

**Yavapai College**  
District Governing Board  
Regular Meeting

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

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

Livestream Link:

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

**Members Present:**

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

**Administration Present:**

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

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

**MINUTES**

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

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

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

- b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Secretary Bracety.

2. Board Business
  - a. Executive Session

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

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

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

- b. Reconvene in Public Session

Reconvene at 1:26 p.m.

3. General Functions: Procedural

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

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

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

4. Study Session

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Secretary Bracety moved, seconded by Member Kuykendall, to approve Consent Agenda Item iii. Workshop Meeting Minutes – Tuesday, January 28, 2025.**

Member Kiel requested two changes to the minutes related to the time limit for board member comments established by Chair McCasland. **Motion carried 3:2 (Ayes: McCasland, Bracety, and Kuykendall; Nays: Payne and Kiel).**

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

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

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

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

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



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

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

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

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

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

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


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

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

Regular Meeting adjourned at 3:44 p.m.

Respectfully submitted:

  
Deanne K. Petty, Recording Secretary

  
Date

  
Ms. Deb McCasland, Board Chair

  
Mr. Steve Bracety, Secretary