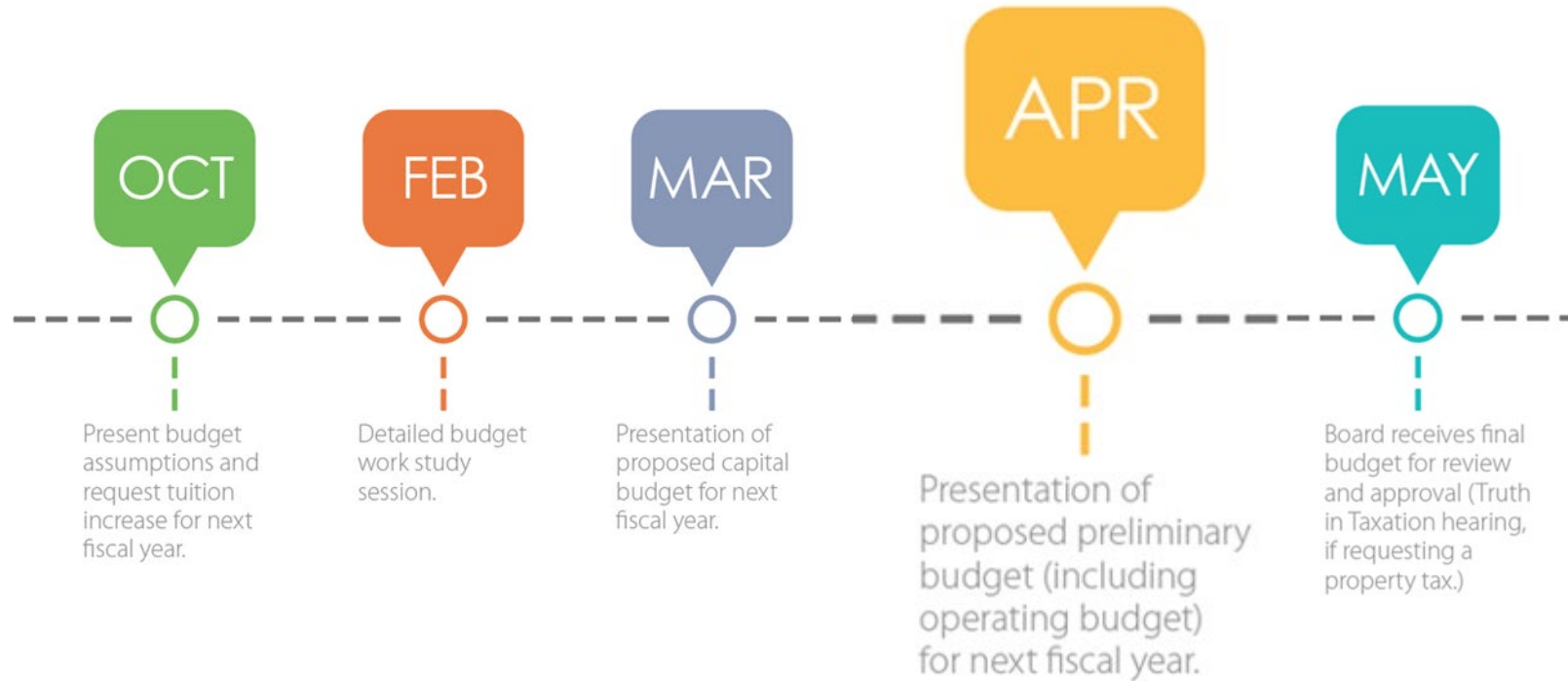
Prepared for

District Governing Board

April, 2025



Budget Process Timeline



October: Assumptions and Tuition Increase

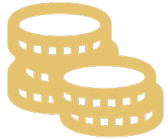
- Revenues

- 5% Tuition increase
- 7% growth in Student Credit Hours
- 1% Property Tax- no

- Expenses

- 3% Raise
- 1% Market catch-up- take a year off
- Other New Initiatives self-funded

February: Budget Work Study



AZ Economy

Industries
Inflation
ECI
Unemployment
Housing



Environmental Scan

Demographics
Social & Political
Economy & Workforce
Education
Technology



Strategic Plan

Belonging
Living Wage
• Gray DI
Adult Learners
Delivery



Yavapai College \$

Revenues
Expenses

March: Capital Budgets

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

Strategic Plan

FY26 Strategic Initiatives	Belonging	Living Wage	Adult Learners	Delivery
1. Expand Health Science Programs		X		
2. Integrate Non-Credit & Credit Pathways			X	X
3. Expand workforce training, including Baccalaureate degrees		X	X	X
4. Implement ERP upgrade	X			
5. Integrate Artificial Intelligence and Virtual Reality into programs				X
6. Expand OER, Low Cost and No Cost Resources				X
7. Implement best practices for online courses				X
8. Expand Early College Opportunities	X			X
9. Enhance basic student needs support	X			
10. Prison Education Program	X		X	
11. Academic Program Prioritization				X
12. 8-Week Courses/Programs			X	X

• NEW

• NEW

Strategic Initiatives

Belonging

FY2026-28

- Implement ERP Upgrade



Strategic Initiatives

Belonging



FY2026-28

- Implement ERP Upgrade
- Enhance Basic Student Needs Support

Strategic Initiatives

Belonging



FY26-28

- Implement ERP Upgrade
- Enhance Basic Student Needs Support
- Prison Education Program

Strategic Initiatives

Living Wage

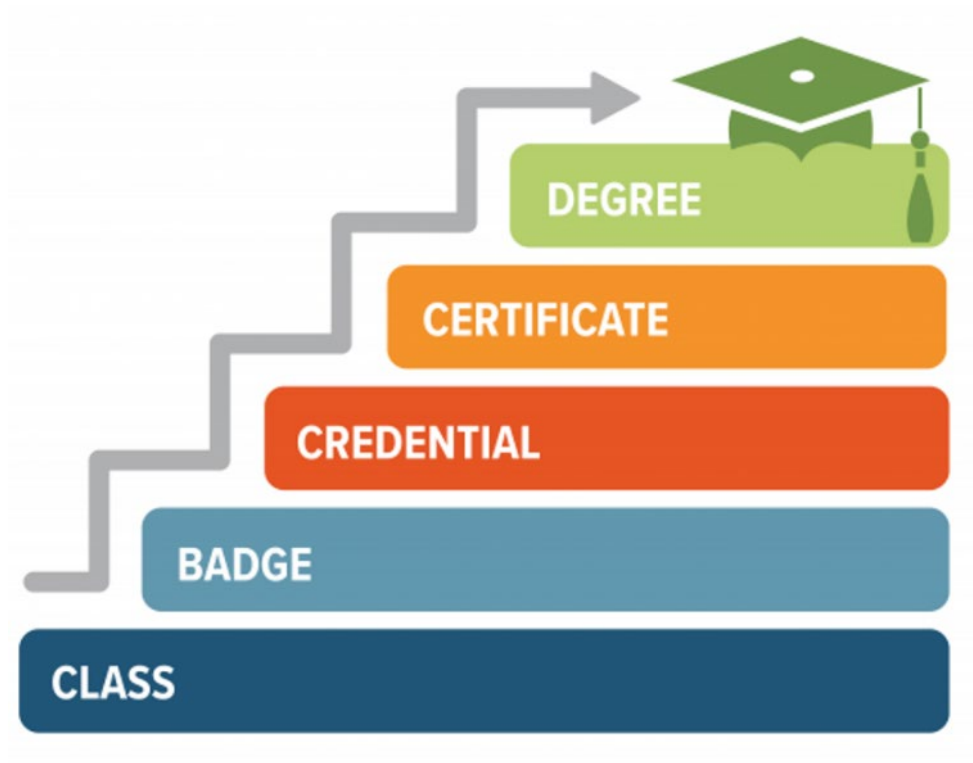
FY2025-27

- Grow Healthcare Programming



Strategic Initiatives

Living Wage



FY2026-28

- Grow Healthcare Programming
- Expand Workforce Training

Strategic Initiatives

Delivery

FY2026-28

- Integrate AI & VR



Strategic Initiatives

Delivery

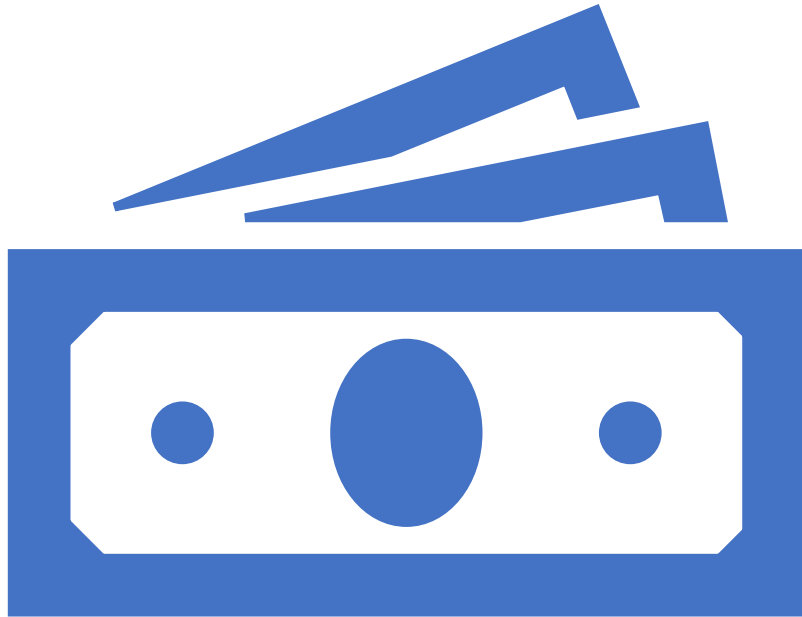
FY2026-28

- Integrate AI & VR
- Expand Open Educational Resources



A budget is more than just revenues and expenses— it shows what we are passionate about.

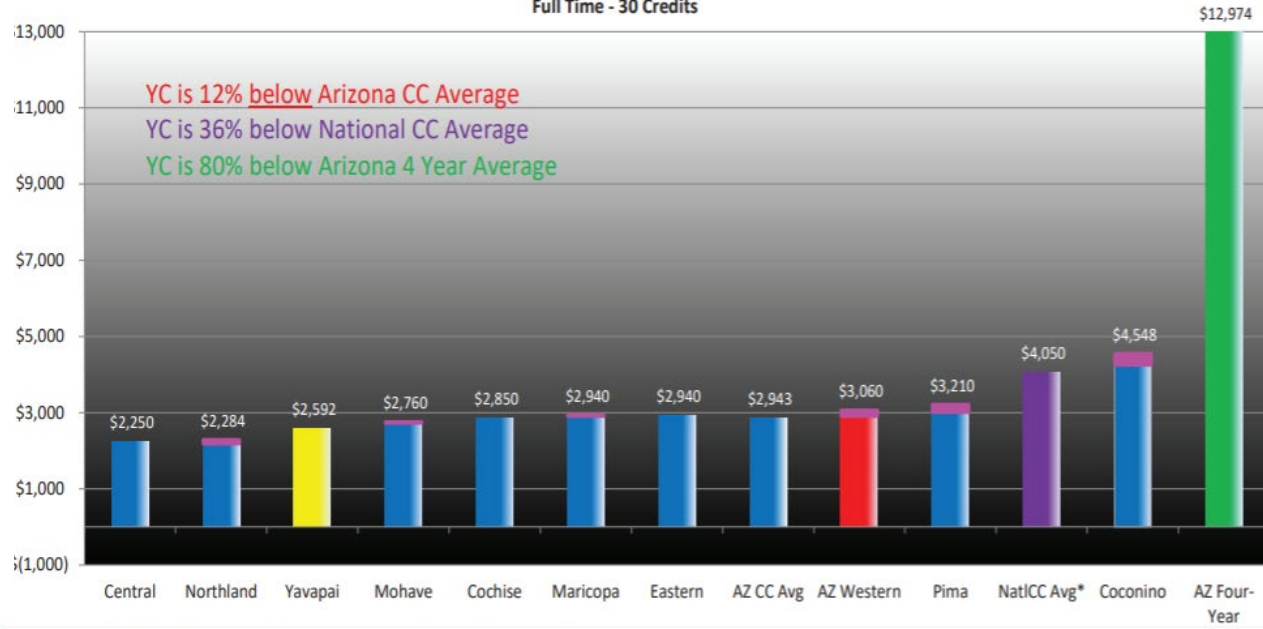




Revenues

Weighted Annual Tuition and Fees - FY2024-25

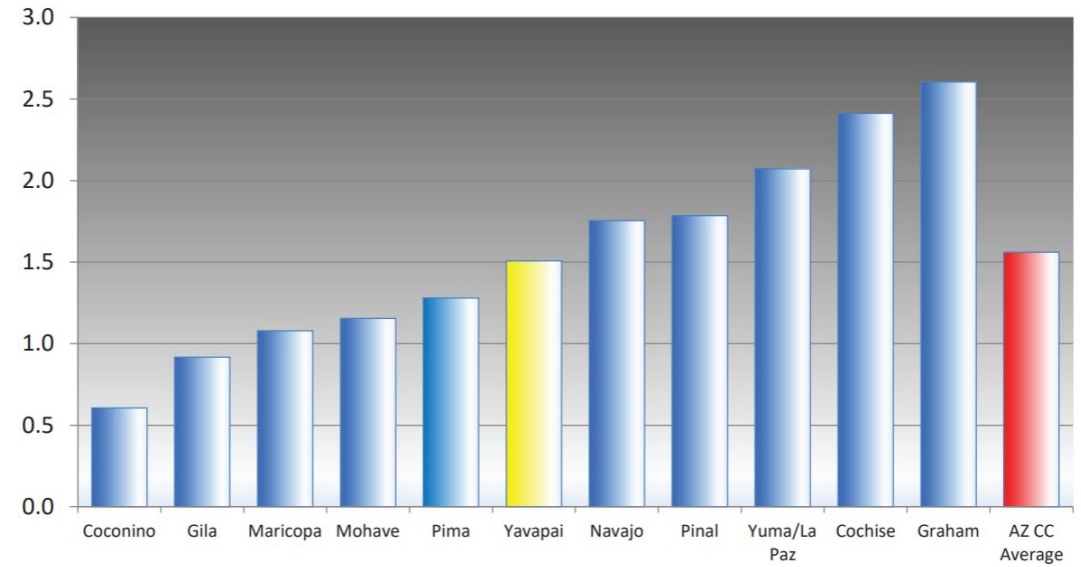
Full Time - 30 Credits



Source: FY2020-21 Arizona Community Colleges State Aid Request.

Source: ABOR Tuition history & ABOR Annual Report

Arizona Community College 2024 Primary Property Tax Rates (in mils)



Source: FY2023-24 Arizona Community Colleges State Aid Request

	Prior Year Actual 2023-2024	Current Year Budget 2024-2025	Proposed Budget 2025-2026	Dollar (\$) Difference	Percentage (%) Difference
REVENUES					
Current Funds					
General Fund					
Property Taxes - Primary, Net Contingency	\$ 45,381,700	\$ 49,030,300	\$ 50,340,300	\$ 1,310,000	2.7%
Tuition & Fees	12,715,800	14,111,000	15,042,100	931,100	6.6%
State Appropriations	3,457,400	2,204,900	2,389,500	184,600	8.4%
Other Sources	2,054,600	1,778,000	1,658,800	(119,200)	-6.7%
Auxiliary Fund					
Sales and Services	4,597,000	5,747,300	6,554,170	806,870	14.0%
Other Sources	1,191,800	1,131,100	1,338,000	206,900	18.3%
Sub-Total Current Funds - Unrestricted	\$ 69,398,300	\$ 74,002,600	\$ 77,322,870	\$ 3,320,270	4.5%
Current Funds - Restricted					
Federal Grants and Contracts	\$ 10,517,400	\$ 12,295,800	\$ 10,003,700	\$ (2,292,100)	-18.6%
State Grants and Contracts	1,266,100	1,061,000	247,500	(813,500)	-76.7%
State Appropriations/Props 207 & 301	4,449,300	4,756,600	5,242,200	485,600	10.2%
Private Gifts, Grants and Contracts	1,039,000	1,259,200	1,246,200	(13,000)	-1.0%
Sub-Total Current Funds - Restricted	\$ 17,271,800	\$ 19,372,600	\$ 16,739,600	\$ (2,633,000)	-13.6%
TOTAL CURRENT FUNDS	\$ 86,670,100	\$ 93,375,200	\$ 94,062,470	\$ 687,270	0.7%
Capital Funds					
Plant Fund					
Property Taxes - Primary, Net Contingency	\$ 8,284,300	\$ 7,705,500	\$ 7,705,500	\$ -	0.0%
Revenue Bond Proceeds	-	16,000,000	-	(16,000,000)	100.0%
Other Sources	549,000	540,000	540,000	-	0.0%
TOTAL CAPITAL FUNDS	\$ 8,833,300	\$ 24,245,500	\$ 8,245,500	\$ (16,000,000)	-66.0%
GRAND TOTAL - CURRENT & CAPITAL FUNDS	\$ 95,503,400	\$ 117,620,700	\$ 102,307,970	\$ (15,312,730)	-13.0%
Fund Balance Applied to Budget	11,889,300	9,171,300	16,065,030	6,893,730	75.2%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 107,392,700	\$ 126,792,000	\$ 118,373,000	\$ (8,419,000)	-6.6%



Expense Budget Summary

By Fund

Operating Fund	+3.0%
Auxiliary Fund	+8.1%
Restricted Fund	-2.1%
Capital Fund	-30.8%
Debt Fund	-34.7%
Overall Budget	-6.6%

Expense Summary

All Funds by Program

Expenditures by Program	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	Dollar (\$) Difference	Percentage (%) Difference
Instruction	\$ 27,799,300	\$ 30,659,900	\$ 29,794,400	\$ (865,500)	-2.8%
Public Service	3,880,900	5,816,700	4,155,500	(1,661,200)	-28.6%
Academic Support	5,868,400	6,782,800	6,673,700	(109,100)	-1.6%
Student Services	12,240,800	13,520,900	12,942,700	(578,200)	-4.3%
Institutional Support/Administration	13,338,600	16,676,700	17,181,800	505,100	3.0%
Physical Plant Operations/Maintenance	26,073,000	32,647,500	29,045,500	(3,602,000)	-11.0%
Scholarships	9,288,200	9,766,100	9,523,600	(242,500)	-2.5%
Auxiliary	3,766,800	4,939,200	5,556,500	617,300	12.5%
Retirement of Indebtedness	1,258,600	2,466,800	1,577,900	(888,900)	-36.0%
Contingency	-	3,515,400	1,921,400	(1,594,000)	-45.3%
TOTAL BUDGET	\$ 103,514,600	\$ 126,792,000	\$ 118,373,000	\$ (8,419,000)	-6.6%

Expense Summary

All Funds by Natural Expense

Expenditures by Natural Expense	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	Dollar (\$) Difference	Percentage (%) Difference
Salaries and Benefits	\$ 56,228,400	\$ 61,594,900	\$ 63,349,300	\$ 1,754,400	2.8%
Supplies and Other	15,664,400	20,538,700	18,228,200	(2,310,500)	-11.2%
Scholarships	9,288,200	9,766,100	9,523,600	(242,500)	-2.5%
Capital Projects and Equipment	21,075,000	28,960,100	23,772,600	(5,187,500)	-17.9%
Debt payments	1,258,600	2,416,800	1,577,900	(838,900)	-34.7%
Contingency	-	3,515,400	1,921,400	(1,594,000)	-45.3%
Total	\$ 103,514,600	\$ 126,792,000	\$ 118,373,000	\$ (8,419,000)	-6.6%

Compensation

Inflation
(cpi-u Phx) 1.9%

- Proposed FY26 Budget
 - 3% for all eligible employees

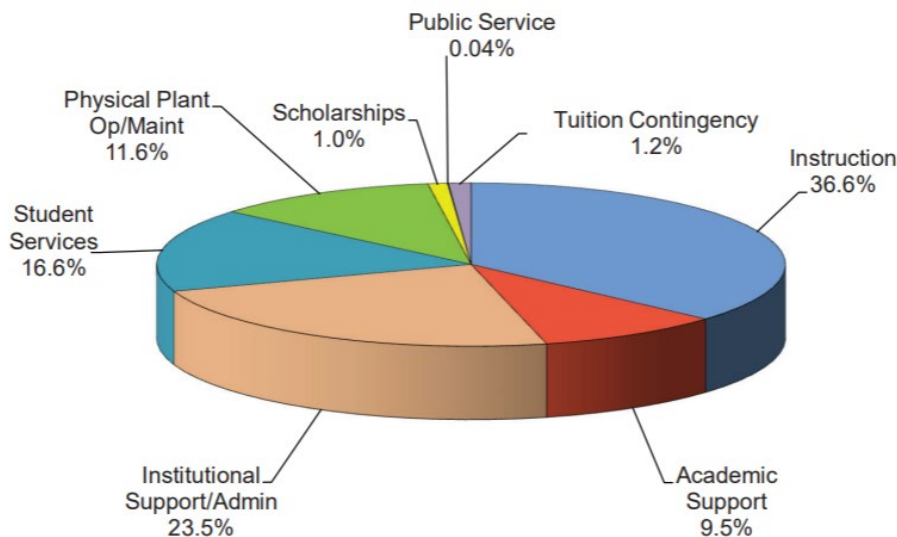
AZ Peers 3 – 4.8%

Market

- Current Year Forecast
 - Conference Board (3.9%)
 - Korn Ferry (3.5%)
 - Mercer (3.7%)
 - Tower Watson (3.9%)
 - WorldatWork (4%)
- Last Year Actual
 - Employment Cost Index (3.1%)

Operating (GF) Budget

EXPENDITURES	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
Current General Fund					
Instruction	\$ 21,550,800	\$ 23,308,900	\$ 24,171,300	\$ 862,400	3.7%
Academic Support	5,510,700	6,252,400	6,274,500	22,100	0.4%
Institutional Support/Administration	12,734,700	14,404,600	15,493,200	1,088,600	7.6%
Student Services	9,878,100	10,842,600	10,920,500	77,900	0.7%
Physical Plant Operations/Maintenance	6,795,200	7,473,500	7,654,200	180,700	2.4%
Scholarships	1,223,300	1,085,800	661,300	(424,500)	-39.1%
Public Service	32,100	27,400	25,900	(1,500)	-5.5%
Tuition Contingency	-	630,000	767,000	137,000	21.7%
TOTAL CURRENT GENERAL FUND BUDGET	\$ 57,724,900	\$ 64,025,200	\$ 65,967,900	\$ 1,942,700	3.0%



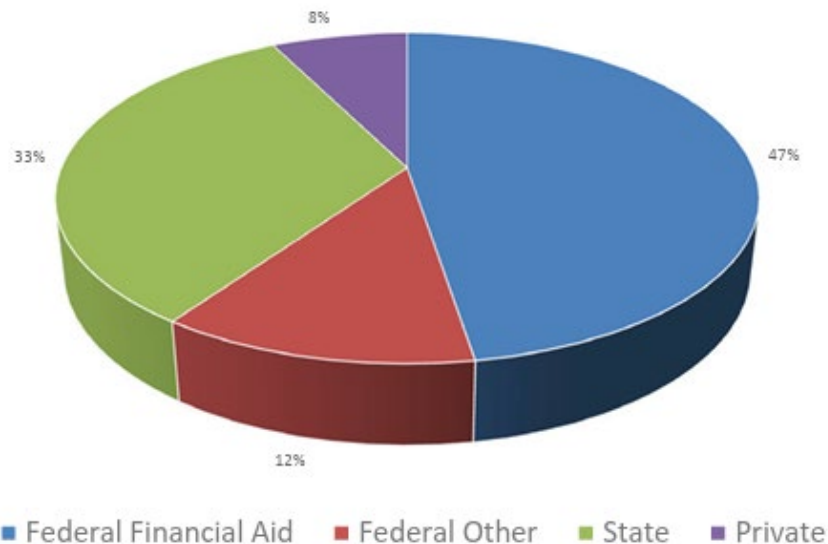
Auxiliary Budget

without Allocations

	FY2023-2024 REVENUE Actual	FY2023-2024 OPERATING EXPENSE Actual	NET	FY2024-2025 REVENUE	FY2024-2025 OPERATING EXPENSE	NET	FY2025-2026 REVENUE	FY2025-2026 OPERATING EXPENSE	NET	Net Dollar (\$) Difference	Net Percentage (%) Difference
Auxiliary Enterprises											
Residence Halls	\$ 1,245,700	\$ 348,600	\$ 897,100	\$ 1,240,000	\$ 438,100	801,900	\$ 1,262,000	\$ 410,100	\$ 851,900	\$ 50,000	6.2%
Debt Service - Transfer to Debt Fund	(400,900)	-	(400,900)	(402,300)	-	(402,300)	(403,300)	-	(403,300)	(1,000)	0.2%
Sub-Total - Residence Halls	\$ 844,800	\$ 348,600	\$ 496,200	\$ 837,700	\$ 438,100	\$ 399,600	\$ 858,700	\$ 410,100	\$ 448,600	\$ 49,000	12.3%
Bookstore	\$ 38,400	\$ 700	\$ 37,700	\$ 45,000	\$ -	\$ 45,000	\$ 20,000	\$ -	\$ 20,000	\$ (25,000)	-55.6%
Food Services Sales	720,800	1,120,800	(400,000)	1,625,000	2,092,200	(467,200)	1,918,000	2,154,400	(236,400)	230,800	-49.4%
Vending	61,300	-	61,300	45,000	-	45,000	30,000	-	30,000	(15,000)	-33.3%
Property Rentals	124,900	110,500	14,400	608,700	428,600	180,100	989,200	485,500	503,700	323,600	179.7%
Edventures & Community Education	143,600	171,600	(28,000)	47,000	75,700	(28,700)	47,000	72,900	(25,900)	2,800	-9.8%
Family Enrichment Center	804,500	1,163,000	(358,500)	869,800	1,181,700	(311,900)	882,370	1,216,300	(333,930)	(22,030)	7.1%
Public Services											
Community Events	1,169,700	1,538,000	(368,300)	966,800	1,175,200	(208,400)	1,135,600	1,256,800	(121,200)	87,200	-41.8%
Winery - Tasting Room	288,100	328,700	(40,600)	300,000	354,900	(54,900)	270,000	360,100	(90,100)	(35,200)	64.1%
Total "Self-Supporting"	\$ 4,196,100	\$ 4,781,900	\$ (585,800)	\$ 5,345,000	\$ 5,746,400	\$ (401,400)	\$ 6,150,870	\$ 5,956,100	\$ 194,770	\$ 596,170	-148.5%
Other Auxiliaries											
SBDC	\$ -	\$ 141,400	\$ (141,400)	\$ -	\$ 193,100	\$ (193,100)	\$ -	\$ 193,100	\$ (193,100)	\$ -	0.0%
Performing Arts Productions	204,500	316,700	(112,200)	300,000	313,600	(13,600)	300,000	303,100	(3,100)	10,500	-77.2%
Yavapai College Foundation	534,000	534,000	-	550,500	550,500	-	628,300	628,300	-	-	0.0%
Miscellaneous	453,300	364,100	89,200	280,600	263,100	17,500	409,700	457,800	(48,100)	(65,600)	-374.9%
Contingency	-	-	-	-	100,000	(100,000)	-	100,000	(100,000)	-	0.0%
Total Supported Areas	\$ 1,191,800	\$ 1,356,200	\$ (164,400)	\$ 1,131,100	\$ 1,420,300	\$ (289,200)	\$ 1,338,000	\$ 1,682,300	\$ (344,300)	\$ (55,100)	19.1%
GRAND TOTAL	\$ 5,387,900	\$ 6,138,100	\$ (750,200)	\$ 6,476,100	\$ 7,166,700	\$ (690,600)	\$ 7,488,870	\$ 7,638,400	\$ (149,530)	\$ 541,070	-78.3%

Restricted Budget

Restricted Revenue by Source



	2023-2024 Actual	2024-2025 Budget	2025-2026 Proposed	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
Revenues and Other Additions by Source					
GIFTS, GRANTS, AND CONTRACTS					
Federal Grants and Contracts					
U.S. DOE - Student Support Services	\$ 526,600	\$ 581,700	\$ 83,800	\$ (497,900)	-85.6%
U.S. DOE - Adult Education	397,700	673,100	496,800	(176,300)	-26.2%
U.S. DOE - Financial Aid Cluster	7,446,800	7,933,800	7,939,300	5,500	0.1%
U.S. DOE - Vocational Education	296,000	279,700	274,900	(4,800)	-1.7%
U.S. DOE - Open Text Rural AZ	567,300	1,012,000	25,000	(987,000)	-97.5%
U.S. DOL - QUEST Workforce & Jobs	528,600	500,000	30,000	(470,000)	-94.0%
U.S. DOL - FastTrack to LPN Grant	201,300	200,000	210,000	10,000	5.0%
U.S. DHHS - Substance Abuse Prevention	158,900	280,000	-	(280,000)	-100.0%
U.S. DA - Rural Business Development	57,700	109,700	124,100	14,400	13.1%
U.S. Small Business Administration	179,800	265,500	249,500	(16,000)	-6.0%
Other	156,700	460,300	570,300	110,000	23.9%
Subtotal	\$ 10,517,400	\$ 12,295,800	\$ 10,003,700	\$ (2,292,100)	-18.6%
State Grants and Contracts					
AZ DOE - Adult Education	\$ 305,000	\$ 305,000	\$ 174,500	\$ (130,500)	-42.8%
AZ DHS - Health/Wellness Nursing Initiative	735,800	600,000	-	(600,000)	-100.0%
AZ DES - Childcare	158,000	-	-	-	0.0%
Other	67,300	156,000	73,000	(83,000)	-53.2%
Subtotal	\$ 1,266,100	\$ 1,061,000	\$ 247,500	\$ (813,500)	-76.7%
Private Gifts, Grants and Contracts					
Bernard Osher Foundation	\$ 109,500	\$ 114,700	\$ 114,700	\$ -	0.0%
Yavapai College Foundation	581,600	879,000	878,000	(1,000)	-0.1%
Freeport-McMoRan	105,100	101,000	105,000	4,000	4.0%
Other	242,800	164,500	148,500	(16,000)	-9.7%
Subtotal	\$ 1,039,000	\$ 1,259,200	\$ 1,246,200	\$ (13,000)	-1.0%
OTHER REVENUES AND ADDITIONS					
Prop. 301 Workforce Development	\$ 1,355,200	\$ 1,420,000	\$ 1,562,000	\$ 142,000	10.0%
Prop. 207 Workforce Development/STEM	2,456,900	2,700,000	2,970,000	270,000	10.0%
State Appropriation - STEM Workforce Programs	637,200	636,600	710,200	73,600	11.6%
Subtotal	\$ 4,449,300	\$ 4,756,600	\$ 5,242,200	\$ 485,600	10.2%
Total Revenues & Other Additions	\$ 17,271,800	\$ 19,372,600	\$ 16,739,600	\$ (2,633,000)	-13.6%
Transfer to General Fund					
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	1,700,000	780,000	2,983,900	2,203,900	282.6%
TOTAL AVAILABLE FOR EXPENDITURES	\$ 18,971,800	\$ 20,152,600	\$ 19,723,500	\$ (429,100)	-2.1%

Capital Budget

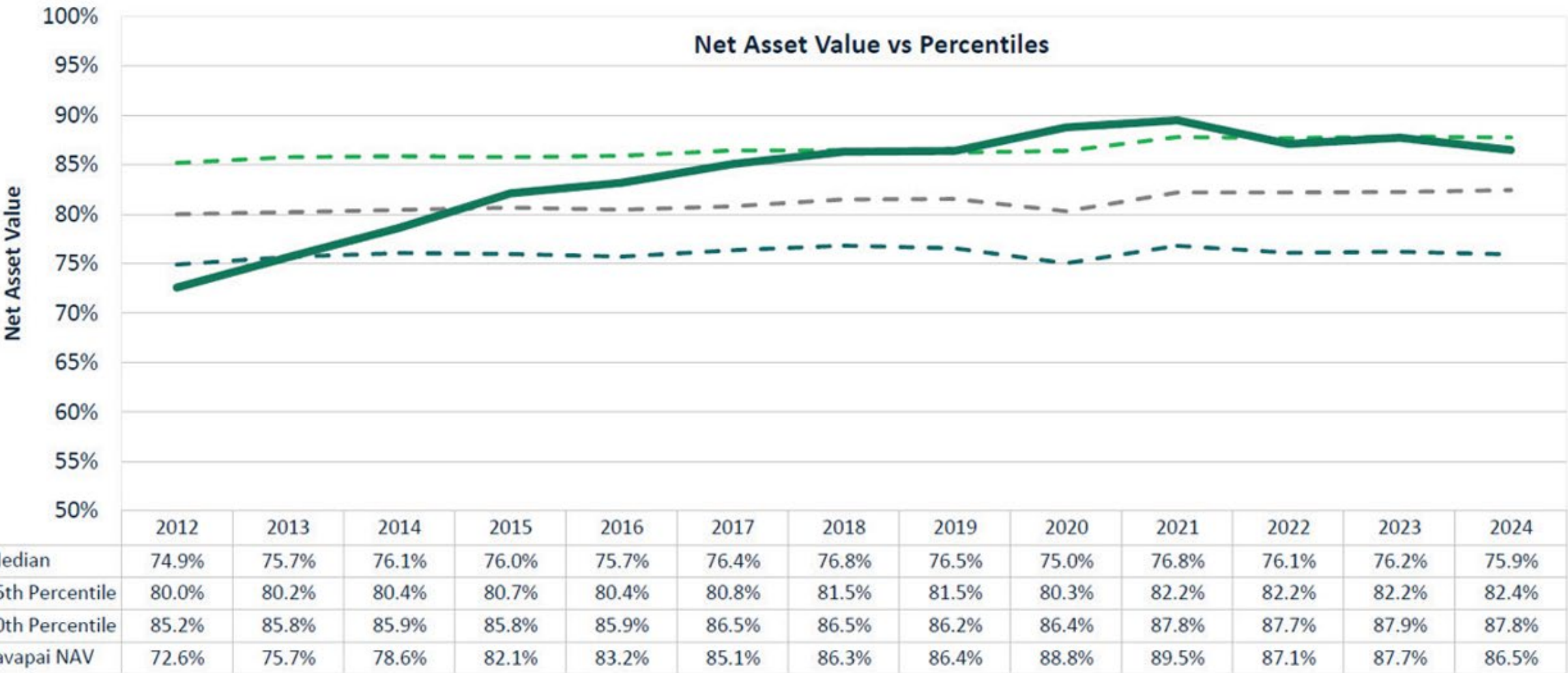
UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>2023-2024</u> <u>Actual</u>	<u>2024-2025</u> <u>Budget</u>	<u>2025-2026</u> <u>Proposed</u>	<u>DOLLAR (\$)</u> <u>DIFFERENCE</u>	<u>PERCENTAGE</u> <u>(%)</u> <u>DIFFERENCE</u>
UNEXPENDED PLANT FUND					
Buildings/Infrastructure					
Planned Maintenance	\$ 3,773,500	\$ 3,963,200	\$ 4,463,200	\$ 500,000	12.6%
Unplanned Maintenance	175,700	283,900	292,400	8,500	3.0%
Capital Improvement Projects (CIP)	12,901,500	18,909,100	13,132,500	(5,776,600)	-30.5%
Equipment & Software					
Equipment	2,852,300	2,510,000	1,990,600	(519,400)	-20.7%
Furniture and Fixtures	257,500	265,200	273,200	8,000	3.0%
Enterprise Resource Planning Software	-	1,500,000	916,400	(583,600)	-38.9%
Center for Learning & Innovation - Books	7,300	8,000	8,000	-	0.0%
Contributions to Capital Projects					
Accumulation Account - Future Projects	-	1,520,700	-	(1,520,700)	-100.0%
Capital Contingency	-	2,785,400	891,600	(1,893,800)	-68.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	\$ 19,967,800	\$ 31,745,500	\$ 21,967,900	\$ (9,777,600)	-30.8%

Yavapai NAV versus Database Percentiles



YC is in the 87th percentile in 2024



Capital

Planned & Unplanned Maintenance

	<u>2023-24</u> <u>Actual</u>	<u>2024-25</u> <u>Budget</u>	<u>2025-26</u> <u>Proposed</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</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

	<u>2025-26</u> <u>Proposed</u>	
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	<u>\$ 3,773,500</u>	<u>\$ 3,963,200</u>
		<u>\$ 4,463,200</u>

Capital: Equipment

FIVE YEAR EQUIPMENT PLAN

	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>FY 2027-28</u>	<u>FY2028-29</u>	<u>FY2029-30</u>
	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>				
Division 1: Career & Technical Education	\$ 59,480	\$ 300,815	\$ 307,310	\$ 485,246	\$ 570,222	\$ 438,324	\$ 577,731
Division 2: Health Sciences & Public Services	58,758	257,228	275,895	441,387	276,350	299,509	776,928
Division 3: Visual & Performing Arts	83,474	84,500	84,900	91,300	79,600	110,900	82,000
Division 5: Math, Science & Computer Technology	27,352	196,340	53,200	204,100	169,650	144,700	126,100
Instructional Support	20,138	1,700	8,725	9,600	7,500	11,300	6,800
Student Development	44,367	50,000	25,000	25,000	25,000	25,000	25,000
Information Technology Services	1,095,847	1,086,907	1,159,910	1,142,627	1,136,300	1,154,443	1,173,271
Business Services	83,010	50,000	62,000	45,400	51,000	94,800	67,500
Facilities - All	1,123,753	219,000	208,000	215,000	218,000	215,000	215,000
Risk Management	-	19,500	30,500	26,500	26,500	24,500	20,000
Campus Safety	19,446	62,950	48,000	28,200	3,200	3,200	7,050
Marketing	4,367	5,160	5,160	5,160	5,160	5,160	5,160
Athletics	12,550	14,500	415,000	15,000	15,000	15,000	15,000
Auxiliary Enterprises	219,757	161,400	148,400	160,625	159,050	153,890	164,585
District	-	-	-	-	-	-	-
Sub-Total Equipment	\$ 2,852,300	\$ 2,510,000	\$ 2,832,000	\$ 2,895,145	\$ 2,742,532	\$ 2,695,726	\$ 3,262,124
Transfer PAC to YCF	-	-	(145,000)	-	-	-	-
Transfer Expenses to Restricted Fund - Prop. 301	-	-	(696,400)	-	-	-	-
Total Equipment	\$ 2,852,300	\$ 2,510,000	\$ 1,990,600	\$ 2,895,145	\$ 2,742,532	\$ 2,695,726	\$ 3,262,124

Capital: Capital Improvement Plan

FIVE-YEAR 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)	372,000	-	-	-	-
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	162,800	5,800	2,000	62,700	203,600
Transfer Expenses to Restricted Fund - STEM	-	-	-	-	-
Transfer Expenses to Restricted Fund - Prop. 207	(2,500,000)	-	-	-	-
Total Capital Projects	\$ 13,132,500	\$ 555,900	\$ 192,000	\$ 6,015,400	\$ 19,547,500
Revenue Sources					
Grants and Donations	\$ -	\$ -	\$ -	\$ 4,465,000	\$ 17,860,000
Revenue Bonds	-	-	5,400,000	-	-
Capital Project Accumulation Account	13,132,500	555,900	-	1,550,400	1,687,500
Total Revenues	13,132,500	555,900	5,400,000	6,015,400	19,547,500
Excess/(Needed Capital)	\$ -	\$ -	\$ 5,208,000	\$ -	\$ -

Debt Budget

	<u>Final Maturity</u>	<u>2023-2024 Actual</u>	<u>2024-2025 Budget</u>	<u>2025-2026 Proposed</u>	<u>DOLLAR (\$) DIFFERENCE</u>	<u>PERCENTAGE (%) DIFFERENCE</u>
RETIREMENT OF INDEBTEDNESS						
Retirement of Indebtedness (Principal)						
Revenue Bonds - 2024	7/1/2043	\$ -	\$ 546,000	\$ 555,000	\$ 9,000	1.6%
Revenue Refunding Bonds - 2021	7/1/2025	835,000	840,000	-	(840,000)	-100.0%
Revenue Bonds - 2013	7/1/2028	355,000	365,000	375,000	10,000	2.7%
Sub-total Retirement of Indebtedness		\$ 1,190,000	\$ 1,751,000	\$ 930,000	\$ (830,000)	-46.9%
Interest on Indebtedness						
Revenue Bonds - 2024		-	614,000	617,400	3,400	0.6%
Revenue Refunding Bonds - 2021		20,500	11,300	-	(11,300)	-100.0%
Revenue Bonds - 2013		45,900	37,300	28,300	(9,000)	-24.1%
Sub-total Interest on Indebtedness		\$ 66,400	\$ 662,600	\$ 645,700	\$ (20,300)	-2.6%
Bank Fees		2,200	3,200	2,200	(1,000)	-31.3%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS		\$ 1,258,600	\$ 2,416,800	\$ 1,577,900	\$ (838,900)	-34.71%

Questions & Discussion



2025-2026

District Governing Board Calendar Dates

Dates, Time, and Location	Board Meeting Type
Tuesday, September 23, 2025 1:00pm Online	Regular Meeting
Tuesday, October 28, 2024 1:00pm Online	Regular Meeting
Tuesday, November 18, 2025* 1:00pm Online	Regular Meeting
Friday, December 12, 2025 5:00pm TBA	Board Dinner
Tuesday, January 27, 2026 9:00am – 4:00pm Online	Edit Policy & Attorney Education Workshop
Tuesday, February 24, 2026 9:00am – 4:00pm Online	Budget Workshop & Regular Meeting
Tuesday, March 31, 2026** 1:00pm Online	Regular Meeting
Tuesday, April 21, 2026 1:00pm Online	Regular Meeting
Tuesday, May 26, 2026 1:00pm Online	Truth in Taxation & Budget Public Hearing/Adoption Business Meeting
Thursday, May 28, 2026 9:00am-4:00pm Online	Board Self-Assessment Workshop

Third Tuesday is Thanksgiving Week *

Third Tuesday is Spring Break Week **

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>

Member Present:

Ms. Deb McCasland, Board Chair

Mr. Steve Bracety, Board Secretary

Mr. William Kiel, Board Member

Mr. Patrick Kuykendall, Board Member

Mr. Toby Payne, Board Member- left the meeting at 7:24 p.m.

Administration Present:

Dr. Lisa B. Rhine, President

Atty. Lynne Adams, Board Attorney

Ms. Yvonne Sandoval, Executive Assistant

Ms. Deanne Petty, 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=9D80B857-81A9-4607-8B87-B2AD00320AD5](https://YAVAPAI.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=9D80B857-81A9-4607-8B87-B2AD00320AD5)

1. General Functions: Procedural

a. Call to Order.

Chair McCasland called the meeting to order at 4:00 pm.

b. Pledge of Allegiance.

Member Kuykendall led the Pledge of Allegiance.

c. Board Meeting Procedure – Board Chair Deb McCasland – **INFORMATION**

Chair McCasland reiterated the meeting procedure, including guidelines for questions and discussion periods, detailing the order of board member participation, and time limits for rounds of questions and responses.

2. Study Session

a. President's Reports - Dr. Lisa Rhine - **INFORMATION**

- 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*)

These agenda items begin at 16:04:48 [Watch Here](#)

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=296>

b. Preliminary Capital Budget and Financing – Dr. Clint Ewell, Chief Operating Officer – **INFORMATION AND DISCUSSION**

This agenda item begins at 16:47:49 [Watch Here](#)

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=2876>

c. Board Liaisons' Reports - **INFORMATION AND DISCUSSION**

- 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

These agenda items begin at 17:55:44 [Watch Here](#)

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=6951>

Short Recess 18:00:47 – 18:12:08

3. Board Business

- a. District Governing Board Budget for Fiscal Year 2025 – Dr. Clint Ewell - Chief Operating Officer – **INFORMATION, DISCUSSION, AND DECISION**

This agenda item begins at 18:12:26 [Watch Here](#)

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=7296>

Board Secretary Bracety moved, seconded by Board Member Kuykendall, to approve the District Governing Board Budget for Fiscal Year 2025. The motion passed with a 4 to 1 vote (Ayes: McCasland, Bracety, Payne, and Kuykendall; and Nay: Kiel)

b. Consent Agenda – **DECISION**

- i. Regular Meeting Minutes – Tuesday, February 18, 2025
- ii. Board Executive Session Confidential Minutes – Tuesday, February 18, 2025
- iii. Intergovernmental Agreement – Town of Chino Valley – Yavapai College Chino Valley Campus Utility Improvements
- iv. Waiver of Potential Conflict of Interest – Gust Rosenfeld Attorneys – Town of Chino Valley/Yavapai County Community College District
- v. Receipt of Report on Revenues and Expenditures for February 2025

This agenda item begins at 18:33:29 [Watch Here](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=8559)
<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=8559>

Board Secretary Bracety moved, seconded by Board Member Kuykendall, to approve consent agenda items iii. Intergovernmental Agreement – Town of Chino Valley – Yavapai College Chino Valley Campus Utility Improvement, iv. Waiver of Potential Conflict of Interest – Gust Rosenfeld Attorneys – Town of Chino Valley/Yavapai County Community College District, and v. Receipt of Report on Revenues and Expenditures for February 2025. The motion carried unanimously (Ayes: McCasland, Bracety, Kiel, Payne, and Kuykendall).

Board Member Payne moved, seconded by Board Member Kiel, to add the following to the consent agenda item i. Regular Meeting Minutes – Tuesday, February 18, 2025.

At 2(a)(i), I respectfully request the following to be added:

Mr. Kiel requested that the Board discuss an issue or issues prior to going into executive session. The Chair did not open the floor for discussion after a second to go into executive session, so Mr. Kiel decided not to attend the executive session. Mr. Payne stated that he was very concerned about the transparency to the public about why the Board is going into executive session or why the Board is holding a virtual meeting. He did not attend the executive session.

The motion failed (Ayes: Kiel and Payne; Nays: McCasland, Bracety, and Kuykendall).

Board Member Payne moved, seconded by Board Member Kiel, to add the following to the consent agenda item i. Regular Meeting Minutes – Tuesday, February 18, 2025.

At Board business 5(c), I respectfully request the following be added: Mr. Payne reported that on January 19 he sent Chair McCasland (Tape 14:42:44) a letter requesting that an agenda item be added to the next Board agenda pursuant to existing Governing Board policy. He also listed proposed actions. He was asking for a discussion regarding HLC alignment, delegation of authority, and overall governance and policy alignment with Board policies. The goal was to see that there is perfect alignment with the various Board policies and the Higher Learning Commission.

Because Mr. Payne requested the item be placed on the next Board or Workshop meeting January 19 and it was not on the February 18 agenda, he asked for implementation of Board Policy #308. Under that policy, if a

request to the Chair for an item to be placed on the agenda, and she does not put it on the next agenda, upon the Board member's request the matter must then be placed on the next Board agenda so the Board can vote on whether to discuss it. If approved, there is then full discussion.

Mr. Payne indicated that he believed the Board had not discussed the items contained in his letter to the Chair. Mr. Payne indicated that he saw conflicts between HLC policy and Board policy and wanted the Board to work them out in a positive fashion. He said he urged the Chair to prioritize the issues he raised in his letter to her on the 19th. The Chair responded that she believed the Board had already discussed this issue recently and need not return to it.

The motion failed (Ayes: Kiel and Payne; Nays: McCasland, Bracety, and Kuykendall).

Board Member Payne moved, seconded by Board Member Kiel, to add the following to the consent agenda item i. Regular Meeting Minutes – Tuesday, February 18, 2025.

At Board business (5)(c), I respectfully request the following be added: (At 14:54:04.) Board member Kuykendall said in part that he had seen nothing from Board member Kiel but “negativity and attacks on the Chairman and the president and the threats have got to end.” “Mr. Kiel since day one has made threats and been so disrespectful” and Kuykendall claimed he had never sat on a Board with so much “hate and discontent” coming from a Board member. He went on to ask what could be done legally to Mr. Kiel and claimed the reason the Board members were not holding in-person live meetings is when “somebody mentions firearms and they are unstable, it is a threat.” Mr. Kiel was not allowed to respond to the allegation by Mr. Kuykendall that he was “unstable” or anything else despite a request from him to be allowed to do so.

The motion failed (Ayes: Kiel and Payne; Nays: McCasland, Bracety, and Kuykendall).

Board Member Kiel moved, seconded by Board Member Payne, to add verbatim all comments from Board Member Kiel to the Tuesday, February 18, 2025 meeting. The motion failed (Ayes: Kiel and Payne; Nays: McCasland, Bracety, and Kuykendall).

Board Secretary Bracety moved, seconded by Board Member Kuykendall, to approve the consent agenda item i. Regular Meeting Minutes – Tuesday, February 18, 2025. The motion carried with a 3 to 2 vote (Ayes: McCasland, Bracety, and Kuykendall; Nays: Kiel and Payne).

Board Member Kuykendall moved, seconded by Board Secretary Bracety, to approve the consent agenda item ii. Board Executive Session Confidential Minutes – Tuesday, February 18, 2025. The motion carried with 3 ayes and 2 abstentions (Ayes: McCasland, Bracety, and Kuykendall; Abstentions: Kiel and Payne)

- c. District Governing Board Minutes Format – Ms. Yvonne Sandoval – Executive Assistant – **INFORMATION, DISCUSSION, AND DECISION**

This agenda item begins at 19:02:51 [Watch Here](#)

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=10320>

Board Chair McCasland moved, seconded Board Member Kuykendall to approve the Board minutes format with only video links for each agenda item, motions with the votes, and any other items that are required by law. The motion carried with 4 to 1 vote (Ayes: McCasland, Bracety, Payne, and Kuykendall; Nay: Kiel).

- d. District Governing Board Emeritus Policy – Board Chair Deb McCasland –
INFORMATION, DISCUSSION, AND DECISION
 - i. Emeritus Nomination for Mr. Ray Sigafoos – Board Secretary Steve Bracety
– **INFORMATION, DISCUSSION, AND DECISION**

This agenda item begins at 19:14:27 [Watch Here](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=11016)
<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=11016>

Board Secretary Bracety moved, seconded by Board Chair McCasland, to approve District Governing Board Emeritus Policy 311. The motion carried unanimously (Ayes: McCasland, Bracety, Kiel, Payne, and Kuykendall).

Board Secretary Bracety moved, seconded by Board Chair McCasland to approve Mr. Ray Sigafoos as District Governing Board Emeritus. The motion carried unanimously (Ayes: McCasland, Bracety, Kiel, Payne, and Kuykendall).

- 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}

This agenda item begins at 19:22:55 [Watch Here](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=11016)
<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9d80b857-81a9-4607-8b87-b2ad00320ad5&start=11016>

Mr. Payne indicated that he needed to leave the board meeting and would not be able to attend the executive session. He left the meeting.

Board Secretary Bracety moved, seconded by Board Chair McCasland, to move into Executive Session 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. The motion carried unanimously (Ayes: McCasland, Bracety, Kiel, and Kuykendall).

- f. Reconvene in Public Session

- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION**

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

Regular Meeting adjourned at 7:57 p.m.

Respectfully submitted:

Yvonne Sandoval, Executive Assistant

Date

Ms. Deb McCasland, Board Chair

Mr. Steve Bracety, Board Secretary

April 22, 2025

Dear Ms. Wendy Swartz,

At the April 22, 2025 District Governing Board Meeting, Board members voted via Consent Agenda to acknowledge you as the replacement for Mr. Frank D'Angelo, *Business Services & Controller Director*.

Ms. Wendy Swartz,
Chief Business Officer & Controller

You will serve as a liaison along with Dr. Janet Nix, Chief Human Resources Officer.

Ms. Brittney Hollar, *Human Resources Business Partner* will continue to serve as the alternate representative on the Yavapai Combined Trust Board. she would be able to attend regularly if you are not available and provide a written to the Board with any updated information as needed.

Sincerely,

Lisa B. Rhine, Ph.D.,
President

April 22, 2025

Association of Community College Trustees (ACCT)
Attn: Leadership Congress
1101 17th Street NW #300
Washington, DC 20036

Dear ACCT Leadership Congress,

The District Governing Board of Yavapai College is in full support of Dr. Lisa Rhine's proposal(s) to present at the 2025 ACCT Leadership Congress. The 2025 Congress, entitled *Reimagining Community College: Innovation for a Changing World*, will be held on October 22-25, 2025, in New Orleans, Louisiana.

President Rhine will co-present on topics related to Enrollment Strategies and Creating Student Centered Pathways for Student Success.

Sincerely,

Deb McCasland, Board Chair
District 2

Steve Bracety, Board Secretary
District 5



Full-Time Faculty Sabbatical Application

Directions: This form must be submitted no later than October 15. Please fill out the form completely. Forms must include a Sabbatical Leave Request.

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided:

Due Date	Action
October 15	Application Submission
November 1	Division Dean Approval
December 1	Pro Gro Committee Approval
December 15	VP/Provost Approval
January 15	President Approval
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board
March 15	Board Action
April 1	Recipient will be notified no later than this date.

If you have any questions, please contact Fahim.Muzumdar@yc.edu.

First Name:	*Justin	Last Name:	*Brereton	Email:	*Justin.Brereton@yc.edu
Please select length of Sabbatical requested:	*One Semester	Semester/Year:	*Fall 2025		
Select Supervisor	*John Morgan				

Some deans may find the following information helpful. Please answer the following questions to the best of your ability.

Please describe your typical load for the semester, including modality and location.

*In the fall semester, I teach between 18-20 load hours. My classes are split between online and hybrid. The hybrid classes have an in-person component with extensive lab time at the YC Chino Valley Center each week.

Have you spoken with your Department chair and/or other direct reports about a possible replacement plan? If so, please give details here. (i.e. who will take your courses? adjuncts? FT?)

*I have spoken with Associate Dean Marnee Zazueta and Associate Vice President for Career and Technical Education John Morgan regarding my plans to take a sabbatical in the Fall of 2025. Our Agribusiness Program has an additional faculty member (Russell Montgomery) who could represent the program and make decisions on my behalf.

We already have some skilled adjuncts on board who may be able to take on additional responsibilities. I work closely with Rich Peterson, a long-time Instructional Aide, who can ensure that in-person labs are prepared, materials are ordered, and that harvests and deliveries continue smoothly under his guidance.

I also spend a significant amount of time with facility management and maintenance. Some of our students can help fill in gaps, and a capable student worker could further support our efforts. Additionally, we may need to request extra mowing, weed eating, and weed spraying assistance from the grounds crew.

Furthermore, we have a network of former students and Master Gardeners who could provide valuable support as well.

Where is your office located? Do you have any YC equipment currently checked out? (i.e. laptop)

*My office is at the Chino Valley Center. I have a laptop currently checked out to me, that I plan to use during my Sabbatical.

Sabbatical Proposal

Directions: Please review the following format and component requirements for your proposal carefully. Compose your proposal and upload using the button provided.

Highest priority is assigned to applications with a high probability of direct impact on subject matter expertise, pursuit or compellion of advanced derees, enhanced achievement of desired student outcomes, improved performance of faculty duties, or achievement of high priority strategic initiatives.

Format for Proposal

- 1 inch margins
- Arial or Times New Roman, 12 pt Font
- Bold Headings
- Page numbers at bottom center

Components of Proposal

- Cover Page
 - Centered vertically & horizontally
 - Must include Name, Department/Division/Campus, Date of Proposed Leave, Date of Request, Brief Title/Purpose of the Sabbatical Request
- Project Description
 - Statement of problem or area to be researched. Include data, references, or citations from the literature. If research or project relates to a potential new program, include data-based references to the potential market.

- Specific activities, approaches, methodology (include enough detail to support time requested)
- Relevance of the Research or Project (Reference each bulleted item or N/A as appropriate)
 - Reference to Strategic Plan
 - Identify need in county or region (i.e. identify YC student, faculty, or staff need)
 - Describe in detail how your sabbatical will benefit students at YC
 - Describe how your plan benefits the college community. Include detailed implementation plan (e.g. seminars for staff/students, evidence of integration into teaching, dissemination of materials to other faculty, publication of workbooks, pilot testing and timeline for full implementation of online courses or materials)
 - Identify international and/or potential national markets or profit center opportunities
 - Specify products that will likely result from the support research time, such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe how many lessons, text only, graphics, etc.) Address intellectual property, if applicable.
- Benefits to the Employee
 - Describe how this sabbatical will impact your teaching and/or professional development
- Service History
 - Years of full time/part time faculty service at YC (delineate probationary and/or limited term years). Include number of years and calendar years, e.g. Fall 2014-Spring 2024
 - History of faculty service
 - Date of last sabbatical, if applicable
- Additional Resources Required
 - Include staff support, such as computer technologist time, graphics, publication assistance, etc.
 - List hardware, software, or other (Internet from home, etc.)

Upload your proposal: *2025 Sabbatical Proposal Work Final.docx

Faculty Signature

Please verify the following statements by checking the boxes:

I have verified with Human Resources the completion of six (6) full years of probationary/continuing faculty status. * ☒

I have read and understand the college requirements in accordance with the [Sabbatical Leave of Absence for Full-Time Faculty Policy 2.35](#). * ☒

I have read and understand the college requirements in accordance with the [Intellectual Property Rights Policy 2.07](#). * ☒

Please include any additional comments below, then sign and submit the form.

Comments (optional):

...

3638343033

Justin Breneton

Signature

09/14/2024

Date

To submit this form after signing, click the "Submit" button.

Supervisor Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit .

Please indicate whether you support or do not support this application. *

Comments (optional):

I am looking forward to seeing your results.

...3430383933

John Morgan

Signature

09/16/2024

Date

Pro Gro Committee Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3934373138

Fahim Mazumdar

Signature

11/22/2024

Date

VP Workforce Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3339323930

Marylou Mercado
Signature

11/22/2024
Date

Provost Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application.*

Comments (optional):

Signature

Date

President Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application.*

Comments (optional):

...3939343131

Lisa Rhine
Signature

11/22/2024
Date

Provost Signature

Signature not required

2025 Sabbatical Proposal:
Work-Based Experience in Horticulture
Justin Brereton

Career and Technology Education - Agribusiness
Yavapai College Chino Valley Center

Date of Proposed Leave: August 2025-December 2025

Date of Request: 9/14/2024

Project Description

Statement of Problem or Area to be Researched

The field of horticulture is rapidly evolving, requiring educators to stay abreast of new practices, technologies, and sustainable methods. According to the U.S. Bureau of Labor Statistics, employment in agriculture and horticulture is projected to grow by 7% over the next decade. This sabbatical will allow me to gain practical experience by selecting one of three potential locations: an orchard, botanical gardens, or a nursery. I have received positive feedback from each. When selected for Sabbatical I will further the details and make concrete logistical plans. Additionally, I plan to visit at least three prominent agricultural business operations during my sabbatical to broaden my understanding of the industry.

Specific Activities, Approaches, Methodology

I will immerse myself in the chosen location, engaging in hands-on work and observing best practices in horticulture. My plan includes:

Selected Venue: I will learn about cultivation, pest management, technology advances, marketing, and sustainable practices.

Additional Visits: I will visit three significant agricultural business operations to gather insights into industry trends and practices.

This experience will be documented through my Board presentation, and new teaching materials upon my return.

Relevance of the Research or Project

Strategic Plan Reference: This sabbatical directly aligns with Yavapai College's strategic goal of enhancing academic programs and student success.

Need in County or Region: There is a growing demand for skilled horticulturists in our region, which presents an opportunity for YC students to engage in relevant, hands-on learning. By practicing my hands-on learning outside of YC, I will be able to better see how we can expand, improve, and become more efficient.

Benefits to YC Students: The knowledge and materials gained will enrich the curriculum, providing students with current practices and potential career pathways in horticulture. I will also become an example for encouraging students to explore Horticulture jobs while sharing my own unique experience. YC students have the varied abilities to get right to work or to become the future leaders, owners, and innovators for Horticulture. I hope that I can inspire them to think broader than what our current setup entails.

Benefits to the College Community

Implementation Plan: I will integrate my experiences into the curriculum, develop new course materials, and create a YC Board-suitable presentation that will also be shared with classes both online and in-person.

Identify Markets or Profit Center Opportunities

This sabbatical will open avenues for increased partnerships with local horticulture businesses and provide insights into serving national markets and trends. The materials developed will not only aid current students but also attract prospective students interested in horticulture.

Expected Outcomes

The sabbatical will result in:

Teaching Materials: A comprehensive guide and potential online resources that include at least 10 new lesson modifications.

Intellectual Property: Any materials created will be shared with the college community, and I will ensure proper credit and ownership.

Benefits to the Employee

This sabbatical will enhance my teaching effectiveness and professional development by providing firsthand experience in horticulture, which will directly inform my courses and improve student engagement. By gaining an outside perspective, I will feel personally impassioned to think clearly about the future of the YC Program and have the confidence to make the necessary changes.

Service History

Years of Service at YC:

Adjunct Faculty: 2007 - 2010

Full-Time Faculty: 2010 - Present

Total Years: 16 years

Last Sabbatical: I have not previously applied for a sabbatical.

Additional Resources Required

Staff Support: Basic assistance from IT or TELS for creating digital materials or capturing information stemming from my work-based opportunity

Hardware/Software Needs: Access to a computer for documentation and research, and reliable internet for remote collaboration.

Closing Statement

I appreciate your consideration of my sabbatical proposal for 2025. I believe this opportunity will significantly benefit both my professional growth and the Yavapai College community.



Full-Time Faculty Sabbatical Application

Directions: This form must be submitted no later than October 15. Please fill out the form completely. Forms must include a Sabbatical Leave Request.

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided:

Due Date	Action
October 15	Application Submission
November 1	Division Dean Approval
December 1	Pro Gro Committee Approval
December 15	VP/Provost Approval
January 15	President Approval
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board
March 15	Board Action
April 1	Recipient will be notified no later than this date.

If you have any questions, please contact Fahim.Muzumdar@yc.edu.

First Name: * Christopher Last Name: * Tenney Email: * Christopher.Tenney@yc.edu
Please select length of Sabbatical requested: * One Semester
Semester/Year: * Spring 2026
Select Supervisor * Bryan Robertson

Some deans may find the following information helpful. Please answer the following questions to the best of your ability.

Please describe your typical load for the semester, including modality and location.

* Music Theory II- 4.75 load. In Person, Prescott Campus.
Big Band I- 2.25 load. In Person, Prescott Campus.
Symphonic Band- 2.25 load. In Person, Prescott Campus.
Jazz Combo- 2.25 load. In Person, Prescott Campus.
Other ensembles as needed (Orchestra, Chamber Singers, Big Band II) 2.25 load. In Person, Prescott Campus.

Have you spoken with your Department chair and/or other direct reports about a possible replacement plan? If so, please give details here. (i.e. who will take your courses? adjuncts? FT?)

* Yes. Adjunct professors will take over my classes for the semester.

Where is your office located? Do you have any YC equipment currently checked out? (i.e. laptop)

* 15-153. I have a school laptop and iPad currently checked out.

Sabbatical Proposal

Directions: Please review the following format and component requirements for your proposal carefully. Compose your proposal and upload using the button provided.

Highest priority is assigned to applications with a high probability of direct impact on subject matter expertise, pursuit or completion of advanced degrees, enhanced achievement of desired student outcomes, improved performance of faculty duties, or achievement of high priority strategic initiatives.

Format for Proposal

- 1 inch margins
- Arial or Times New Roman, 12 pt Font
- Bold Headings
- Page numbers at bottom center

Components of Proposal

- Cover Page
 - Centered vertically & horizontally
 - Must include Name, Department/Division/Campus, Date of Proposed Leave, Date of Request, Brief Title/Purpose of the Sabbatical Request
- Project Description
 - Statement of problem or area to be researched. Include data, references, or citations from the literature. If research or project relates to a potential new program, include data-based references to the potential market.
 - Specific activities, approaches, methodology (include enough detail to support time requested)
- Relevance of the Research or Project (Reference each bulleted item or N/A as appropriate)
 - Reference to Strategic Plan
 - Identify need in county or region (i.e. identify YC student, faculty, or staff need)
 - Describe in detail how your sabbatical will benefit students at YC
 - Describe how your plan benefits the college community. Include detailed implementation plan (e.g. seminars for staff/students, evidence of integration into teaching, dissemination of materials to other faculty, publication of workshops, blog posting and online or full implementation of online courses or materials)

- Identify international and/or potential national markets or profit center opportunities
- Specify products that will likely result from the support research time, such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe how many lessons, text only, graphics, etc.) Address intellectual property, if applicable.
- Benefits to the Employee
 - Describe how this sabbatical will impact your teaching and/or professional development
- Service History
 - Years of full time/part time faculty service at YC (delineate probationary and/or limited term years). Include number of years and calendar years, e.g. Fall 2014-Spring 2024
 - History of faculty service
 - Date of last sabbatical, if applicable
- Additional Resources Required
 - Include staff support, such as computer technologist time, graphics, publication assistance, etc.
 - List hardware, software, or other (Internet from home, etc.)

Upload your proposal: *sabbatical_proposal_chris_tenney.docx

Faculty Signature

Please verify the following statements by checking the boxes:

I have verified with Human Resources the completion of six (6) full years of probationary/continuing faculty status. * ☒

I have read and understand the college requirements in accordance with the [Sabbatical Leave of Absence for Full-Time Faculty Policy 2.35](#). * ☒

I have read and understand the college requirements in accordance with the [Intellectual Property Rights Policy 2.07](#). * ☒

Please include any additional comments below, then sign and submit the form.

Comments (optional):

I am submitting this for approval later than the timeline suggested in the policy, but I still hopeful that it can be approved in time for the leave next Spring. I was unable to submit earlier because I was waiting for approval from my institution. I officially passed my qualifying exams and became a doctoral candidate December of 2025, thereby confirming my timeline for the remainder of my degree plan. This was the earliest that I could submit this paperwork, so I am hopeful that it will still be approved outside of the traditional timeframe.

...3135393038

Christopher Tenney

01/13/2025
Date

To submit this form after signing, click the "Submit" button.

Supervisor Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit.

Please indicate whether you support or do not support this application. * Support ☒

Comments (optional):

Great proposal, Chris; it is wonderful to see you engage in research that is so relevant to the population of students in Yavapai County. I can't wait to hear the outcome of this dissertation. I bet it can also impact other areas of the college.

...3438373035

Bryan Robertson

01/13/2025
Date

Pro Gro Committee Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit.

Please indicate whether you support or do not support this application. * Support ☒

Comments (optional):

...3634353234

Fakim Mazumdar

02/14/2025
Date

VP Workforce Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit.

Please indicate whether you support or do not support this application. * -- Please Select -- ☐

Comments (optional):

Signature

Date

Provost Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3331393135

Douglas Berry

Signature

02/14/2025

Date

President Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3030373637

Lisa Rhine

Signature

02/14/2025

Date

VP Workforce Signature

Sabbatical Proposal

Chris Tenney

Department of Music / Division of Fine Arts / Yavapai College

Date of Proposed Leave: Spring 2026

Date of Request: January 2025

Title: Completing Doctoral Dissertation in Music Education

Project Description

Statement of Problem or Area to be Researched:

The completion of my doctoral dissertation in Music Education represents the culmination of extensive research and scholarly effort in collaboration with the Boston University College of Fine Arts. The specific topic of this dissertation addresses the role of community college instrumental music programs in fostering student success, engagement, and community impact in cross-generational music ensembles. It explores how collaboration takes place intergenerationally, focusing on the unique dynamics and benefits that arise when students of varying ages engage in shared musical activities. The research is expected to incorporate data from student surveys, focus groups, and interaction logs, providing a comprehensive view of how these programs operate and the outcomes they achieve. This work is grounded in a robust theoretical framework, supported by seminal research studies from scholars such as Lave & Wenger (1991; 1998), Alfano (2008), and Conway & Hodgeman (2008), as well as many others. A full literature review on the subject of intergenerational music making is available upon request.

Specific Activities, Approaches, Methodology:

During the sabbatical, I will focus on completing the writing, revising, and final submission of my dissertation. This process will include:

- Conducting final data analysis using qualitative and thematic analysis techniques.
- Finalizing dissertation chapters based on advisor feedback.
- Editing and formatting the document to meet Boston University publication standards.
- Preparing for the dissertation defense.

Relevance of the Research or Project

Reference to Strategic Plan:

By contributing to the scholarly literature on intergenerational learning in community college music ensembles, this dissertation aims to develop and implement strategies that enhance reciprocal learning, inclusivity, and community engagement. These goals are directly aligned with Yavapai College's strategic initiatives, particularly in the following areas:

- **Belonging:** This research explores strategies for fostering meaningful connections between students and community members of different generations. By creating inclusive, collaborative spaces, the findings will support a culture of mutual respect and dignity, enhancing the sense of belonging for all participants at Yavapai College. These intergenerational ensembles may serve as a model for how shared creative endeavors can break down barriers and build community.
- **Living Wage:** The skills cultivated in intergenerational ensembles—collaboration, adaptability, and cultural competency—are increasingly valuable in diverse professional settings. By researching and better understanding these competencies, the project supports students in developing marketable skills that contribute to their career readiness and long-term success, both in and beyond the music industry.
- **Adult Learners:** Engaging non-traditional students and community participants, this research aligns with the college's commitment to expanding access to education for learners of all ages. The intergenerational model offers a unique avenue for adult learners to enrich their lives through education while contributing their own experiences and perspectives to the learning process.

- **Delivery:** The study aims to identify innovative teaching practices that promote effective learning across generations, offering insights that can be applied to other disciplines and modalities. Specifically understanding and cataloging the views of older students can inform scheduling practices regarding delivery methods that align with this unique student population.

Identify Need in County or Region:

Yavapai County is home to a significant retirement population, which contributes to the rich cultural and educational landscape of the region. Intergenerational community college music ensembles provide a unique opportunity to bridge the gap between younger students and older adults at the college, fostering reciprocal learning and mutual respect. By better understanding and engaging retired individuals in these ensembles, the college can tap into a wealth of life experience and expertise that enriches the learning environment for all participants. At the same time, younger students benefit from mentorship and exposure to diverse perspectives, creating a dynamic exchange of knowledge and skills. This study will not only explore best practices for facilitating these interactions but also identify strategies to enhance community engagement and retention among older adult learners. The findings will directly address regional needs by promoting inclusivity and intergenerational collaboration, thereby strengthening the social and cultural fabric of Yavapai County.

Benefit to Students:

This research will profoundly benefit my students and all students at Yavapai College by offering actionable insights into fostering engagement, collaboration, and meaningful learning experiences in intergenerational classrooms. As Yavapai College increasingly attracts diverse

populations, particularly traditional-age students and older adults seeking lifelong learning opportunities, understanding how to effectively engage these groups together is crucial. Intergenerational classrooms provide a unique platform for reciprocal learning, where students can share their skills, experiences, and perspectives across generational divides. By studying these dynamics, this research will identify best practices, with the intention of informing curriculum design, teaching strategies, and classroom management techniques that enhance collaboration and inclusivity. Moreover, the research is intended to provide faculty across disciplines with tools to better address the needs of mixed-age groups, ensuring that Yavapai College remains a leader in delivering innovative, student-centered education that reflects the diverse needs of the county. This work will ultimately strengthen the learning experience for all students, preparing them for success in an increasingly intergenerational and collaborative world.

Benefit to College Community:

Upon completion, I hope to offer workshops and presentations to faculty and staff, sharing findings and pedagogical insights from my research on intergenerational learning in community college settings. These sessions will provide actionable strategies for fostering collaboration and engagement in classrooms with diverse age groups. Furthermore, the workshops could serve as professional development opportunities, equipping faculty across disciplines with tools to create more inclusive and effective learning environments.

In addition to these workshops, elements of my dissertation may be integrated into existing courses at Yavapai College. For example, curriculum revisions could incorporate best practices for structuring intergenerational music and non-music classes, emphasizing reciprocal learning and collaboration. This integration will enhance the educational experience for these students while serving as a model for other academic programs seeking to engage diverse student

populations. By disseminating my findings through faculty discussions, instructional guides, and potential publications, this research will contribute to a culture of continuous learning and improvement across the college community. Ultimately, these efforts will reinforce Yavapai College's commitment to innovation, inclusivity, and academic excellence.

National or International Markets:

In addition to the institutional benefits, the findings will inform broader conversations in music education, offering scalable models for other colleges and universities seeking to implement intergenerational programs. This work has the potential to enhance civic engagement, strengthen community ties, and advance music education practices nationally and internationally.

Products and Intellectual Property:

The primary product will be the completed dissertation, which may lead to publications in peer-reviewed journals or presentations at academic conferences.

Benefits to the Employee

Completing my dissertation will represent a significant milestone in my academic and professional development. The sabbatical will allow focused time to synthesize years of research, refine my scholarly voice, and contribute to the broader field of music education. This achievement will also position me for future leadership opportunities and further contributions to Yavapai College.

Service History

- **Years of Faculty Service at YC:** Full-time faculty member for 8 years, spanning Fall 2016–Spring 2024.
- **History of Faculty Service:** Director of Instrumental Studies, Humanities Department Chair, Faculty Senator, Standards Committee, SLOA Committee, YCSGA Advisor, Strategic Planning Committee, multiple hiring committees, lead faculty for the music degree plan, conductor of multiple ensembles, music director/orchestra conductor for several musicals, instructor of various music courses, and contributor to curriculum and course development.
- **Date of Last Sabbatical (if applicable):** N/A

Additional Resources Required

- **Staff Support:** Occasional administrative assistance for scheduling or documentation.
- **Hardware/Software Needs:** Reliable internet access, access to academic databases, and potential software tools for data analysis or citation management.



Full-Time Faculty Sabbatical Application

Directions: This form must be submitted no later than October 15. Please fill out the form completely. Forms must include a Sabbatical Leave Request.

The Application for Sabbatical Leave must be completed by the applicant and reviewed at the following levels indicating support or non-support before advancing. Additional comments may be provided:

Due Date	Action
October 15	Application Submission
November 1	Division Dean Approval
December 1	Pro Gro Committee Approval
December 15	VP/Provost Approval
January 15	President Approval
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board
March 15	Board Action
April 1	Recipient will be notified no later than this date.

If you have any questions, please contact Fahim.Muzumdar@yc.edu.

First Name:	* Ellen	Last Name:	* Savoini	Email:	* Ellen.Savoini@yc.edu
Please select length of Sabbatical requested:	* One Semester	Semester/Year:	* Fall 2025		
Select Supervisor	* Perry Baker				

Some deans may find the following information helpful. Please answer the following questions to the best of your ability.

Please describe your typical load for the semester, including modality and location.

* Fall semester 2x online BIO 202 1x hybrid BIO 201

Have you spoken with your Department chair and/or other direct reports about a possible replacement plan? If so, please give details here. (i.e. who will take your courses? adjuncts? FT?)

* Yes, I have spoken to the Chair of my department and my Dean. I have been given their verbal approval but am not privy to the faculty they plan to use to replace my courses.

Where is your office located? Do you have any YC equipment currently checked out? (i.e. laptop)

* My office is located on the Prescott campus, building 4, room 222. There is a YC-issued computer in that room and I do not have a laptop checked out.

Sabbatical Proposal

Directions: Please review the following format and component requirements for your proposal carefully. Compose your proposal and upload using the button provided.

Highest priority is assigned to applications with a high probability of direct impact on subject matter expertise, pursuit or completion of advanced degrees, enhanced achievement of desired student outcomes, improved performance of faculty duties, or achievement of high priority strategic initiatives.

Format for Proposal

- 1 inch margins
- Arial or Times New Roman, 12 pt Font
- Bold Headings
- Page numbers at bottom center

Components of Proposal

- Cover Page
 - Centered vertically & horizontally
 - Must include Name, Department/Division/Campus, Date of Proposed Leave, Date of Request, Brief Title/Purpose of the Sabbatical Request
- Project Description
 - Statement of problem or area to be researched. Include data, references, or citations from the literature. If research or project relates to a potential new program, include data-based references to the potential market.
 - Specific activities, approaches, methodology (include enough detail to support time requested)
- Relevance of the Research or Project (Reference each bulleted item or N/A as appropriate)
 - Reference to Strategic Plan
 - Identify need in county or region (i.e. identify YC student, faculty, or staff need)
 - Describe in detail how your sabbatical will benefit students at YC
 - Describe how your plan benefits the college community. Include detailed implementation plan (e.g. seminars for staff/students, evidence of integration into teaching, dissemination of materials to other faculty, publication of workbooks, pilot testing and timeline for full implementation of online courses or materials)
 - Identify international and/or potential national markets or profit center opportunities
 - Specify products that will likely result from the support research time, such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe how many lessons, text only, graphics, etc.) Address intellectual property, if applicable.
- Benefits to the Employee
 - Describe how this sabbatical will impact your teaching and/or professional development

- Service History
 - Years of full time/part time faculty service at YC (delineate probationary and/or limited term years). Include number of years and calendar years, e.g. Fall 2014-Spring 2024
 - History of faculty service
 - Date of last sabbatical, if applicable
- Additional Resources Required
 - Include staff support, such as computer technologist time, graphics, publication assistance, etc.
 - List hardware, software, or other (Internet from home, etc.)

Upload your proposal: *Sabbatical_F25_Proposal_v2.pdf

Faculty Signature

Please verify the following statements by checking the boxes:

I have verified with Human Resources the completion of six (6) full years of probationary/continuing faculty status. * ☒

I have read and understand the college requirements in accordance with the [Sabbatical Leave of Absence for Full-Time Faculty Policy 2.35](#). * ☒

I have read and understand the college requirements in accordance with the [Intellectual Property Rights Policy 2.07](#). * ☒

Please include any additional comments below, then sign and submit the form.

Comments (optional):

I submitted my original application before the October 15 deadline. This "new" application is actually an "amended" application after meeting with my Dean regarding some changes (change from 2-semester to 1-semester duration) that would allow for his approval. As there was not way for me to edit the original application, I am creating an entirely new application so that the committee can receive the amended sabbatical proposal per the issues discussed with my Dean.

...3237373536

Ellen Savoini
Signature

10/25/2024
Date

To submit this form after signing, click the "Submit" button.

Supervisor Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

I wholeheartedly support Ellen Savoini's sabbatical proposal to utilize medical-grade images of anonymized patients for advancing student understanding of anatomical structures. This innovative approach will not only enhance our resources for BIO 201 and BIO202, but also foster equitable access to teaching resources benefiting both our students and the wider medical community. It will also serve as a launching point for future anatomical research involving our students.

...3035313034

Perry Baker
Signature

10/25/2024
Date

Pro Gro Committee Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3432393735

Fakim Mazumdar
Signature

11/22/2024
Date

VP Workforce Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

Signature

Date

Provost Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3336323236

Douglas Berry

Signature

11/22/2024

Date

President Approval

Please indicate your support/non-support of the faculty sabbatical request, add any comments, sign, and submit. .

Please indicate whether you support or do not support this application. *

Comments (optional):

...3432343731

Lisa Rhine

Signature

11/22/2024

Date

VP Workforce Signature

Ellen Savoini, Ph.D.

Science Department / Science, Math, and Computer Technology Division / Prescott Campus

Sabbatical Leave Proposal Date: Spring 2026

Leave Request Date: October 10, 2024

Title:

“Radiology Imaging Integration with Human Anatomy Physiology”

Project Description

PROJECT GOAL

The proposed project will bring *direct clinical relevance and knowledge application* to learning anatomy for all students, with online students benefiting to a greater degree.

PROBLEM TO BE SOLVED

Development of online courses has begun from the perspective of replicating what is taught in the traditional setting. Anatomy and physiology online courses have been created in this manner which has diminished the course experience for those students compared to the experience for students with in-person labs. The deficit in the educational experience for these online students stems from the pictures utilized for anatomy identification in the laboratory aspect of the course. These pictures do not nicely replicate the in-person laboratory experiences students obtain when using models or cadavers they can see and touch. Pictures of cadavers do not translate well online compared to seeing that same structure in person.

PLAN TO ADDRESS PROBLEM

The majority of students taking Human Anatomy and Physiology are doing so to enter a career in the medical field. In a clinical setting, medical professionals will be viewing anatomy using radiologic imaging which includes x-ray, computed tomography (CT), and magnetic resonance imaging (MRI), as well as ultrasound and positron emission tomography (PET) scans. The project will create a series of labeled and unlabeled images for use in the Human Anatomy and Physiology courses. With access to these types of images, online anatomy content can be re-created starting from two basic questions:

1. What do students need to know?
2. How would they see this in the clinical setting?

The aim of the project is to create content that will have immediate application and relevance of what they are learning to what many of them see on a daily basis as they work in clinics and hospitals. Online students will have course content that will be more ideally created for them and that instructional modality. Content that is not only more interesting to them but much more applicable for their future goals. Students with an in-person lab component can also benefit from exposure to radiologic imaging along with their cadaveric experience. Incorporating x-ray, CT, MRI, PET scan, and ultrasound images into the Human Anatomy & Physiology courses, will make what is often a difficult translation of classroom-anatomy to clinical-anatomy a seamless process with students leaving our courses more confident and capable in a clinical setting than students from other institutions across the state.

PROJECT TARGETS

Strategizing the sequence of targets to accomplish the project goals will include the following:

- Determine imaging needs for each topic.

- Is there imaging done for this system or topic area?
- If so, what imaging type/modality (CT, MRI, X-ray, other) and views (axial, sagittal, transverse, oblique) is ideal for viewing anatomy of this region?
- Consult with a radiologist regarding project
 - Confirm imaging needs for selected systems/regions
 - Discuss recommendations
 - Identify resources for image acquisition
- Obtain images from identified sources to catalog for selected topic areas
 - Work with hospitals and physician offices for imaging and patient data removal
 - Contact online imaging sources for copyright information and use permission
- Identify relevant anatomy for undergraduate level coursework
- Consult with a radiologist to confirm relevant anatomy and discuss pathology regarding the relevant anatomy to highlight its importance
 - Identify possibility of additional images
- Edit images to indicate relevant anatomy and create a feature key for each image.
- Creation of an online storage platform to save images for anatomy faculty use.

Relevance of the Project

- Reference to Strategic Plan
 - The proposed sabbatical project will fulfill the Strategic Plan initiatives for *Adult Learners* by creating content that is more relevant to the work that the student is aspiring to achieve. The adult learner will improve their engagement and interest when they can see direct applicability of what they are learning to what they will be doing in the health care field for students interested in nursing, radiology, dental hygiene, physician assistant school, and medical school.
 - The proposed sabbatical project will fulfill the Strategic Plan initiatives for *Delivery* by creating content that is more adaptable to the online environment without compromising quality of content from what students experience in the classroom. The project will additionally enhance the in-class student experience.
- Identify need in county or region
 - The need for translatable anatomy to clinical imaging is a gap in the education of many students entering the healthcare field. This gap is present at all levels from small colleges to universities to medical schools. The ‘holy grail’ of learning anatomy is not cadavers, but to learn anatomy from the actual imaging that the healthcare worker will actually see from their patient.
 - Implementing such content in our Human Anatomy & Physiology courses will set Yavapai College apart from other colleges and universities. Generating students that will be better prepared and likely more successful in their chosen health care careers.

- Describe in detail how your sabbatical will benefit students at YC
 - The creation of an imaging library that has anatomical features indicated will be a helpful resource to all faculty that want to utilize it, even if they are not comfortable reading the images, the project will provide labeled images for them to use and teach with.
 - The utilization of x-rays, CT, MRI, PET scans, and ultrasound images will benefit students by allowing them to more easily see the structures in a live patient to but also relate them to traditional images found in most textbooks. This will make that visual learning experience more useful and relevant. In addition, it makes learning some of these complicated concepts more interesting and relatable. Most students have seen a scan from themselves or a loved one, so teaching them to understand the images will provide immediate satisfaction and a feeling of competence. This will translate into increased retention for the student in these 200-level courses.
- Describe how your plan benefits the college community. Include detailed implementation plan (e.g. seminars for staff/students, evidence of integration into teaching, dissemination of materials to other faculty, publication of workbooks, pilot testing and timeline for full implementation of online courses or materials)
 - The proposed sabbatical project will be a resource provided to all Human Anatomy and Physiology faculty for use in their courses. The project will include the creation of a Canvas shell or College drive that is accessible to those faculty members to download any of the content that they would like to use.
 - If enough interest is generated, a TELS Institute session can be created to inform people of this resource and implementation ideas for maximum student benefit.
- Identify international and/or potential national markets or profit center opportunities
 - N/A
- Specify products that will likely result from the support research time, such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe how many lessons, text only, graphics, etc.) Address intellectual property, if applicable.
 - The images created by the proposed sabbatical project will be allowed for use by other faculty within the Science department for use in the Human Anatomy and Physiology courses. The large number of students served in these classes will make the use of the products of this project more widespread and beneficial to the College.
 - The images will be housed in an accessible digital location for ease of use and implementation into courses.

- The creation of the content of the proposed project will not require any additional resources beyond what I already ordinarily utilize so there is no anticipated “substantial use of college resources”. Therefore, the creation of the project content of the project by my work and owned by me for my use, if allowed by the originator of the images. In addition, the College will have free use of the content created by this project. This use will be given and encouraged by the creation of a location that interested faculty can access and utilize as they desire for the benefit of their students.

Benefits to the Employee

The project of creating images with anatomical labels for use in Human Anatomy and Physiology courses will help me to become a more effective teacher by making the experience something students will be interested in from the outset. My personal benefit, beyond creating content that will directly impact the knowledge base of my students, is to enhance my own understanding of the different modalities in radiology. Understanding the role of radiographs, CT, MRI, PET scans, and ultrasound. When these modalities are warranted and when they are not. What diagnoses can be made from them and how to read them. As an Anatomy and Physiology teacher for over 25 years, I have used cadavers as the ultimate learning tool for students. However, this does not translate well to the online format, as 2D images of cadavers lose their detail and can seem less useful to the student that is viewing from home. If that same student is identifying features on a CT rather than a picture of a cadaver, I believe they can understand and learn a lot more.

Service History

22 YEARS AS FULL-TIME FACULTY

- Continuing Contract Faculty: Fall 2005 – current
- Probationary Faculty Fall 2002 – Spring 2005

HISTORY OF FACULTY SERVICE

- Developmental Education Committee (Fall 2022 to present)
- OER Committee (Fall 2018 to present, original committee member, appointed by Academic VP)
- President’s Cabinet (Spring 2019 to Spring 2021, voted in by peers in department)
- Policy Review Committee (Fall 2012 to Spring 2020)
- Standards Committee (Fall 2006 to Spring 2021)
- Standards Committee Chair (Fall 2016 to Spring 2021)
- Other service
 - Faculty Mentor
 - New Hire Committees

- Compensation Task Force
- TELS Summer Institute instructional sessions
- Lecturer at WWI Memorial Symposium on “History of Modern Medicine”
- Student tours and information sessions to high school students and other College guests
- Public presentations on YC campus:
 - Knee replacement surgery on cadaver with orthopedic surgeon
 - Hip replacement surgery on cadaver with orthopedic surgeon
 - Endocrine changes through the years
- Primary faculty for cadaver dissection course/projects leading students
- Presentation at conference for Undergraduate Research highlighting YC prioritization of student excellence and furthering laboratory experiences

DATE OF LAST SABBATICAL

- Fall 2016 – Spring 2017
 - 1-year sabbatical with supplemental online teaching for 100% load

Additional Resources Required

Resources anticipated for use will be a computer that can handle large image files (MRI & CT have many images if working with the raw files from a patient). Software that can be used to color and annotate images. Access to internet to research topics, find image sources, and other needs as developed. Finally, meeting with a radiologist for consult on image types, uses, contraindications, and feature identification will be necessary.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended March 31, 2025 - 75% of the Fiscal Year Complete

Fiscal Year 2024-2025

SUMMARY - ALL FUNDS

	Year-to-Date Revenues				Year-to-Date Revenues	Budget	Percent of Budget
REVENUES:							
General Fund	\$ 50,564,756				\$ 50,564,756	\$ 63,395,200	79.8%
Restricted Fund	16,435,808				16,435,808	20,152,600	81.6%
Auxiliary Fund	6,496,416				6,496,416	8,451,900	76.9%
Unexpended Plant Fund	28,501,135				28,501,135	31,745,500	89.8%
Debt Service Fund	1,902,350				1,902,350	2,416,800	78.7%
TOTALS	103,900,465				103,900,465	126,162,000	82.4%
		Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non- Labor Encumbrances to Budget
EXPENDITURES (note 1):							
General Fund		\$ 48,048,730	\$ 9,897,016	\$ 8,386,608	\$ 49,559,139	\$ 63,395,200	78.2%
Restricted Fund		13,352,976	1,912,763	783,373	14,482,366	20,152,600	71.9%
Auxiliary Fund		6,230,538	799,403	576,535	6,453,406	8,451,900	76.4%
Unexpended Plant Fund		12,772,947	14,768,326	-	27,541,273	31,745,500	86.8%
Debt Service Fund		309,662	898,258	-	1,207,920	2,416,800	50.0%
TOTALS		80,714,853	28,275,766	9,746,516	99,244,104	126,162,000	78.7%
SURPLUS/(DEFICIT)					\$ 4,656,361	-	

COMMENTS:

Through the ninth month, 78.7% of budget has been committed (excluding labor encumbrances) compared to 82.4% of revenues received.

The budget currently has a surplus of \$4,656,361.

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 Eight Months Ended March 31, 2025 - 75% of the Fiscal Year Complete

Fiscal Year 2024-2025

	Year to Date	Prior Year	Percent Change	
Salaries	\$ 28,655,067	\$ 27,086,334	5.8%	1
Benefits	8,817,514	8,272,502	6.6%	2
Supplies	2,702,713	2,175,607	24.2%	3
Contractual Services and Other	4,443,658	3,301,258	34.6%	4
Utilities & Communications	1,556,507	1,341,321	16.0%	5
Travel, Conferences & Memberships	992,383	822,298	20.7%	6
Scholarships	880,888	1,140,942	-22.8%	7
	<u>\$ 48,048,730</u>	<u>\$ 44,140,262</u>	8.9%	

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 Eight Months Ended March 31, 2025 - 75% 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	\$ 10,455,425		\$ 10,455,425	\$ 12,295,800	85.0%
State Grants and Contracts	571,381		571,381	1,061,000	53.9%
Private Gifts, Grants and Contracts	1,219,609		1,219,609	1,259,200	96.9%
Proposition 301 Workforce Development	1,101,943		1,101,943	1,420,000	77.6%
Proposition 207 Workforce Development	2,025,000		2,025,000	2,700,000	75.0%
State Appropriation - STEM Workforce	477,450		477,450	636,600	75.0%
Fund Balance Applied to Budget	585,000		585,000	780,000	75.0%
TOTAL REVENUES	<u>16,435,808</u>		<u>16,435,808</u>	<u>20,152,600</u>	<u>81.6%</u>

	<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	\$ 2,426,666	\$ 1,230,888	\$ 346,900	\$ 3,310,654	\$ 6,221,600	53.2%
Academic Support	64,484	59,934	34,007	90,411	75,000	120.5%
Student Services	683,839	103,535	103,535	683,839	1,359,500	50.3%
Operation/Maintenance	36,905	37,400	-	74,305	-	100.0%
Scholarships	8,414,216	-	-	8,414,216	8,680,300	96.9%
Public Service	1,726,866	481,006	298,931	1,908,941	3,816,200	50.0%
TOTAL EXPENDITURES	<u>13,352,976</u>	<u>1,912,763</u>	<u>783,373</u>	<u>14,482,366</u>	<u>20,152,600</u>	<u>71.9%</u>
SURPLUS/(DEFICIT)				<u>\$ 1,953,442</u>		

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 Eight Months Ended March 31, 2025 - 75% 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	\$ 1,270,679	\$ 317,279	953,400
Transfer To Debt Fund to Pay Revenue Bonds	(402,300)	-	(402,300)	(301,725)	-	(301,725)
Subtotal - Residence Halls and Summer Conferences	837,700	438,100	399,600	968,954	317,279	651,675
Bookstore Rental and Commissions	45,000	-	45,000	14,941	-	14,941
Food Services	1,625,000	2,092,200	(467,200)	1,444,712	1,672,546	(227,834)
Vending	45,000	-	45,000	39,033	-	39,033
Employee/21+ Student Housing & Facility Rentals	608,700	428,600	180,100	309,240	247,394	61,846
Edventures & Community Education	47,000	75,700	(28,700)	49,640	55,319	(5,679)
Winery - Tasting Room	300,000	354,900	(54,900)	174,652	250,168	(75,516)
Family Enrichment Center	869,800	1,181,700	(311,900)	575,822	870,288	(294,466)
Community Events	966,800	1,175,200	(208,400)	666,298	1,175,713	(509,415)
Performing Arts Productions	300,000	313,600	(13,600)	244,091	244,091	-
SBDC (Federal Grant Match Requirement)	-	193,100	(193,100)	5,750	133,850	(128,100)
Yavapai College Foundation	550,500	550,500	-	372,362	372,362	-
Other Auxiliary Enterprises	280,600	263,100	17,500	149,071	150,496	(1,425)
General Fund Transfer In	1,975,800	-	1,975,800	1,481,850	-	1,481,850
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,285,200	(1,285,200)	-	963,900	(963,900)
	\$ 8,451,900	\$ 8,451,900	\$ -	\$ 6,496,416	\$ 6,453,406	\$ 43,010

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 \$43,010.

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

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

For the Nine Months Ended March 31, 2025

District Governing Board

Fiscal Year 2024-25 Budget:

\$ 321,830

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 88,997	\$ 24,414	\$ 113,411
ACCT Leadership Conference (Seattle)	Registration/Travel	14,773	-	14,773
ACCT Leadership Conference (DC)	Registration/Travel	9,256	-	9,256
AZ CC Administrators Conference (Lake Havasu)	Registration/Travel	816	-	816
Deborah McCasland	Travel	188	-	188
Osborn Maledon, PA	Legal Services	37,900	17,100	55,000
Yavapai County Elections	Contractual Services	55,046	-	55,046
Other - Various	Supplies/Food/Other	7,339	-	7,339
Printing/Postage	Printing/Postage	809	-	809
				<u>256,638</u>
Remaining Budget - March 31, 2025				<u>\$ 65,192</u>

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2025-19

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 \$8,000,000 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 22nd day of April, 2024.

Mrs. Deb McCasland, Board Chair

ATTEST:

Mr. Steve Bracety, Board Secretary

**INTERGOVERNMENTAL AGREEMENT BETWEEN
Yavapai County Community College District And
The Town of Prescott Valley (Facility Owner)**

WHEREAS, The College is authorized to enter into this contract [ARS §15- 1444(B) (4)]; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the Town and the College) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11- 952;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. PARTIES. The parties to this Intergovernmental Agreement, herein referred to as "Agreement" are Yavapai County Community College District, herein referred to as "College" and the Town of Prescott Valley, herein referred to as "Town" (the College and Town being each a "Party" or together as "Parties")

Section 2. TERM. This Agreement shall be effective for an initial term commencing on 07/01/2025 and ending on the 06/30/2026 ("Initial Term"). Upon the expiration of the Initial Term, the Agreement shall automatically renew for four (4) additional one (1) year terms unless either Party provides the other with notice of their desire not to renew, no fewer than sixty (60) days prior to the end of the current Agreement term. If renegotiations occur during any renewal term, the terms, conditions, and provisions set forth in this Agreement shall remain in effect unless modified via an amendment signed by both parties.

Section 3. TERMINATION OF AGREEMENT. This agreement is subject to termination upon mutual agreement of both Parties upon thirty (30) days' written notice. The termination date must not fall within the College soccer season.

Section 4. USE.

- a. The Town has agreed to allow the College use of the Mountain Valley Park Amphitheater, herein referred to as "Facility" located at 8600 East Nace Lane in Prescott Valley for College soccer practice/game use and youth soccer instruction at no cost.
- b. When using the Facility, or any portion thereof, the College agrees to comply with all applicable state, federal or Town laws and regulations, and with the policies and regulations of the College pertaining to the use and occupancy of the Facility.
- c. The College agrees to take good care of the Facility, and any equipment and furniture located therein, and to leave the Facility at all times in as good order and conditions as existed prior to the College's use thereof.
- d. The College reserves the right to cancel a soccer class or soccer practice or game if circumstances so require under current College policies. The College will notify the Town, in writing, of any changes affecting the times, dates, or places within the Facility and upon notification the Town will release the previously scheduled fields to other organizations .
- e. The College shall be entitled to use of scoreboard at the Facility.
- f. The College may store soccer goals at the Facility at an approved location during season; provided, however, that the Town shall not incur any liability for any items which are stolen or damaged.

- g. The Town reserves the right to restrict use of the Facility (excluding regularly scheduled games) due to weather and turf conditions as agreed by both Parties to avoid turf damage. The College's responsibility for repairing turf damage will be limited to any damage caused the College' use.
- h. The College shall oversee all locking and unlocking of the Facility gates during soccer practices and games.
- i. The College shall have permission to display College signage at the field on game days.
- j. The College is responsible to pay for any damage that may occur to Town property from its use by the College pursuant to this Agreement.
- k. The College may not perform any act or carry on any practice which may damage, mar or deface the Facility being utilized or any structures thereof. The Town must provide written notification seven (7) calendar days of any damage that it believes is the responsibility of the College.
- l. Alterations and additions may not be made to Facility. Any alteration or addition, excepting movable fixtures, made with the consent of the Town shall become part of the realty and shall belong to the Town upon termination.
- m. Through this agreement the Town will have access to the Yavapai College Pool, located at Building 2, 1100 E. Sheldon Street, Prescott Valley AZ, 86301 for the purpose of training and recertification classes at no cost. The Town agrees to schedule this time outside of the College's programmed times and will submit required forms to secure dates and times of use.
- n. The College shall allow the Town the option to schedule and use meeting rooms, at the Yavapai College Prescott Valley Center, located at 3800 N Glassford Hill Road, Prescott Valley AZ, 86314 based on availability at no cost. The Town shall submit requested dates and times along with required paperwork to secure the rooms and the College shall confirm availability and schedule rooms accordingly.
- o. The Town shall abide by the College's Facilities Use Guidelines as outlined in Exhibit A of this IGA.

Section 5. SCHEDULING. The Town will make the Facility available at the scheduled time (which must include any required set-up time) for classes, practice, or games as requested by the College. The College shall complete the forms required by the Town to secure the dates and utilize the Facility for such classes, practices, or games.

Section 6. INSURANCE. Each Party agrees to procure, at its expense, and maintain during the term thereof, a policy of general liability insurance, against claims for bodily injury, death and property damage occurring in connection with each Parties use of any portion of the other Parties Facility. Each Party shall provide the other Party with a certificate evidencing such coverage, with the other Party listed as additionally insured, in effect. Each Party shall also maintain its standard facility and liability insurance.

Section 7. INDEMNIFICATION. Each P arty (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other Party (as 'idemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

Section 8. ENTIRE AGREEMENT. This Agreement embodies the entire agreement between the Town and the College. The Parties shall not be bound by or be liable for any statement or representative of any nature not set forth in the Agreement. Changes of any provisions of this Agreement shall not be valid unless completed in writing and signed by both parties.

Section 9. SUSPENSION AND TERMINATION. A non-breaching Party may terminate this Agreement for failure of the other Party to comply with this Agreement by giving the other Party (30) thirty days' written notice of the failure to comply. College or Town may terminate this Agreement immediately if the other Party files for bankruptcy or receivership, or takes any action relating to insolvency, such as an assignment for the benefit of creditors. Either College or Town may terminate this Agreement under A.R.S. Section 38- 511 for a violation of that statute.

Section 10. ASSIGNMENT AND SUBLETTING. Neither College nor Town shall have the right to assign this Agreement or allow any other person or entity to use or occupy this portion of Facility without prior written consent of both Parties.

Section 11. ARBITRATION. In the event of a dispute hereunder, the Parties agree to use internal mediation, or arbitration to the extent required by A.R.S. 12-1518

Section 12. GOVERNING LAW. The laws of the State of Arizona shall govern this Agreement, the courts of which state shall have jurisdiction of the subject matter hereof.

Section 13. NO PARTNERSHIP: NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the Town and the College.

Section 14. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third {3rd} day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College:	Yavapai College Attn: Director of Purchasing and Contracting 1100 E. Sheldon Street Prescott, AZ 86301 procurement@yc.edu
Town:	Town of Prescott Valley Attn: Parks and Recreation Director 7501 E. Civic Circle Prescott Valley, AZ 86314

Section 15. FURTHER INSTRUMENTS. Each Party hereto shall, promptly upon the request of the other, acknowledge and deliver to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 16. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any Party.

Section 17. CONFLICT OF INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict of interest as described therein.

Section 18. DISPOSITION OF PROPERTY. The parties do not contemplate the joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a Party shall remain the property of that Party, and any Party having possession or use of the other Party's property shall return such property to the owning Party.

Section 19. NONDISCRIMINATION. The parties agree to comply with the nondiscrimination in government contract provisions of Executive Order No. 2009-09 and hereby incorporate by reference its terms into this Agreement as if fully set forth herein.

Section 20. RESOLUTIONS. Attached hereto are the authentic copies of each appropriate action by ordinance, resolution or otherwise of the governing body of each Party authorizing the execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives as of the last date of signature.

**Yavapai County Community
College District**

Town of Prescott Valley

Signature

Signature

Printed Name of Signatory

Printed Name of Signatory

Title

Title

Date

Date

Attested By:

Signature

Signature

Printed Name of Signatory

Printed Name of Signatory

Title

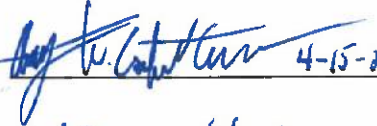
Title

Date

Date

Determination of Counsel

In accordance with A.R.S. § 11-952 this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in an appropriate form and within the powers and authority granted to Yavapai County and Yavapai College.

By:  4-15-2025

Date: _____

Name: Anthony W. Conkate - Counselor

Name: _____

Title: Attorney for Yavapai College

Title: Attorney for the Town of Prescott Valley

EXHIBIT A: YAVAPAI COLLEGE FACILITY USE GUIDELINES

1. Compliance with these rules, all applicable statutes, rules, regulations, and all activity/facility use procedures is required by Occupant.
2. Occupant is expected to cooperate with College personnel to promote safe operations. Occupant should review the specific facility use guidelines and any additional safety and security recommendations, with College personnel prior to use of the facilities.
3. Room capacities will not be exceeded. Emergency exits must NOT be blocked. The use of flammable products is strictly prohibited.
4. Occupant shall provide adequate supervisory personnel to ensure that these guidelines are implemented. If playground equipment is used, Occupant shall provide adult supervision of at least one adult for every 20 children using equipment.
5. Occupant shall maintain all areas used in a clean, well-organized manner as well as confine their activities to the area and equipment assigned to them.
6. Occupant shall observe College's vehicle parking guidelines by parking legally in designated parking areas only. Occupant shall not allow any parking in areas marked red, indicating a fire lane.
7. Roadways and sidewalks to be used shall be inspected by the occupant and must remain clear of obstructions during use.
8. No animals are allowed inside the College Facilities except state recognized service animals. It is suggested that the animal wear a service animal vest while inside College Facility.
9. No furniture is to be rearranged or retrieved from adjoining rooms within the Facility.
10. Only masking/gaffers' tape may be used to affix anything to any surface inside or outside the Facility, including conference rooms.
11. All materials used shall be properly handled, stored, or stacked.
12. Occupant shall provide signs and markers necessary to inform participants of rules and maintain the facility in a safe manner.
13. Equipment may not be brought onto College grounds and connected to the electrical service without prior consent of the Health and Safety Officer of the College Facilities. Any electrical tools, appliances, or extension cords used by the occupant shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.
14. Smoking is prohibited in all buildings and allowed only in designated areas outside the building.
15. No firearms, including weapon look-alikes, or any weapons of any type are permitted on any Yavapai College campus.
16. Disorderly conduct, the use of drugs, or unauthorized use of alcohol on school property are strictly prohibited and shall result in immediate cancellation of activity.
17. No personal or non-college software shall be installed on College computers and/or network.
18. Occupant shall coordinate requests for catering at their Event directly with College's dining services provider, HHS, at 928-776-2227. Expenses will be billed directly to Occupant.
19. Food and beverages are allowed in classrooms and conference rooms; however, Occupant is responsible for setup, cleanup, and returning the area to a pristine condition. NO food or drink is allowed in any computer classrooms, labs, gymnasium, or pool area.
20. Occupant assumes all liability and agrees to make prompt restitution for any loss or damage occurring during the Occupant's use of the facility and equipment.
21. Occupant shall require participants to wear appropriate clothing and shall furnish such clothing if necessary.
22. All means of access or egress shall be identified by Occupant and communicated to participants.
23. Occupant shall identify and inform participants of any areas in which travel is not permitted.
24. Occupant shall maintain a list of emergency agencies and phone numbers at all times.
25. Occupant shall be aware of the location of any available emergency equipment.

**INTERGOVERNMENTAL AGREEMENT
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) SERGEANT**

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
AND
TOWN OF PRESCOTT VALLEY**

THIS INTERGOVERNMENTAL AGREEMENT - NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) - ACADEMY SERGEANT (the "Agreement"), is entered into the date of final signature, by and between the TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona (hereinafter the "Town"), for and on behalf of the Town's Police Department, and the Governing Board of YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, doing business as YAVAPAI COLLEGE, a political subdivision of the State of Arizona (hereinafter the "College");

WITNESSETH:

WHEREAS, the Arizona Peace Officer Standards and Training Board ("AZ POST") prescribes minimum courses of training and minimum standards for training facilities of law enforcement officers in the state [ARS §41-1822 (A) (4)]; and,

WHEREAS, in accordance with said standards, the Town, Yavapai County, the City of Chino Valley, the College, and other jurisdictions authorized to employ peace officers, have established the Northern Arizona Regional Training Academy (NARTA), a peace officer training academy approved by the AZ POST, at the College; and

WHEREAS, the Police Chief of the Town, has assigned a Sergeant in the Police Department of the Town to spend a significant amount of the Sergeant's time serving as supervisor of NARTA; and

WHEREAS, the College and Town, desire to formalize that assignment by assigning the Sergeant as full-time supervisor of NARTA, in return for the College's payment of the salary and benefits of said officer; and

WHEREAS, The Town is authorized to prescribe the powers and duties of its police officers [ARS §9-240(6) (12)]; and

WHEREAS, The College is authorized to enter into this contract [ARS §15- 1444(B) (4)]; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the Town and the College) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11- 952;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. TERM. The term of this Agreement shall be from July 1, 2025 through June 30, 2026, unless sooner terminated as set forth in Section 5 herein. This Agreement may be renewed for up to (1) additional twelve (12) month period upon an amendment signed and agreed upon by both parties. The Town may renew this IGA via the amendment administratively and not have to go back to the Town Council for approval of said renewal.

Section 2. PURPOSE. The purpose of this Agreement is to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the Town of a Police Sergeant to supervise NARTA at the College, in return for the College paying the cost of the salary and benefits of said officer.

Section 3. PERFORMANCE. The performance commitments of the respective parties are as follows:

- (a) The Town will ensure through its Police Department that a qualified Sergeant is appointed at all times to supervise NARTA at the College. In so doing, the Police Department shall make every effort to find a qualified substitute or make arrangements to reschedule classes if the designated Sergeant is unavailable for any reason;
- (b) The Town will ensure that the designated Sergeant is properly trained and oriented to fulfill the requirements of the position and maintain such training as to retain the Higher Learning Commission (HLC) accreditation for the Administration of Justice, College credit course;
- (c) The Town will provide necessary supervision and evaluation of the designated Sergeant's performance so as to ensure an adequate level of performance; and;
- (d) The Town will provide College access to appropriate level of data to meet quality guidelines and ensure compliance with The Higher Learning Commission (HLC) criteria including, but not limited to, grades, course surveys, attendance records, and similar data collection,
- (e) The College will provide one office space for the designated Sergeant to carry out necessary supervisory responsibilities; and

The College will provide travel funds to the Sergeant to assist the Sergeant in attending AZ POST meetings or any law enforcement trainings approved in advance by College, including but not limited to reimbursement for use of the Sergeant's private vehicle, auto rental, gas card, lodging and meals as provided under College policies for adjunct faculty; and
- (f) The College will provide a Faculty Program Director and Instructional Support Specialist on-site to liaise with the Sergeant and ensure that the NARTA program is carried out effectively and efficiently; and.
- (g) The College will invoice the NARTA board on behalf of expenses incurred for the annual operating costs of NARTA, to be reimbursed through AZPOST, recruit's sponsoring agency, or a combination of both.

Section 4. BUDGETING AND FINANCING. The cost of the actual annual salary and benefits of the Sergeant shall be divided into monthly installments paid in arrears. Without demand or notice the College shall pay to the Town on or before the 15th of each month an equal monthly installment based on the annual salary and benefits for a Sergeant providing services to the College under the terms of the Agreement.

The College shall pay to the Town during the term of this IGA, the full monthly costs of salary and benefits of the Sergeant's annual salary, or \$150,383.44 for FY25 until the expiration of the initial term of the contract. The annual rate will not increase more than 7% each subsequent fiscal year during the term of this Agreement. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

Section 5. TERMINATION. This Agreement may be terminated by either party for any reason whatever, effective 60 days after receipt of written notice by the other party. In the event of termination prior to the full term of this Agreement, if the College has paid to the Town the salary amount set forth in Section 4 above, the Town shall prorate said amount based on the remaining term of this Agreement and shall return the unearned portion to the College within 60 calendar days. In the event of termination prior to the full term of this Agreement, if the College has not yet paid the salary amount set forth in Section 4 above, the College shall prorate said amount based on the remaining term of this Agreement and shall pay the earned portion to the Town within 60 calendar days.

This Agreement is contingent upon College appropriating funds to finance the College's responsibilities under this Agreement. If College fails to appropriate sufficient funds, College shall immediately notify Town, and this Agreement shall terminate at the end of the period for which sufficient funds were appropriated and available.

Section 6. INDEMNIFICATION. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. Notwithstanding the foregoing or any other provision of this Agreement to the contrary, any agreement by College to indemnify, defend and hold harmless the Town shall be limited to, and payable only from, the College's available insurance or self-insurance coverage for liability assumed by contract, if any.

Section 7. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the Town and the College. Rather, the Sergeant and other assigned personnel of the Town's Police Department are independent contractors for purposes of Article 2, Chapter 7, Title 12, Arizona Revised Statutes.

Solely for the purposes of workers compensation, ARS §23-1022(D) and (E) shall apply and the Town shall be solely liable for the payment of workers' compensation benefits for the Sergeant and other assigned personnel providing services under this Agreement.

Section 8. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Procurement & Contract Services, Yavapai
College 1100 E. Sheldon Street
Prescott, Arizona 86301

Town: Police Chief, Prescott Valley Police Department
7601 E Skoog Boulevard
Prescott Valley, AZ 86314

Section 9. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, acknowledge and deliver to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 10. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

Section 11. CONFLICT OF INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict of interest as described therein.

Section 12. DISPOSITION OF PROPERTY. The parties do not contemplate the joint purchase of any property under this Agreement. Upon termination of this Agreement for any reason, any property purchased by a party shall remain the property of that party, and any party having possession or use of the other party's property shall return such property to the owning party.

Section 13. NONDISCRIMINATION. The parties agree to comply with the nondiscrimination in government contract provisions of Executive Order No. 2009-09 and hereby incorporate by reference its terms into this Agreement as if fully set forth herein.

Section 14. RESOLUTIONS. Attached hereto are the authentic copies of each appropriate action by ordinance, resolution or otherwise of the governing body of each party authorizing the execution of this Agreement.

Section 15. INSURANCE. The College shall maintain adequate commercial general liability insurance, automobile insurance and worker's compensation insurance as provided by The Trust Alliance, and the Town shall maintain adequate commercial general liability insurance, auto insurance and worker's compensation insurance as provided by the Arizona Municipal Risk Retention Pool. If either Party elects to terminate its insurance coverage, the Party electing to terminate such coverage shall notify the other Party sixty (60) days prior to such termination and provide evidence of replacement coverage reasonably acceptable to the nonterminating Party. Upon request by either Party, the other Party will provide a Verification of Coverage (VOC) evidencing such insurance coverage is in effect.

Section 16. ARBITRATION. In the event of a dispute hereunder, the Parties agree to use arbitration insofar as required by Sections 12-1518 and 12-133, Arizona Revised Statutes, and rules promulgated thereunder. To the extent arbitration is not required under the above referenced laws, then the Parties shall submit any dispute hereunder for adjudication by Arizona's state courts.

Section 17. GOVERNING LAW. This IGA shall be governed and interpreted by the laws of the State of Arizona; any action thereon shall be brought in the appropriate court in the County of Yavapai, State of Arizona.

Section 18. COMPLIANCE WITH IMMIGRATION LAWS; LEGAL WORKER'S ACT. The Parties warrant compliance with all federal immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A). A breach of this warranty shall constitute a material breach of this IGA that is subject to penalties up to and including termination of this IGA at the sole discretion of the non-breaching Party. Each Party retains the legal right to inspect the papers of any contractor or subcontractor employee of the other Party who works on this IGA to ensure that the contractor or subcontractor is complying with this warranty. A Party will not be considered in material breach of this IGA if the Party establishes it has complied with the employment verification provision prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

Section 19. FORCED LABOR OF ETHNIC UYGHURS IN THE PEOPLE'S REPUBLIC OF CHINA. In compliance with A.R.S. § 35-394, to the extent applicable, the Parties warrant that they do not use, and agree not to use during the term of the IGA any of the following:

- i) Forced labor of ethnic Uyghurs in the People's Republic of China;
- ii) Any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China; Or
- iii) Any Contractors, Subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

Section 20. NO BOYCOTT OF ISRAEL. To the extent applicable, Supplier certifies it is not currently engaged in and agrees that for the duration of the Agreement it will not engage in, a boycott of goods and services from Israel, as that term is defined in A.R.S. § 35- 393.

Section 21. AUTHORITY

The individuals signing below hereby represent and warrant that they are duly authorized to execute and deliver this IGA on behalf of the Parties for which they sign, and that this IGA is binding upon those Parties in accordance with its express terms.

Section 22. COUNTER PARTS 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.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their authorized representatives the day and year first above written.

Town of Prescott Valley, a Municipal Corporation of Arizona, (Town)

Kell Palguta, Mayor

Attest:

Fatima Fernandez, Town Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott Town Attorney for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the Town under the laws of Arizona.



Steven Zraick, Deputy Town Attorney

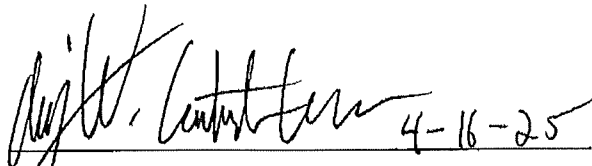
YAVAPAI COLLEGE, a political subdivision of the state of Arizona, (College)

Ms. Deb McCasland, District Governing Board Chair

Attest:

Yvonne Sandoval, Executive Assistant

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to ARS §11-952(0), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.


Anthony W. Contente-Cuomo, Attorney for College