

Yavapai College
District Governing Board
Board Workshop

Wednesday, June 2, 2021
9:00 a.m. – 4:00 p.m.

Sedona Center
4215 Arts Village Drive
Sedona, Arizona 86336

Members Present:

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

Administration Present:

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

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
Member Chevalier moved, seconded by Secretary Sigafos, to adopt the District Governing Board Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
2. New Business:
 - a. State of the College – Dr. Lisa Rhine – **INFORMATION AND DISCUSSION** {Time: 45}
Dr. Rhine gave a presentation on the State of the College. She discussed the College's accomplishments for the 2020-2021 academic year and upcoming initiatives.

Short Recess – Workshop recessed at 9:56 a.m.; reconvened at 10:10 a.m.
 - b. 2021 Association of Community College Trustees Award Nominations – District Governing Board's Support Letters
 - i. Chief Executive Officer Nomination Letter - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 5}

- ii. Faculty Member Nomination Letter - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 5}
Member Kuknyo moved, seconded by Member Chevalier, to approve and sign the two Board letters of support, one for Dr. Rhine's nomination and the other for faculty member Andrea Schaben's nomination for the ACCT awards. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
- c. President's New Annual Evaluation Tool– Dr. Lisa Rhine – {Time: 45}
 - i. Adoption of Proposed President's Evaluation Tool – **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
The Board discussed the proposed President's Evaluation tool, a draft of which was included with the meeting materials.

Member Chevalier indicated that he wanted to use specific metrics and objective goals for the President's evaluation, and he recommended that the Board reject the proposed President's Evaluation tool. Chair McCasland stated that the ACCT drafted the proposed Evaluation tool and that it reflected the current Board Policy.

Member Chevalier moved, seconded by Member Padilla, to develop, in conjunction with the President, an objective metric system for the President's annual Evaluation tool.

During discussion on the motion and prior to the vote on the motion, Member Sigafos indicated that the Board does receive objective information during the year about the President's performance. Member Chevalier emphasized that he does not believe that the Board sets metric goals for the President's performance. Other board members provided their perspectives on the need for a change to the current evaluation process and the proposed President's Evaluation tool.

The motion did not pass, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Padilla, and Kuknyo)

Chair McCasland moved, seconded by Member Padilla, to adopt the proposed President's Evaluation tool and implement it for the 2021-22 school year.

During discussion on the motion and prior to the vote on the motion, Member Chevalier raised his concerns about specific questions included in the Evaluation tool. Dr. Rhine provided clarification that the Board would also receive additional information about her performance during the President's Reports that will be included in regular Board meetings. She also noted that the Evaluation tool includes goals. Other board members discussed their views of the Evaluation tool and noted that this was a step in the right direction, although it may need to be improved in the future based on next year's experience with the document.

Motion passed with four ayes and one nay. (Aye: McCasland, Sigafos, Padilla, and Kuknyo; Nay: Chevalier)

- ii. Acceptance of Proposed President's Evaluation Schedule - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
Board Chair McCasland discussed the new proposed schedule and the process that the President will follow to inform the Board about her performance. The new schedule will provide supporting information to accompany the new President's Annual Evaluation tool.

Member Kuknyo moved, seconded by Chair McCasland, to approve the President's Evaluation Schedule. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

- d. Board Evaluation – Chair Deb McCasland – {Time: 30}
 - i. Adoption of Board Evaluation Tool - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
Chair McCasland provided comments regarding the draft Board Evaluation tool, which was created by Association of Community Colleges Trustees (ACCT).

Chair McCasland moved, seconded by Secretary Sigafos, to adopt the ACCT Board-Self-Assessment Evaluation Tool for the next year and will be reevaluated at the end of next year.

During discussion on the motion and prior to the vote on the motion, Member Chevalier indicated that he believed that the board assessment tool should improve Board members' substantive performance, but that in his opinion, the proposed evaluation tool does not do that. He recommended rejecting the proposed evaluation tool.

Member Kuknyo indicated that he does not like the evaluation process that the Board is currently using. Although some revisions may need to be made, the Board can do that after using this for a year..

Chair McCasland stated that she designed the tool so that board members can better understand their role and confirmed that the Board could use this evaluation tool on a trial basis and make revisions as needed.

Secretary Sigafos provided information about the evolutionary process of the Board's self-assessment.

In response to concerns raised by Member Chevalier, Member Kuknyo stated that the President is accountable to the Board and the Board is ultimately responsible for performance and compliance.

Member Padilla agreed that the Board needs to move to a new method of evaluating its performance and is not in favor of a monthly Board evaluation. He favors a yearly evaluation.

Motion passed with four ayes and one nay. (Aye: McCasland, Sigafos, Padilla, and Kuknyo; Nay: Chevalier)

- ii. **Acceptance of Board Evaluation Schedule - INFORMATION, DISCUSSION, AND DECISION** (*Attached*)
Secretary Sigafos moved, seconded by Chair McCasland, to adopt the Board Evaluation schedule.

Chair McCasland provided a detailed explanation of the Board Evaluation schedule. The Board would evaluate its performance twice yearly under the proposed schedule. The ACCT would assist the Board with analyzing the evaluation results and proposing recommendations for the Board.

Member Chevalier asked if there was going to be a fee associated with ACCT's proposed work. Chair McCasland stated that there is a \$3,000 fee per evaluation for the ACCT's analysis work.

Member Padilla stated that he would not want to have staff involved in an analysis of the Board's performance. He stated that it is not the best use of their time and allows for any accusation of subjectivity. Member Padilla suggested revising the schedule to shorten the time between the assessment and the Board's discussion of the results and any training that the Board desires, and Members Chevalier and Kuknyo agreed

The Board members discussed whether to perform an evaluation annually or twice per year.

Member Chevalier proposed an amendment to the pending motion, which Chair McCasland did not accept.

Motion did not pass with two ayes and three nays. (Aye: McCasland and Sigafos; Nay: Padilla, Kuknyo, and Chevalier)

Member Kuknyo moved, seconded by Chair McCasland, to instruct the staff to come up with a different timeline that compresses the Board evaluation process, but that will maintain the two Board self-evaluations per year, one in the fall and one in the spring. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Short Recess – Workshop recessed at 11:27 a.m.; reconvened at 11:33 a.m.

- e. **The Arizona Association Community College Trustees - Dr. David Borofsky, Director - INFORMATION AND DISCUSSION** {Time: 60}
Dr. Borofsky gave a presentation on Arizona Association Community Colleges Trustees' (AACCT) value and opportunities. He discussed relationship-building between the Board and President with communication, understanding the Board's role in College operations, and how AACCT can assist the Board. Dr. Borofsky also provided dates of the AACCT's upcoming events.

Lunch Recess – Workshop recessed at 12:30 p.m.; reconvened at 1:42 p.m.

f. Board Policies – Chair Deb McCasland – {Time: 90}

i. Adoption of Proposed Reformatted Policies - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)

Chair McCasland provided an explanation on new proposed format of the Board Policy manual. Member Chevalier expressed to the Board that more time is needed to examine the new reformatted Board Policy Manual and to edit the manual. He recommends not adopting the reformatted Board Policies today, but instead waiting until the September Board meeting to approve.

Chair McCasland moved, seconded by Member Padilla, to adopt the reformatted Board Policy Manual.

Member Kuknyo and Secretary Sigafos provided their thoughts on the reformatted policy manual. Secretary Sigafos expressed his concern that there will not be regular monitoring of the policies.

The Board discussed whether to adopt the reformatted policy now and review the language before September or to wait to adopt the reformatted policy in September after the Board has had more time to review the policies.

Chair Sigafos proposed an amendment to the pending motion that was accepted by Chair McCasland and Member Padilla. The amended motion was to adopt the reformatted Board Policy Manual, with the understanding that the Board will consider any additions, deletions or corrections to the policy at its September board meeting. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

ii. Acceptance of Policy Review Schedule - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)

Chair McCasland noted that the dates may change based on previous changes to the Board's schedule.

Member Padilla stated that he does not think that the Board allocates enough time for its necessary work at workshops. He would rather have a three-day workshop to ensure that the Board is able to accomplish what it needs to.

Member Kuknyo left the Board Meeting at 1:42 p.m.

The Board will take the summer to make their edits to the Board Policy and submit them to the Board's Executive Assistant at least two weeks before the Board meeting.

Secretary Sigafos moved, seconded by Chair McCasland, to adopt the Board Policy Review Schedule, modified to include three days in September for a board meeting/Workshop, to adjust the January Workshop dates as needed, and to adjust the June Workshop dates as needed. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, and Padilla)

g. Annual Board Goals – Chair Deb McCasland - {Time: 90}

i. Advocacy and Community Relations Plan - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)

Member Chevalier questioned whether having Board members attend city council meetings is valuable for the College. Dr. Rhine clarified that a member of the College administration and the appropriate Board member will provide a presentation to the city council about the College and be available for questions. Chair McCasland asked that Board members let Yvonne know the dates on which they are available for the council meetings.

Secretary Sigafos asked for clarification regarding whether the College would be seeking input from the city council or providing information to the city council. He and Member Chevalier noted that the College still needed to do other outreach efforts.

Member Chevalier indicated that County Board of Supervisors' meetings should be added to the list.

Member Padilla clarified that the Board would attempt meet with each city/town council once during the year.

Secretary Sigafos moved, seconded by Member Chevalier, to adopt the Advocacy and Community Relations Plan as the Board's Community Outreach and Ownership Linkage Plan, to direct Board members to provide the Board's Executive Assistant with their availability, and to add the County Board of Supervisors to the Plan. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, and Padilla)

ii. Professional Development and Board Engagement - **INFORMATION AND DISCUSSION**

Chair McCasland and Secretary Sigafos discussed the value of attending state and national conferences for the Board Member. Chair McCasland also discussed the importance of attending College events.

3. Information Business:

a. Dates and Time of Future Meetings and Events - {Time: 5}

i. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats - **INFORMATION, DISCUSSION, AND DECISION** (*Attached*)

Member Chevalier asked for clarification on the new format of the regular Board Meetings, and Chair McCasland provided her basis for proposing the change. The President will provide the College's input during the "Study Session" portion of the meeting. The "Business Meeting" portion of the meeting will be for all agenda items that need a motion and Board vote.

Member Chevalier indicated that he would prefer to call the entire meeting a "Business Meeting."

Member Padilla stated that calling the meeting something different does not change what the Board's objectives are for the meeting, and that he was fine with the new format.

Chair McCasland moved, seconded by Secretary Sigafos, to adopt the new format for board meetings for the fall regular Board Meetings. Motion passed with three ayes and one nay. (Aye: McCasland, Sigafos, and Padilla; Nay: Chevalier)

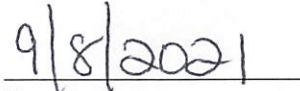
- ii. 2021-2022 Dates, Times, and Places of Future College Events - **INFORMATION AND DISCUSSION** (*Attached*)
 - iii. 2021-2022 Dates, Times, and Places of Future National, State, and Local Conferences - **INFORMATION AND DISCUSSION** (*Attached*)
4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Secretary Sigafos moved, seconded by Chair McCasland, to adjourn the District Governing Board Workshop. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, and Padilla)

Meeting adjourned at 3:01 p.m.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary



Date:



Ms. Deb McCasland, Board Chair



Mr. Ray Sigafos, Secretary