

Yavapai College
District Governing Board
Regular Board Meeting
Tuesday, April 20, 2021
1:00 p.m.

Community Online Only

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

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

MINUTES

- 1.0 General Functions: Procedural
 - 1.1 Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:03 p.m.
 - 1.2 Pledge of Allegiance {Time: 1}
The Pledge of Allegiance was led by Member Padilla.
 - 1.3 Adoption of Agenda – **DECISION** {Time: 1}
Member Kuknyo moved, seconded by Member Padilla, to adopt the District Governing Board Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** {Time: 5}
 - 1.4.1 Regular Board Meeting Minutes – Tuesday, March 9, 2021 (*Attached*)
Secretary Sigafos moved, seconded by Member Chevalier, to approve the Regular Board Meeting Minutes for Tuesday, March 9, 2021. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
 - 1.5 Open Call – **INFORMATION** {Time: 10}
No community members registered for open call.

2.0 Information Business:

2.1 Board Self-Evaluation of Board Policies – **INFORMATION AND DISCUSSION** {Time: 5}

2.1.1 Evaluation Board Policy 4.7 President Succession

In response to a question from Member Kuknyo regarding when the Board will review and discuss edits to the policy, Chair McCasland stated that would take place during the June Board Workshop.

Secretary Sigafos provided an explanation to Member Padilla's written comment about the President's succession plan, noting that Board Policy 4.7 is the President's succession plan.

2.2 President's Report – **INFORMATION** {Time: 75}

2.2.1 Update on the College – Dr. Lisa Rhine

2.2.1.1 COVID Phase

The College has announced it will be moving to the Green Phase of the College's COVID Reentry Plan on June 1, 2021. More in-person classes and services will be provided. Registration for summer is now open, and classes begin on June 7, 2021 for summer. Fall registration opens on Monday, April 19, 2021 for all degree seeking students, and classes for fall begin on August 16, 2021.

2.2.1.2 Athletics

Congratulations to the Yavapai College Girls' Volleyball Team for winning the National Junior College Athletic Association (NJCAA) Southwest B District Tournament. For the first time in the College's history, the Volleyball Team completed the championship trifecta, winning the conference, region, and district. The Volleyball Team received an automatic bid to the compete in the NJCAA National Championship Tournament, where it lost despite terrific play.

2.2.1.3 Yavapai College Faculty Emeritus Presentation – Dr. Diane Ryan (*Attached*)

2.2.1.3.1 Ms. Debbie Roberts

2.2.1.3.2 Mr. Tom Schumacher

2.2.1.3.3 Mr. Dave Graser

2.2.1.3.4 Mr. Karl Siegfried

Dr. Ryan presented on each of the four faculty emeritus.

2.2.1.4 Yavapai College Honors Program – Dr. Diane Ryan (*Attached*) Professor Woolsey and Mr. Michael Swyers, Ms. Kari Warne, and Ms. Gabriella Baker, all of whom are Yavapai College Honors students, presented on the Yavapai College Honors Program.

2.2.1.5 Yavapai College Student Leadership Retreat – Mr. Rodney Jenkins (*Attached*)

Ms. Janice Soutee, Director of Student Engagement and Leadership, introduced the Yavapai College Roughrider Ambassadors and Students of Leadership (SOL) student. Ms. Nicole Reithal, Ms. Priscilla Imperial, and Mr. Alex Mangelsdorf, all of whom are Student Ambassadors, presented on events and initiatives. Mr. Cassidy Swearingen, SOL student, presented on the Students of Leadership Development program.

2.2.1.6 Faculty Senate Report – Prof. Vikki Bentz

2.2.1.6.1 IRS Enrolled Agent Certificate (*Attached*)

Professor Bentz presented on the program highlight: Advanced Tax – IRS Enrolled Agent Certificate and on the six Accounting programs at Yavapai College.

2.2.1.7 Budget to Actual Monthly Report and Cash Reserves Monthly Report for February 2021(*Attached*)

3.0 New Business:

3.1 Consent Agenda – **DECISION** {Time: 5}

3.1.1 Receipt of Report on Revenues and Expenditures for February 2021 (*Attached*)

3.1.2 Intergovernmental Agreement between Superior Court in Yavapai County for the Operation of the Yavapai County Learn and Earn Academy Program (*Attached*)

3.1.3 Fourth Amendment to Lease Agreement with Northern Arizona Council of Governments Head Start – NACOG (*Attached*)

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

Short Recess – Meeting recessed at 2:21 p.m.; reconvened at 2:27 p.m.

3.2 2022-2024 Yavapai College Strategic Plan – Dr. Clint Ewell – **INFORMATION AND DISCUSSION** (*Attached*) {Time: 30}

Dr. Ewell presented an introduction to the Yavapai College Strategic Plan. Dr. Tom Hughes discussed the mission, planning process, planning alignment, planning terminology, strategic goals, and strategic initiatives. Mr. Brian Moultrup, Secretary of the Student Government Association, presented on external opportunities and threats. The four components of the plan were introduced via a video: engendering a sense of belonging for both our employees and our students; living wage opportunities that match labor needs; delivery that is learner-centric; and a focus on opportunities for adult learners.

Member Chevalier asked if the College has considered as a weakness the inequity of education, art, and cultural events between the people that live on east side versus west side of the county. Dr. Hughes stated that the issue was not raised by participants in the SWOT analysis, but that the College continually examines whether there are equitable opportunities throughout the district.

Member Chevalier then opined that the strategic plan needed a fifth goal that focused on equity. Chair McCasland stated that the online courses are equally available to residents on the east and west sides.

Member Kuknyo stated that the strategic plan document looked more like a general plan document. Will the College go deeper on how to accomplish the goals? Dr. Hughes stated that the next step is preparing an action plan.

Member Kuknyo asked how long the process will take. Dr. Hughes stated that the intent is to develop the action plans by the end of May and put them into action starting on July 1, with the new fiscal year.

Dr. Rhine stated this strategic plan is meant very intentionally to be a rolling three-year plan that will allow changes as needed. All four of the components of the plan were selected carefully through a lens of care and concern about what is best for the community right now.

Chair McCasland reiterated the three roles of the Board: protect the institution, carry out the mission, and plan for the college's future. All actions from the Board must come back to support these three points.

3.3 2021-2022 Yavapai College Preliminary Budget – Dr. Clint Ewell –
INFORMATION AND DISCUSSION, (*Attached*) {Time: 60}

Dr. Ewell presented the Yavapai College Preliminary Budget. Dr. Ewell discussed the budget process timeline, Governmental Finance Officers Association Budget Standards, new budget format, budget summary, restricted budget, and capital.

Member Kuknyo asked if the increase in the Restricted Fund balance was due to COVID Relief Funds. Dr. Ewell stated that it was, and that Proposition 207 and 301 Funds from the State also contributed to the increase.

The Board members and Dr. Ewell discussed the proposed 3% raise for College employees. Member Chevalier believed that the College's employees are already compensated competitively. He noted that last year the College recommended, and the Board approved, a 3% across the board increase for all employees effective July 1, 2020, which cost \$1.3 million. He indicated that the cost of living has gone down, except for food, medical, and housing. He therefore indicated that another raise is not necessary because College employees have not had an overall cost of living this year, it is financially risky, and it places an undue burden on county taxpayers.

Member Kuknyo asked if the 3% raise is an across-the-board raise or part of a review process/evaluation. Dr. Ewell stated it is an across-the-board increase. The College is exploring a future pay for performance system. However, there are some employees who are not meeting performance expectations, and they will not receive the raise if approved by the Board.

Chair McCasland stated she supports the 3% raise increase. She noted that the College's faculty and staff are outstanding and that it will cost far more money to replace them than to retain them.

Dr. Rhine stated that Yavapai College is the second or third largest employee in the county. Therefore, the College employees are the very taxpayers being discussed and who will be helped by a raise.

Member Padilla questioned why the proposed raise is 3%. He would like more information on how the College came to that number. Although Member Padilla believed that Member Chevalier's comments were worth Board discussion, he did not agree with his rationale.

Member Padilla asked for clarification regarding whether increases in property values equate with more revenue for the College based on property taxes. Dr. Ewell explained that the revenue for the College stays the same. When property values go up, the property tax rate goes down, and the levy the amount collected by the College remains the same. The College's property tax collections increase only when the Board increases the levy percentage.

Member Kuknyo stated if the Board is going to approve a raise, then it must justify the decision to the county voters and taxpayers. He agreed with Member Padilla that the Board needed more information to justify a 3% increase for every employee. Dr. Ewell referenced page 80 of the Yavapai College Fiscal Year 2021-2022 Budget as providing the rationale for the 3% raise.

Chair McCasland noted that the Board approves the College's budget, and the Board has delegated the responsibility regarding the budget details to the President.

Secretary Sigafos stated that if the College is going to continue to deliver quality education, it needs to continue to have the funding to do so. He also indicated that he would like additional justification regarding the proposed 3% raise.

3.4 President's Monitoring Reports – **MONITORING, DISCUSSION, AND DECISION** {Time: 5}

3.4.1 Policy 2.0 Executive Limitation (*Attached*)

Member Kuknyo moved, seconded by Member Chevalier, we have read the President's Monitoring Report regarding Policy 2.0, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.0. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

3.4.2 Policy 2.5 Financial Conditions & Activities (*Attached*)

3.4.2.1 Policy 2.5.1 Expenditure of Funds (*Attached*)

3.4.2.2 Policy 2.5.2 Lease Limits and Delegation of Lease Authority for Real Property (*Attached*)

3.4.2.2.1 Policy 2.5.2.1 Improvements to Leased Property (*Attached*)

3.4.2.3 Policy 2.5.3 Reserve Adequacy (*Attached*)

3.4.2.3.1 Policy 2.5.3.1 Reserve Limits (*Attached*)

3.4.2.3.2 Policy 2.5.3.2 Reserve Replenishment (*Attached*)

Secretary Sigafos moved, seconded by Member Padilla, we have read the President's Monitoring Report regarding Policy 2.5 and its sub-policies, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.5 and its sub-policies. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

3.5 2020-2021 President's Evaluation Timeline– Board Chair Deb McCasland –
INFORMATION AND DISCUSSION {Time: 5}

The President's Annual Evaluation packet and form will be emailed to the Board on Tuesday, May 4, 2021. Board Members will need to email their completed President's Evaluation form to Board Attorney Lynne Adams by Tuesday, May 11, 2021. If a Board Member would prefer to mail their complete form, they will need to communicate with Yvonne Sandoval, and she will provide a self-addressed stamped envelope to the Board Member.

3.6 Association of Community College Trustees Awards – Chair Deb McCasland -
INFORMATION AND DISCUSSION (*Attached*) {Time: 5}

Chair McCasland discussed the Association of Community College Trustees Award and proposed nominating Dr. Lisa Rhine for the CEO Award.

3.7 Board Liaisons Reports – **INFORMATION AND DISCUSSION** {Time: 10}

3.7.1 Board Spokesperson – Board Chair Deb McCasland

Chair McCasland provided no public comments since the last Board meeting.

3.7.2 Arizona Association of Community College Trustees (AACCT) – Board
Chair Deb McCasland and Board Secretary Ray Sigafos

The next Arizona Association of Community College Trustees meeting will be next week.

3.7.3 Yavapai College Foundation – Board Chair Deb McCasland

The next Yavapai College Foundation meeting will be Wednesday, May 12, 2021.

3.8 Dates and Time of Future Meetings and Events - **INFORMATION AND
DISCUSSION** {Time: 5}

3.8.1 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)

3.8.2 2021-2022 Dates, Times, and Places of Future Meetings (*Attached*)

Member Chevalier requested that the April 2022 Board Meeting change to April 12, 2021.

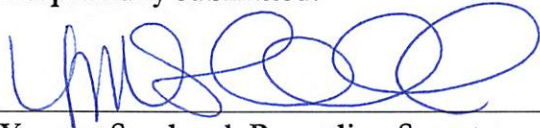
3.8.3 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

4.0 Adjournment of Regular Meeting: Procedural - **DECISION** {Time: 1}

Secretary Sigafos moved, seconded by Chair McCasland, to adjourn the District Governing Board Meeting. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).

Regular meeting adjourned at 5:09 p.m.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary

5/18/2021

Date:



Ms. Deb McCasland, Board Chair



Mr. Ray Sigafoos, Secretary