

**Yavapai College**  
District Governing Board  
Regular Meeting

Tuesday, November 19, 2024  
1:00 p.m.

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

Livestream Link:

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

**Prescott Campus**  
**The Rock House**  
**1100 E. Sheldon Drive**  
**Prescott, AZ 86301**

**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 – via ZOOM  
Ms. Deanne Petty, DGB Coordinator

**MINUTES**

<https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=967940c0-d90b-4463-b1b8-b22e010cb72c>

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 Member Kuknyo.

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

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

2. Study Session

- a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}

*Recorded discussion and comments are available and begin at 6:13.*

Dr. Rhine announced that Yavapai College is preparing to offer a three-year, 92-credit Bachelor of Applied Science in Business, pending approval from the Higher Learning Commission (HLC), with an anticipated launch in fall 2025. The District Governing Board has approved the program, and a decision is expected following the HLC's February meeting. Dr. Rhine also highlighted the selection of a presentation on the program by the Community College Baccalaureate Association (CCBA), along with another presentation on building coalitions for four-year degree success. Additionally, Yavapai College student Ashley Darling was named the CCBA Student Scholar of the Year, earning a scholarship and national recognition. Dr. Rhine further announced that Yavapai College is a Bellwether Top 10 finalist for 2025, marking the third time in four years the college has received this honor. Chair McCasland reinforced the prestige of the Bellwether recognition and shared positive feedback from a workshop on the college campground presented at the Association of Community College Trustees (ACCT) convention.

- i. College Council – Dr. Douglas Berry, Dr. Marylou Mercado, Dr. Janet Nix, and Mr. Rodney Jenkins
  1. Faculty Senate – Dr. Alex Barber, Faculty Senate President (*Attached*)

*Recorded discussion and comments are available and begin at 9:57.*

Dr. Berry introduced Dr. Alex Barber, president of the Faculty Association, to share a faculty senate report. Dr. Barber shared updates from the Faculty Senate. Special recognition was given to Ms. Gillian Troxel and Ms. Jennifer Riley for their contributions to the YC Nursing Faculty Association and the Computer Science Department, respectively, along with praise for Dr. Tara O'Neill's work at the Family Enrichment Center (FEC). Additionally, Mr. Philip Reed was commended for his guest speaker role and participation in Microsoft's AI-900: Azure AI Fundamentals certification training.

2. Staff Association – Ms. Ginney Bilbray, Staff Association Vice President (*Attached*)

*Recorded discussion and comments are available and begin at 16:03.*

Dr. Nix introduced Ms. Ginney Bilbray, the Vice President of the Yavapai College Staff Association (YCSA) and a librarian at the Prescott campus. Ms. Bilbray provided an update on YCSA's winter activities, highlighting the ongoing food drive aimed at assembling holiday meal boxes with support from students, faculty, and student services. To date, YCSA has raised \$835 in donations, along with \$225 in gift cards, totaling \$1,060 toward their \$2,000 goal. Plans are in place for assembling and distributing the meal boxes and organizing angel trees to support students in need.

3. Student Government Association – Ms. Susanna Marcinek, President of Yavapai College Student Government Association (*Attached*)

***Recorded discussion and comments are available and begin at 20:24.***

Mr. Jenkins introduced Ms. Susanna Marcinek, praising her transformative journey at Yavapai College. Dr. Rhine acknowledged her achievements and expressed gratitude for her contributions. In her address, Ms. Marcinek thanked the board for the opportunity to speak and shared a personal story of resilience, emphasizing her appreciation for the college's support. She also provided an update on the Student Government Association's initiatives, highlighting communication plans, collaborations with clubs and organizations, and the development of a student resource hub.

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

There were no comments or questions about the report.

- 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 – Member Steve Bracety

***Recorded discussion and comments are available and begin at 27:40.***

Chair McCasland provided an update on the board's involvement in college events and outlined plans for future meetings before transitioning to the Yavapai College Foundation report. Member Bracety shared key updates from the Foundation meeting, including enrollment statistics and the introduction of a new Chief Development Officer, Ms. Nicole Kennedy. He also highlighted a special presentation by Ms. Heather Mulcaire and announced a partnership with the Arizona Community Foundation. Additionally, Member Payne reported on the success of the 10th Annual Wine and Dine event, which raised funds for scholarships and student activities.



- c. 2024-2025 Dates, Time, and Places of Future Meetings, Workshops, and Retreats-  
**INFORMATION, DISCUSSION, AND DECISION** {Time: 5} *(Attached)*

*Recorded discussion and comments are available and begin at 33:25.*

Executive Assistant, Ms. Yvonne Sandoval, proposed future meetings and workshop dates, including the February board meeting date change and an additional workshop on January 14, 2025.

**Member Bracety moved, seconded by Secretary Kuknyo, to approve the Revised 2024-2025 Dates, Time, and Places of Future Meetings, Workshops, and Retreats. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

3. Board Business

- a. Expenditure Limitation – Dr. Clint Ewell, Vice President of Finance –  
**INFORMATION, DISCUSSION, AND DECISION** {Time: 20}

*Recorded discussion and comments are available and begin at 36:40.*

Dr. Ewell provided a historical overview of Arizona's expenditure limit, explaining its origins in a 1980 voter-approved amendment that restricts spending per capita based on inflation-adjusted local revenues. He emphasized that the limit does not restrict revenue generation but rather spending, particularly affecting local revenues from property taxes and state appropriations. Exceeding the limit could result in penalties, including the loss of state funding. Dr. Ewell then discussed the significant technological and infrastructure advancements since 1980, highlighting Yavapai College's growth, the expansion of technology and software in education, and the rising costs associated with supporting new programs and maintaining updated facilities. He noted the 14% growth in enrollment in recent years but acknowledged an overall 22% decline from previous peaks, creating pressure on the expenditure limit, particularly with the increasing cost of Career Technical Education programs. Dr. Ewell also addressed strategies for reallocating funds to optimize usage and reduce subsidies, pointing to A.R.S. § 15-1471 as a mechanism for resetting the expenditure base through voter approval. Chair McCasland and Secretary Kuknyo discussed the need to reset the base due to shifts in traditional student enrollment, emphasizing that this adjustment would not raise taxes but allow for more flexible spending.

**Member Payne moved, seconded by Member Sigafos, to approve research regarding peer institutions' expenditure limitation reset elections, including developing steps and a timeline, with the intent of including the issue on the November 2026 election ballot, and requesting administration to prepare a formal resolution for the governing board to be considered no later than January 2026 board meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

*Short Break*

- b. Policy Review and Policy Update Proposal – Dr. David Borofsky - **INFORMATION, DISCUSSION, AND DECISION** {Time: 30} (*Attached*)

*Recorded discussion and comments are available and begin at 1:06:18.*

Dr. Borofsky introduced proposed changes to Policy 310 (College Code of Conduct and Ethics) and Policy 306 (Conflict of Interest), emphasizing the importance of governance, delegation of authority, and the board's role in policy implementation. The conversation then shifted to board conduct and communication, with Dr. Borofsky stressing the need for open dialogue between the board and the president while maintaining professional interactions. Chair McCasland reinforced the distinction between governance and administration, ensuring board members understood their collective decision-making responsibilities.

Dr. Borofsky highlighted the potential impact of board actions on institutional accreditation, referencing past cases where governance issues led to accreditation concerns. He emphasized the necessity of professional development and active participation in college events. The discussion then addressed board members' interactions with staff, with Chair McCasland and Secretary Kuknyo clarifying that board members should direct concerns to the college President rather than engaging with faculty and staff independently.

Confidentiality was a major point of discussion, with Dr. Borofsky and Attorney Adams underscoring the legal and ethical obligations of board members, particularly regarding executive sessions. The board discussed corrective actions, including restricting conference travel for members who failed to uphold confidentiality. The conversation extended to board members' interactions with the media, where concerns were raised about how public statements could reflect on the college. Dr. Borofsky clarified that while board members could speak as individuals, they should avoid publicly criticizing the institution or the President.

**Member Sigafos moved, seconded by Secretary Kuknyo, to retitle YC Board Policy 306 to “Conflict of Interest” and adopt it with the modifications requested by the board during the discussion. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

**Member Bracety moved, seconded by Secretary Kuknyo, to approve Policy 310 with the modifications requested by the board during the discussion. Motion carried 3:2 (Ayes: McCasland, Kuknyo, and Bracety; Nay: Sigafos and Payne).**

The discussion concluded with a review of policy modifications, with Dr. Borofsky committing to refining language for clarity. Chair McCasland and Secretary Kuknyo emphasized the importance of onboarding new board members with these policies in place. Member Payne inquired about the timing of policy implementation, with Chair McCasland confirming the need to define board roles to prevent governance issues. Dr. Borofsky referenced similar policies in other Arizona community colleges and agreed to return for further review.

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



- i. Special Meeting Minutes – Thursday, October 17, 2024 (*Attached*)
- ii. Board Executive Session Confidential Minutes – Thursday, October 17, 2024
- iii. Regular Meeting Minutes – Tuesday, October 29, 2024 (*Attached*)
- iv. Board Executive Session Confidential Minutes – Tuesday, October 29, 2024
- v. Nursing Tuition Correction for Fiscal Year 2026 (*Attached*)
- vi. 2024-18 Yavapai College District Governing Board Resolution
- vii. Receipt of Report on Revenues and Expenditures for October 2024 (*Attached*)

***Recorded discussion and comments are available and begin at 2:10:42.***

Member Payne requested the removal of item c.vi from the Consent Agenda for discussion.

**Secretary Kuknyo moved, seconded by Member Sigafos, to approve the Consent Agenda with the exception of item c.vi, 2024-18 Yavapai College District Governing Board Resolution. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

Member Payne raised concerns about the clarity of obligations regarding reasonable requests, suggesting explicit criteria be included in the Resolution. Chair McCasland emphasized the President's discretion in determining the reasonableness of requests, citing operational examples, while Attorney Adams proposed rewording the resolution to address compliance with reasonable requests. Dr. Borofsky provided insight into the original policy, explaining that board members could seek the full board's direction if the President denied a request due to workload. Attorney Adams referenced a similar policy subsection for dispute resolution, reinforcing the Resolution's intent to establish clear operational expectations for incoming board members.

Member Payne initiated further discussion on additional agenda items, particularly seeking clarification on "delegation" within board operations. Attorney Adams provided examples of board delegation and its potential withdrawal, but Member Payne found the wording unclear and suggested revisions. While Chair McCasland supported the current language, Member Payne proposed adding "community" before "employers" to ensure alignment with workforce programs. Dr. Borofsky explained the term "employers" encompassed business and industry needs.

**Member Payne moved to approve the Resolution with the discussed changes.** Member Payne requested clarification on an information request area within the policy. Attorney Adams suggested including language about disruptive behavior and dispute resolution, leading to further debate. Chair McCasland supported two of Member Payne's points but opposed the third. **The motion received no second and failed on the floor.**

**Member Sigafos moved, seconded by Secretary Kuknyo, to approve item c.vi, 2024-18 Yavapai College District Governing Board Resolution with the two modifications requested by the board during the discussion. Motion**

carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- d. Parting Comments from Departing Board Members and Farewell: Mr. Ray Sigafos and Mr. Chris Kuknyo – Board Chair Deb McCasland – **INFORMATION AND DISCUSSION**

*Recorded discussion and comments are available and begin at 2:26:00.*

Chair McCasland expressed sadness over the departure of Board Members Ray Sigafos and Chris Kuknyo, acknowledging Secretary Kuknyo's transition to the Board of Supervisors and Member Sigafos's 19 years of dedicated service. Secretary Kuknyo reflected on their time working together, emphasizing the board's shared commitment to student success and the impact of their discussions and decisions on the college's operations. Secretary Kuknyo highlighted key accomplishments, including the redirection of taxpayer-funded scholarships, increased private funding, student empowerment, and Yavapai College's progress in graduation rates and bachelor's degree offerings. He also praised the board's efforts in expanding career and technical education, acquiring a camp for student housing, and addressing workforce development needs.

Member Sigafos reflected on his tenure, emphasizing the value of history in governance and learning from past experiences. He discussed his 43 years of involvement in higher education and the evolution of the community over the last 55 years. Member Sigafos recounted significant improvements made during his time on the board, including an overhaul of the IT department for student record security, the establishment of vineyards and a winery, the reconstruction of the Clarkdale campus, and the addition of the CTEC property, with a commitment to honor Jim Horton in its naming. He also addressed longstanding debates over East and West County resource allocation, population disparities, and board representation.

Chair McCasland and Dr. Rhine presented Member Sigafos and Secretary Kuknyo with a remembrance gift in appreciation of their service.

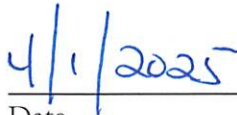
4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}


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


Regular Meeting adjourned at 3:57 p.m.

Respectfully submitted:

  
Deanne K. Petty, Recording Secretary

  
Date

  
Ms. Deb McCasland, Board Chair

  
Mr. Steve Bracety, Secretary