

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, September 8, 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 Sigafos, 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 1:00 p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member Sigafos
 - 1.3 Oath of Office for New Board Member – Mr. Tim Carter, *Yavapai County School Superintendent* (Reference: Board Policy: 3.1.1. Trustee Obligation) {Time: 15}
Mr. Tim Carter, Yavapai County School Superintendent, administered the oath of office to Mr. Mitch Padilla. Mr. Padilla will serve District 5.
 - 1.4 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}
Member Sigafos moved, seconded by Member McCarver, to adopt the Governing Board Agenda. Motion was carried unanimously.

- 1.5 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 5}
- 1.5.1 Regular Board Meeting Minutes – Tuesday, July 28, 2020 (*Attached*)
Member Chevalier moved, seconded by Member McCarver, to approve the Regular Board Meeting Minutes from Tuesday, July 28, 2020 with the following edit to agenda item 2.4:

Member Chevalier sought to comment on the College's future budget presentation at this time. Attorney Adams advised him that because the issue was not on the meeting agenda, he could not comment on it during the meeting, and that to do so would be a violation of the Open Meeting Law and that it could either be added to a future board meeting agenda or that he could raise it directly with President Rhine. **Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Chevalier) and 1 Abstention (Padilla).**

- 1.5.2 Special Session Minutes – Tuesday, August 4, 2020 (*Attached*)
Member McCarver moved, seconded by Member Chevalier, to approve the Special Session Minutes from Tuesday, August 4, 2020. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Chevalier) and 1 Abstention (Padilla).

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 July 2020 (*Attached*)
- 2.1.2 Letter for Alternate to Service on Yavapai Combined Trust Board (*Attached*)
- Member Chevalier requested that agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for July 2020 be removed from the Consent Agenda for discussion.

Member Chevalier moved, seconded by Member Sigafos, to approve the Consent Agenda with the exception of agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for July 2020, which was removed for discussion. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Chevalier) and 1 Abstention (Padilla).

Member Chevalier asked questions regarding various items included in the Report provided with agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for July 2020. His suggested that the budget be revised to more accurately reflect current fiscal year revenues and expenses. Dr. Ewell suggested that revisions be made in the next few months, after additional information is available.

Member Chevalier moved, seconded by Member McCarver, to approve Consent Agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for July 2020. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Chevalier) and 1 Abstention (Padilla).

- 2.2 Board Self-Evaluation and Review of Board Policies **INFORMATION AND DECISION** (Reference: Board Policy 3.1.5 Self-Evaluation) {Time: 30}
- 2.2.1 Evaluation Board Policy 3.3 Board Member Code of Conduct and Ethics *(Attached)*
- 2.2.2 Evaluation Board Policy 3.4 Agenda Planning *(Attached)*
- 2.2.3 Evaluation Board Policy 4.6 Conferral of President Emeritus/a Status *(Attached)*
- 2.2.4 Review Board Policy 4.1 Unity of Control *(Attached)*
- 2.2.5 Review Board Policy 4.5 President Compensation and Benefits *(Attached)*
- 2.2.6 Review Board Policy 4.7 President Succession *(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.
- 2.3 Board Education – Atty. Lynne Adams - **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.3 Board Member Code of Conduct and Ethics) {Time: 10}
- 2.3.1 Board Minutes Legal Requirements and Best Practices
- Atty. Adams gave a presentation to the Board Members on legal requirements and best practices for preparing minutes of the Board meetings, including the primary purpose of minutes. The Board members made comments regarding the preferred preparation format for the minutes.
- 2.4 Potential Board Response to Published Statement– Chair Deb McCasland- **DISCUSSION AND DECISION** (Reference: Board Policy Interaction with Public, Press, or other Entities) {Time: 45} *(Attached)*
- The Board members discussed Member Chevalier's statement posted online and the proposed response to the statement. Member Chevalier defended the content of his statement.

Member Sigafos moved, seconded by Member McCarver, to adopt and release the attached statement *(attached to the minutes is the statement)* as a whole, as the Yavapai College District Governing Board's official response to a previously-published statement by Member Chevalier. Motion was carried 4 Ayes (Ayes: McCasland, McCarver, Sigafos, and Padilla) and 1 Nay (Nay: Chevalier).

Short Recess – Meeting recessed at 2:10 p.m.; reconvened at 2:20 p.m.

- 2.5 President's Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 15}
- 2.5.1 Policy 2.1 Treatment of Employees *(Attached)*
- Member McCarver moved, seconded by Member Sigafos, that we have read the President's Monitoring Report regarding Policy 2.1 Treatment of Employees and its subpolicies, 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 2.1 and its subpolicies. Motion was carried unanimously.

- 2.6 Verde Valley Skilled Trade Center – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND/OR DECISION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 10}

Dr. Ewell provided the Board with historical information regarding the College's location search for the Verde Valley Skilled Trade Center and the College's current proposal regarding locating the Center on the Verde Valley Campus. He also provided the Board with information regarding the cost of the Center and the potential sources of the necessary funds.

Member Sigafos moved, seconded by Member McCarver, to increase the current fiscal 2020-2021 Capital Improvement Plan Budget by \$600,000 dollars for the implantation of the Skilled Trade Center on the Clarkdale campus. Motion was carried unanimously.

- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –

- 3.1 President's Report - **INFORMATION** (Reference: Board Policy 2.8.1 Information to the Board) {Time: 50}

- 3.1.1 Update on the College – Dr. Lisa Rhine

- 3.1.1.1 COVID-19 Update – Dr. Lisa Rhine

Dr. Rhine gave a presentation on the update on the College and COVID-19, including the College's safety plans for employees and students.

- 3.1.1.2 Capital Improvements – Dr. Clint Ewell

Dr. Ewell gave a presentation on the status of the College's work on previously-approved Capital Improvement projects, including the costs of projects.

- 3.1.2 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.

- 3.1.3 Faculty Senate Report – Dr. Jennifer Jacobson

Dr. Jacobson gave a presentation for Member Padilla on the Faculty Senate Association. Professor Jason Ebersole gave a presentation on the Allied Health Services, Health Information Management, and Emergency Medical Services.

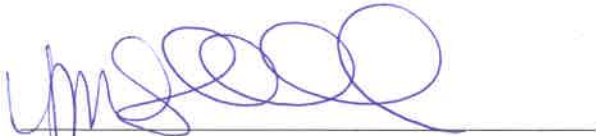
- 3.1.4 Regional Economic Development Center Project Report – Mr. Rodney Jenkins

Mr. Jenkins, Mr. Hernandez, and Ms. Jones gave a presentation on the Regional Economic Development Center project, focusing on its recent work and its future goals and projects.

- 3.2 Board Liaisons Reports – **INFORMATIONAL AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 15}
- 3.3.1 Board Spokesperson – Board Chair McCasland
Chair McCasland stated that preparing the Governing Board’s response to Member Chevalier’s statement, which was just approved, was her main activity. She has received a request from Mr. Ray Newton. Mr. Newton is interested in doing a series of articles in different publications on Yavapai College. Mr. Newton’s next project will be on the Viticulture and Enology program.
- 3.3.2 Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
Chair McCasland stated the AACCT had a virtual meeting to elect new leadership. Mr. Demion Clinco from Pima Community College is the new president, and Ms. Deb McCasland is the new treasurer.
- 3.3.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland
Member McCarver stated that the Foundation has been off for the summer and the next meeting will be tomorrow. Member McCarver will attend that meeting and will have a report next Board meeting. Chair McCasland stated the Foundation had a virtual reception for the scholarships that are funded by the Jewish Community Foundation, YRMC, and private individuals.
- 3.3 Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}
- 3.3.1 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)
On the request of Member Sigafos, the Board agreed to move the November Board Regular Meeting to Tuesday, November 17, 2020 at 1:00 p.m.
- 3.3.1.1 Board Retreat Dates - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
- 3.3.2 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 4:08 p.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

10/23/2020
Date:


Ms. Deb McCasland, Board Chair


Dr. Patricia McCarver, Secretary

Yavapai College District Governing Board Approved Statement- September 8, 2020

It is on behalf of the Yavapai College District Governing Board (DGB) and in response to the Eye on Yavapai posting of *Third District Representative Paul Chevalier Wants Yavapai College to Produce a More Transparent Budget, July 31, 2020*, that I write this response. The DGB believes that the community deserves to have accurate information about the College's budget reporting processes. The DGB is responsible for governing on behalf of and is accountable to the taxpayers of Yavapai County. As members, we fulfill this accountability by developing policies that govern the operations of the college. All operation decisions are delegated to the president of the college and the president is then held accountable for the delegated areas through our structured and transparent monitoring process.

It is extremely important that we as DGB members respect and adhere to our delegated structure. For a number of reasons, most importantly to maintain good standing with our Accreditation body. We also must respect the leadership of our president. We are very proud of what our president has accomplished in a very short period of time. She came in and listened, to our students, staff, faculty, Board and community. She has taken that information and made significant changes in both operational structure and fiscal management and reporting.

There is truly transparency in her approach and leadership style. Under Dr. Rhine's leadership the institution has incorporated significant changes in the way the college's budget is structured and reported. The report now includes budgetary data by department outlining every expenditure including employee information by classification as well as information related to our auxiliaries, performance center (PAC). In addition, the budget specifies expenditures separated by the two sides of the county. We asked for these changes and the president delivered.

The college presents this information and the DGB has ample opportunities to ask detail questions annually beginning in October with a discussion and presentation from the college on revenue assumptions. In November the college provide information from environmental scanning, there is a budget workshop for the DGB in January, there is also a presentation and discussion in March regarding all Capital expenditures. After four to five months of discussion, the president presents a detailed preliminary budget in April with opportunity for DGB and community input and a final budget in May. The DGB has plenty opportunity to provide input from the detailed information submitted. As a long term DGB member, I think this process is thorough, detailed, transparent and effective. It is not about how many pages we have, it is about the consistent transparency and I want to commend Dr. Rhine for her fiscal responsibility, leadership and business acumen.



Ms. Deb McCasland,
Board Chair