

**Yavapai College
District Governing Board
Special Board Meeting**

**Tuesday, August 11th, 2026
Rock House and Virtually
9:00 a.m.**

The YouTube channel and Rock House will be open to the public at 8:45 a.m. at the latest. All individuals attending the meeting in person will be allowed to bring clear bags ONLY into the meeting. In addition, the College has implemented advanced weapons detections systems/metal detectors for attendees. These requirements are similar for attendees at any sporting event or concert, and they are intended to ensure safety. Please plan accordingly.

**Prescott Campus
Rock House
1100 E Sheldon Street
Prescott, AZ 86301**

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 captions, 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.

Yavapai College District Governing Board operates as a policy governance Board. This means that the Board makes all the policy decisions, adopts an annual budget, and hires the college president. The college president oversees daily operations and supervises college employees.

AGENDA

1. General Functions: Procedural
 - a. Call to Order
 - b. Pledge of Allegiance {Time: 1}
 - c. Call to the Public – **INFORMATION ONLY** – {Time: 10}
 - d. Adoption of Agenda – Board Chair Steve Bracety – **DECISION** {Time: 5}
2. Board Business
 - a. HLC Presentation and Update – Ms. Megan Crossfield, Director of Academic Initiatives and HLC Accreditation Liaison Officer (ALO) and Dr. Douglas Berry, Acting President – **INFORMATION AND DISCUSSION** – {Time: 60}
(*Attached*)
 - b. Forensic Audit Status Update – Dr. Douglas Berry, Acting President – **INFORMATION AND DISCUSSION** {Time: 20}
 - c. Presidential Search Update – Board Chair Steve Bracety – **INFORMATION ONLY** – {Time: 20}
 - d. Consent Agenda – **DECISION** {Time: 10}
 - i. Intergovernmental Agreement between Yavapai County Community College District and Mountain Institute CTED Regarding Registered Apprenticeships (*Attached*)
 - ii. Intergovernmental Agreement Amendment #1 between Yavapai County Community College District and Mayer Unified School District (*Attached*)
3. Request for Future Agenda Items - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}
4. Adjournment of Board Special Meeting: Procedural – **DECISION** {Time: 1}

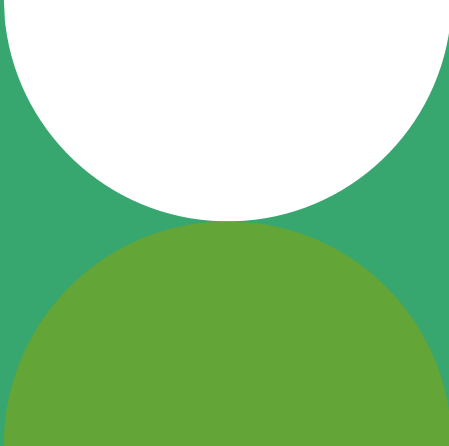
Yavapai College District Governing Board operates as a policy governance Board. This means that the Board makes all the policy decisions, adopts an annual budget, and hires the college president. The college president oversees daily operations and supervises college employees.

Accreditation Overview

Dr. Doug Berry, Acting President, Provost &
Vice President of Student Affairs

Megan Crossfield, Director of Academic
Initiatives & HLC Accreditation Liaison Officer (ALO)





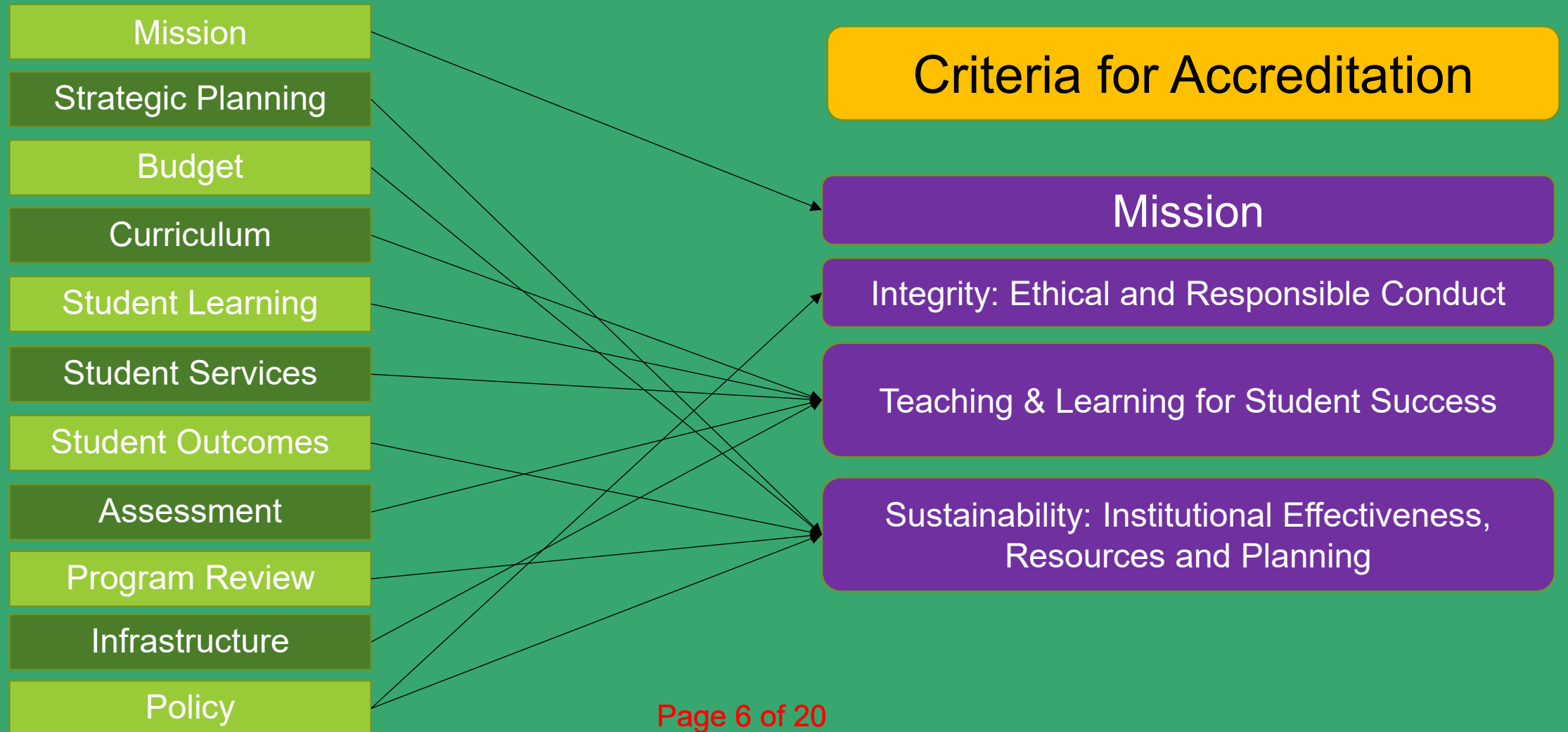
What is Accreditation?

- A quality assurance process conducted by an external accrediting body.
- Our regional accreditor is the Higher Learning Commission (HLC), the largest regional accreditor in the country

Why Accreditation Matters

- Ensures quality of academic programs and institutional operations.
- Promotes continuous improvement and accountability.
- Enables access to federal financial aid.
- Signals credibility to employers, students, and transfer institutions.

Accreditation is Embedded in Everything YC Does



Communication with HLC

- The CEO or ALO (accreditation liaison officer) are the main points of contact between the institution and HLC.
- For information, requests can be sent to Dr. Berry.
- Either Dr. Berry or myself will reach out to the appropriate contact at HLC and relay the information back to the board.

Our Current Accreditation Status

- Open pathway 10-year cycle
- We are in year 4 of the cycle, which included a very successful multi-location visit to 3 partner high schools and the Verde Valley Campus, and our Assurance Argument.

	We Are Here ↓									
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Open Pathway Cycle	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Assurance Process	Institution may contribute documents to the Evidence File Planning and writing to start in Year 2			Assurance Review - (distance visit) 2/1/2027 Lock Date	Institution may contribute documents to the Evidence File Planning and writing to start in Year 8					Assurance Filing; Federal Compliance Requirements Assurance Review and Comprehensive Reaffirmation (with visit)
Quality Initiative					Quality Initiative Planning		Quality Initiative proposal due	Quality Initiative Work	Quality Initiative report submitted	
Multi-Location Visits		Location Visit writing	Location Visits				Location Visit writing	Location Visits		
Federal Compliance	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
Annual Data Updates	March & April	March & April	March & April	March & April	March & April	March & April	March & April	March & April	March & April	March & April
HLC Decision Making			Action to accept Multi-Location Review	Action to accept Assurance Review			Action to accept QI proposal	Action to accept Multi-Location Review	Action to accept QI report	Action on Comprehensive Evaluation and Reaffirmation of Accreditation
Other Monitoring	New program submissions; sunseting programs; Regular and Substantive Interaction; 25% Change Monitoring									

Year Four of the Cycle

Assurance Review

- Lock Date: February 1, 2027
- Assurance review is conducted to determine whether an institution is following the Criteria for Accreditation and other HLC requirements.
- Institution prepares an assurance filing which includes an Assurance Argument, Embedded Monitoring Report, and Evidence.
- A team of peer reviewers evaluates the assurance filing. This is a virtual review. No on-site campus visit.
- The peer review team makes a recommendation to the Institutions Action Council (IAC), HLC's decision-making body, for final action.



Embedded Monitoring

- Provide additional reporting and evidence regarding 2.A. and 2.C.
- Criterion 2. Integrity: Ethical and Responsible Conduct – In fulfilling its mission, the institution acts with integrity; its conduct is ethical and responsible.
 - 2.A. Integrity: Actions taken by the institution's governing board, administration, faculty, and staff demonstrate adherence to established policies and procedures.
 - 2.C. Board Governance: In discharging its fiduciary duties, the institution's governing board is free from undue external influence and empowered to act in the best interest of the institution, including the students it serves.

What's Ahead

- Years 5-9: Quality Initiative
- Year 8: Multi-Location Visit
- Year 10: Assurance Review and Reaffirmation Visit

INTERGOVERNMENTAL AGREEMENT
by and between
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
dba YAVAPAI COLLEGE
and MOUNTAIN INSTITUTE CTED
regarding REGISTERED APPRENTICESHIPS

This Intergovernmental Agreement ("Agreement") is entered into as of the date of final signature, by and between the Yavapai County Community College District dba Yavapai College (hereinafter known as "YC") and the Mountain Institute Career and Technical Education District of Yavapai County (hereinafter known as "MICTED") for the joint exercise of powers.

WHEREAS, the parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S. § 15-393;

WHEREAS, the parties want to partner to administer a Registered Apprenticeship (hereinafter known as RA) program approved by the Arizona Department of Education.

WHEREAS, the parties want to provide Joint Technical Education RA Experiences in Arizona, as defined in Section 4 of this Agreement.

WHEREAS, MICTED has received State funding to administer a registered apprenticeship grant, and YC has the organizational capacity to serve as fiscal agent to the Arizona Career and Technical Education Curriculum Connection to administer the RA grant.

NOW, THEREFORE, in consideration of the mutual agreements set forth, the parties agree as follows:

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which YC will coordinate the RA experiences of students in Arizona who meet the criteria provided in MICTED's RA grant.

2. Term

This Agreement shall commence and be effective on the date of final signature, and shall terminate on September 30, 2031, and may upon mutual agreement be renewed for periods up to 1 year thereafter. Payment, performance, and obligations for any fiscal period are subject to the availability and appropriation of monies. No sooner than sixty (60) but no later than thirty (30) calendar days prior to the termination date of this Agreement, designated representatives of the parties shall confer to discuss any modifications of this Agreement to become effective upon renewal.

3. Termination

This Agreement may be terminated by either party upon written notice to the other party given no later than thirty (30) calendar days before the end of any given fiscal year. Said termination shall not become effective until the end of the fiscal year in which notice is given.

3.1 Disposition of Property upon Termination. Unless otherwise agreed to in writing by the Parties, all property purchased with CTE and/or Grant Funds shall remain the property of the original entity providing the funding and shall be removed when no longer in use or upon termination of this Agreement to the funding entity.

4. Requirements under A.R.S. §15-393(L)

4.1 Financial Provisions

- 4.1.1 MICTED will reimburse to YC all program expenses as defined by the RA grant budget.
- 4.1.2 Payment for services shall not exceed the cost of the services provided.
- 4.1.3 Payment obligations of MICTED under this Agreement are conditioned upon the availability of funds that may lawfully be used for such purpose.

4.2 Accountability Provisions

The parties agree to cooperate as appropriate to ensure compliance of both parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs and fiscal responsibilities.

4.3 Responsibilities

4.3.1 Responsibilities of YC

- 4.3.1.1 YC certifies that it has adequate staff and program resources necessary to support the RA grant.
- 4.3.1.2 YC will provide services necessary for offering registered apprenticeships including offering the credit courses needed for registered apprenticeship preparation.
- 4.3.1.3 YC will provide the necessary facilities, equipment, supplies, maintenance, property, and liability insurance to conduct the RA program.
- 4.3.1.4 On or before September 1 of each year, YC shall submit a detailed report of the work completed associated with the RA
- 4.3.1.5 On a quarterly basis, YC will invoice MICTED for all expenses related to administering the RA grant.
- 4.3.1.6 YC will collaborate with MICTED to produce any required report associated with maintaining a good standing with the RA grant requirements and its funding.

4.3.2 Responsibilities of MICTED

- 4.3.2.1 MICTED will collect, facilitate, and submit all required documentation to ADE as it relates to the RA grant.
- 4.3.2.2 MICTED will collaborate with YC to produce any required reports associated with maintaining good standing with the RA grant requirements and its funding.
- 4.3.2.3 MICTED will coordinate with YC in the outreach and communication of the RA grant with other Career and Technical Education districts and related entities.

4.4 Quality of Instruction

“Joint Technological Education RA Experiences” shall mean a work-based learning experience aligned to courses that meet the following criteria identified as A.R.S. §15-391(2);

- 4.4.1 The course is designed to lead a student directly toward a specific career, vocation, or industry.
- 4.4.2 The course is taught by an instructor who is certified to teach career and technical education by the State Board of Education or by a postsecondary educational institution.
- 4.4.3 The course requires specialized equipment or specialized instruction materials above and beyond the scope and cost of a standard educational course.
- 4.4.4 The course is designed to lead the student toward certification that is accepted by a vocation or industry as demonstration of skill or competency in that vocation or industry.

- 4.4.5 The course is part of a program that requires students to obtain a passing score on any examination that is required and has been approved by the Arizona State Board of Vocational and Technological Education that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.
- 4.4.6 The program meets the standards of a career preparatory vocational program as determined by the Career and Technical Education Division of the Department of Education.
- 4.4.7 The program is accredited by the Higher Learning Commission and approved by the YC District Governing Board.
- 4.4.8 The program is approved by the Career and Technical Education Division of the Department of Education as provided in A.R.S. §15-391(4)(g).
- 4.4.9 The program is only offered to students in grades 9 through 12.

4.5 Enrollment

For purposes of this Agreement, the definition of “student” is as defined in A.R.S. § 15-393 D(4). Adults and post-secondary students may enroll in YC courses. Total enrollment in the RA experiences, as well as the number of students who may receive services under this Agreement, shall be determined by YC.

4.6 Transportation Services

Transportation to and from the program is not provided by YC and is the responsibility of the students participating in the RA experience.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either party may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either party receives written notice of the cancellation unless the notice specifies a later time.

6. Non-Discrimination

The parties agree that, in fulfilling the obligations set forth in this Agreement, they shall not discriminate against any person on the basis of race, color, religion, gender age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. The parties agree further to comply with Executive Order 2009-09, any subsequently issued legally applicable Executive Orders and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities.

7. Insurance

MICTED and YC each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other party as an additional insured.

8. Employees

An employee of any party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers’ compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers’ compensation benefits.

9. Mutual Indemnification

Each party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other parties (as “Indemnitees”) from and against any and all claims, losses, liability, costs, or expenses (including reasonable

attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury or any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

10. Applicable Law

This Agreement shall be governed and interpreted by the laws of the State of Arizona. The Parties shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15-391 and 15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control. Any reference to a particular statute in this agreement shall also refer to that statute as amended in the future.

11. Mediation

Neither party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The parties shall share equally the expenses of mediation, except that shared expenses shall not include the cost incurred by a party for representation by an attorney at the mediation if such representation is desired.

12. Notice

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid or electronic mail (email) to:

Yavapai College

Attn: Procurement & Contract Services
1100 E Sheldon Street
Prescott, AZ 86301

Procurement@yc.edu

MICTED

Attn: Bill Stiteler, Superintendent
Mountain Institute CTED
220 Ruger Road, Suite 2
Prescott, AZ 86301

Bill.Stiteler@micted.net

13. Counterparts

This Intergovernmental Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Intergovernmental Agreement is effective as of the date first written above.

14. Acknowledgment and Waiver of Conflict of Interest

The Parties acknowledge that Sims Mackin LTD ("Firm") currently represents both Yavapai College and MICTED in connection with this Agreement. Firm has advised both Parties that a potential or actual conflict of interest may arise due to this joint representation, as the interest of the Parties may diverge. Each Party hereby knowingly and voluntarily consents to joint representation by Firm and waives any claim that such representation constitutes a conflict of interest. If a material dispute arises between Yavapai College and MICTED that cannot be resolved amicably, Firm will cease representing both Parties in the matter, and each Party will be required to retain independent, separate legal counsel.

IN WITNESS HEREOF, the parties sign this Agreement:

[Signatures to follow on subsequent pages]

Yavapai County Community College District dba Yavapai College

Dated this ____ day of _____, 2026, upon resolution of the YC Governing Board approving this Agreement and authorizing its authorized representative to sign below:

By: _____
Steve Bracety
District Governing Board Chair

Attorney Approval:

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

By: Anthony W. Contente-Cuomo 8-5-2026
Anthony W. Contente-Cuomo
Legal Counsel for YC

Mountain Institute Career and Technical Education District of Yavapai County

Dated this ____ day of _____, 2026, by the MICTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

By: _____
William Steitler
Superintendent

Attorney Approval:

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

By: _____
Kristin Mackin
Legal Counsel for MICTED

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

Between

Yavapai County Community College District

And

Mayer Unified School District #43

This First Amendment to Intergovernmental Agreement (IGA) is entered into by and between Yavapai County Community College District, a political subdivision of the State of Arizona, hereinafter referred to as the "College," and Mayer Unified School District #43, hereinafter referred to as the "School District" individually as a "Party" and collectively as the "Parties." Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (A.R.S.) § 11-951.

Witnesseth:

Whereas, on June 20, 2024, the College and the School District entered into an IGA for the purpose of offering college-level courses that may be counted toward both high school and college graduation requirements, effective through June 30, 2027; and

Whereas, the College and the School District each desire to update Exhibit A, "Type of Instruction Dual Enrollment Courses," as required based on the addition of classes.

NOW, THEREFORE, IT IS MUTUALLY AGREED BY THE COLLEGE AND THE SCHOOL DISTRICT THAT THE IGA IS AMENDED AS FOLLOWS:

1. Exhibit A is hereby deleted in its entirety and replaced with the attached revised Exhibit A, which is incorporated herein by this reference, due to the addition of classes as noted in the exhibit.
2. Except as expressly amended herein, the terms and conditions set forth in the original IGA shall remain in full force and effect.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE CAUSED THE FIRST AMENDMENT TO IGA TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

Yavapai County Community College District

Mayer Unified School District #43

By: _____

By: _____

Name: Doug Berry, Ph.D.

Name: _____

Title: Acting President

Title: _____

Date: _____

Date: _____

Pursuant to A.R.S. § 11-952(D), the foregoing Amendment to Agreement has been reviewed by the undersigned attorneys for Yavapai County Community College District and Mayer Unified School District #43, who have determined that the Amendment is in proper form and within the powers and authority granted under the laws of this State to Yavapai County Community College District and Mayer Unified School District #43.

By: Anthony W. Contante-Cuomo

By: _____

Title: Attorney

Title: Attorney

Counsel for Yavapai County Community College District

Counsel for Mayer Unified School District #43

Date: 8-6-2026

Date: _____

EXHIBIT A

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.
Semester 1 is Fall, Semester 2 is Spring and Semester 3 is a Year-long course.

COLLEGE TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	H.S. TITLE
Career Search and Success	BSA102	1	1	Burgess	Business Career Search and Success
Microsoft Office for Windows	CSA126	3	2	Burgess	Business Microsoft Office for Windows
Organizational Behavior	MGT140	3	1	Burgess	Business Organizational Behavior
Principles of Management	MGT220	3	1	Burgess	Business Principles of Management
Human Resource Management	MGT223	3	2	Burgess	Business Human Resource Management
Strategic Management	MGT229	3	2	Burgess	Business Strategic Management
Business Communication	MGT233	3	1	Burgess	Business Communication
Principles of Marketing	MKT240	3	2	Burgess	Business Principles of Marketing
Professional Productivity Solutions	BSA228	3	2	Burgess	Professional Productivity Solutions
Principles of Accounting	ACC131	3	2	Burgess	Business Principles of Accounting
Intro to the Animal Industry	AGS120	4	3	Wallace	Intro to the Animal Industry
Equine Science	AGS100	4	3	Wallace	Equine Science