

Yavapai College
District Governing Board
Regular Meeting

Tuesday, September 24, 2024
1:00 p.m.

The meeting location will be open to the public at 12:45 p.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. Chris Kuknyo, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Steve Bracety, Board Member
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=9ed9f9a2-55f7-4b15-aae3-b1f600e34d70>

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 Sigafoos.

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

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

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

The following members of the public requested to speak:

1. William Kiel (Recording at 7:07)

2. Study Session

- a. Open Meeting Law Training – Mr. Danee Garone, Senior Staff Attorney, Arizona Ombudsman-Citizens' Aide - **INFORMATION** {Time: 30}

Recorded discussion and comments are available and begin at 10:30.

Danee Garone, a Senior Staff Attorney from the Ombudsman's Office, provided Open Meeting Law training. Mr. Garone provided an overview of the Ombudsman's Office, which handles complaints about state agencies and educates the public on open meeting and public records laws. Mr. Garone emphasized the importance of transparency in government decision-making and discussed the role of public bodies under the Open Meeting Law, defining these as multi-member decision-making entities subject to specific legal requirements.

Mr. Garone covered key aspects of the Open Meeting Law. He also reviewed the basic requirements of the law, including public notice, agendas, public access, and the definition of a quorum. Remote and hybrid meetings were addressed, with Mr. Barone clarifying that while not prohibited, they must comply with all legal aspects.

The confidentiality of executive sessions was a major focus, with Mr. Garone stressing the need to keep discussions private and the potential consequences of violating this confidentiality requirement. The importance of accurate minutes and recordings was highlighted, with Mr. Barone emphasizing the legal requirement for descriptions of legal actions/motions and votes taken during meetings. Mr. Sigafos asked about video markers being used in meeting minutes rather than a more detailed summary of the meeting. After discussion with Attorney Adams, Mr. Garone indicated that the details of the motions and vote must be in the minutes, but that is not a violation of the law to include video markers for members of the public to be able to review the detailed discussion that occurred during the meeting.

The training concluded with a discussion on handling Open Meeting Law violations, ratification procedures, and the resources available for addressing concerns or questions related to compliance.

- b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
- i. Presidents Report on Board Policy 205, Treatment of Students and Enrollment – Mr. Rodney Jenkins, Vice President of Student Development (*Attached*)

Recorded discussion and comments are available and begin at 1:50:00.

An update on Board Policy 205, focusing on student treatment, was provided by Mr. Jenkins, who highlighted the processes in place to support students

dealing with mental health issues. Ms. Tanya Sheldahl emphasized the College's responsibility to prevent and address sexual harassment and discrimination. Academic dishonesty, particularly with AI use, has increased, and faculty are working to educate students on proper usage. Alcohol conduct issues have decreased due to ongoing prevention efforts, while marijuana use has slightly risen, though marijuana remains prohibited on campus due to federal regulations.

There was discussion regarding the Campus Awareness Response and Evaluation Team (CARE), with mental health being a significant concern. No student suicides were reported this year, and there have been improvements in students' mental health indicators. The College is working with Polara Health to bring additional mental health resources to campus and continues to focus on supporting students' basic needs, such as through food pantries and technology loaner programs.

Mr. Jenkins reported that the addition of 30 beds at Prescott Pines has reduced the student housing waitlist. Ms. Sheldahl noted that housing there is designated for non-traditional students and is nearly full.

Donations to support student basic needs were encouraged, either through the College or the College Foundation.

- ii. College Council – Dr. Douglas Berry, 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 2:14:59.

Dr. Berry provided the Faculty Senate update, noting that Dr. Alex Barber was elected as the new Faculty Senate President in August. Seventeen new faculty members have joined the College, many replacing retirees or filling roles in the growing BSN program. A new faculty breakfast is planned for October to welcome them officially. The Faculty Senate is working on projects related to the ethical use of AI and updating faculty service documents to improve communication. Dr. Berry highlighted faculty achievements. The recent assessment day was well attended and organized by the SLOA committee. Dr. Barber is expected to attend the next board meeting for a formal introduction. Dr. Rhine concluded by expressing gratitude.

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

Recorded discussion and comments are available and begin at 2:18:36.

Ms. Ginney Bilbray, Vice President of the YC Staff Association (YCSA) and a librarian at the Prescott Campus, provided an update on staff professional development and YCSA activities. Ms. Bilbray highlighted the mission of the professional development and training committee, which focuses on improving staff engagement and job satisfaction through diverse training opportunities. Monthly training courses have been organized for staff, with various topics and presenters from August through October. In-person YCSA general meetings are held before each training session, with breakfast provided and Zoom access available for remote participants. These meetings have successfully engaged staff and provided updates from various committees. Based on employee surveys, Dr. Nix also provided an update on the College's recognition as a top workplace in Arizona and mentioned its consideration for a national USA Today award. Chair McCasland and Dr. Rhine thanked Ms. Bilbray for her presentation.

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

Recorded discussion and comments are available and begin at 2:23:03.

Mr. Jenkins introduced the Student Government Association (SGA) leadership for the year. Mr. Jackson James shared his personal story of overcoming adversity and emphasized the importance of representing students. He outlined the SGA's ongoing initiatives, including providing free access to feminine hygiene products, promoting mental health resources, and fostering a sense of belonging across the College. The SGA has been active in various college events and plans to continue with impactful initiatives across all campuses. Mr. James thanked the board and college leadership for the opportunity to be more at Yavapai College. Chair McCasland and Dr. Rhine thanked Mr. James and the SGA, expressing admiration and support for their work. Member Sigafos also offered words of encouragement, highlighting the importance of student success.

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

There were no comments or questions about the report.

- c. Prescott Pines at Yavapai College Update – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** {Time: 30} *(Attached)*

Recorded discussion and comments are available and begin at 2:41:44.

Dr. Ewell provided an update on the Prescott Pines. Efforts made in May through June focused on utility and infrastructure improvements, while July and August saw roofing and operational setup of common spaces and student housing. The first

students have successfully moved in, and a property manager has been hired. Future development plans for the next three fiscal years were outlined, and 360 videos of the housing units were made available. Dr. Ewell also discussed the expansion of housing, including 57 student beds, 10 RV spots, and three employee apartments, with plans to market these spaces for future occupancy.

Member Sigafos raised questions and provided insight about the NARTA program, a law enforcement training. Using the Prescott Pines as housing for students in this program was a positive move. Dr. Ewell reassured the board of the project's financial sustainability, emphasizing the priority of student housing while minimizing taxpayer costs. The durability of the furniture used at the site and potential student behavior concerns were also discussed and addressed.

Dr. Rhine highlighted the success of the housing project, with examples of faculty and staff benefiting from the new accommodations. Chair McCasland and Dr. Rhine expressed gratitude for the ongoing efforts, and Mr. James Crockett was recognized with the President's Excellence Award for his contributions to the Prescott Pines project.

- 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 – Member Steve Bracety

Recorded discussion and comments are available and begin at 3:02:42.

Chair McCasland provided an update on her role as the Board Spokesperson, sharing positive feedback about Yavapai College, its president, staff, and faculty, and expressing that the college is the best it has ever been. She also discussed her participation in the Arizona Association Community College Trustees' meeting, which covered topics like lobbying and the future of Arizona's community colleges. The ACCT Annual Convention will be held in Seattle in October.

Member Bracety gave a recap of the Yavapai College Community Foundation Board meeting, highlighting a 4% increase in student headcount for the semester, bringing enrollment to over 7,000. He recognized a \$25,000 donation by Mr. Ray Sigafos, which was matched by the Foundation to raise a total of \$50,000 for the Family Enrichment Center. He stated that Dr. Rhine provided an update on Prescott Pines, and Mr. Richard Hernandez was congratulated as the new interim director of the Foundation. The next board meeting is scheduled for October 9th at the Prescott campus.

- e. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2024-2025 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2024-2025 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2024-2025 Dates, Times, and Places of Future National, State, and Local Events (*Attached*)

Recorded discussion and comments are available and begin at 3:05:56.

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

3. Board Business

- a. Association of Community College Trustees (ACCT) Delegate for Yavapai College – Board Chair McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}

Recorded discussion and comments are available and begin at 3:09:39.

The board discussed the appointment of a delegate for the upcoming ACCT Annual Convention. Chair McCasland proposed appointing Ray Sigafoos as the official delegate. During the discussion, Member Sigafoos mentioned his appointment as Sergeant at Arms for the voting delegation and Congress meetings and expressed his willingness to attend the Convention in this capacity.

Chair McCasland moved, seconded by Member Bracety, to appoint Member Sigafoos as the Yavapai College delegate at the Association of Community College Trustee (ACCT) Convention. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracety and Payne).

- b. Yavapai College President Tribute – Board Chair McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 15}

Recorded discussion and comments are available and begin at 3:11:29.

The board discussed honoring the legacy of Dr. Jim Horton, a former College President who passed away this year. Chair McCasland asked Member Bracety to discuss a public request to pay tribute to Dr. Horton, specifically recognizing his contributions to the CTEC building and the community. Member Sigafoos shared personal memories of Dr. Horton, emphasizing his role in stabilizing the College and his work on various projects. The board expressed support for honoring Dr. Horton's legacy, with Member Sigafoos, Member Bracety, and Chair McCasland suggesting further information gathering to align with the College's naming policies. Attorney Adams recommended staff return with additional ideas for consideration. Chair McCasland mentioned existing tributes, such as benches and trees, but noted the College's tradition of not naming buildings after presidents. The discussion will continue in future meetings.

- c. Consent Agenda – **DECISION** {Time: 5}
- i. Truth in Taxation – Public Hearing Minutes – Tuesday, May 21, 2024 (*Attached*)
 - ii. Truth in Taxation – Special Meeting Minutes – Tuesday, May 21, 2024 (*Attached*)
 - iii. Budget Public Hearing Minutes – Tuesday, May 21, 2024 (*Attached*)
 - iv. Budget Adoption Minutes – Tuesday, May 21, 2024 (*Attached*)
 - v. Regular Meeting Minutes – Tuesday, May 21, 2024 (*Attached*)

- vi. Board Executive Session Confidential Minutes - Tuesday, May 21, 2024
- vii. Board Self-Assessment Workshop Minutes – Tuesday, May 28, 2024
(Attached)
- viii. 2024-16 Yavapai College District Governing Board Resolution (Attached)
- ix. Lease Agreement - Town of Chino Valley (50 acres) – Amendment #2
(Attached)
- x. Intergovernmental Agreement – Mountain Institute Career Technical Education District No. 2 (MICTED) – Concurrent Enrollment – Amendment #1 (Attached)
- xi. Intergovernmental Agreement – Valley Academy for Career and Technology Education (VACTE) – Concurrent Enrollment – Amendment #1 (Attached)
- xii. Intergovernmental Agreement – Northern Arizona Regional Training Academy (NARTA) – Academy Sergeant – (Attached)
- xiii. Yavapai College Summary of New Program Proposals – (Attached)
 - 1. Bachelor of Applied Science in Computer Science
 - 2. Bachelor of Science in Computer Science
- xiv. Receipt of Report on Revenues and Expenditures for July 2024 (Attached)
- xv. Receipt of Report on Revenues and Expenditures for August 2024
(Attached)
- xvi. Acceptance of President’s Report on Board Policy 205 Treatment of Students and Enrollment

Recorded discussion and comments are available and begin at 3:20:04.

Chair McCasland called for approval of the consent agenda, with the exception of item xiii, which she pulled from the consent agenda for further discussion.

Chair McCasland moved, seconded by Member Bracety, to approve the Consent Agenda, excluding item xiii – Yavapai College Summary of New Program Proposals, which was pulled from the consent agenda for discussion. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

The board then addressed item xiii. Dr. Rhine explained the need to remove the Bachelor of Applied Science in Computer Science proposal from the agenda due to a new option to offer a 90-credit program, while keeping the Bachelor of Science in Computer Science as a 120-credit program. The Higher Learning Commission’s authorization to offer bachelor’s degrees with 90 credits was discussed, and Dr. Berry provided clarification on the differences between the two programs.

Secretary Kuknyo moved, seconded by Member Bracety, to approve the Consent Agenda item xiii.2 - Bachelor of Science in Computer Science, excluding item xiii.1 – Bachelor of Applied Science in Computer Science. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Secretary Kuknyo moved, seconded by Member Sigafos, to table Consent Agenda item xiii.1 – Bachelor of Applied Science in Computer Science. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

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}
- ii. A.R.S. § 38-431.03(A)(1), Board’s Goals for President’s 2024-2025 Evaluation – Board Chair McCasland – **PROCEDURAL** {Time: 90}

Recorded discussion and comments are available and begin at 3:28:13.

Member Sigafos moved, seconded by Member Kuknyo, to go into Executive Session pursuant to 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 and pursuant to A.R.S. § 38-431.03(A)(1), Board’s Goals for President’s 2024-2025 Evaluation. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

e. Convene 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 5:26 p.m.

Recorded discussion and comments are available and begin at 4:31:52.

Member Sigafos moved, seconded by Member Bracety, 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 4:1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Nay: Payne).

- ii. Possible Action: Board’s Goals for President’s 2024-2025 Evaluation as the Result of Executive Session – Board Chair McCasland – **DECISION** {Time: 5}

Member Bracety moved, seconded by Secretary Kuknyo, to confirm the Board’s Goals for the President’s 2024-2025 Evaluation as revised in executive session. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

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

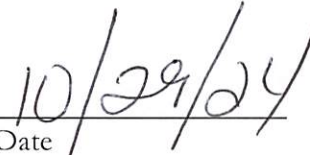
Member Sigafos moved, seconded by Member Bracety, to adjourn the Regular Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Regular Meeting adjourned at 5:29 p.m.

Respectfully submitted:



Deanne K. Petty, Recording Secretary



Date



Ms. Deb McCasland, Board Chair



Mr. Chris Kuknyo, Secretary