

**Yavapai College**  
District Governing Board  
Regular Meeting

Tuesday, April 11, 2023  
1:00 p.m.

**Prescott Campus**  
**The Rock House**  
**1100 E. Sheldon Street**  
**Prescott, Arizona 86301**

**Members Present:**

Ms. Deb McCasland, Board Chair  
Mr. Chris Kuknyo, Secretary  
Mr. Ray Sigafos, 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=b3fb6fa6-9c1c-4fb5-b2d6-afe101821dac>

1. General Functions: Procedural
  - a. Call to Order {Time: 1}  
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:03 p.m.
  - b. Pledge of Allegiance {Time: 1}  
The Pledge of Allegiance was led by Member Sigafos.
  - 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).**
  - d. Open Call – **INFORMATION** {Time: 10\*}  
**Recorded discussion and comments are available and begin at 1:15.**  
Chair McCasland explained that the Governing Board has allotted no more than 10 minutes for open call, and 9 people have signed up to speak. Due to this high number, she spoke with Mr. Howard (the individuals attended to speak on his behalf) and gave him two options: to have 2 people speak for 5 minutes each or have everyone speak for 1 minute each. His choice was to have everyone speak for 1 minute each. She reminded everyone that the Board may not discuss or take legal

action on items that are not specifically identified on the agenda. Requests for interviews and questions to be directed to Mr. Tyler Rumsey.

**The following members of the public requested to speak, and all spoke about the College's tennis program and coach:**

- 1. Eric Mitchell (Recording at 2:42)**
- 2. Fay Matsumoto (Recording at 3:51)**
- 3. Paul Sadick (Recording at 5:18)**
- 4. Eileen Wolfe (Recording at 6:37)**
- 5. Chris Howard (Recording at 7:38)**
- 6. Pam Lee (Recording at 8:56)**
- 7. Bob Florine (Recording at 9:37)**
- 8. Nannette Oatley Johnson (Recording at 10:32)**
- 9. Andrew Bogdonov (Recording at 11:43)**

### ***SHORT RECESS***

#### 2. Study Session

- a. Arizona Auditor General's Office Annual Audit Update - **INFORMATION** – Mr. Frank D'Angelo, Director of Business Services & Controller {Time:10}  
David Glennon, Financial Audit Manager and  
Lindsey Perry, AZ Auditor General (or designee)

***Recorded discussion and comments are available and begin at 18:07.***

Mr. Frank D'Angelo introduced Mr. David Glennon, Financial Audit Manager, and Mr. Victor Ortiz, Senior Audit Accountant, both of whom are with the Arizona Auditor General's Office. Mr. Glennon provided a background of the Arizona Auditor General. The presentation today is in accordance with Arizona law, which directs the District Board to require its auditors, the Arizona Auditor General's Office, to present audit results and any findings to the Board in a regular meeting without the use of a consent agenda within 90 days of the audit's completion.

They discussed their audit work on 3 required reports: the District's Annual Comprehensive Financial report, a report on Internal Controls and Compliance, and the Single Audit Report. In the first report, the District's Annual Comprehensive Financial Report, presents the District's Annual Financial Statements and their opinion as to whether the District's Financial Statements are presented fairly in all material respects in conformity with their generally accepted accounting principles. It is wonderful to report that for fiscal year 2022, they reported an unmodified or clean opinion, which means the District's Financial Statements are reliable. The second report, the report on Internal Controls and Compliance, which is included in the Single Audit Report, is where they report any findings and recommendations resulting from their audit of the District's Financial Statements. Finally, the third and final report, the Single Audit Report, includes their assessment of the District's Compliance with federal program requirements. They did not report any findings in either this area or in connection with the Single Audit Report. This means the College generally maintained adequate internal control over financial reporting and federal compliance and complied with the federal compliance requirements tested.

Mr. Ortiz then presented the fiscal year 2022 financial highlights.

The Board had no questions for the Auditor General's Office, but Secretary Kuknyo made a statement that the audit reports indicate that the College President "is doing it right, and she's hitting all the things she should be hitting."

Chair McCasland thanked the auditors for being there. She congratulated Mr. D'Angelo, Mr. Ransom, Dr. Ewell, and Dr. Rhine for their leadership.

- b. 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 31:48.***  
Dr. Ryan presented for Dr. Palmer, who was not feeling well. They announced the Faculty Senate members for next year. Dr. Palmer will continue to serve on the Faculty Senate for one more year, in the Past-President role to help advise the new President. The College Council Representatives will be Dr. Andrew Winters and Bryan Robertson.  
  
Dr. Ryan also reported on Joshua Harper, who is our Choral Director of Music and who took a group of folks to sing at Carnegie Hall in New York City. Dr. Harper will be leaving YC at the end of this school year for a tenure track position at another institution.
    2. Staff Association – Ms. Ginney Bilbray (*Attached*)  
***Recorded discussion and comments are available and begin at 35:40.***  
Ms. Bilbray discussed Yavapai College Values, and in particular, the value of "equity." The Staff Association tries to emulate this principle and actively looks for ways to promote it. She shared how YCSA has helped Yavapai College become more inclusive. She discussed the staff association's annual celebration for full-time staff and faculty that have reached milestones with Yavapai College or in their education, and noted that they had added part-time employees and adjunct faculty as honorees this year. She gave a special shout-out to Dave Dvorak and Tania Sheldahl for celebrating 35 years.
    3. Student Government Association – Jamie Oltersdorf (*Attached*)  
***Recorded discussion and comments are available and begin at 41:49.***  
Ms. Jamie Oltersdorf updated the Board with some of the things going on in Student Government and their projects. First, the new Senate Government's Governance Committee are:  
President: Susanna Marcinek  
Vice President: Zane Shepard  
Secretary: Laurel Leverone  
Treasurer: Shanna Collier  
They will also be selecting 3 members to be on the College Council.

They held the first LEAD Conference that was held at Yavapai College. LEAD stands for Lead, Engage, Accomplish, and Develop. The overall goal of the conference was for students to be able to demonstrate effective communication, active listening skills be able to unlock your individual potential, to enhance your dynamic with team, and to be equipped with the ability to strategically collaborate and resolve potential conflicts. It was a successful event with a good turnout and a lot of good feedback from students, faculty, and staff. During this conference, they held their first Pop-Up Closet, which was a success. They are taking more donations this month for upcoming events: Prescott Pop-up event April 26<sup>th</sup> from 11am - 2pm and Verde Pop-Up event April 27<sup>th</sup> from 11am to 2pm.

For the Unheard 22 update, they reached out to Dean Morgan, and he stated that they are putting the boots into the CAD System to be programmed and 3D printed.

Dr. Rhine wanted to give a shout out to Village Cleaners because they not only donated garment bags for the Pop-Up Closet event, but they donated all the clothing that people never picked up at the cleaners.

Chair McCasland thanked the Student Government representatives collectively for making a difference.

- ii. President's Report on Board Policy 101 College Priorities – Dr. Diane Ryan, Vice President of Academic Affairs, Rodney Jenkins, Vice President of Student Development and Community Affairs. (*Attached*) {Time: 30} ***Recorded discussion and comments are available and begin at 53:36.*** Dr. Ryan presented Board Policy 101, which has 3 areas of focus: education, development, and community. She presented on education. The first priority in education is students to demonstrate success in career and technical education that prepares them for employment success. She showed a series of slides and stats on how we are making this a reality. Many of our programs are outperforming our peers statewide and nationally. We do show a drop in certificates, but this is likely due to rebuilding from coming out of COVID. Our faculty are doing a great job of preparing our students to take on the challenge of university life as shown by our transfer students outperforming in their first-year grade point average that they earned at a university. The biggest growth was in the GED and ESL program completions. They are working hard to pipeline those students into further education at the College. Community Ed programs and Ed Adventure programs are continuing to build back after COVID. Our full-time students are completing at a little higher rate than the year before. Additionally, we saw a 3% growth in the part-time student completion rates. Our default rate has declined from 12.5 to 3.7, which is incredible. Removing a barrier to education, we are now at almost \$1.2 million in textbook savings from our open educational resource program.

Mr. Jenkins presented priority two, which is economics. One of the holders of our economic responsibilities lie in our Regional Economic Development Center or REDC. REDC focuses on workforce training, job connection, business creation, expansion, recruitment, innovation, and economic research and sustainability. They have done a phenomenal job working with our third-party providers to provide over 1,200 training courses to over 700 students, with about \$100,000 in revenue tuition. We launched the Y. C. Pipeline, which essentially marries job seekers to job holders, the employer and employees and the technology. We've hosted several job fairs. recruiting events and expos. All of this work helps to reduce the unemployment rate in the county, and this is all free to our residents.

Secretary Kuknyo brought up creating a video to showcase the College's work for the public. Member Bracety and Chair McCasland agreed with Secretary Kuknyo.

- iii. Yavapai College Foundation Report – Mr. Rodney Jenkins (*Attached*)  
***Recorded discussion and comments are available and begin at 1:11:28.***

Mr. Jenkins introduced Mary Talosi and Laura Warney from the Yavapai College Foundation. Laura Warney is running the Heart of YC campaign. The purpose of the Heart of YC is to generate dollars to meet student needs and insecurities through the Foundation's fund opportunities. The focus of the campaign is to encourage employee giving through our payroll deductions. Donors can direct their donations, and the Foundation honors donor intent. Dr. Rhine released a video introducing the Heart of YC Program. The number of employees donating to the Foundation has grown since the campaign began.

Chair McCasland noted that the Foundation has been incredibly successful in its fundraising efforts, and she hoped the entire Board would give to the Foundation.

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

There were no comments or questions about the report.

### ***SHORT RECESS***

- c. 2022-2023 Yavapai College Preliminary Budget – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** (*Attached*) {Time:120}  
***Recorded discussion and comments are available and begin at 1:21:23.***

Dr. Ewell presented information on the budget. He explained the College's budget process, which begins in October of every year. This month, he is presenting a draft of the budget to get comments and feedback from the Board, heading into the final budget approval in May.

Dr. Rhine gave a summary on Budget items that were discussed at the Board Retreat/Workshop. She gave an overview of the College's achievements (these items were listed in the minutes for that workshop).

Dr. Ewell then shared some additional College highlights and background demographic information that is relevant to the budget.

Secretary Kuknyo asked if we are keeping an eye on compression in regard to minimum wage changes. Dr. Ewell indicated that the College is watching wages and making changes as appropriate. The College increased its minimum wage to above the state minimum wage because it was having problems recruiting and retaining people.

Dr. Ewell then reviewed the budget numbers via his presentation and gave the Board a summary of the budget status so far. The Board was able to ask questions and discuss information pertaining to the presentation and budget numbers Dr. Ewell presented.

The Board had questions about employee pay increases, and in particular, merit pay and evaluations. Dr. Nix shared information on the difference between a gain share system and a merit system to assist the new Board members in understanding this subject better. Discussion among the Board members about gain share and merit continued. Dr. Ewell and Dr. Nix indicated that a merit system of compensation would not be able to be implemented until FY 2025.

Dr. Ewell continued to review the budget numbers via his presentation and provided the Board with information regarding budget items they had questions about.

- 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 – Board Member Bracety

***Recorded discussion and comments are available and begin at 2:42:02.***

Chair McCasland announced that she was the Trustee of the Year for the American Association of Community Colleges. She stated she has had great support, and the reason she believes she won is because of the Board's relationship with our President. Dr. Rhine was nominated for CEO of the Year. She was one of five finalists. This is her second national honor of being a finalist.

AACCT will be having a conference, and Chair McCasland is proud to Chair that board as well.

The Foundation had not met yet so there was no update.

- e. 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 2:47:09.***

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meeting and event dates. Ms. Sandoval asked the Board for which day works best for future Board Meeting dates so she can start scheduling next year's meetings.

3. Board Business

- a. Report on Board Self-Assessment- Board Chair McCasland, **INFORMATION, DISCUSSION, AND DECISION** {Time:10}

***Recorded discussion and comments are available and begin at 2:50:06.***

Ms. Sandoval presented the results of the Board Self-Assessment. Chair McCasland indicated it was good and that the results will guide the Board's workshop later in May. As a Board, Chair McCasland, feels they are really doing well.

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

- i. Board Regular Meeting Minutes – Tuesday, March 21, 2023 (*Attached*)
- ii. Association of Community College Trustees Letter of Support from Yavapai College District Governing Board (*Attached*)
- iii. Receipt of Report on Revenues and Expenditures for February 2023 (*Attached*)
- iv. Acceptance of President's Report on Board Policy 101 College Priorities

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

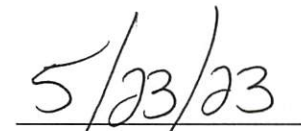
- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}  
**Member Sigafos moved, seconded by Secretary Kuknyo, to adjourn the Regular Board Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).**

**Regular Meeting adjourned at 4:09 p.m.**

Respectfully submitted:

  
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Deanne K. Petty, Recording Secretary

  
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Date

  
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Ms. Deb McCasland, Board Chair

  
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Mr. Chris Kuknyo, Secretary