

Yavapai College
District Governing Board
Regular Meeting

Tuesday, March 19, 2024
1:00 p.m.

The meeting location will be open to the public at 12:45p.m. at the latest.

Sedona Campus
4215 Arts Village Drive
Sedona, Arizona 86336

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafos, Board Member
Mr. Steve Bracety, Board Member – via Zoom
Mr. Toby Payne, 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=06c37c78-62c6-41e9-81ac-b1390021c10a>

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

Chair McCasland called the Yavapai College District Governing Board Regular Meeting to order at 1:00 p.m.

- b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Member Payne.

- c. Adoption of Agenda – **DECISION** {Time: 1}

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

- d. Open Call – **INFORMATION** {Time: 10}

There were no submissions for open call.

2. Study Session

- a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Douglas Berry, Dr. Janet Nix and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Andrew Winters (*Attached*)

Dr. Rhine introduced Dr. Douglas Berry and Dr. Andrew Winters. Dr. Andrew Winters gave some brief highlights on the following faculty: Division I – Allen Magarrell; Division II – Ilene Roby and Avery Liggett; Division III – Megan Hanna, Lauri Dreher, Heather Leavitt, Brandelyn Andres and Bryan Robertson; Division IV – Laraine Herring and Steve Doyle; Division V - Jeb Bevers and Dr. Kathleen Tallman.

2. Staff Association – Ms. Julie Galgano (*Attached*)

Dr. Rhine introduced Dr. Janet Nix and Ms. Julie Galgano. Ms. Julie Galgano is the chair of the Staff Association. Ms. Galgano provided an update from the Human Resources Department. She discussed the previous "Roughrider Salute" award, which emphasized service, relationship excellence, job knowledge, and continuous learning. This award has been rebranded as the SAM Recognition Award, recognizing staff and faculty who demonstrate outward mindset behaviors. The award acknowledges outstanding individual achievement, contribution, and performance, as well as efforts to enhance the workplace for colleagues, students, and the community. Nominees must display outward mindset behaviors like helping others and admitting mistakes easily. H.R. collects nominations for the staff award, with a committee selecting the winner. Brittany Olson, a YCSA secretary, was the inaugural recipient of the SAM Recognition Award for staff.
3. Student Government Association – Ms. Shanna Collier, Treasurer of Yavapai College Student Government Association (*Attached*)

Dr. Rhine introduced Mr. Rodney Jenkins and Ms. Shanna Collier. Ms. Shanna Collier gave an update on behalf of the YCSGA. Ms. Collier expressed gratitude for the opportunity to share her story with representative Mr. Eli Crane and highlight the impact of higher education at Yavapai College. She gave an update on the YCSGA Vice President's activities, including candidate interviews and the upcoming voting schedule for the executive board. The YCSGA announced support for the LEAD conference with Dr. Mercado as the keynote speaker, discussing the diverse sessions and leadership focus of the event. Ms. Collier also talked about the partnership with YCSGA to establish Ruff's Closet, a resource offering free professional clothing to YC students. She invited participation in the Ruff's Closet event on April 2nd at 2 pm and expressed gratitude for the support of YC students.

- ii. President's Evaluation Report – Board Policy 203 Employee Compensation, Benefits, and Treatment of Personnel – Dr. Janet Nix. (*Attached*)

Dr. Janet Nix presented on employee compensation, benefits, and treatment of personnel. She expressed excitement about providing a brief report and gave an overview of Policy 203, emphasizing the importance of creating an environment for staff to excel. Dr. Nix discussed the employment and compensation benefits policy, highlighted the recent compensation study, and emphasized the need to stay consistent and equitable in employee compensation. She described the process and timeline of the compensation study, emphasizing transparency and the implementation of the findings. Dr. Nix outlined the College's compensation philosophy and goals, including market benchmarking and the desire to attract the best talent. She explained the adjustments made to the salary schedule to ensure consistency and fairness for employees. Dr. Nix also discussed the College's employee growth and development approach, including professional development funds and sabbaticals. She expressed pride in the College's support for employees and faculty. Dr. Nix apologized for not having the results of the survey to share due to a deadline constraint and expressed excitement about the 85% participation in the survey, highlighting the positive impact of acting on employee feedback.

Chair McCasland acknowledged the positive shift in employee satisfaction. She praised Dr. Rhine and the College's efforts to involve students as workers.

Dr. Nix discussed the impact of the President and the Board's decisions on creating an environment for employee success and satisfaction. She provided an overview of workers' compensation statistics and the grievance policy. Dr. Nix also shared information about employee health benefits. She discussed the proactive approach taken by the insurance Trust and the availability of wellness programs and clinics for employees. Dr. Nix wrapped up her presentation by providing an update on employee separations, noting a decrease from the previous year, and attributing it to increased stability.

Dr. Rhine thanked the culinary students and Chef for preparing the food provided at today's meeting.

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

There were no comments or questions about the report.

- b. 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 – Member Steve Bracety

Chair McCasland indicated that she did not speak as the Board Spokesperson since the last meeting. She also indicated that she did not authorize any other board member to speak as the board spokesperson.

Chair McCasland and Secretary Kuknyo presented to an outside group, using a presentation about Yavapai College that was developed by Tyler Rumsey and Dr. Rhine. Both felt that the audience had no idea that Yavapai College does as much as it does, and it was a great outreach to the community.

Chair McCasland indicated that there will be an AACCT meeting in April. She introduced Dr. Borofsky, explained his role to the board, and thanked him for his efforts.

Member Bracety gave a brief overview of the last Foundation meeting. YC is continuing to reach its goal to be recognized as a Hispanic serving institution, as Hispanic enrollment has reached 23.9% of the 25% required. The Foundation fundraising budget is \$1.3 million, and they are currently just over \$1.5 million so far this year.

- c. Dates and Time of Future Meetings and Events – **INFORMATION AND DISCUSSION** {Time: 5}
- i. 2023-2024 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2023-2024 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2023-2024 Dates, Times, and Places of Future National, State, and Local Events (*Attached*)

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meetings, College events, and conference dates.

Chair McCasland asked that the Workshop on May 28th be held in the Rock House. This is due to the concern at the last meeting about potentially not having enough space at the Chino Campus to accommodate the meeting space needed due to renovated classrooms that are now smaller. Member Bracety agreed that the Rock House would be appropriate for the Workshop. No other member disagreed. Ms. Sandoval indicated she would make the location change on the calendar.

Chair McCasland strongly encouraged the board members to attend the Evening of Recognition events coming up in both the Verde Valley and Prescott. She indicated it's exciting to hear about the outstanding students, what their goals are, and what they've accomplished.

3. Board Business

- a. District Governing Board Budget for Fiscal Year 2024 – Dr. Clint Ewell - **INFORMATION, DISCUSSION AND DECISION** (*Attached*) {Time: 10}

Dr. Ewell provided an overview of the college's seven-month budgeting process, which begins in August with planning teams and culminates in May with the approval of the final budget. The process involves bi-weekly meetings, budget requests, prioritization, and the development of draft and final budgets. A graph, which can be found in the Agenda Packet, was presented showing the district governing board's budget compared to actual spending over the last four years, with a proposed increase for the next year due to upcoming elections. The board has done very well at consistently staying within their budget. Dr. Ewell explained that the proposed budget increase primarily relates to the fact that two board members are up for election, with a flat fee from the county of \$40,000 per contested seat. The increase is recommended to account for potential election expenses.

Chair McCasland shared historical context about the college's funding, including a period of no tax increases for about 4-5 years. She also explained that one-third of the funding came from the state, one-third from the citizens, and one-third from our student fees/tuition. She further explained that in 2008 the governor decided to not give colleges any money but give them the authority to tax their district with the ability to raise the tax levy by 2% every year. The 2% is cumulative, meaning you can decide not to increase the tax levy one year and then increase it by 4% the next year. She explained that with COVID the board decided not to increase the tax levy to help the community, but with current college expenses, a 2% increase could easily be approved each year and the College could still not have enough money. She ended by stating that in order to keep the staff, faculty, and programs that the board will support the increase.

Member Sigafos moved, seconded by Member Bracety, to adopt the District Governing Board Budget for 2024-2025. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- b. Yavapai College District Governing Board Meeting Delivery Procedures – Atty. Lynne Adams, Board Council; Mr. Ryan Gray, Director of Technology Engagement and Strategy; Ms. Yvonne Sandoval, Executive Assistant - **INFORMATION, DISCUSSION AND DECISION** (*Attached*) {Time: 15}

Ms. Sandoval, Mr. Gray, and Attorney Adams delivered a presentation to the board on meeting delivery procedures surrounding open call processes. Ms. Sandoval indicated that as of February 20, 2024, all board meetings are livestreamed per the directive of the board.

Member Sigafos indicated that he would like to have the link of the livestream included at the top of meeting agendas. He indicated he knew it was posted on the website, but for transparency purposes, he would like it included on the agenda too. Attorney Adams indicated that she thought this would be a great idea to increase

transparency. She stated it did not need a vote unless there was a disagreement about it, and being none, the notation will be added to future agendas.

Ms. Sandoval and Mr. Gray presented two options for open call at Board meetings, highlighting the challenges of staff presence and technical issues. The discussion included Attorney Adams presenting on the impact of pending bills on meeting logistics. Ms. Sandoval explained the board staff follows statute and then the board directive on deadlines for the agenda packet. Dr. Rhine indicated that the bills could have a timeframe impact on the staff and will need to be considered. Attorney Adams indicated she will keep an eye on the bills and report back to the board. The meeting also covered technology support, meeting locations, and enhancing the meeting experience through improved audio and video setups. There were discussions on transparency, public interaction, and the potential impact of legislative changes on staff workload. Chair McCasland pointed out that currently very few people show up for open call, if at all, and the board/College could be doing all of this for nothing.

Member Sigafos moved, seconded by Member Payne, to adopt option one – offering two locations for open call and for the public to watch the meeting: Prescott and Clarkdale Campus beginning with the board’s meeting in September 2024. Motion fails 2:3 (Ayes: Sigafos, and Payne; Nays: McCasland, Kuknyo, and Bracety).

The Board debated the other option for open call participation, including pre-registration and technology support.

Secretary Kuknyo moved, seconded by Chair McCasland, to adopt option two – providing an open call form on the Board’s Webpage and allowing public participation via zoom. Motion fails 1:4 (Ayes: Kuknyo; Nays: McCasland, Sigafos, Bracety, and Payne).

Ultimately the board decided to continue investigating the matter for further discussion, including researching the potential use of the County’s satellite rooms.

Member Bracety moved, seconded by Member Sigafos, to direct staff to continue to investigate the matter and bring back updates and additional information to the board for further discussion and potential decision, including information regarding use of the County’s satellite rooms. Motion carried 4:1 (Ayes: Kuknyo, Sigafos, Bracety, and Payne; Nays: McCasland).

SHORT BREAK

- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Workshop Meeting Minutes – Tuesday, February 13, 2024 (*Attached*)
 - ii. Board Executive Session Confidential Minutes – Tuesday, February 13, 2024
 - iii. Board Workshop Meeting Minutes – Tuesday, February 20, 2024 (*Attached*)
 - iv. Acceptance of President’s Report on Board Policy 203 Employee Compensation, Benefits, and Treatment of Personnel

- v. Receipt of Report on Revenues and Expenditures for February 2024
(*Attached*)
- vi. 2024-13 Yavapai College District Board Resolution (*Attached*)
* Resolution was amended to include missing word.
- vii. 2024-14 Yavapai College District Board Resolution (*Attached*)
- viii. Revision to Yavapai College District Governing Board Policy 306 – Board Member Code of Conduct & Ethics (*Attached*)
- ix. Intergovernmental Agreement – Yavapai County Juvenile Court Center (YCJCC) – Operation of the Yavapai County Learn and Earn Academy (YCLEA) Program (*Attached*)

Member Sigafos moved, seconded by Secretary Kuknyo, to remove items c.vii and c.viii from the Consent Agenda for further discussion. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Secretary Kuknyo moved, seconded by Member Bracety, to approve the Consent Agenda items c.i through c.vi and c.ix. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Discussion of agenda item c.viii. Member Sigafos made a recommendation to place the proposed highlighted text to be a third roman numeral rather than where it is currently proposed. He indicated that the language is fine but would like the format reworked.

Member Sigafos moved, seconded by Secretary Kuknyo, to repaginate the proposed revision to Policy 306 to include three roman numerals as discussed. The proposed verbiage will become roman numeral three. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Discussion of agenda item c.vii. Member Payne is concerned about the Board Resolution of 2024-14. Dr. Ewell explained the purpose of the capital accumulation fund and its relation to expenditure limits. Member Payne inquired about the accounting and balance of the capital accumulation fund. Dr. Ewell clarified that the fund is not new money and is designated for future capital plans. Member Payne questioned the use of the fund for purposes other than capital projects. Dr. Ewell reaffirmed that the fund is for capital projects and explains the need to label it as such to avoid impacting the expenditure limit. Attorney Adams acknowledged that this process is a regular occurrence to manage expenditure limitations. Attorney Adams and Member Sigafos explained the necessity of accumulating funds over time for large projects to comply with expenditure limitations. Member Payne continued to inquire about the fund balance before its use for capital projects. Dr. Ewell clarified that the fund is specifically for capital projects and addresses the use of one-time money for recurring expenses.

Chair McCasland moved, seconded by Member Sigafos, to approve item c.vii – 2024-14 Yavapai College District Board Resolution. Motion carried 4:1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Nays: Payne).

Chair McCasland wanted to thank all the culinary students and the chef for the food at today's meeting.

d. Executive Session

- i. A.R.S. §38-431.03(A)(7), Discussion and Consultation with College Representatives Regarding Potential Lease and/or Purchase of Real Property, or Properties, in Prescott – **PROCEDURAL** {Time: 60}

Member Sigafos moved, seconded by Secretary Kuknyo, to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(7) for Discussion and Consultation with College Representatives Regarding Potential Lease and/or Purchase of Real Property, or Properties, in Prescott. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

e. Reconvene in Public Session

- i. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Lease and/or Purchase of Real Property, or Properties, in Prescott, as the Result of Executive Session – **DECISION** {Time: 5}

The Board reconvened in public session at 5:22 p.m.

Secretary Kuknyo moved, seconded by Member Sigafos, that the board confirm its instructions to College Representatives regarding negotiations for potential lease and/or purchase of real property, or properties, in Prescott, as the result of executive session. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

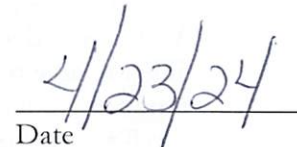
4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

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

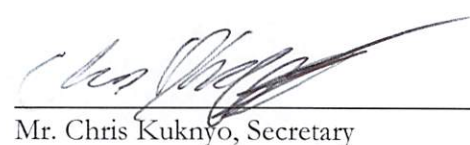
Regular Meeting adjourned at 5:23 p.m.

Respectfully submitted:


Deanne K. Petty, Recording Secretary


Date


Ms. Deb McCasland, Board Chair


Mr. Chris Kuknyo, Secretary