

Yavapai College
District Governing Board
Workshop

Tuesday, January 14, 2025
9:00 a.m.

The meeting location will be open to the public at 8:45 a.m. at the latest.

Livestream Link:

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

Prescott Campus
The Rock House
1100 E. Sheldon Drive
Prescott, AZ 86301

Members Present:

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

Administration Present:

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

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f89dbed5-e51b-439e-b8e4-b2680133af46>

1. General Functions: Procedural
 - a. Call to Order

Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.

- b. Election of Board Officers – Chair, Secretary, and Board Member Liaison Committee Appointments for 2025 – **DISCUSSION AND DECISION**

Recorded discussion and comments are available and begin at 07:53.

Members Kiel and Payne raised a question regarding the approval of the agenda, and Attorney Adams clarified that there was no legal requirement that the agenda be approved before proceeding. The discussion then moved to the election of board officers, with nominations for the chairperson.

Member Kiel made a motion, seconded by Member Payne, to table the board officer elections until the January 28, 2025 meeting. Motion failed 3:2 (Ayes: Payne and Kiel; Nays: McCasland, Bracety, and Kuykendall.)

Member Deb McCasland and Member Toby Payne were nominated. Arguments for and against each candidate were presented, focusing on experience, representation, and leadership skills.

Member Kiel nominated and moved, seconded by Member Payne, that Member Payne be elected Board Chair for a 2-year term. Motion failed 3:2 (Ayes: Payne and Kiel; Nays: McCasland, Bracety, and Kuykendall).

Member Bracety nominated and moved, seconded by Member Kuykendall, that Chair McCasland be elected Board Chair for a 2-year term. Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).

Chair McCasland nominated and moved, seconded by Member Kuykendall, that Member Bracety be elected Board Secretary for a 2-year term. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

Chair McCasland made the appointments of Board Liaisons. She appointed herself as the Arizona Association of Community College Trustees (AACCT) Liaison and Spokesperson of the Board. She appointed Secretary Bracety as the Liaison for Yavapai College Foundation.

c. Adoption of Agenda – **DECISION**

Recorded discussion and comments are available and begin at 27:13.

Secretary Bracety moved, seconded by Member Kuykendall, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

SHORT RECESS

2. Statement Regarding Legality of College Operations – Atty. Lynne Adams, Board Attorney - Osborn Maledon

Recorded discussion and comments are available and begin at 34:42.

Attorney Adams provided a statement for clarification on the legality of college operations. Attorney Adams refuted recent public statements questioning the President's authority, explaining that the governing board is responsible for setting policies and overseeing operations, while the President and college employees execute the board's directives. She

likened the board's role to that of a corporate board of directors, with the President functioning as a CEO. Attorney Adams noted that Yavapai College's governance structure is the same as that of the Arizona Board of Regents, where university presidents manage daily operations while the board of regents sets policies and approves major plans. She affirmed that both the governing board and Dr. Rhine are fulfilling their legal responsibilities.

3. Study Session – Mr. Ken Burke, Association of Community College Trustees Workshop Consultant & Dr. David Borofsky, Arizona Association of Community College Trustees Executive Director
 - a. Retreat Purpose and Objective – **INFORMATION and DISCUSSION**
 - b. Building a New Team – **INFORMATION and DISCUSSION**
 - i. Who We Are: Our Stories and Our Values
 - ii. Our Vision, Mission, and Values
 - c. Board/President Relationship and Trust Building – **INFORMATION and DISCUSSION**
 - i. Characteristics of Effective Teams
 - ii. Expectations of the President and the Board
 - iii. Delegation of Authority
 - d. Effective Trusteeship Parameters – **INFORMATION and DISCUSSION**
 - i. Legal Authority, Open Meetings, and Executive Sessions
 - ii. Confidentiality and Personal Liability
 - iii. Parliamentary Procedure
 - iv. Accreditation Standards and Association of Community College Trustee Guidelines
 - v. Key Yavapai College Policies
 - e. Roles, Responsibilities and Best Practices – **INFORMATION and DISCUSSION**
 - i. Policy vs. Operations
 - ii. Communication Protocols
 - iii. Fiduciary Responsibilities
 - iv. Top Twenty Truths
 - f. Practical Applications – **INFORMATION and DISCUSSION**
 - i. Effective Meetings
 - ii. Code of Ethics and Conduct
 - iii. Accountability and Recourse
 - iv. How Do We Measure Up?
 - g. Board Members' Comments on Chapter Six, Trusteeship in Community Colleges – **INFORMATION and DISCUSSION**
 - h. The College's Future – **INFORMATION and DISCUSSION**
 - i. Critical Issues Facing the College and the Community
 - ii. Board Goals for 2025

iii. Board Professional Development

Recorded discussion and comments are available and begin at 36:53.

The workshop then transitioned to a study session with Ken Burke from the Association of Community College Trustees (ACCT) and Dr. David Borofsky focusing on governance principles and best practices. An icebreaker was conducted to introduce board members and staff, sharing personal backgrounds, reasons for serving on the board, and favorite vacation spots.

Key governance principles discussed included the board's role in setting policies, oversight through monitoring reports, and the importance of creating a positive climate at the college. The delegation of operational decisions to the President and the relationship of that issue to accreditation were also highlighted. The session emphasized the need for effective communication, collaboration, and understanding of each other's roles to advance the college's mission.

A summary of the issues discussed by Mr. Burke, Dr. Borofsky, board members, and President Rhine is provided below:

1. **Accreditation and Board Involvement:**
 - a. Accreditation issues often arise from financial problems.
 - b. Higher Learning Commission (HLC) is the accrediting body for Yavapai College.
 - c. HLC requires the Board to delegate management responsibilities to the CEO/President.
 - d. Issues arise when boards manage day-to-day operations.
2. **Board Policies and Carver Model:**
 - a. The College previously followed the Carver model of governance, but has since moved away from it.
 - b. Current policies are not entirely aligned with the Carver model.
 - c. The Board focuses on policy, while the President handles operations.
3. **Board Responsibilities and Authority:**
 - a. The Board's power comes from acting collectively, not individually.
 - b. Board members have no individual authority to change College operations.
 - c. The Board Chair has designated responsibilities as per board policies.
 - d. Board members must work together with the President to advance the College.
4. **Shared Governance and Decision Making:**
 - a. The College follows a participatory governance model, ensuring faculty primacy in academic decisions.
 - b. All voices, including students and staff, are included in decision-making processes through the College Council.
 - c. The model aligns with legislative and accreditation requirements.

5. **Board Policies vs. State Legislation:**
 - a. Board policies can be more restrictive than state statutes but cannot violate state statutes.
 - b. Board members can seek legal advice if they have concerns about policy compliance with state law.
6. **Communication and Transparency:**
 - a. Board members should not seek out issues from employees directly.
 - b. Employees should address concerns through their supervisors or the President.
 - c. Board members should redirect public or employee concerns to the President.
7. **Board Meetings and Packet Distribution:**
 - a. Board packets are distributed electronically on the Friday before Tuesday meetings.
 - b. The timing ensures up-to-date financial information but may limit time for board members to review materials.
8. **Board Member Engagement and Education:**
 - a. Board members should be engaged, informed, and attend College events.
 - b. Continuous education through workshops at board meetings is essential.
 - c. The President should facilitate board member involvement and provide necessary information.
9. **President's Role and Support:**
 - a. The President must respect the board's role and provide adequate information.
 - b. The President must publicly and privately support the board.
 - c. The President should facilitate board member involvement in the community and College events.
 - d. The President and her team should ensure the board book is comprehensive and timely.
10. **Challenges and Support for the President:**
 - a. Presidents face challenges such as political issues, community concerns, and diminished state funding.
 - b. Supporting the President's mental health and professional development is crucial.
 - c. The board should support the President in attending conferences and retreats for professional growth.

The meeting concluded with a reminder of the importance of maintaining the College's reputation and focusing on student success. The board plans to continue discussions on these topics in future meetings.

4. Adjournment of Board Workshop: Procedural – **DECISION**

Secretary Bracety moved, seconded by Member Kuykendall, to adjourn the Workshop. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Workshop adjourned at 2:58 p.m.

Respectfully submitted:


Deanne K. Petty, Recording Secretary


Date


Ms. Deb McCasland, Board Chair


Mr. Steve Bracety, Secretary