

Yavapai College
District Governing Board
Workshop

Friday, January 28, 2022
9:00 a.m. – 4:00 p.m.

Prescott Valley Campus
3800 N. Glassford Hill Road
Prescott Valley, AZ 86314

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

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter or closed caption, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

- b. Election of Board Officers – Chair, Secretary, and Board Member Liaison Committee Appointments for 2022 – **DISCUSSION AND DECISION** {Time: 20}
- c. Adoption of Agenda – **DECISION** {Time: 5}

SHORT RECESS

- 2. Study Session – Dr. David Borofsky, Director of the Arizona Association of Community College Trustee’s – Board Workshop Facilitator
 - a. Policies Role & Direction – **INFORMATION, DISCUSSION AND, DECISION** {Time: 90}
 - b. Community & Student Relations – **INFORMATION, DISCUSSION, AND DECISION** {Time: 90}
 - i. Investing in the Verde Valley - Dr. Lisa Rhine – **INFORMATION AND DISCUSSION** {Time: 15}
 - ii. District Governing Board Relations within the Verde Valley - Board Member Paul Chevalier – **INFORMATION, DISCUSSION, AND DECISION** {Time: 15}

LUNCH

- c. Tour of the Rad Tech Program: - Ms. Shellie Son, Program Director for Radiology Technician - **INFORMATION** {Time: 30}
 - d. Regional Economic Development Center Presentation – Mr. Richard Hernandez, Director of Regional Economic Development Center – **INFORMATION** {Time: 15}
 - e. Yavapai College District Governing Board Code of Ethics – **INFORMATION, DISCUSSION, AND DECISION** {Time: 30} (*Attached*)
 - f. 2022 Conflict of Interest Forms - Attorney Lynne Adams – **INFORMATION** {Time 5}
- 3. Board Business
 - a. Consent Agenda – **DECISION** {Time: 5}
 - i. Approval of November 9, 2021, Regular Meeting Minutes (*Attached*)
 - ii. Approval of November 9, 2021, Executive Session Confidential Minutes
 - iii. Approval of November 16, 2021, Workshop Agenda Minutes (*Attached*)
- 4. Adjournment of Board Workshop: Procedural – **DECISION** {Time 1}

Yavapai College District Governing Board

Adopted Code of Ethics

November 16, 2021

- A. The primary focus of the Board is to create a learning environment that welcomes and promotes the success of a diverse student body.
- B. The Board sets the tone of the college. Yavapai College District Governing Board members will follow all Board policies.
- C. The Board's primary function is to establish the policies by which the college shall be administered. Authority to initiate policy recommendations, administer academic programs, conduct college business, and implement board actions is delegated to the college president. Yavapai College District Governing Board will respect the delegation to the president to administer the college.
- D. The Board is responsible for creating and maintaining a spirit of cooperation and a mutually supportive relationship with its president. Yavapai College District Governing Board will promote a healthy working relationship with college president through respect, supportive, open, and honest communication. Trustees will refer contacts from employees, students, and community residents to the president.
- E. Authority rests with the entire board. The Board's voice is expressed through the policies and actions it takes in the official meetings. Once the Board has decided on a policy or position, a Yavapai College District Governing Board must be prepared to honor the Board's decision. As individuals, Yavapai College District Governing Board members have no legal authority to determine policies, programs, or procedures or to direct staff.
- F. Yavapai College District Governing Board will demonstrate a commitment to informed, ethical decision-making by reviewing Board materials provided, attending scheduled meetings, and requesting data and information through protocols established by the Board in conjunction with the president.
- G. Yavapai College District Governing Board will communicate and promote the needs of the community to the college and the needs of the college to the community. With all communication, Yavapai College District Governing Board will respect established roles and procedures for communicating with the media and other community groups.

H. Yavapai College District Governing Board will devote time to activities that will enhance the knowledge of the college, and higher education issues, Yavapai College District Governing Board will engage in a regular and ongoing process of professional development and continuous improvement and participate in college events as appropriate.

Yavapai College
District Governing Board
Regular Meeting

Tuesday, November 9, 2021
1:00 p.m.

Prescott Campus
Rock House
1100 East Sheldon Street
Prescott, Arizona 86301

Member Present:

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

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 Regular Meeting to order at 1:00 p.m.
 - b. Pledge of Allegiance {Time: 1}
The Pledge of Allegiance was led by Board Secretary Sigafos.
 - c. Adoption of Agenda – **DECISION** {Time: 1}
Board Secretary Sigafos moved, seconded by Member Padilla, to adopt the District Governing Board Agenda. Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).
2. Study Session
 - a. Open Call – **INFORMATION** {Time: 10}

Ms. Ruth Wicks shared her opinion on a establishing a Verde Valley Community College. She provided a handout to present Board members, Dr. Lisa Rhine, and Attorney Adams.

Governing Board Secretary Sigafos asked Chair McCasland for a point of order in which all members of the public be made aware that they are given three minutes to share their comments during the Open Call.

Ms. Shannon Johns shared her appreciation for the College's President, Dr. Lisa B. Rhine.

Mr. Brian Moultrup shared his appreciation for the College's President, Dr. Lisa B. Rhine.

Ms. Diana Dowling shared her appreciation for the College's President, Dr. Lisa B. Rhine, and working at the College.

- b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
Dr. Lisa Rhine announced that the Yavapai College Police Department has received three separate Traffic Safety Grants. The grants total over \$13,000.

Yavapai College has been named a national finalist for a prestigious 2022 Bellwether Award. There were ten finalists nationwide, and the winners will be announced in January of 2022 in San Antonio, Texas.

The Yavapai College Regional Economic Development Center was awarded the Economic Development Distinguished by Excellence Large Organization of the Year by the Arizona Association of Economic Development.

- i. Prescott Campus Program Highlight – Dr. Diane Ryan

- 1. Performing Arts Program – Dr. Craig Ralston (*Attached*)
Dr. Diane Ryan introduced Associate Dean Dr. Craig Ralston
Dr. Craig Ralston provided information to the District Governing Board regarding the College's performing arts program and classes.

Member Paul Chevalier asked Dr. Ralston questions about the classes taught and number of students on each side of the mountain. Mr. Chevalier expressed concern about the number of these classes being offered on the west side of the mountain. He expressed that the Performing Arts Center at the Red Rock High School is very under utilized and a deal could be made to use their operations.

Governing Board member Chris Kuknyo asked if the performances could be live-streamed. Dr. Ralston clarified that at this time most main stage artists are not willing to go this route at this time.

A performance was then given to the Board with Dr. Ralston on the piano and a former student vocalist.

- ii. College Council – Dr. Diane Ryan, Dr. Emily Weinacker, and Mr. Rodney Jenkins
 - 1. Faculty Senate – Ms. Jill Fitzgerald (*Attached*)
 - 2. Staff Association – Ms. Linda Brannock (*Attached*)

Ms. Linda Brannock was joined by Sophia Zarifis-Russel, Library Manager at the Verde Valley Campus.

3. Student Government Association – Mr. Andrew Tucker (*Attached*)

Mr. Rodney Jenkins recognized Janet Soutee and Chris Tenney for all their hard work in the Student Government Affairs.

Member Chevalier asked if a student represented the Verde Valley campus, and he was told that there was a student representative from that comp. Member Padilla questioned if there was difficulty getting students to engage in the Embedded Tutoring Program. Mr. Tucker clarified that there was difficulty, but this was an area in which they were working on. Dr. Lisa Rhine congratulated the Student Government Association on addressing the Senate.

iii. Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)

c. Overview and Environmental Scan of Yavapai County and Yavapai College – Dr. Tom Hughes - **INFORMATION AND DISCUSSION** {Time: 20} (*Attached*)

Dr. Tom Hughes provided a presentation to the Board.

Member Paul Chevalier asked if all students that graduate from Yavapai College have success in the readiness testing. Dr. Tom Hughes believes that students are meeting the criteria through course work that prepares them for graduation.

Member Sigafos commented that past statistics show transfer students do better than transfer students who are native to the four-year universities.

Member Padilla clarified that Dr. Hughes was providing current information. Mr. Padilla then asked who the competition would be for Yavapai College regarding students seeking an Associates Degree. Rio Salado would be the biggest competitor. Rio Salado offers course starts on a weekly basis in comparison to Yavapai College. Member Padilla expressed that flexibility is key.

Member Mr. Kuknyo asked how our completion rates are in comparison with Rio Salado. Dr. Hughes shared Yavapai College has a higher rate.

d. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}

- i. Board Spokesperson – Board Chair McCasland
Board Chair McCasland had no information to report.
- ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland and Board Secretary Sigafos
Board Chair McCasland had no information to report.
- iii. Yavapai College Foundation – Board Chair McCasland
Board Chair McCasland announced that the Yavapai College Foundation would be celebrating their 50-year anniversary on November 10, 2021.

Short Recess – Meeting recessed at 2:40 p.m.; reconvened at 3:02 p.m.

- e. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2021-2022 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2021-2022 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)

3. Board Business

- a. Proposed Additional Tuition Discount for Fiscal Year 2023 – Dr. Clint Ewell - **DISCUSSION AND DECISION** {Time: 10}

Dr. Clint Ewell proposed to the District Governing Board an additional tuition discount for fiscal year 2023.

Member Paul Chevalier asked if athletes who lived outside of Yavapai County but within the state were given an additional discount as well. Dr. Ewell clarified that they do not.

Board Chair McCasland explained that there was an agreement that if the county in which you reside does not have a Community College the county will pay the cost.

Board Secretary Sigafos asked for clarification on the out-of-state tuition cost. Dr. Ewell explained to the Board the rates and how they are determined.

Dr. Ewell explained this discount is only for students within Yavapai County.

Member Chevalier felt that the discount should be approved only for one year to see what the cost would be. Board Secretary Sigafos made clear that all tuition, including any discounts, is approved on a yearly basis.

Board Chair McCasland asked for explanation on when the discount would go into effect.

Board Secretary Sigafos moved, seconded by Member Chevalier, to adopt the online discount for concurrent high school students who are Yavapai County residents of fifty percent (50%). Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).

- b. Yavapai College District Governing Board Legal Counsel Services – Chair McCasland –**DISCUSSION AND DECISION** {Time: 15} (*Attached*)

Ryan Bouhuis presented the board with the proposal for the Yavapai College District Governing Board Legal Counsel. He recommended that Osborn Maledon be granted the contract.

Board Secretary Sigafos explained to the Board the process the three-member committee went through.

Board Secretary Sigafos moved, seconded by Member Chevalier, to move award the Legal Counsel Contract for the District Governing Board of Yavapai County Community College District to Osborn Maledon, PA. Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).

- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Regular Minutes – Tuesday, October 19, 2021 (*Attached*)
 - ii. City of Prescott Contract Intergovernmental Agreement Northern Arizona Regional Training Academy (NARTA) Sergeant (*Attached*)
 - iii. Receipt of Report on Revenues and Expenditures for September 2021 (*Attached*)

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

- d. Executive Session
 - i. Pursuant to A.R.S. §38-431.013(A)(3), the District Governing Board may vote to convene in executive session for the discussion and consultation with their attorney for legal advice regarding A.R.S. §15-1444(A)(7) - **PROCEDURAL** {Time: 60}
Board Secretary Sigafos moved, seconded by Member Chevalier, to move into executive session pursuant to A.R.S. §38-431.013(A)(3) for discussion and consultation with their attorney for legal advice regarding A.R.S. §15-1444(A)(7). Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).

The Governing Board moved into executive session at 3:40 p.m.

The Governing Board returned to public session at 4:00 p.m.

- e. Yavapai College District Governing Board Resolution 2021-07 – Directing the President to Adopt a Participatory Governance Model – Chair McCasland - **DISCUSSION AND DECISION** {Time: 10} (*Attached*)
Board Secretary Sigafos moved, seconded by member Padilla, to adopt the Yavapai College District Governing Board Resolution 2021-07 – Directing the President to Adopt a Participatory Governance Model. Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).
- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}
Board Secretary Sigafos moved, seconded by Member Chevalier, to adjourn the District Governing Board Meeting. Motion carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).

Regular meeting adjourned at 4:06 p.m.

Respectfully submitted:

Becky Massey, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Mr. Ray Sigafoos, Secretary

Yavapai College
District Governing Board
Board Workshop

Tuesday, November 16, 2021
9:00 a.m. – 4:00 p.m.

Career and Technical Education Center
220 Ruger Road
Prescott, AZ 86301

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

VIDEO RECORDING

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7af27aeb-73dc-44d4-bfbf-ade300258429>

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
Board Secretary Sigafos moved, seconded by Member Padilla, to adopt the agenda for November 16, 2021. Motion passed unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla and Kuknyo).
2. Study Session:
 - a. Open Call - **INFORMATION** {Time: 10}
No Community members registered for open call
 - b. Board Self-Assessment – **DISCUSSION** {Time: 150 minutes}
 - i. Board Overall Performance
 - ii. Board Leadership
 - iii. Board-President Relationship**Recorded discussion and comments are available (Recording at 3:36).**

Lunch

c. Tour of the Career & Technical Education Center – Mr. John Morgan {Time: 120}
Note: This tour is time-sensitive and will be immediately following lunch, which is anticipated to be at 1:00 p.m. Because of the nature of this agenda item, it will not be broadcast via YouTube. Board members will be reminded that they can have no discussions or make any decisions regarding matters that may come before the Board during the tour, and legal counsel will be included on the tour to ensure their compliance.

A tour was provided of the Career and Technical Education building by Yavapai College Dean John Morgan. (The tour was not recorded.)

d. Board self-assessment continued – **DISCUSSION** {Time: 90 minutes}

i. Board Code of Ethics

Recorded discussion and comments are available (Recording at 3:35:36).

The Board discussed the Code of Ethics sections and made the following revisions to the document prior to adopting it, as revised.

Section A- no changes

Section B- Board member Padilla moved, seconded by Member Chevalier, to delete item B from the proposed Code of Ethics. Motion passed 4-1 (Ayes: Sigafos, Kukyno, Chevalier, Padilla; Nays: McCasland).

Section C – Board Chair McCasland moved, seconded by Board Secretary Sigafos, to revise the first two sentences of section C to read as follows: “The board sets the tone of the college. Yavapai College District Governing Board members will follow all board policies.” The final sentence of section C is unchanged. Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Padilla, Chevalier).

Section D – no changes

Section E – no changes

Section F – Member Chevalier moved, seconded by Member Padilla, to revise section F to read as follows: “Authority rests with the entire board. The board’s voice is expressed through the policies and actions it takes in the official meetings. Once the board has decided on a policy or position, the Yavapai College District Governing Board must be prepared to honor the board’s decision. As individuals, the Yavapai College District Governing Board members have no legal authority to determine policies, programs, or procedures or to direct staff.” Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Padilla, Chevalier).

Section G – no changes

Section H – Board Secretary Sigafos moved, seconded by Member Padilla, to remove section H from the proposed Code of Ethics. Motion passed unanimously (Ayes: McCasland, Sigafos, Padilla, Chevalier, Kukyno).

Section I – no changes

Section J – Board Chair McCasland moved, seconded by Board Secretary Sigafos, to change section J to read: “Yavapai College District Governing Board will devote time to activities that will enhance knowledge of the college and higher education issues. Yavapai College District Governing Board will engage in a regular and ongoing process of professional development and continuous improvement and participate in college events as appropriate.” Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier, Padilla).

Board Chair McCasland moved, seconded by Member Kukyno, to adopt the proposed Code of Ethics with the specific revisions discussed by the Board and made in previous motions during its discussion and by changing the word “Trustees” to “District Governing Board Members” throughout the Code of Ethics.

Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier, Padilla).

3. Board Business

- a. Faculty Grievance Regarding Compensation Proposals, including Gainsharing– Dr. Lisa Rhine –**DISCUSSION** and **DECISION** {Time: 20}

Recorded discussion and comments available (Recording at 2:56:57).

Member Padilla moved, seconded by Board Secretary Sigafos, for the Yavapai College President to have the authority to adjust the salary structure for faculty and staff and to make 2022-23 budget proposals for the Board accordingly.

Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier, Padilla).

Board Secretary Sigafos moved, seconded by Member Chevalier, that if the faculty grievance is presented to the Board for action, the Board will meet to address it as soon as possible. Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier, Padilla).

- b. Consent Agenda – **DECISION** {Time: 5}

- i. Approval Requested to File a Substantive Change Form with the Higher Learning Commission (*Attached*)

Recorded discussion and comments available (Recording at 3:30:28).

Board Secretary Sigafos moved, seconded by Member Padilla, to remove Item 3.b.i from the consent agenda for further discussion. Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier, Padilla).

Board Secretary Sigafos moved, seconded by Member Padilla, to approve the Substantive Change Form. Motion passed unanimously (Ayes: McCaslin, Sigafos, Kukyno, Chevalier, Padilla).

Member Padilla left the Board meeting immediately prior to the motion to adjourn.

4. Adjournment of Workshop: Procedural - **DECISION** {Time: 1}

Member Kukyno moved, seconded by Board Secretary Sigafos, to adjourn the meeting. Motion passed unanimously (Ayes: McCasland, Sigafos, Kukyno, Chevalier).

Meeting adjourned at 4:08 p.m.

Respectfully submitted:

Becky Massey, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Mr. Ray Sigafos, Secretary