

**Yavapai College**  
District Governing Board  
Regular Board Meeting  
Tuesday, March 9, 2021  
1:00 p.m.

**Online Only**

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

**Members Present:**

Ms. Deb McCasland, Board Chair  
Mr. Ray Sigafoos, 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 to 1:00 p.m.
  - 1.2 Pledge of Allegiance {Time: 1}  
The Pledge of Allegiance was led by Chair McCasland.
  - 1.3 Adoption of Agenda – **DECISION** {Time: 1}  
Ms. Sandoval indicated that Agenda item 3.4.1. 2021-2022 District Governing Board’s Meeting Dates, Times, and Places was incorrect in the Agenda Packet. She provided information regarding the necessary revisions, which are reflected in the motion, below.

**Member Kuknyo moved, seconded by Member Padilla, to adopt the District Governing Board Agenda with two changes to agenda item 3.4.1 2021-2022 District Governing Board’s Meeting Dates, Times, and Places: 1) changing the June’s date to “To Be Announced (TBA)” and 2) adding the word “Policy” to Workshop. Motion carried unanimously (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo).**

- 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** {Time: 5}
  - 1.4.1 Regular Board Meeting Minutes – Tuesday, February 9, 2021 (*Attached*)
  - 1.4.2 Board Retreat Minutes – Friday, February 26, 2021 (*Attached*)
  - 1.4.3 Board Retreat Minutes – Saturday, February 27, 2021 (*Attached*)

**Secretary Sigafos moved, seconded by Member Padilla, to approve the Regular Board Meeting Minutes for Tuesday, February 9, 2021, and the Board Retreat Minutes for Friday, February 26, 2021 and Saturday, February 27, 2021. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

- 1.5 Open Call – **INFORMATION** {Time: 10}

**Ms. Cris McPhail** introduced herself as liaison from Camp Verde Council. She shared her opinion that Yavapai College needed to establish a location in Camp Verde and indicated that the town would be happy to work with the College.

**Mr. Michael Nelson** discussed the EMS Program and asked for an investigation on his dismissal.

2.0 New Business:

- 2.1 Consent Agenda – **DECISION** {Time: 5}
  - 2.1.1 Receipt of Report on Revenues and Expenditures for January 2021 (*Attached*)

**Secretary Sigafos moved, seconded by Member Padilla, to approve the Consent Agenda. Motion passed with four ayes and one nay (Ayes: McCasland, Sigafos, Padilla, and Chevalier; Nay: Kuknyo).**
- 2.2 2021-2022 District Governing Board Retreat Action Plan – Chair McCasland **DECISION** {Time: 5}
  - 2.2.1 Modify District Governing Board Policy Manual
  - 2.2.2 2021-2022 Presidential Evaluation Process
  - 2.2.3 2021-2022 Board Self-Assessment Process

Chair McCasland discussed moving forward with the Board authorization on modifying the District Governing Board Policy Manual, Presidential Evaluation Process, and Board Self-Assessment Process, all of which were discussed by the Governing Board during its recent Retreat.

Board Attorney Lynne Adams confirmed the Board’s authorization under this agenda item would be for the Board Chair and President to work on those three items and bring them back to Board for approval.

**Secretary Sigafos moved, seconded by Member Padilla, to authorize the Board Chair and the President to prepare modifications to the District Governing Board Policy Manual, a new 2021-2022 Presidential Evaluation Process, and a new 2021-2022 Board Self-Assessment Process for future Board consideration. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**



Member Kuknyo requested to make comments on the Consent Agenda. Board Attorney Lynne Adams advised Mr. Kuknyo that the Board had already approved the Consent Agenda, and he could provide those comments to Chair McCasland and to Dr. Rhine following the meeting. Member Kuknyo stated he had a question. Board Attorney Lynne Adams advised him that in the future, he may wish to pull items off the Consent Agenda, which would allow the Governing Board to have discussion regarding the items.

- 2.3 OurBoardRoom Software Invoice – Chair McCasland **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time: 5}  
Chair McCasland reviewed the background documents for OurBoardRoom Software with the Board.

**Member Padilla moved, seconded by Member Chevalier, to discontinue the Governing Board’s use of OurBoardRoom Software. Motion passed with four ayes and one nay (Ayes: McCasland, Chevalier, Padilla, and Kuknyo; Nay: Sigafos).**

- 2.4 2021-2022 Yavapai College District Governing Board Budget Proposal – Dr. Clint Ewell – **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time: 10}  
Dr. Ewell provided a short synopsis of the Governing Board’s budget (versus the College’s budget) and actual expenses over the past four years.

Member Chevalier asked if a three percent salary increase for employees assigned to work with the Board was included in the budget. Dr. Ewell confirmed that it was, and Chair McCasland informed Member Chevalier that only Ms. Sandoval and Ms. Scott were categorized as employees who are assigned to work with the Board. The Board budget therefore pays a portion of their salaries.

Member Kuknyo asked for clarification on the legal and membership categories in the budget. Board Attorney Lynne Adams stated that legal fees have essentially stayed flat over the past several years, and the encumbered amount fluctuates depending upon the amount of time that is requested to provide service. Ms. Sandoval state that the membership expense was related to the Association of Community College Trustees (ACCT) and other potential memberships throughout the year.

Secretary Sigafos asked for clarification on adopting the Board Budget. He wanted to confirm that the Board’s approval was not for each category, but for the total budget. Dr. Ewell confirmed that was correct, and Chair McCasland provided some additional background information on the Budget.

**Secretary Sigafos moved, seconded by Chair McCasland, to accept the 2021-2022 Yavapai College District Governing Board Budget Proposal as published. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

- 2.5 2021-2022 Yavapai College Preliminary Capital Budget Review – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND/OR DECISION** (*Attached*) {Time:10}

Dr. Ewell provided background information regarding the College's capital budget, including a summary of the debt fund and plant fund, including the items included in those portions of the budget.

Chair McCasland requested additional explanation of the revenue bonds and general obligation bonds, and Dr. Ewell provided that information for the Board.

Chair McCasland indicated that any Campus Master Plan should include broad public input, and Dr. Ewell confirmed that was the plan and had been done in the past.

Dr. Ewell indicated that the Board had already approved several projects. The College administration is now asking the Board to approve approximately \$200,000 for preparing the Campus Master Plan.

Chair McCasland and Mr. Sigafos asked questions regarding the projects that had already been approved by the Board. Dr. Ewell provided additional information regarding the status of those projects.

Mr. Padilla commented on the Capital Improvement Plan, indicating that he would support a shorter plan than 10 years out, particularly because of likely changes in technology, and that he believes that the supporting facilities for IT should never fall into disrepair, and this building is a priority for repair. He asked why most of the capital needs were on the Prescott campus, and Dr. Ewing indicated that buildings on the other campuses had been renovated or built more recently than buildings on the Prescott campus.

Mr. Sigafos provided background information about the previous Campus Master Plan that the board adopted, including modifications that were made to the plan over the past 8 years. He agreed with Mr. Padilla that the IT building should be immediately repaired and that it is difficult to approve a long-term Capital Master Plan without making revisions along the way.

Dr. Ewing clarified that none of the technology equipment and hardware is in the building that needs more immediate repairs.

Mr. Kuknyo commented on the Capital Improvement Plan, noting that he does not believe that the College needs to add space, but that the facilities need to be maintained. He asked whether the College should postpone updating the Campus Master Plan for about a year to return to normal operations. Dr. Ewell noted that the process is about a year-long, so it will include information about current operations.

Mr. Chevalier agreed with Mr. Kuknyo that the College does not need more space in Prescott but believes that the College may need more space or new space in Prescott Valley, Camp Verde, and the Verde Valley/Cottonwood area in the future.

Chair McCasland noted that the Prescott Valley land under consideration would be purchased from the Fain Group.

**Secretary Sigafos moved, seconded by Member Padilla, to accept the draft Capital Improvement Plan, including the additional expenditure for developing a Campus Master Plan as proposed. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

**Short Recess – Meeting recessed at 2:25 p.m.; reconvened at 2:38 p.m.**

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

2.6.1 Policy 1.2 Economic Ends (*Attached*)

Chair McCasland provided positive comments about the hard work the College is doing to accomplish this End Policy. Member Kuknyo asked where the Yavapai College Regional Economic Development Center is located and if the College knew why the turnout for the virtual job fair had been so low. Dr. Rhine and Mr. Jenkins provided clarification.

**Secretary Sigafos moved, seconded by Member Padilla, we have read the President's Monitoring Report regarding Policy 1.2, 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 1.2. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

2.6.2 Policy 1.3 Community Ends (*Attached*)

Member Chevalier provided a statement on why he believed Policy 1.3 should be amended, and he provided proposed language to amend the policy. Chair McCasland informed him that although he could indicate that he thought the proposal should be amended, the Board's consideration of language to amend the policy was not on the agenda and could not be discussed or acted upon by the Board. Chair McCasland stated that a specific amendment could be discussed at the summer Board Workshop. Board Attorney Lynne Adams agreed. Chair McCasland stated that the agenda item is to evaluate the President's Monitoring report with the materials that were provided to the Board. Member Chevalier reiterated that he believed that the policy should be amended and will make a proposal in the future.

**Secretary Sigafos moved, seconded by Chair McCasland, we have read the President's Monitoring Report regarding Policy 1.3, 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 1.3. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

2.6.3 Policy 2.6 Asset Protection (*Attached*)

2.6.3.1 Policy 2.6.1 Insurance (*Attached*)

2.6.3.2 Policy 2.6.2 Internal Controls (*Attached*)



2.6.3.3 Policy 2.6.3 Certification Financial Records (*Attached*)

2.6.3.4 Policy 2.6.4 Intellectual Property (*Attached*)

Member Kuknyo asked questions about the pension liability and insurance.

Dr. Ewell provided additional information on the retirement system.

Member Kuknyo discussed additional options for the College's retirement investments. Board Attorney Lynne Adams stopped the conversation, stating that the matter being discussed is not on the agenda.

**Member Kuknyo moved, seconded by Secretary Sigafos, we have read the President's Monitoring Report regarding Policy 2.6 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 2.6 and its sub-policies. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

2.6.4 Policy 2.7 Legislative Delegation Restrictions (*Attached*)

**Member Padilla moved, seconded by Secretary Sigafos, we have read the President's Monitoring Report regarding Policy 2.7, 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 2.7. Motion was carried unanimously (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo).**

### 3.0 Information Business:

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

3.1.1 Evaluation Board Policy 3.6 Board Committee Purpose and Principles  
The Board did not discuss the evaluation of Board Policy 3.6 Board Committee Purpose and Principles.

3.2 President's Report – **INFORMATION** {Time: 60}

3.2.1 Update on the College – Dr. Lisa Rhine

Dr. Rhine provided a College operation update on the COVID-19 pandemic. The College will start to bring more classes, services, and activities back in-person. The College will move to the Yellow Phase of the College Re-Entry Plan when returning from Spring Break on March 22, 2021. Dr. Rhine also discussed the All-Arizona Academic Team recognition. The College provided a reception last week for Jonathan Damschroder, Cassidy Farias, Amy Heiling, Hannah McGee, Autumn Re, Sierra Romero, and Kari Warne.

3.2.1.1 Yavapai College Student Government Association Presentation – Mr. Rodney Jenkins (*Attached*)

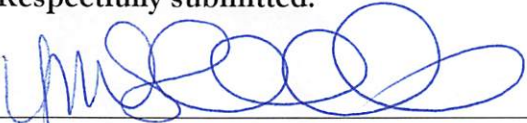
Mr. Brain Sims, SGA President; Mr. Jaden King, SGA Vice President; Mr. Brian Moultrup SGA Secretary; and Ms. Hannah Lowe, SGA Treasurer gave a presentation on the Yavapai College Student Government Association (SGA). The presentation was focused on mission, outcomes, marketing videos, and activities.

- 3.2.1.2 Staff Association Presentation – Ms. Lisa Rhodes (*Attached*)  
Ms. Katherine Anderson gave a presentation on the Yavapai College Staff Association and its mission, vision, values, committees, and accomplishments.
- 3.2.1.3 Faculty Senate Report – Dr. Jennifer Jacobson (*Attached*)  
Dr. Jennifer Jacobson gave her Faculty Senate Report on student letters to faculty.
- 3.2.1.4 Budget to Actual Monthly Report and Cash Reserves Monthly Report for January 2021(*Attached*)
- 3.3 Board Liaisons Reports – **INFORMATION AND DISCUSSION** {Time: 10}
  - 3.3.1 Board Spokesperson – Board Chair Deb McCasland  
Chair McCasland provided no public comments since the last Board meeting.
  - 3.3.2 Arizona Association of Community College Trustees (AACCT) – Board Chair Deb McCasland and Board Secretary Ray Sigafoos  
Chair McCasland attended AACCT meeting. Dr. David Borofsky would like to meet the Board at an upcoming Board meeting. The next meeting will be in April or May.
  - 3.3.3 Yavapai College Foundation – Board Chair Deb McCasland  
The next Yavapai College Foundation meeting will be held on Wednesday, March 10, 2021.
- 3.4 Dates and Time of Future Meetings and Events {Time: 5}
  - 3.4.1 2021-2022 District Governing Board’s Meeting Dates, Times, and Places  
**DECISION** (*Attached*)  
The Board discussed and edited the meeting dates for the months of October 2021, March 2022, and April 2022.  
  
**Member Chevalier moved, seconded by Member Kuknyo, to approve the 2021-2022 District Governing Board’s Meeting Dates, Times, and Places with the edits to the months of October, March, and April. The new meeting dates for those months will be October 19, 2021, March 22, 2022, and April 19, 2022. Motion was carried unanimously (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kuknyo).**
  - 3.4.2 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)  
Member Chevalier discussed the location and safety protocols for having a future Board meeting with all Board members in the Community Room.
  - 3.4.3 2020-2021 Dates, Times, and Places of Future Events (*Attached*)  
Member Chevalier discussed the College Commencements, and Member Padilla asked about the ACCT Leadership in October 2021.


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

Regular meeting adjourned at 3:58 p.m.

Respectfully submitted:

  
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Yvonne Sandoval, Recording Secretary

4/20/2021  
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Date:

  
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Ms. Deb McCasland, Board Chair

  
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Mr. Ray Sigafos, Secretary