

Yavapai College
District Governing Board
Regular Meeting

Tuesday, February 20, 2024
1:00 p.m.

The meeting location will be open to the public at 12:45p.m. at the latest.

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

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafos, Board Member
Mr. Steve Bracety, Board Member

Members Absent:

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=789b4b36-b735-443c-9dab-b11c018132e6&start=572>

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 Secretary Kuknyo.

- c. Adoption of Agenda – **DECISION** {Time: 1}

Member Bracety moved, seconded by Member Sigafos, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

- d. Open Call – **INFORMATION** {Time: 10}

There were no submissions for open call.

PUBLIC

2. Study Session

- a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Douglas Berry, Dr. Janet Nix and Mr. Rodney Jenkins
 1. Faculty Senate – Mr. Bryan Robertson (*Attached*)

Dr. Rhine introduced Dr. Douglas Berry as the new Provost and Dr. Marylou Mercado as the interim Vice President for Workforce and Health Sciences.

Dr. Berry introduced Mr. Bryan Robertson to give an update from the Faculty Senate. Mr. Robertson highlighted the achievements of faculty members Jerald Monahan, Robert Smith, Dr. Andrew Winters across different divisions.

2. Staff Association – Ms. Gwen Payne (*Attached*)

Dr. Janet Nix introduced Ms. Gwen Payne to give an update from the Staff Association. Ms. Payne reported on the success of YC's winter celebration and activities, including a catered event in the evening with 54 attendees and a lunch event with 161 staff members. She talked about the first annual YC Angel Tree, which exclusively served YC students and their families, and expressed gratitude to those who donated supplies and time for the event. Ms. Payne acknowledged the contributions of various staff members in organizing and executing the Angel Tree initiative. Ms. Payne shared that the Angel Tree initiative supported 160 students and over 40 children, including a mother of six from the Verde Valley who received all the gifts she asked for. Ms. Payne noted that the Verde Campus supported 13 families from Clarkdale School District and highlighted the success of the first annual YC dinner boxes, which included specialty food items and gift cards. Chair McCasland expressed thanks from the board for all the Staff Association's hard work.

3. Student Government Association – Mr. Zane Shepard, Vice President of Yavapai College Student Government Association (*Attached*)

Mr. Rodney Jenkins introduced Mr. Zane Shepard to give an update for the Student Government Association. Mr. Shepard provided an update on the YSGA's activities, including creating a welcome back video for students, opening the application process for the YCSGA's Executive Board for next year, and detailing the DC trip itinerary and meetings. Mr. Shepard expressed gratitude to President Dr. Rhine and the DGB for their hospitality and the opportunity to represent the voice of students. Chair McCasland and Secretary Kuknyo expressed gratitude to the YSGA for their efforts and work as well as appreciating each YSGA board member's personal story.

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

Dr. Clint Ewell provides a brief presentation on the college planning report. Dr. Ewell highlighted the creation of a multi-year plan, typically looking three years ahead and updating the plan annually. Dr. Ewell described the cross-functional strategic planning committee and their activities, including internal and external scans, SWOT analysis, and stakeholder feedback. He discussed the committee's focus on mission and vision statements, objectives, and key results. He discussed the college's strengths, weaknesses, opportunities, and threats, including dedicated employees, strong leadership, and community support. Dr. Ewell explained the updated plan, including items supporting the college's main goals and efforts to enhance student support services and expand education for the state prison population. He highlighted the college's healthy reserves and consistently exceeding mandated reserve levels. He explained resource allocation aligned with DGB priorities, focusing on capital assets and current fund budget supporting education, economic development, and cultural enrichment.

Chair McCasland and Member Bracety expressed appreciation for the strategic plan and its regular review and adjustment.

- iii. 2023-2024 Yavapai College Continuous Status Faculty – Dr. Douglas Berry (Attached)

Dr. Doug Berry explained the process of hiring faculty as provisional and then evaluating them for continuous status. He discussed the peer faculty mentor process and the criteria for evaluating faculty for continuing status. Dr. Berry described the portfolio submission and intensive first-year experience for faculty seeking continuing status. He highlighted the accomplishments and backgrounds of 11 faculty members who have earned continuing status. Dr. Berry congratulated Megan Vandermeer, Aaron Rodriguez, Sarah Cooper, Mike Schaible, Kyle Russ-Navarro, Josh Hoover, Kim Gould, Allen Magarrell, Gillian Troxel, Bob Moon, and Jerald Monahan for their achievements and contributions to the college.

Member Sigafos explained that community college does not have a tenure position, but this is equivalent to that and a great accomplishment.

- iv. Budget to Actual Monthly Reports and Cash Reserves Monthly Reports (Attached)

There were no comments or questions about the report.

- b. Facility Condition Assessment – Mr. Chad Hancock, Account Manager at Sightlines – **INFORMATION AND DISCUSSION** {Time: 30} (Attached)

Mr. Chad Hancock expressed excitement about Yavapai College working with Sightlines for the past eight years and shared insights on inflation's impact on construction costs. He discussed the challenges posed by the aging of campus spaces and the need for proactive planning. Mr. Hancock defined the work class and project category for better understanding of the upcoming needs. Mr. Hancock discussed the intention behind maintenance projects, whether it aims to replace existing equipment or modernize and expand capacity. He emphasized the need to understand the requirements across the campus and the impact of the work, including reliability, asset preservation, program improvement, economic operations, and safety code considerations. He highlighted the 10-year planning horizon and the need for a long-term funding strategy to avoid reactive maintenance. The presentation reviewed several charts and statistics that can be found in the Agenda Packet.

- c. Preliminary Capital Budget and Financing – Dr. Clint Ewell, Vice President of Finance – **INFORMATION AND DISCUSSION** {Time: 60}

Dr. Ewell explained that the capital budget plans are being presented early due to cash flow issues that will be considered by the board next month. Dr. Ewell discussed the pressing need to address capital budgeting amidst enrollment challenges and funding constraints, with a particular focus on the Health Science Center and the need to explore various funding avenues, including community support and potential partnerships. He also discussed the demand for space and the possibility of repurposing existing rooms in light of declining enrollments in higher education generally and a shift towards online and off-campus classes. The board requested clarification regarding the difference in on-campus student credit hours between 2020 and 2021 shown in the presentation, with an explanation that most coursework was online during COVID. Updates on various projects were given, such as the Prescott Campus Library, a new learning center, EV programming, a second CDL location, a fermentation building, acoustical improvements, and relocating ITS.

The Health Science Center project state funds have been pulled back by the state, and there's a need for immediate support for it due to local health provider needs. Options for funding the Health Science Center include delaying to the 2027 timeline or issuing a revenue bond, which might raise property taxes. There are efforts to secure more contributions for the Health Science Center, and the college is willing to consider sponsorship opportunities. Legislators and community figures are committed to the project despite funding challenges. Fundraising is crucial for the economic development of the community, and the college needs the assistance of the community.

There's a significant problem with student housing insecurity, as revealed by a housing survey. The college is actively searching for housing options for both the workforce and students, utilizing the housing opportunity index. Pilot studies on the Verde side for housing solutions were approved by the board, but there was a

disappointing response from both public service partners and students, with apartments remaining largely unrented. The need for more affordable housing options is critical. The RV park initiative has been successful, featuring new amenities and the acquisition of several RVs.

A small structure is being renovated into a studio apartment, and infrastructure is being developed at the Chino Center to support diverse housing types. Land near the airport has been purchased for signage and potential housing, and there's an opportunity to build at the Chino Center. Additional funds are required to advance these housing opportunities.

Dr. Ewell informed the board about the necessity of a 2% property tax levy increase for operations, consistent with planning, and proposed a total 4% levy increase to also support capital needs. Dr. Ewell proposed changes to capital cash flow assumptions, including bond renewals, adjusting the Health Science Center timeline, reducing grant and donation targets, and expediting housing expansion. He highlighted a maintenance budget increase, debt profile, inflation adjustments, and specific maintenance projects. He outlined equipment budget allocations, the capital improvement plan, and decisions regarding the use of existing spaces to avoid new capital investments. The presentation reviewed several charts and statistics that can be found in the Agenda Packet.

- d. 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 – Member Steve Bracety

Chair McCasland indicated that she did not speak as the Board Spokesperson since the last meeting.

Chair McCasland indicated that as the AACCT representative, she participated in a session in Washington, DC during the ACCT Legislative Conference. All AZ Community Colleges were able to work as a group to communicate with Senators, Representatives, and heads of departments to collectively meet and hear the same information at the same time.

Member Bracety gave a brief overview of the last Foundation meeting. The Foundation fundraising budget is \$1.3 million, and they are currently at nearly \$1.5 million so far.

- e. Dates and Time of Future Meetings and Events – **INFORMATION, DISCUSSION, AND DECISION** {Time: 5}
 - i. 2023-2024 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2023-2024 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2023-2024 Dates, Times, and Places of Future National, State, and Local Events (*Attached*)

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meetings, college events, and conference dates.

3. Board Business

a. Executive Session Protocol – Board Chair McCasland – **DISCUSSION AND DECISION** {Time: 15}

Chair McCasland discussed the importance of confidentiality and the protocols surrounding the handling of sensitive information. She emphasized that all written materials should be returned to the attorney after sessions and raised concerns about recording in executive sessions. Attorney Adams indicated that the sessions are not videotaped, but that discussions are recorded in the confidential meeting minutes. She also explained legal aspects and consequences related to recording conversations in executive session.

A proposal was made to add a statement to the board's procedures to explicitly prohibit recordings during sessions. This led to discussions about where to include such a statement, with suggestions in multiple places, including in policy, the Executive Session statement, or both. The other board members supported the motion, while there was a call for clarity on whether this would mean modifying existing policies or creating new ones. Chair McCasland suggested having staff determine the best locations for the statement in existing policies, and there was a consensus on the need to address audio and video recording specifics.

Chair McCasland moved, seconded by Member Bracety, to include a statement specifically about recording executive sessions in the Executive Session Confidentiality Statement and in board policy, and instructed the staff to determine the appropriate policy placement and language and bring the revision back to the board for approval. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

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

- i. Workshop Meeting Minutes Revised – Tuesday, January 16, 2024 (*Attached*)
- ii. Acceptance of President's Report on Board Policy 206 College Planning
- iii. Receipt of Report on Revenues and Expenditures for November 2023 (*Attached*)
- iv. Receipt of Report on Revenues and Expenditures for December 2023 (*Attached*)
- v. Receipt of Report on Revenues and Expenditures for January 2024 (*Attached*)
- vi. Revision to Yavapai College District Governing Board Policy 101 – College Priorities (*Attached*)
- vii. Revision to Yavapai College District Governing Board Policy 307 – Board Member Responsibilities and Obligations (*Attached*)
- viii. Revision to Yavapai College District Governing Board Policy 305 – Board Governing Focus & Style (*Attached*)
- ix. Revision to Yavapai College District Governing Board Policy 306 – Board Member Code of Conduct & Ethics (*Attached*)

- x. Revision to Yavapai College District Governing Board Policy 401 – Delegation to and Accountability of President (*Attached*)
- xi. 2024-12 Yavapai College District Board Resolution (*Attached*)
- xii. 2024 Yavapai College Sabbatical Leave Request
 - 1. Jason Whitesitt (*Attached*)
 - 2. Nicole Dean (*Attached*)
 - 3. Mark Muchna (*Attached*)
- xiii. Yavapai College Summary of Program Deletion Proposals (*Attached*)
 - 1. Advanced Tax – IRS Enrolled Agent Certificate
 - 2. Equine Care and Management Certificate
 - 3. Medical Assistant Associate of Applied Science
- xiv. Yavapai College Summary of New Program Proposals (*Attached*)
 - 1. Bachelor of Science in Business with Digital Marketing Concentration
 - 2. Foundations of Leadership Certificate
 - 3. Media and Extended Realities Certificate
 - 4. Agriculture Technology Management Certificate
 - 5. Media Editing and Post-Production Certificate
 - 6. Script Supervisor Certificate
 - 7. Women’s Health Imaging Certificate
- xv. Yavapai College Summary of New Program Proposals (*Attached*)
 - 1. Legal Paraprofessional Certificate – Juvenile Dependency Concentration

Member Sigafos moved, seconded by Member Bracety, to approve the Consent Agenda with the exception of items b.i and b.xii, which were removed from the Consent Agenda for further discussion. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

Item 3.b.i: Member Sigafos indicated that at the last meeting, Mr. Payne made a great deal out of his comments regarding livestreaming meetings being omitted from the minutes. Member Sigafos indicated he thought Mr. Payne used him as an example of the desire for more complete minutes due to a presentation he had made over a year ago about including more detail in meeting minutes. Member Sigafos asserted that the minutes should reflect more than the absolute minimum of action on legal items taken by the board. He further indicated that he believed that Attachment A to the draft meeting minutes is not necessary or helpful. He gave the following two reasons for that: 1) In his opinion the original version of the minutes adequately reflected the discussion of his presentation including the two motions; and 2) Attachment A does not include the back-and-forth discussion among the board, especially the discussion on the second motion. He brought up that expanding the transcription to include the entire discussion would be a waste of time and energy of staff. Therefore, he believed that Attachment A should be removed from the final meeting minutes.

Member Sigafos moved, seconded by Chair McCasland, to approve item b.i with the removal of Attachment A from the minutes and renaming Attachment B to Attachment A after removal of the current Attachment A. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

Item 3.b.xii: Secretary Kuknyo asked whether the sabbatical requests included a description of what faculty were planning to do on their leave. Board staff confirmed that the sabbatical application, which was included in the Agenda Packet, included that information. Secretary Kuknyo indicated that he must have just missed it somehow. Ms. Sandoval indicated that it starts on page 143 of the Agenda Packet.

Secretary Kuknyo moved, seconded by Member Sigafos, to approve item b.xii 2024 Yavapai College Sabbatical Leave Request. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

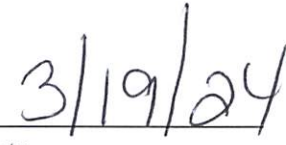
Member Sigafos moved, seconded by Secretary Kuknyo, to adjourn the Workshop. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

Regular Meeting adjourned at 3:51 p.m.

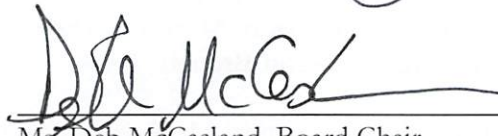
Respectfully submitted:



Deanne K. Petty, Recording Secretary



Date



Ms. Deb McCasland, Board Chair



Mr. Chris Kuknyo, Secretary