

Yavapai College
District Governing Board
Board Workshop

Tuesday, September 7, 2021
9:00 a.m.

Prescott Valley Center
3800 North Glassford Hill Road
Prescott Valley, Arizona 86314

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, 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

VIDEO RECORDING:

[HTTPS://YAVAPAI.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=954BC0FD-61A8-47A0-BB65-AD9C018B03A2](https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=954bc0fd-61a8-47a0-bb65-ad9c018b03a2)

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 Kuknyo moved, seconded by Secretary Sigafoos, to adopt the District Governing Board Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo)
2. Study Session
 - a. Yavapai County Education Service Agency - Mr. Tim Carter, Yavapai County School Superintendent - **INFORMATION AND DISCUSSION** {Time: 90}
Mr. Tim Carter presented information to the District Governing Board. Recorded presentation and comments are available (Recording at 0:53).

Short Recess – Workshop recessed at 10:58 a.m.; reconvened at 11:08 a.m.

- b. Strengthening Our Team – Chair Deb McCasland – **INFORMATION AND DISCUSSION** {Time: 60}
Recorded discussion and comments are available (Recording at 1:59:18).

- c. District Governing Board Responsibility – Chair Deb McCasland –
INFORMATION, DISCUSSION, AND DECISION (*Attached*) {Time: 10}
Recorded discussion and comments are available (Recording at 2:27:43).

- d. Annual Board Goals – Chair Deb McCasland - {Time: 5}
 - i. Advocacy and Community Relations Plan for *Yavapai County Board of Supervisors*- **INFORMATION** (*Attached*)
Recorded discussion and comments are available (Recording at 2:47:42).

- e. Board Liaisons’ Reports – **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
 - iii. Yavapai College Foundation –Board Chair McCasland
Recorded discussion and comments are available (Recording at 2:52:37).

Lunch Recess – Workshop recessed at 12:00 p.m.; reconvened at 12:34 p.m.

3. Board Business

In order to make certain that all board member’s views about policies are considered and that we capture all of the agreed-upon changes, Chair McCasland asked Dr. David Borofsky from the Arizona Association of Community College Trustees to assist the Board with edits to its policies. Dr. Borofsky will also provide the Board with information about what policies have worked well for other community colleges. Recorded discussion and comments are available for all of the board policy discussions (Recording at 2:56:40).

- a. District Governing Board Policy Manual Edits (*Attached*)
 - i. 101 College Priorities - **DISCUSSION AND DECISION** (*Attached*)
{Time: 5}
Member Chevalier moved, seconded by Secretary Sigafos, to change the second sentence of the policy to read “The College will achieve these results at a cost that the Board believes is justifiable.” Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved to eliminate Priority 3 of the current policy and reassign the activities included in that priority to Priorities 1 or 2 as appropriate. The motion died for lack of a second.

Member Chevalier moved, seconded by Secretary Sigafos to adopt the additional revisions to Priority 1 of the policy as noted in Chair McCasland’s version of the policy that is included in the meeting materials. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 101.

- ii. 201 Asset Protection - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

At the outset of the Governing Board's discussion of potential revisions to the Board Policies, it decided that it would work from the Proposed Board Policy Edits from the email of Board Secretary Sigafos to the 200 Series of Board Policies. Those proposed policies are written as "shall not" statements, instead of the versions of the 200 Series of Board Policies adopted in June 2021. All additional revisions noted below are based on the Sigafos policies as a starting point.

Secretary Sigafos moved, seconded by Chair McCasland, to edit Board Policy 201 as follows: Insert the 'shall not' into the policy, delete 'President shall not' and begin the sentence with 'Fail' on item #2, and on item #4 edit 'are not' to 'to be' in the sentence. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 201.

Short Recess – Workshop recessed at 2:08 p.m.; reconvened at 2:18 p.m.

- iii. 202 Communication & Support to the Board - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Secretary Sigafos moved, seconded by Chair McCasland, to edit Board Policy 202 as follows: Insert an 's' on the word 'alert', delete the words 'alert to' and 'or', after the word 'events' add the words 'or occurrences', and deleting the rest of the sentence on item #1. Item #2 deleting the words 'priorities or, Executive Limitations' and adding the word 'Policy.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 202.

- iv. 203 Employee Compensation & Benefits - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Chair McCasland moved, seconded by Secretary Sigafos, to edit Board Policy 203 as follows: Delete the sentence after the word 'volunteers' and add a comma. Delete the word 'Accordingly,' and bring the additional statement up, starting after the comma. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 203.

- v. 204 Financial Conditions - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}

Secretary Sigafos moved, seconded by Member Kuknyo, to edit Board Policy 204, item #2 to read as follows: 'Allow current fund reserves to drop below seventeen percent (17%) or plant fund reserves to drop below eight percent (8%) of the operating budget (including general fund and auxiliary fund budgets), to be effective no later than fiscal year 2024-2025.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to edit Board Policy 204, item #6 to read as follows: 'Enter into any lease agreement as lessee for more than five-years in duration or that exceeds \$200,000 per year.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Chair McCasland moved, seconded by Secretary Sigafos, to edit Board Policy 204, item #7 to read as follows: 'Make any tenant improvements over \$30,000 to leased property.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Secretary Sigafos moved, seconded by McCasland, to edit Board Policy 204, item #8 to read as follows: 'Make or delegate financial decisions for which legislation specifically requires delegation of authority from the Board except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies: pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter in to a lease for real property either as lessor or lessee on behalf of the College.' (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 204

b. Executive Session

- i. A.R.S. §38-431.03(A)(7), Discussion and Consultation With College Representatives Regarding Potential Purchase of Real Property in Prescott Valley– **PROCEDURAL** {Time: 60}

Member Kuknyo moved, seconded by Secretary Sigafos, to move into executive session pursuant to A.R.S. §38-431.03(A)(7) to discuss and consult with college representatives regarding potential purchase of real property in Prescott Valley. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

The Board reconvened in public session at 4:00 p.m.

c. Convene in Public Session

- i. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Purchase of Real Property in Prescott Valley, as the Result of Executive Session – **DECISION** {Time: 5}

Secretary Sigafos moved, seconded by Member Padilla, to confirm the direction provided to College administration in executive session regarding the potential purchase of real property in Prescott Valley. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

d. Consent Agenda – **DECISION** {Time: 5}

- i. Intergovernmental Agreement with the Department of Economic Security
(Attached)
- ii. 2021-2022 Schedule for President's Reports related to Board Policy – Edited
(Attached)

Secretary Sigafoos moved, seconded by Member Kuknyo, to approve the Consent Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo)

4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Secretary Sigafoos moved to pause the workshop and continue tomorrow where the Board left off on the Board Policy edits.

Workshop paused at 4:35 p.m.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary

10/19/2021
Date:


Ms. Deb McCasland, Board Chair


Mr. Ray Sigafoos, Secretary

COLLEGE PURPOSE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 100 College Priorities Policy Number(s): 101

College Priorities

Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to improve quality of life. The College will achieve these results at a cost the Board believes is justifiable.

Priority 1: Education

Yavapai College values, supports, and assesses student success and achievement. The College's strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in career and technical education that prepares them for employment success.
2. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
3. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
4. Lifelong Learners have access to a variety of learning opportunities.
5. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.
6. Students understand how to access resources that will reduce out-of-pocket costs as much as possible, including financial aid, grants, scholarships, and other support programs.

The President shall establish the institutional goals, operations, and accountability measures that the College will achieve to meet the goals for student success.

Priority 2: Economic


Communities in Yavapai County are supported in their efforts to lead economic development, with emphasis on generating and sustaining economic base jobs.

Priority 3: Community

Yavapai County residents have access to social and cultural opportunities.

Approvals: **Board Approval on**

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 200 Presidential Role Policy Number: 201

Asset Protection


The Yavapai College President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the President shall not:

1. Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.
2. Fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.
3. Permit the College to be without adequate insurance against theft, fire and casualty losses, including liability insurance that covers Board members, staff and individuals engaged in activities on behalf of the College, or the College itself.
4. Allow intellectual property, information and files to be exposed to loss or significant damage.

Approvals: **Board Approval on**

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 202

Communication & Support to the Board


The Yavapai College President shall not permit the District Governing Board to be uninformed or unsupported in its work.

Accordingly, the President shall not:


1. Allow the Board to be without timely decision information to support informed Board choices, incidental information it requires, alerts to anticipated media coverage, actual or anticipated legal actions, materially or publicly visible internal changes, events, or occurrences.
2. Let the Board be unaware of any actual or anticipated non-compliance with any Board Policy.
3. Allow the Board to be without reasonable administrative support for Board activities.
4. Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.

Approvals: **Board Approval on**

PRESIDENTIAL LIMITATIONS

<p>Current Status: Active</p> 	<p>Policy Stat ID:</p> <p>Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board</p> <p>Area: 200 Presidential Role Policy Number: 203</p>
<h2>Employee Compensation & Benefits</h2>	
<p>With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not:</p> <ol style="list-style-type: none">1. Promise or imply guaranteed employment.2. Establish current compensation and benefits that deviate materially from the geographic or professional market for skills employed.	
<p>Approvals: Board Approval on</p>	

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 7, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 200 Presidential Role Policy Number(s): 204

Financial Conditions

With respect to the actual, ongoing financial conditions and activities, the Yavapai College President shall not cause or allow the development of financial jeopardy or a material deviation of actual expenditures from Board-stated priorities.

Accordingly, the President shall not:

1. Expend more funds than have been received or are available in reserves in the fiscal year
2. Allow current fund reserves to drop below seventeen percent (17%) or plant fund reserves to drop below eight percent (8%) of the operating budget (including general fund and auxiliary fund budgets), to be effective no later than fiscal year 2024-2025.
3. Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approvals, funds have dropped below the President’s authorized limits.
4. Allow the Board to be without monthly reports of budget deviations and reserves.
5. Allow planning that is not fiscally sound or doesn’t build organizational capabilities sufficient to achieve board goals in future years.
6. Enter into any lease agreement as lessee for more than five-years in duration or that exceeds \$200,000 per year.
7. Make any tenant improvements over \$30,000 to leased property.
8. Make or delegate financial decisions for which legislation specifically requires delegation of authority from the Board except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board’s policies: pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter in to a lease for real property either as lessor or lessee on behalf of the College.

Attachments:

Approvals: **Board Approval on**