

**Yavapai College**  
District Governing Board  
Board Retreat

Saturday, February 27, 2021  
9:00 a.m. – 4:00 p.m.

**Community Online Only**

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

**Member Present:**

Ms. Deb McCasland, Board Chair  
Mr. Ray Sigafos, Secretary  
Mr. Paul Chevalier, Board Member (via Zoom)  
Mr. Mitch Padilla, Board Member  
Mr. Chris Kuknyo, Board Member

**Administration Present:**

Dr. Lisa B. Rhine, President  
Atty. Lynne Adams, Board Attorney (via Zoom)  
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)  
Chair McCasland called the Yavapai College District Governing Board Retreat to order at 9:02 a.m.
  
- 2.0 New Business: (Reference Board Policy 3.2.1 Ownership Linkage)
  - 2.1 Reflections on Prior Day Topics- Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1 Ownership Linkage)  
The Board reflected on Friday’s retreat and would like to proceed with following items: community outreach by the Board, create and implement a new board self-assessment form. Specifics regarding these items will be brought back to the Board for discussion and decision at future Board meetings.
  
  - 2.2 Board/President Relations - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 4.0 Board – President Linkage)  
The Board and president reviewed and discussed the six essentials of good board/president relation and their roles and responsibilities (see handouts).
  
  - 2.3 The President’s Evaluation Process - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 4.4 Monitoring President Performance)  
The Board reviewed and discussed an effective way to evaluate a community college president. Dr. Rhine provided a presentation on The President’s Evaluation Process, which included her proposal for an evaluation schedule and Board policies changes that would be required to implement her proposed revised process.

2.4 Board Policies and College Regulations – Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1.2 Governing Policies)  
The Board discussed policy development and reviewed policy manual samples from other community colleges, with the potential for a major overhaul of the Board’s policies in the future.

2.5 Modifying Our Board Policies - Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1.2 Governing Policies)  
The Board reviewed their policy manual and discussed the policies that need attention. Below is the list of policies that were recommended by the Board members. These policies will be discussed by the Board at a future Board meeting for potential revisions, including deletion.

1.0 Ends

1.1 Education Ends

1.1.1 Job Seekers Ends

1.1.2 Transfer Student Ends

1.1.3 Lifelong Learners Ends

1.2 Economic Ends

1.3 Community Ends

2.5 Financial Conditions & Activities

2.5.2 Lease Limits and Delegation of Lease Authority for Real Property

2.5.2.1 Improvements to Leased Property

2.8 Communication and Support to the Board

2.8.1.2 Monitoring Data

2.8.1.5 Policy Compliance

3.1 Governing Focus and Style

3.1.4 Self-Evaluation

3.3 Board Member Code of Conduct and Ethics

3.3.3.3 Judgements of President Performance

3.4 Agenda Planning

3.4.3.3 Process for Placing Items on the Agenda  
(section a)

3.4.4 President Monitoring

3.4.5 Elections/Appointments

3.5 Board Chair and Other Officer Roles

3.5.5 Board Liaisons

4.2 Accountability of the President

4.2.2 President Performance

4.3 Delegation to the President

4.3.3 President’s Authority

4.4 Monitoring President Performance

4.4.1 Monitoring Reports

4.4.2 Methods

4.4.3 Standard for Compliance

4.4.4 Schedule

4.7 President Succession

2.6 Next Steps- Dr. Pam J. Fisher, Association of Community College Trustees Consultant – **INFORMATION AND/OR DISCUSSION** (Reference Board Policy 3.2.1 Ownership Linkage)

The Board discussed an action plan with the following items, which will be brought back to the Board for discussion and decision at future Board meetings:

- Update/Revise Board Policies
- President’s Evaluation form and process
- Create and implement a new board self-assessment form
- Community Outreach by the Board
- Board Training on Thought Organization and Delivery (how to be effective advocates)
- President’s State of the College, including the Board’s consideration of the College’s future
- Finance/Budget Understanding
- Public Image and Understanding

The Board discussed the Draft 2021-2022 District Governing Board Calendar. Decisions regarding specific dates, particularly for the June Board workshop, will be made at future Board meetings.

Month	Meeting Type
June 2 or 3, 2021 9:00am – 4:00pm <b>Sedona Campus</b>	Workshop
<b>July</b>	<b>No Meeting</b>
<b>August</b>	<b>No Meeting</b>
Tuesday, September 14, 2021 1:00pm <b>Chino Campus</b>	Regular Meeting
Tuesday, October 12, 2021 1:00pm <b>Rock House</b>	Regular Meeting
Tuesday, November 9, 2021 1:00pm <b>Verde Valley Campus</b>	Regular Meeting
December 6 – 10, 2021 4:00pm – 6:00pm <b>TBA</b>	Board Dinner
Friday, January 28 and Saturday, January 29, 2022 9:00am – 4:00pm <b>Prescott Valley Campus</b>	Workshop
Tuesday, February 8, 2022 9:00am – 4:00pm <b>Sedona Campus</b>	Budget Workshop & Regular Meeting
Tuesday, March 8, 2022 1:00pm <b>Career &amp; Technical Education Center</b>	Regular Meeting

Tuesday, April 12, 2022 1:00pm <b>Verde Valley Campus</b>	Regular Meeting
Tuesday, May 17, 2022 1:00pm <b>Prescott Campus Community Room (19-147) or Zoom</b>	Regular Meeting

3.0 Adjournment of Retreat Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning)  
The Retreat adjourned at 3:23 p.m.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary

3/9/2021

Date:



Ms. Deb McCasland, Board Chair



Mr. Ray Sigafos, Secretary