

Yavapai College
District Governing Board
Self-Assessment Workshop Meeting

Tuesday, May 23, 2023
9:00 a.m.

Sedona Campus Room #39
4215 Arts Village Drive
Sedona, Arizona 86336

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=07084dca-1599-4e9b-80be-b00b015a9432>

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

Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:02 a.m.

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

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

2. Board Business
 - a. Executive Session
 - i. A.R.S. § 38-431.03(A)(1), Review of President’s Annual Evaluation, Compensation, and Employment Agreement – Attorney Lynne Adams – **PROCEDURAL** {Time: 90}

Member Bracety moved, seconded by Member Sigafos, to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for the Review of President's Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- b. Convene in Public Session
 - i. Possible Action: President's Evaluation and Consideration of President's Contract, as the Result of Executive Session – Attorney Lynne Adams – **DECISION** {Time: 5}

The Board reconvened in public session at 10:22 a.m.

Member Sigafos moved, seconded by Member Payne, to renew Dr. Rhine's contract with the changes discussed in executive session and to extend the contract through June 30, 2028. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Member Sigafos moved, seconded by Chair McCasland, to increase Dr. Rhine's base salary by 10% and to increase the amount of Additional Compensation included in her contract terms by 10%. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

- c. Consent Agenda – **DECISION** {Time: 5}
 - i. Board Regular Meeting Minutes – Tuesday, April 11, 2023 (*Attached*)
 - ii. Board Special Meeting Minutes – Thursday, April 13, 2023 (*Attached*)
 - iii. Board Executive Session Confidential Minutes – April 13, 2023
 - iv. Intergovernmental Agreement Northern Arizona Regional Training Academy (NARTA) – Academy Sergeant (*Attached*)
 - v. Arizona Association of Community College Trustees (AACCT) Award Nominations Letter (*Attached*)
 - vi. 2023-2024 Yavapai College District Governing Board Schedules
 - 1. 2023-2024 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - 2. 2023-2024 Draft District Governing Board Self-Assessment (*Attached*)
 - 3. 2023-2024 Draft District Governing Board Policy Review Schedule (*Attached*)

Member Payne moved, seconded by Member Bracety, to approve the Consent Agenda except item 2.c.iii. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

Item 2.c.iii will be brought back to the board for approval at a future meeting after requested revisions have been made to the minutes, which are confidential by law.

- d. District Governing Board Policy Revision for Policy 203, Compensation, Benefits, and Treatment of Personnel / Policy 205, Treatment of Students –
INFORMATION, DISCUSSION AND DECISION {Time: 10}

Recorded discussion and comments are available and begin at 8:56.

Dr. Rhine asked the board to consider revising policies 203 and 205 to create separate policies that address personnel treatment on one hand and student treatment on the other. Creating separate policies will make it easier for the College to report on compliance with those policies.

Revision from:

- 203 Employee Compensation and Benefits
- 205 Personnel and Student

Revision to:

- 203 Employee Compensation, Benefits, and Treatment of Personnel
- 205 Treatment of Students

Member Payne moved, seconded by Member Bracety, to accept the draft revisions to Policy 203 and 205. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

In light of timing issues, the Board discussed agenda item 3.c. at this point in the meeting.

3. Study Session

- c. District Governing Board Self-Assessment Education – Dr. David Borofsky, Director of Arizona Association of Community College Trustees –
INFORMATION AND DISCUSSION {Time: 60}
- i. Policy Role and Direction
 - ii. Community Relations and Student Relations
 - iii. Board Organization

Recorded discussion and comments are available and begin at 17:35.

Chair McCasland introduced Dr. Borofsky to review the items the board had voted to review for their board education. The six items reviewed were:

- What the Board Does Well
- Where the Board Can Improve
- Community Relations & Student Relations
- Board Organization
- Policy Role & Direction
- Understanding Policy Role VS Operations

The average of the board members' scores of the board's performance as a unit is 4.6, up .78 from the March 2022 assessment (3.82).

The average of the board members' scores of the individual board member's performance is 4.9, up .25 from the March 2022 assessment (4.65).

What the Board Does Well: The board has a high degree of respect for one another and the college mission; support for the President and the students.

What the Board Could Improve Upon: Commitment to continue development and continued focus on advocating for the College.

Board Policy versus Admin Operations

Dr. Borofsky discussed the different roles of the board and the College administration.

- A policy decision governs **future** decisions and actions. (Board)
- An operations decision governs **day-to-day** decisions and actions. (Admin)
- Policies are rules and regulations which help **support the strategies** of the College. (Board)
- Standard operating procedures are a **sequence of steps carried out by an individual**. (Admin)

The Board-President relations scores (Board as a Unit) have either stayed the same or improved in EVERY category from March 2022 to March 2023.

LUNCH

The Board returned to the regular agenda item order, discussing agenda item 3.a.

3. Study Session

- a. Yavapai College Compensation – Dr. Janet Nix and Mr. Rodney Jenkins – **INFORMATION AND DISCUSSION** {Time: 60} (*Attached*)

Recorded discussion and comments are available and begin at 1:27:29.

Dr. Nix and Mr. Jenkins presented information on the College's compensation. They addressed the board's request for a potential merit system of pay to reward high performing employees. The College is considering options to incorporate that into the current compensation system.

Mr. Jenkins reviewed and presented to the board how goals are set for employees and how the evaluation process is currently done.

Dr. Nix reviewed how we currently recognize high performers. These ways are through:

- Rough Rider Salutes
- High Five Certificates
- Division/Department Recognitions
- Employee of the Year
- Limited Bonus Opportunities

Dr. Rhine sought clarification from the governing board about their views on a compensation plan for the next budget year. The proposal was an across-the-board percentage along with some dollars for some type of recognition system for high performers. The across-the-board percentage would not be awarded to those not meeting standards. Dr. Rhine indicated that she will reconfirm plan details with the governing board as the College moves forward with planning and implementation.

- b. Yavapai College Health Sciences Center in Prescott Valley – Dr. Diane Ryan and Mr. Rodney Jenkins - **INFORMATION AND DISCUSSION** {Time: 60} (*Attached*)

Recorded discussion and comments are available and begin at 2:19:52.

Dr. Ryan and Mr. Jenkins presented information on the Health Sciences Center in Prescott Valley. After meetings with the Health Sciences community, it was decided Prescott Valley is the most central location for the center. Dr. Ryan listed and reviewed a list of programs for Health Science needs within our Yavapai County community.

Mr. Jenkins further explained the statement of need from the Health Sciences community in Yavapai County. The increasing number of job openings in the healthcare industry and the aging population locally in Yavapai County and across Arizona highlight the urgent need for educational programs. The programs need to equip healthcare professionals with the knowledge and skills to address the evolving needs of our communities. Mr. Jenkins is responsible for finding funding for the center. He gave a review of the various avenues he is accessing to obtain the funding.

Mr. Jenkins showed the board a blueprint of the proposed Health Science Center to be built in Prescott Valley. He also presented a video of a virtual walk through the building. The goal is to have full funding in place by mid-July 2024, with groundbreaking in August 2024. It would take about 18-24 months to build.

Dr. Ryan wanted to clarify that none of the Health Science Program in the Verde Valley are leaving that campus. She also indicated that the College is looking for partnerships and sponsorships from businesses in the Health Sciences community.

4. Adjournment of Board Self-Assessment Workshop: Procedural - **DECISION** {Time: 1}
Member Sigafoos moved, seconded by Secretary Kuknyo, to adjourn the DGB Self-Assessment Workshop. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracey and Payne).

DGB Self-Assessment Workshop adjourned at 1:30 p.m.

Respectfully submitted:



Deanne K. Petty, Recording Secretary

9/19/2023
Date



Ms. Deb McCasland, Board Chair



Mr. Chris Kuknyo, Secretary