Yavapai College
District Governing Board
District Governing Board Governance Workshop

Wednesday, September 23rd, 2026
9:00 a.m.

Prescott Pines
855 E School House Gulch Rd
Prescott, AZ 86303

Members' Present
Steve Bracety, Board Chair
Toby Payne, Board Secretary
William Kiel, Board Member
Deb McCasland, Board Member – ABSENT

Staff Present
Dr. Douglas Berry, Acting President
Ms. Brooke Hickman, Interim Executive Assistant to the President's Office
Ms. Kimberly Whitman, Secretary to the District Governing Board

Guests Present
Mr. Jon Paladini, Board Attorney
Dr. Mary Spilde, PhD, Consultant and Executive Leadership Coach

Approved Minutes

1. General Functions: Procedural
   a. Call to Order

Board Member Bracety Called the meeting to order at 9:00 am

   b. Pledge of Allegiance {Time: 1}

Brooke Hickman led the Pledge of Allegiance.

   c. Adoption of Agenda – Board Chair Steve Bracety – **DECISION** {Time: 5}

Board Chair Bracety, seconded by Board Member Kiel, moved to adopt the agenda for the September 23rd, 2026, Board Governance Retreat. The motion passed unanimously (Ayes: Bracety, Kiel and Payne. Absent from vote: McCasland).

2. Board Business – Dr. Mary Spilde, PhD, Consultant and Executive Leadership Coach – **INFORMATION, DISCUSSION AND DECISION** – {Time: 5 hrs}

Dr. Mary Spilde began the meeting by having the board members introduce their "why" of being a Board Member.

Topics of concern from the Board Members were discussed. The outcomes of the retreat were stated as: having a better understanding of effective community college governance, establishing a set of norms and working agreements to help the boards work together, establishing at least two agreed upon practices and creating clarity around communication.

a. District Governing Board Member Working Agreements

Dr. Spilde spoke on the Board Member's expectations and how to move forward as a cohesive Board. All Board Members participated in discussion.

The Board Members took time to identify their working agreements for the future.

The District Governing Board took a 5-minute break after discussion and then returned to session.

b. Yavapai College District Governing Board Effective Governance Practice, Process and Procedures

The District Governing Board participated in conversation on appropriate behaviors in and out of Board meetings. Social media/podcasts, news, and personal conversation were discussed as well as oversight, administration and day to day guidance, executive limitations, budget, current funding, and delegation.

Fiduciary Duties

Duty of Care – Make informed, prudent decisions – engagement, attendance, informed, strategic, monitor, focus on mission
Duty of Loyalty – Avoid conflicts of interest – operate in the interest of the college, students and entire community – not a special interest (like political affiliation)
Duty of Obedience – Align with mission and laws – follow state and federal laws, system and college policies, act within the scope of these documents
Duty of Stewardship – Temporary stewards of the college, protect, advocate, support, leave a legacy, leave it better than you found it, setting tone

The Yavapai College District Governing Board took a lunch Break from 12:30pm to 1:00pm

The big picture of a Board Members role was addressed. The role was described as a position in which you must stay focused, delegate clearly, tell the College President which means are unacceptable through policy and monitor for accountability.

The District Governing Board discussed the current onboarding processes and procedures. It was discussed an onboarding will be held in January when the Board will potentially have new Board Members. The Board Chair, Board Attorney the College President and potentially Dr. David Borofsky will be involved in the onboarding.

The Yavapai College District Governing Board took a 5-minute break and returned to session.

c. Yavapai College District Governing Board Communication Protocols

It was noted that the same information should be provided to all Board Members in the same manner of communication. Discussion on appropriate communication was held regarding the Board Members' communication with the President and other Staff members.

Board communication should always be first directed to the Board Chair and College President. The College President and Chair must communicate with all Board Members, the good and bad news. It was discussed that any future agenda item outside of public session should be emailed to the Board Chair and Board Attorney.

d. Yavapai College District Governing Board Strategic Priorities and Evaluations

Discussion on the Strategic Plan process and FY27 was held. The Acting President's goals were defined as a joint process between the Board and the President. A Board Quorum agrees with the broad headlines of the current goals. The goals will be reviewed in December with measurements – the Acting President's Evaluation will be held in Executive Session.

3. Adjournment of Board Regular Meeting: Procedural – **DECISION** {Time: 1}

Final discussion was held. It was noted that Dr. Spilde, Board Chair Bracety and Dr. Berry will contact Board Member McCasland to share the information and discussion held at the retreat.

Board Chair Bracety, seconded by Board Secretary Payne, moved to adjourn the September 23rd, 2026, Board Governance Retreat at 3:06 pm. The motion passed unanimously (Ayes: Bracety, Kiel, and Payne. Absent from vote: McCasland).

Respectfully Submitted,

Kimberly Whitman, Recording Secretary

10/27/26

Date

Mr. Steve Bracety, Board Chair

Mr. Toby Payne, Board Secretary