

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, October 20, 2020
1:00 p.m.

Online Only

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

Member Present:

Ms. Deb McCasland, Board Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member

Administration Present:

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

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:00p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member Padilla.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}
Member Sigafoos moved, seconded by Member Padilla, to adopt the District Governing Board Agenda. Motion was carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 5}
 - 1.4.1 Regular Board Meeting Minutes – Tuesday, September 8, 2020 (*Attached*)
Member McCarver moved, seconded by Chair McCasland, to approve the Regular Board Meeting Minutes from Tuesday, September 8, 2020. Motion was carried with 4 Ayes (Ayes: McCasland, McCarver, Chevalier, and Padilla) Member Sigafoos had technical difficulties and was not able to vote.

- 2.0 New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
- 2.1 Consent Agenda – **DECISION** (Reference Board Policy 3.4.3.4 Consent Agenda) {Time: 10}
- 2.1.1 Receipt of Report on Revenues and Expenditures for August 2020 (*Attached*)
- 2.1.2 Intergovernmental Agreement for Governor’s Office of Youth, Faith and Family (*Attached*)
- 2.1.3 Yavapai College District Governing Board Resolution 2020-04 (*Attached*)
- 2.1.4 Sixth Amendment to Intergovernmental Agreement for Mountain Institute Career and Technical Education District (*Attached*)
- 2.1.5 Waiver of Conflict of Interest from Yavapai County Attorney (*Attached*)
- Member Chevalier requested that agenda items 2.1.1 Receipt of Report on Revenues and Expenditures for August 2020 and 2.1.2 Intergovernmental Agreement for Governor’s Office of Youth, Faith and Family be removed from the Consent Agenda for discussion.

Member Chevalier moved, seconded by Member McCarver, to approve the Consent Agenda with the exception of agenda items 2.1.1. Receipt of Report on Revenues and Expenditures for August 2020 and 2.1.2 Intergovernmental Agreement for Governor’s Office of Youth, Faith and Family, which were removed for discussion. Motion was carried unanimously.

Regarding agenda item 2.1.1, Member Chevalier asked questions on the following reports: District Governing Board Expenditures Report, General Fund Report of Revenues and Expenditures, and Auxiliary Fund of Report of Revenues and Expenditures. A question was answered by Member Sigafos and the other questions were answered Dr. Ewell. There was no discussion on agenda item 2.1.2.

Member Chevalier moved, seconded by Member McCarver, to approve Consent Agenda items 2.1.1. Receipt of Report on Revenues and Expenditures for August 2020 and 2.1.2 Intergovernmental Agreement for Governor’s Office of Youth, Faith and Family. Motion was carried unanimously.

- 2.2 Refinance Revenue Bonds - Dr. Clint Ewell – **INFORMATION, DISCUSSION, AND DECISION** (Reference: 2.5 Financial Conditions & Activities) {Time: 20} (*Attached*)

Member Sigafos moved, seconded by Member McCarver, to approve and adopt the Resolution Authorizing the Issuance and Sale of Revenue Refunding Bonds, Series 2021, as presented in the Board agenda packet. Motion was carried unanimously.

- 2.3 Consideration on Conflict of Interest – Board Member Mitch Padilla- **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.3.2 Conflict of Interest) {Time: 5}

In light of concerns raised regarding potential conflicts of interest, Member Padilla provided information on a limited liability company, My College Road Map, that he started in 2016. The company assists high school students and their parents with college advising. Member Padilla indicated that he did not believe that a conflict of interest existed, but that he was no longer charging a fee for presentations. Attorney Adams confirmed that under the present circumstances, no conflict exists.

- 2.4 Spring 2021 College's Reentry Plan – Dr. Lisa Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 15} (*Attached*)

The Board members discussed their concerns. Drs. Rhine, Ryan, and Ewell provided additional logistics on how classes will operate safely in the spring semester.

Member McCarver moved, seconded by Member Sigafos, to approve expanding Spring 2021 offerings to seventy-five percent virtual and twenty-five percent hybrid instructions and allowing the College to rent space to the church with safety protocols in place and signed liability waivers for attendees. The Board also delegates authority to the College President to expand or restrict on-campus services and course offerings for Spring 2021 should the COVID-19 situation improve or worsen, provided that the District Governing Board is informed of any changes to the operating plans. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Padilla) and 1 Nay (Nay: Chevalier).

- 2.5 Proposed Scholarship, Tuition, and Fees for Fiscal Year 2022 - Dr. Clint Ewell – **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.5 Financial Conditions & Activities) {Time: 20} (*Attached*)

Board Member Chevalier asked why the College used across-the-board percentage pay increases for employees and not merit base increases. Dr. Ewell stated that universally applicable percentage increases are the norm in higher education, but the College is working towards merit based increases. The Board members provided additional comments regarding the tuition and fee proposal.

Member Sigafos moved, seconded by Member Padilla, to approve the administration's proposed scholarship, tuition and fee schedule for Fiscal Year 2022, which included the following details: no changes to in-state, out-of-state, and market-based tuition, with the exceptions noted; no change to general course fees; no changes to dual credit, senior citizen, promise, and full time student discounts and scholarships; a five percent increase for aviation courses; a two percent increase for auxiliary services, including residence halls and meal plans; and allowing out-of-state athletes to pay W.U.E tuition rates.

Board Member Chevalier asked a question about the W.U.E. rates for out-of-state athletes. Dr. Ewell and Mr. Jenkins provided information regarding the proposed change and its importance to the College.

Motion was carried unanimously.

- 2.6 Budget Revision Request for Fiscal Year 2021 and Budget Format for Fiscal Year 2022 – Board Member Paul Chevalier – **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.5 Financial Conditions & Activities) {Time: 20}

Member Chevalier read a statement on revising the current adopted College budget to reflect the current and projected income and expenses for the rest of the year. Member Chevalier requested Dr. Ewell's input. Dr. Ewell stated that the College has

always adjusted its internal budgets and financial information presented to the Board to reflect actual enrollment and to stay within the expectations of the Board.

Attorney Adams stated that the College already has an official budget that was adopted in accordance with Arizona law and which reflected the required budget format. This request would be for a revision in how items are presented to Board. Member Chevalier confirmed that he does want an official revision of the College's budget.

Member Sigafoos stated that it does not make sense to unofficially change the budget that is already in place. The Board knows the budget will be different as every fiscal year unfolds and that numbers change. Member McCarver stated that any changes now to the budget would also be a guess and the staff would be continually changing the budget on a future that is never certain.

Member Chevalier withdrew his request.

Member Sigafoos questioned Dr. Ewell to confirm that the College followed the process for approving its budget, that the budget format is established by law and regulation, and that the budget format is different for cities and towns. Mr. Sigafoos noted that having an internal budget document that differs from the officially adopted format is ok but the proposed budget we prepare and provide to the public must be in the fashion that the General Auditor provides to the College.

Member Padilla asked Member Sigafoos if he would opposed the College President providing the budget to the Board in a more-detailed format. Member Sigafoos stated no, but it would have to be internal document.

Member Chevalier stated that there is nothing in the Arizona law that restricts the College from expanding on the narrow things that the state requires in the official budget. Second, it is up to the College President to decide what to put into the budget that is provided to the Board, and he does not want to restrict the President's ability to expand the reporting.

Chair McCasland moved, seconded by Member Sigafoos, to continue with the budget preparation and format that the Board currently uses, which is in accordance with state law, and to require no changes by the President to that process and format. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafoos, and Padilla) and 1 Nay (Nay: Chevalier)

- 2.7 Planned Maintenance for the Performing Arts Center – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.5 Financial Conditions & Activities) {Time: 10} (*Attached*)
Board Member Padilla asked if the College could apply for state or federal money for facilities improvements. Dr. Ewell stated he will investigate any grants.

Member Sigafoos moved, seconded by Member McCarver, to approve the increase for the planned maintenance by \$750,000 to begin repairs on the roof and HVAC on the Performing Arts Center this fiscal year. Motion was carried unanimously.

Short Recess – Meeting recessed at 2:56 p.m.; reconvened at 3:10 p.m.

- 2.8 The Association of Community College Trustee Consultant Contract Revision – Board Chair Deb McCasland - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.5 Financial Conditions & Activities) {Time: 10} (*Attached*)
Member Sigafos moved, seconded by Chair McCasland, to approve the amendment to the Association of Community College Trustee consultant contract. Motion was carried unanimously.
- 2.9 Honorary Naming of the Soccer Practice Field – Mr. Rodney Jenkins - **DISCUSSION AND DECISION** (Reference: Board Policy 3.2.1.4 Other Activities) {Time: 10} (*Attached*)
Chair McCasland and Member Sigafos provided comments.
Member Sigafos moved, seconded by Member McCarver, to name the College’s soccer practice field in honor of Coach Michael Pantalione. Motion was carried unanimously.
- 2.10 President’s Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 15}
- 2.10.1 Policy 2.2 Treatment of Students (*Attached*)
Member McCarver moved, seconded by Chair McCasland, we have read the President’s Monitoring Report regarding policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Chevalier) and 1 Abstention (Padilla).
- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
- 3.1 Board Self-Evaluation and Review of Board Policies **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.1.5 Self-Evaluation) {Time: 30}
- 3.1.1 Evaluation Board Policy 3 Governance Process (*Attached*)
- 3.1.2 Evaluation Board Policy 3.2 Board Job Description (*Attached*)
- 3.1.3 Evaluation Board Policy 4.2 Accountability of the President (*Attached*)
- 3.1.4 Review Board Policy 4.3 Delegation to the President (*Attached*)
- 3.1.5 District Governing Board Self-Evaluation (*Attached*)
The Board discussed many of the comments included in each of these documents. Several of the comments related to potential revisions to current policy language. The Board’s Executive Assistant will track those requests so that they can be considered when the Board next reviews its policies.
- 3.2 President’s Report - **INFORMATION** (Reference: Board Policy 2.8.1 Information to the Board) {Time: 50}
- 3.2.1 Update on the College – Dr. Lisa Rhine
- 3.2.2 Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)
The Budget to Actual Monthly Report and Cash Reserves Monthly Report is provided in the Board packet.
- 3.2.3 Faculty Senate Report – Dr. Jennifer Jacobson

- 3.2.3.1 Compassionate Care in Behavioral Health – Dr. Karly Way
(*Attached*)
Dr. Way gave a presentation on the twelve-credit hour online program for Spectrum Health employees.
- 3.2.4 Recruitment & Retention Update – Mr. Rodney Jenkins
Because of the length of this meeting, this agenda item was tabled until the next Board Meeting in November 2020.
- 3.3 Board Liaisons Reports – **INFORMATIONAL AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 15}
 - 3.3.1 Board Spokesperson – Board Chair Deb McCasland
Chair McCasland had no activity to report.
 - 3.3.2 Arizona Association of Community College Trustees (AACCT) – Board Chair Deb McCasland and Board Member Ray Sigafos (*Attached*)
Chair McCasland reported on the proposal from the Arizona Association of Community College Trustees (AACCT) Funding for Professional Staff and Operational Expenses.
 - 3.3.3 Yavapai College Foundation – Board Secretary Patricia McCarver and Board Chair Deb McCasland
Member McCarver reported on Marketing’s report and the COVID Plan from September’s Foundation meeting. October’s Foundation meeting included reports from Dr. Redd on Sedona Campus and Verde Valley Skilled Trade Center, the announcement of Ms. Mary Talosi the new interim director of Foundation, a report that the virtual fundraising during COVID the Foundation has raised five thousand dollars, and information regarding the Wine Center’s online campaign.
- 3.4 Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}
 - 3.4.1 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)
 - 3.4.1.1 November 17, 2020 Board Meeting In-Person -
INFORMATION, DISCUSSION, AND DECISION
(*Attached*)
Chair McCasland moved, seconded by Member Padilla, to have the November 17, 2020 Board Meeting in-person at the Verde Valley Campus. Motion failed. 2 Ayes (Ayes: McCasland, Padilla) and 3 Nays (Nays: McCarver, Sigafos, and Chevalier)

In light of the Board’s action on this item, the November 17, 2020 meeting will be held virtually over Zoom only.
 - 3.4.1.2 Selecting the Board Dinner Date/Time/Location in December 2020 **INFORMATION, DISCUSSION, AND DECISION**
(*Attached*)
The Board has agreed to allow the College staff to plan the Board Dinner for December, and the Board will make the final decision at the November 2020 meeting.

3.4.1.3 Board Retreat Dates - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)

Each Board Member confirmed that they are available on both sets of dates, and the College Staff will confirm the dates.

3.4.2 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

- 4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member Sigafos moved, seconded by Member McCarver, to adjourn the meeting. Motion was carried unanimously.

Regular meeting adjourned at 4:34 p.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

11/19/2020
Date:


Ms. Deb McCasland, Board Chair


Dr. Patricia McCarver, Secretary