

Yavapai College
District Governing Board
Regular Meeting

Tuesday, March 21, 2023
1:00 p.m.

Sedona Campus
4215 Arts Village Drive
Sedona, Arizona 86336

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Steve Bracety, Board Member
Mr. Toby Payne, Board Member

Administration Present:

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

MINUTES

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=57c0c5f4-c800-44f6-9d6b-afcd01523fc0>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:00 p.m.
 - b. Oath of Office for New Board Member District 3 – Mr. Tim Carter, Yavapai County School Superintendent {Time: 15}
Mr. Tim Carter conducted Mr. Toby Payne’s Oath of office to take his position as the new Board member for District 3.
 - c. Pledge of Allegiance {Time: 1}
The Pledge of Allegiance was led by Secretary Kuknyo.
 - d. Adoption of Agenda – **DECISION** {Time: 1}
Member Sigafoos moved, seconded by Secretary Kuknyo, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracety and Payne).

- e. Yavapai College District Governing Board Recognition for Mr. Paul Chevalier – Board Chair McCasland – **INFORMATION** {Time: 5}
Chair McCasland recognized Mr. Paul Chevalier for his years of service to the District Governing Board. She presented him with a framed photo to commemorate his years of service.
- f. Open Call – **INFORMATION** {Time: 10}
No community members registered for open call.

2. Study Session

- a. President’s Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Diane Ryan, Dr. Janet Nix and Mr. Rodney Jenkins

- 1. Faculty Senate – Dr. Karen Palmer (*Attached*)

Recorded discussion and comments are available and begin at 8:38.

Dr. Karen Palmer presented faculty updates to the Board. For the Peer Mentor Committee, in light of Marie Hardman’s departure as Chair they needed to elect a new Chair. Cynthia Schroder will be the new Chair for 2023-2024. The faculty attended a College Basketball Game. There will be faculty volunteers helping set out boots on 4/22 for the Unheard 22 project. They are working on the YC Faculty activities, including the Summer Institute Sessions. Their ongoing projects include Faculty Service Document and Constitution Updates/Revisions, and Dr. Palmer is hoping to have these done by the end of her term. They currently have the 2023-2024 Faculty Senate elections underway.

- 2. Staff Association – Ms. Bobbi Evans (*Attached*)

Recorded discussion and comments are available and begin at 11:40.

Ms. Bobbi Evans presented staff updates to the Board. She wanted to speak on our College values and focused on “Caring” for today’s presentation. YCSA would like to recognize how departments and individuals model caring for others. The library staff show their concern for the students by offering a roving snack cart. Staff roam around both campuses to cheer on our students. They wanted to acknowledge that caring isn’t specific to any one group on campus. Clubs and organizations are key components to the development of students. In 2017, we had 7 clubs and organizations that grew to over 40. She spoke about Deborah Chambers being the epitome of caring, as she is the coordinator for the food pantry. She’s been able to feed over 600 household members. During Ms. Chambers’ communications with students at the food pantry, she sometimes discovers other needs of the students. This information can be passed on to our Strong Foundations Program Manager to see if other resources are available. She brought up the YC Outward Mindset and the Outward Inclusion. These are programs where participants engage in transformational conversations that change the way they see and work with those around them.

3. Student Government Association – Clay Christensen, YCSGA Secretary
(Attached)

Recorded discussion and comments are available and begin at 17:00.

Mr. Rodney Jenkins introduced Clay Christensen and stated that they had submitted Clay’s name to be an intern for Congressman Crane’s office. They’re hoping to hear back soon on the decision regarding the potential internship. Mr. Christensen shared project updates from the Student Government Association with the Board. They are putting out “988” (National Suicide and Crisis Lifeline) postcards. They have worked very diligently to ensure not only the project’s success but to include local bases. The 988-initiative started because of the Unheard 22 initiative. The Unheard 22 display will become a permanent display. A pair of boots has been taken to CTEC to begin 3-D printing them. There will be 44 boots in total, 22 for the Prescott Campus and 22 for the Verde Valley Campus. The SGA Senate Governance Committee is currently working on executive board elections, and they currently have a total of 13 students who are running for election to the executive board. Voting will begin on March 22nd and end April 7th. The last update he gave was on the Pop-up Closet. The closet will consist of business attire for students who need appropriate clothing for interviews, graduation, and work. The first Pop-up closet will be held March 24th. Another donation drive will be held on April 1st – April 20th, with the Closet being held on April 24th. Both campuses are included.

Chair McCasland wanted to thank Janice Soutee and Mr. Jenkins for including the Student Government Association on their DC trip and allowing the DGB to interact with the students.

- ii. President’s Evaluation Report – Board Policy 203, Compensation & Benefits/
Board Policy 205, Treatment of Employees – Dr. Janet Nix. (Attached)

Recorded discussion and comments are available and begin at 25:00.

Dr. Janet Nix gave a presentation to the Board about Board Policies 203 and 205.

Policy 203: With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteer, the President shall not: promise or imply guaranteed employment or establish current compensation and benefits that deviate materially from the geographic or professional market for skills employed. Dr. Nix reviewed the policies in place regarding Volunteers, Independent Contractors/Consultants, and Employees.

She presented statistics on Employee Separation Reasons. The below is a table showing those statistics:

Reason for Separation	2021-2022	2022-2023
Found New Job	21	17
Retirement \geq 15 YRS Service	9	9
Family Reasons/Relocate	8	7

Resignation	14	6
Retirement < 15 YRS Service	7	6
Dismissal	3	3
Job Related HRS/WRK Conditions	7	3
Return to School	1	1
Other	0	1
Death	2	1
Health Reasons	0	1

Dr. Nix shared a video of an experiment done with monkeys and showed how when one monkey was given a better food item it caused chaos with the others that did not. She indicated that the College wants to have the data to backup decisions regarding compensation. The College strives to be fair, consistent, and equitable to all employees and help them be as successful as they can be at the College. The College is selecting a vendor to get additional compensation data to use for setting compensation for the next fiscal year.

Dr. Nix discussed the dispute between Blue Cross Blue Shield and Dignity Health, which is impacting employees. The Yavapai Combined Trust has decided they will not pass the expense on to their employees even if the trust must pay a little bit more. Dr. Nix presented statistics on what health insurance enrollment preferences currently are. The Board had some questions about the health insurance plans, and Dr. Nix stated she could provide them with that information later.

Policy 205: With Respect to the treatment of persons in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful. Dr. Nix indicated that the College has one of the best succession planning programs. That program includes Career Paths, Career Ladders, Professional Growth Opportunities, YC Tuition Waiver, Sabbaticals, and Tuition Reimbursement.

- iii. President's Report on Board Policy 206, College Planning - Dr. Clint Ewell
(Attached)

Recorded discussion and comments are available and begin at 43:07.

Dr. Clint Ewell gave a presentation to the Board about Board Policy 206. He read the policy definition as a reminder to the Board. The College has a multi-year plan based on a 3-year outlook. The plan is constantly rotating and updating based on changing College needs. He discussed the 8 major planning committees within the College. There is a representative from each of those committees sitting on the Strategic Planning Committee team. That is done to provide multiple perspectives and to make sure the College's planning is aligned. These groups look at a variety of reports and surveys internal to the organization. Externally, the College does a number of things to gauge and understand community issues. The Great Upheaval has influenced the College's thinking dramatically compared to years

past. From all this information, the College puts together an updated plan, which is just in the process of being printed and distributed.

Dr. Ewell went on to explain that there are about 10 different strategic items included in that updated plan, several of which are continuations from previous years' plans. Some items have fallen off because they've reached substantial completion and/or have been demoted in importance. He indicated that the College is sharing monthly financials and annual comprehensive financial reports both internally and externally, including with the Board. The College has received external confirmation that it is doing things well related to presenting trends and providing transparent financials, both in terms of budgeting and expenditure limitation forecasting. Dr. Ewell presented a graphic related to College expenditures. The biggest section of the pie in blue is for education, two thirds of our operating budget is towards education. Almost 20% is towards economic development, with the balance heading toward cultural enrichment. An additionally graph regarding Capital Assets was explained to show similar numbers, with 60% for education, almost 30% to economic development, and the balance to cultural enrichment. It is important to note that some things fall into one or more segments of the pie.

iv. OLLI Program Highlights – Dr. Diane Ryan (*Attached*)

Recorded discussion and comments are available and begin at 50:02.

Dr. Diane Ryan introduced Associate Dean Linda Shook. Linda is the Associate Dean of Lifelong Learning and Community Education. On last year's Belonging Survey, Linda's division ranked the highest. Tricia Barlow was then introduced to complete the presentation to the Board. OLLI started off as the Yavapai Learning Institute in 1993, and it is celebrating its 30th anniversary. In 2004, the Institute received the first grant from the Bernard Osher Foundation, and it changed its name to the Osher Lifelong Learning Institute and expanded into the Verde Valley. Yavapai College is 1 of only 5 community colleges across a network of 125 OLLIs, and the College was awarded its OLLI before the other two OLLIs in Arizona (ASU and U of A). The College's OLLI was 1 of only 7 selected from across the country to participate in a pilot program to collaborate with online classes through the Osher National Resource Center. Three samples that she presented that will be available in April are: Charles Darwin's Theory of Evolution, History of Dissent in the U.S. Supreme Court, Elections of 1796 and 1800. Linda Shook has been invited to participate in a meeting of just 10 of the other OLLIs this month to discuss the future of the OLLI Network. Tricia was proud to announce that she will be presenting at the Osher National Conference for the second time this fall. OLLI offers a broad range of topics; the College offers over 700 classes annually to serve adult learners. There are over 300 volunteers involved in OLLI who volunteer county-wide for various businesses and organizations.

Dr Rhine asked how many individuals participated in the OLLI program. Tricia responded that we had about 1500 individuals participate in a year. OLLI is well on its way to normal numbers before COVID.

Chair McCasland commented that she has seen lots of various positive articles about OLLI in the papers. Tricia indicated that OLLI has a great relationship with the *Courier* and has received wonderful press throughout the county.

- v. Government Relations Update – Mr. Rodney Jenkins (*Attached*)
Recorded discussion and comments are available and begin at 59:38.

Mr. Rodney Jenkins presented an update to the Board regarding government relations. The Governor vetoed the skinny budget and chose to look at each area of the budget and propose an alternative budget. That alternative budget proposal would increase funding for dual enrollment by \$20 million. This will help low-income families pay for college. With the passage of Proposition 308, which allows DACA students to receive state money, the College hopes to enroll more Hispanic students, as it gets closer to the 25% threshold to become an HSI. In the Governor's budget, she has \$14 million in aid to the ten rural Community Colleges and that funding would be permanent. Chair McCasland asked what strings are attached to these funds. Mr. Jenkins indicated that through the Presidents communications with the Governor's office and others, all strings have been removed.

There are about 20 different bills and resolutions in the House and the Senate regarding expenditure limits. The hope is to dissolve the expenditure limits. This includes K-12 and higher education.

Member Sigafos gave a historical comment of why the legislation originally placed expenditure limits and noted that in 1980, the technology costs that schools now have did not exist.

Mr. Jenkins discussed HB 2265, which will appropriate \$500,000 to each rural college. There are some other proposals that Mr. Jenkins and the President are working on, and they have applied for some funding opportunities.

Mr. Jenkins showed photos of the Community College Day at the State Capital in January. He also showed photos of the SGA Students with Senator Mark Kelly in DC at the National Legislative Summit.

Secretary Kuknyo made a comment about Yavapai College's booth looking the best at the State Capital. Mr. Jenkins stated that was in big thanks to Tyler Rumsey's work.

Member Bracety made a comment that the politicians like to hear more from the students than the Board, Staff or Faculty.

Chair McCasland made a comment that she thought having the legislators come to all the community colleges together was excellent because the colleges got to

interact. The legislators can know what strengths we have and just learn and meet each other.

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

There were no comments or questions about the report.

SHORT RECESS

- b. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland
 - iii. Yavapai College Foundation – Board Member Bracety
Recorded discussion and comments are available and begin at 1:20:45.

Chair McCasland and Board Member Bracety gave an update on the various liaison events they attended as representatives of the Board. Chair McCasland indicated that she hasn't had many appearances, but she's involved in a lot of organizations and clubs in the community, at which she is often introduced as the Chair for the Yavapai College District Governing Board. Chair McCasland is the new Chair of AACCT, with the conference coming up on April 19-20th. Member Bracety gave an update on the YC Foundation meeting on March 8th. There was a presentation on the metaverse and metaversity. They made the announcement of the PAC being renamed to the Jim and Linda Lee Performance Arts Center. This was thanks to the Lees' generous gift. The Foundation budget is well ahead of their fundraising and financial goals for the year largely due to Jim and Linda Lee. It was overall a very positive meeting.

Chair McCasland made a statement about the Foundation being a wonderful arm of support to our College, which allows the College to do so much more and provide more opportunities for our students. She also stated that she doesn't think that the Foundation has ever raised this much money before. She wanted to congratulate Dr. Rhine, Mr. Jenkins and the Foundation on a job well done.

- c. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2022-2023 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2022-2023 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2022-2023 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)
Recorded discussion and comments are available and begin at 1:26:26.

District Governing Board Coordinator, Ms. Deanne Petty, reviewed the future meeting and event dates.

Chair McCasland brought up that she and Dr. Rhine will be attending the AACC Conference on April 3rd in Denver, CO. Dr. Rhine has been nominated for Outstanding CEO of the Year among 5 other people across the nation. Chair

McCasland has been nominated for Outstanding Board Trustee of the Year among 3 other people across the nation.

- d. Completion of ACCT Board Self-Assessment- Board Chair McCasland,
INFORMATION AND DISCUSSION {Time: 1}
Recorded discussion and comments are available and begin at 1:30:10.

Chair McCasland reminded the Board members to complete their self-assessment prior to the deadline on Friday. Results will be discussed at Workshop in May.

3. Board Business

- a. District Governing Board Budget for Fiscal Year 2023 – Dr. Clint Ewell -
INFORMATION, DISCUSSION AND DECISION (*Attached*) {Time: 10}
Recorded discussion and comments are available and begin at 1:31:21.

Dr. Clint Ewell presented information to the Board regarding the Board’s budget, which is a subset of the College’s budget, and what is being proposed for next year. Dr. Ewell indicated that he’s proposing that the Board basically keep the same budget level next year as it has had this year. He is proposing an increase in “labor” to \$95,000, compared to this year’s \$91,000.

Member Bracety asked if the budget included raises. Dr. Ewell indicated that is what the increase under labor was attributable to.

Member Sigafos moved, seconded by Member Bracety, to approve the District Governing Board Budget for Fiscal Year 2023 as presented. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- b. Preliminary Capital Budget – Dr. Clint Ewell – **INFORMATION, DISCUSSION AND DECISION** (*Attached*) {Time: 90}
Recorded discussion and comments are available and begin at 1:34:03.

Dr. Clint Ewell presented to the Board information regarding the Capital Budget. Per the State of Facilities in Higher Education report completed by APPA/Gordian, community college facilities as an industry are growing faster than community college enrollment. Colleges and universities have grown in facilities size 17% on average across the nation, yet enrollments have grown by about half that at about 8% or so. Colleges and universities will see a decline in enrollment of approximately 15% for traditional students due to the lack of babies being born in 2011. In addition, as a sector, colleges and universities are generally not able to keep up with the capital investments that should be made to keep facilities in good operating condition. Labor costs related to construction went up about 3.4% over the last year. Equipment costs went up 5.3%, but the real driver is construction materials at 19%. The College is budgeting based on the recommendation of about 5% overall inflation factor moving forward.

The College’s current campus facilities are about 28% less utilized than our community college peers. We’re starting to act much more like a 4-year school in terms of the amount of square feet we use per student. Looking at the in-person, on-campus

instructional statistics, the College's numbers have shrunk by half. This has a lot to do with people changing how they access coursework. The College has used this to its benefit by repurposing classroom space, including, for example, the expansion of the Regional Economic Development Center. Nationally, colleges grew about 11% as far as their square footage, and the College has only grown 3%. These numbers show that the College is being judicious about making decisions regarding expanding physical facilities.

Member Bracety asked if that was all colleges or just community colleges. Dr. Ewell indicated that it was all colleges.

A lot of the College's construction occurred in the early 2000s and is now reaching an age where it's going to need more investment. The Gordian Group is helping the College determine which buildings need reinvestment. The College's buildings are generally in very good shape across all locations. However, the Prescott Campus and the Verde Valley Campus have the most anticipated maintenance needs. Therefore, most of the College's planned maintenance reinvestment will be at those two locations.

Dr. Ewell presented the Capital Budget spreadsheet and explained each line. He reviewed the planned and unplanned maintenance budgets, again noting that the planned maintenance costs are mostly for the Prescott and Verde Valley Campuses. He reviewed and explained the equipment budget. This budget is to ensure that our employees can remain efficient at what they're doing and that our students get access to and training with state-of-the-art equipment that they are going to find in the workplace.

Dr. Ewell indicated that he was not looking for a decision today on the proposed budget; this presentation was to provide the Board with information for the final budget adoption later this year.

Chair McCasland noted that the College has been very conservative in its Capital Budget planning, and Dr. Ewell agreed with her statement.

- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Regular Meeting Minutes – Tuesday, February 21, 2023 (*Attached*)
 - ii. Board Workshop Meeting Minutes – Friday, February 24, 2023 (*Attached*)
 - iii. Board Executive Session Confidential Minutes – February 24, 2023
 - iv. Receipt of Report on Revenues and Expenditures for January 2023 (*Attached*)
 - v. Acceptance of President's Report on Board Policy 203 Compensation & Benefits, Board Policy 205 Treatment of Employees, and Board Policy 206 College Planning
 - vi. Acceptance of Participatory Governance Model Report (*Attached*)
 - vii. 2023-11 Yavapai College District Board Resolution (*Attached*)
 - viii. Yavapai College Academic Affairs Summary of Program Deletion & New Proposal (*Attached*)
 - 1. 3-D Modeling and Animation Certificate
 - 2. Microsoft Office Specialist Certificate
 - 3. Bachelor of Science in Nursing (BSN)

Member Payne moved, seconded by Secretary Kuknyo, to remove items i, ii, iii from the Consent Agenda and to approve the remaining Consent Agenda items. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

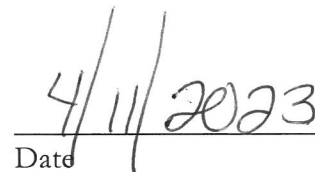
Secretary Kuknyo moved, seconded by Member Sigafos, to approve items i, ii, and iii of the Consent Agenda. Motion carried 4-0-1 (Ayes: McCasland, Kuknyo, Sigafos, and Bracety; Abstained: Payne).

4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}
Member Sigafos moved, seconded by Member Bracety, to adjourn the Regular Board Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).

Regular Meeting adjourned at 3:22 p.m.

Respectfully submitted:


Deanne K. Petty, Recording Secretary


Date


Ms. Deb McCasland, Board Chair


Mr. Chris Kuknyo, Secretary