

Yavapai College
District Governing Board
Workshop

Tuesday, January 31, 2023
9:00 a.m.

Career and Technical Education Center
220 Ruger Road
Prescott, Arizona 86301

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Steve Bracety, 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=15aee72b-0d8d-44a7-8346-af9b0141bf6d>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}

Chair McCasland called the Yavapai College District Governing Board Meeting to order at 9:00 a.m. She announced that Board Member Chevalier resigned effective 1/30/2023. She thanked him for his service and representing District 3. At the February 21st meeting the board will have further updates on his vacancy and the process of filling it.
 - b. Election of Board Officers (Chair, Secretary) and Board Member Liaison Committee Appointments by Chair for 2023 – **DISCUSSION AND DECISION** {Time: 20}
Recorded discussion and comments are available and begin at 00:47.

Member Kuknyo nominated and moved, seconded by Secretary Sigafoos, that Chair McCasland be elected Board Chair for a 2-year term. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, and Bracety).

Member Sigafoos nominated and moved, seconded by Member Bracety, that Member Kuknyo be elected Board Secretary for a 2-year term. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, and Bracety).

Secretary Kuknyo wanted to welcome new Board Member Steve Bracety to the board for his first board meeting. Chair McCasland explained that Mr. Bracety is taking over Mitch Padilla's position that he vacated.

Chair McCasland was appointed as the Arizona Association of Community College Trustees (AACCT) Liaison and Spokesperson of the Board. Member Bracety was appointed Liaison for Yavapai College Foundation.

Secretary Kuknyo stated that if someone will not be available for a meeting, he is available to fill in.

- c. Adoption of Agenda – **DECISION** {Time: 1}
Recorded discussion and comments are available and begin at 06:30.

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

SHORT RECESS

2. Study Session

- a. Executive Session – Pursuant to A.R.S. Section 38-431.03(A)(9), Discussion Regarding the College's Information Technology Security Plans, Procedures, Assessments, Measures or Systems – Mr. Patrick Burns, Chief Information Officer
PROCEDURAL {Time: 60}
Secretary Kuknyo moved, seconded by Member Sigafos, to go into Executive Session – Pursuant to A.R.S. § 38-431.03(A)(9), Discussion Regarding the College's Information Technology Security Plans, Procedures, Assessments, Measures or Systems. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).
- b. Reconvene in Public Session – Attorney Lynne Adams
- c. Possible Action RE: Yavapai College's Information Technology Security Systems and Plans as a result of Executive Session – Attorney Lynne Adams – **DECISION** {Time: 5}
Recorded discussion and comments are available and begin at 08:11.

No action needed to be taken for the executive session. This was just an information presentation, and due to its security nature and sensitivity, it needed to be held in executive session.

- d. Revision to Yavapai College District Governing Board Policy 302 – Board Chairperson Role & Authority #6 - **INFORMATION, DISCUSSION, AND DECISION** – Chair Deb McCasland {Time: 20} (*Attached*)
Recorded discussion and comments are available and begin at 09:20.

Chair McCasland proposed a revision to reduce the number of evaluations due to the expense of the evaluations. Discussion from Member Sigafos about having new board members and what the necessity would be for onboarding new members. Chair McCasland felt the board could use other means of evaluations. Attorney Adams recommended a revision to the policy that would require “at least one evaluation a year,” leaving it open to more evaluations if necessary. Dr. Borofsky offered up his ability to do an evaluation for the board as well.

Secretary Kuknyo moved, seconded by Member Bracety, to revise Policy 302 #6 to read as follows: “ensure that the board self-evaluates at least once a year with the intention of evaluating the board and board members compliance with board policy.” Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

- e. Discussion on Individual Yavapai College District Governing Board Policies – **INFORMATION AND DISCUSSION** – Dr. David Borofsky, Director of the Arizona Association of Community Colleges Trustee {Time: 120}
Recorded discussion and comments are available and begin at 14:15.

- i. Board Policy 401 Delegation to and Accountability of President
- ii. Board Policy 402 Presidential Monitoring
- iii. Board Policy 307 Board Member Responsibilities

Dr. Borofsky gave a presentation to the board which reviewed Policies 401, 402, and 307. The presentation covered the role of the governing board, goals, code of ethics, delegation to the President and accountability of the President.

Dr. Borofsky mentioned that the board does a good job of reviewing policies to stay up to date. The President brings forth ideas and solutions for the board to vote on. It’s important that the board make decisions as a unit or team, not as individuals, and accept those decisions no matter the vote.

There was discussion from the board about supporting the President in her role to run the College. Dr. Rhine commented that she welcomes discussion and input from the board. The board approves a Strategic Plan presented by Dr. Rhine. There is a 3-year plan. The board is governing the strategic and future direction. The President is given goals and expectations from the board to help her and to provide the basis for her evaluation and progress. Dr. Rhine explained her evaluation process and what data goes into that evaluation.

Dr. Borofsky pointed out that the board members need to understand that decisions need to be made for the entire college, and not just for the District they represent. The President is hired to decide where more resources should go. If the board doesn’t like her choices, they need to discuss it with her to understand why her decisions were made, or if there is other information she should know.

Dr. Rhine made a comment about misinformation out in the community, and noted that it's helpful if board members can correct that information. Dr. Rhine and Chair McCasland brought up a couple of examples of this time of situation. One included information of Dr. Rhine and the Prescott College President being confused. The other included misinformation about Yavapai College not supporting or even getting rid of sports, when the truth is that the College is expanding sports.

Discussion about board members speaking ill of board decisions and that some board members on some college boards cite freedom of speech. Board members' personal opinions are important, but board members need to be respectful of the decisions made by the majority of the board. It's important to speak positively of the College and the board.

Discussion about open meeting laws and making sure that new Board Member Bracety understands the importance of the policy and law about it. Attorney Adams indicated it was part of his onboarding. Attorney Adams made a comment about our current board being very good about our open meeting law compliance.

Secretary Kuknyo brought up a discussion about how unique we are with six campuses. Dr. Rhine indicated we are one of the largest rural community colleges.

Dr. Borofsky provided information about the presentation for the ACCT conference in April.

- f. 2023 Board Member Conflict of Interest Forms – **INFORMATION AND DISCUSSION** – Attorney Lynne Adams {Time: 5}
Recorded discussion and comments are available and begin at 1:23:50.

Attorney Adams explained what the Conflict-of-Interest Form is and why it needs to be completed. There are currently no conflicts of interest for any board member. If anything changes, board members can change the form mid-year. Members who have a conflict with any board decision could be asked to leave the room when the board discusses and votes on the item, but is not required by the law. Member Sigafoos indicated he has a stepdaughter attending the College so he can't vote on the tuition. Attorney Adams indicated that he can vote and does not have a conflict because it's a remote interest under the law. It is one of the statutory exceptions to the Conflict of Interest statute.

3. Board Business

- a. Yavapai College District Governing Board Code of Ethics - **INFORMATION, DISCUSSION, AND DECISION** {Time: 15} *(Attached)*
Recorded discussion and comments are available and begin at 1:27:04.

Dr. Borofsky continued with his presentation, which included the DGB Code of Ethics. The board has one employee, the President. The President employees the rest of the staff. Chair McCasland indicated that the more the members adhere to the Code of

Ethics, the better job Dr. Rhine can do. Dr. Rhine won't get distracted by small matters or negative comments. When the board supports her, she will fly, and therefore the College will fly.

The whole code of ethics is important, but Dr. Borofsky highlighted two very important parts to discuss. One of those is what is important to the board, and that is to create policies and goals for the President. These are policies the board can all live by so that Dr. Rhine can manage the institution in a way that the board wants her to manage the institution for the students and communities to be successful. The authority lies with the whole board, not an individual. Chair McCasland commented on how she follows this by her trust and verify process. There are reports and communications that allow her to verify.

Chair McCasland brought up attending public events for the college and community. Attorney Adams explained that it isn't considered a meeting subject to the Open Meeting Law if the board just has a quorum at an event; there must be board discussion too. A notice is posted as a courtesy. Attorney Adams also pointed out this item is under item G which talks about appropriate procedures for communicating with the media and other community groups.

Member Sigafos indicated that the individual board members have the right to communicate their individual opinions separate from the board. Secretary Kuknyo pointed out that it's important to watch what is said because it can be twisted and statements can be used out of context. Dr. Borofsky agreed with Secretary Kuknyo that although there is freedom of speech, it's important to watch what is said because it can send a message to the community that there are problems when in fact there may not be. It's important to understand your role as a board member and to not do anything maliciously.

Member Sigafos moved, seconded by Secretary Kuknyo, to reaffirm the Code of Ethics as written. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

- b. Consent Agenda – **DECISION** {Time: 5}
Recorded discussion and comments are available and begin at 1:23:50.

Secretary Kuknyo moved, seconded by Member Sigafos, to approve items 4, 5, and 6 on the Consent Agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

- i. Board Workshop Minutes – Monday, November 14, 2022 (*Attached*)
- ii. Board Executive Session Confidential Minutes – Monday, November 14, 2022
- iii. Board Regular Minutes – Tuesday, November 15, 2022 (*Attached*)

Member Sigafos wished to make a comment about the minutes applauding the administrative staff for doing a great job of putting together the minutes.

Member Bracety indicated he needed to abstain from voting on the Consent Agenda, as he was not a board member when this meeting occurred.

Chair McCasland requested a revision to the November 15, 2022, minutes to revise the 2.a.i.1 to read as follows:

“Mr. Aaron Rodriguez gave a presentation to the board encompassing what his Construction Program and students have been achieving, with their most recent projects being a tiny house and a storage shed. His team is using these prototypes to be able to sell the sheds his students build. They are also moving to an 8-week model to attempt to increase enrollment among the working and retired population. “

Member Sigafos moved, seconded by Secretary Kuknyo, to approve items 1, 2, and 3 with the revisions noted to item 2.a.i.1 of the minutes. Motion carried 3-0-1 (Ayes: McCasland, Kuknyo, and Sigafos; Abstained: Bracety).

- iv. Intergovernmental Agreement Northern Arizona Regional Training Academy (NARTA) Academy Sergeant (*Attached*)
- v. Intergovernmental Agreement Amendment Arizona Department of Economic Security (*Attached*)
- vi. Letter for Alternate to Service on Yavapai Combined Trust Board (*Attached*)
- vii. Yavapai College Summary of Program Deletion Proposals
 - 1. Early Childhood Education – AAS
 - 2. Windows Server Administrator Certificate
 - 3. Industrial Machine Mechanic (IMM) Certificate
 - 4. Advanced Electronics Certificate
 - 5. IMM – Hydro Utility Tech Certificate
 - 6. IMM – Mechanic Assistant Certificate
 - 7. IMM – Machine Fabrication Tech Certificate
 - 8. Integrated Systems Engineering Technician Certificate
- viii. Yavapai College Summary of New Program Proposals
 - 1. Bachelor of Science in Business – Accounting Concentration
 - 2. Bachelor of Science in Business – Entrepreneurship Concentration
 - 3. Automated Industrial Technology Certificate
 - 4. Licensed Practical Nursing (LPN) Certificate
 - 5. Community Health/Critical Care Paramedic Certificate

Member Kuknyo indicated that he had a few questions about the background for the deletion and addition proposal for courses for items 7 and 8.

President Rhine addressed the early childhood certificate and early childhood education pre-kindergarten-12 certificate, which leads to teacher certification with the state. The Early Childhood Education-AAS is being deleted based on the realities of the jobs available with that degree. Currently, someone could walk in off the street and get an entry level job within early childhood education without competency. Someone with Early Childhood Education-AAS would be hired at the same rate of compensation as someone without a degree. One of the pillars of the strategic plan is to ensure that our programs lead to jobs that pay a living wage. Students were going into debt or using up PELL grant funds for a program that wasn't going to help

them with their living wage. This change was made to try to steer the students into the program that will allow them a compensation increase.

President Rhine indicated that the rest of the certificate programs being cut were due to low enrollment. Some of the certificates being cut were added to the Automated Industrial Technology certificate with more credit hours.

President Rhine explained that the bachelor's degree was approved by the board and then HLC to offer a Bachelor of Science in Business with a focus on organizational leadership. The two new concentrations that will feed into this same bachelor's degree.

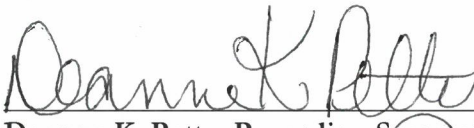
Member Sigafos brought up a concern about the CPA Exam needing 150 hours to take the exam, and not 120 hours, which is what the Bachelor of Science in Business – Accounting Concentration currently has.

Secretary Kuknyo moved, seconded by Member Sigafos, to approve items 7 and 8 on the Consent Agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

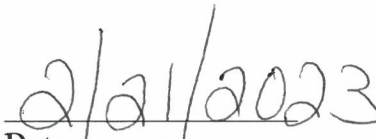
4. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Secretary Kuknyo moved, seconded by Member Bracety, to adjourn the Workshop Board Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Bracety).

Regular Meeting adjourned at 11:58 a.m.

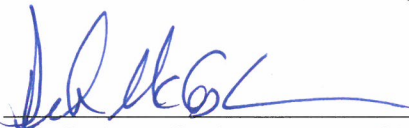
Respectfully submitted:



Deanne K. Petty, Recording Secretary



Date



Ms. Deb McCasland, Board Chair



Mr. Chris Kuknyo, Secretary