

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

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated on the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request reasonable accommodation, such as a sign language interpreter or closed caption, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that the meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

If the agenda includes an Open Call, members of the public will have no more than 3 minutes to speak. The time allotted for each speaker may be less than 3 minutes, depending on the number of individuals wishing to address the board at the meeting and the board president's determination of the total time available for open call at the meeting, given the other matters on the board's agenda. *In addition, if there are a number of people who wish to speak about the same issue and who have the same viewpoint about that issue, the board president may direct them to appoint a representative or representatives to speak for the entire group. Members of the board may not discuss items that are not specifically identified on the agenda but that are raised in Open Call. Matters raised during Open Call that are on the current board agenda may be discussed and/or decided by the board at the appropriate time on the agenda.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Adoption of Agenda – **DECISION** {Time: 1}
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}
 - 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}
 - 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*)
 - 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}

LUNCH

- 3. Study Session
 - a. Yavapai College Compensation – Dr. Janet Nix and Mr. Rodney Jenkins – **INFORMATION AND DISCUSSION** {Time: 60} (*Attached*)
 - b. Yavapai College Health Sciences Center in Prescott Valley – Dr. Diane Ryan and Mr. Rodney Jenkins - **INFORMATION AND DISCUSSION** {Time: 60} (*Attached*)
 - 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
- 4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

Yavapai College
District Governing Board
Regular Meeting

Tuesday, April 11, 2023
1:00 p.m.

Prescott Campus
The Rock House
1100 E. Sheldon Street
Prescott, Arizona 86301

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=b3fb6fa6-9c1c-4fb5-b2d6-afe101821dac>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:03 p.m.
 - b. Pledge of Allegiance {Time: 1}
The Pledge of Allegiance was led by Member Sigafos.
 - c. Adoption of Agenda – **DECISION** {Time: 1}
Secretary Kuknyo moved, seconded by Member Sigafos, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).
 - d. Open Call – **INFORMATION** {Time: 10*}
Recorded discussion and comments are available and begin at 1:15.
Chair McCasland explained that the Governing Board has allotted no more than 10 minutes for open call, and 9 people have signed up to speak. Due to this high number, she spoke with Mr. Howard (the individuals attended to speak on his behalf) and gave him two options: to have 2 people speak for 5 minutes each or have everyone speak for 1 minute each. His choice was to have everyone speak for 1 minute each. She reminded everyone that the Board may not discuss or take legal

action on items that are not specifically identified on the agenda. Requests for interviews and questions to be directed to Mr. Tyler Rumsey.

The following members of the public requested to speak, and all spoke about the College's tennis program and coach:

- 1. Eric Mitchell (Recording at 2:42)**
- 2. Fay Matsumoto (Recording at 3:51)**
- 3. Paul Sadick (Recording at 5:18)**
- 4. Eileen Wolfe (Recording at 6:37)**
- 5. Chris Howard (Recording at 7:38)**
- 6. Pam Lee (Recording at 8:56)**
- 7. Bob Florine (Recording at 9:37)**
- 8. Nannette Oatley Johnson (Recording at 10:32)**
- 9. Andrew Bogdonov (Recording at 11:43)**

SHORT RECESS

2. Study Session

- a. Arizona Auditor General's Office Annual Audit Update - **INFORMATION** – Mr. Frank D'Angelo, Director of Business Services & Controller {Time:10}
David Glennon, Financial Audit Manager and
Lindsey Perry, AZ Auditor General (or designee)

Recorded discussion and comments are available and begin at 18:07.

Mr. Frank D'Angelo introduced Mr. David Glennon, Financial Audit Manager, and Mr. Victor Ortiz, Senior Audit Accountant, both of whom are with the Arizona Auditor General's Office. Mr. Glennon provided a background of the Arizona Auditor General. The presentation today is in accordance with Arizona law, which directs the District Board to require its auditors, the Arizona Auditor General's Office, to present audit results and any findings to the Board in a regular meeting without the use of a consent agenda within 90 days of the audit's completion.

They discussed their audit work on 3 required reports: the District's Annual Comprehensive Financial report, a report on Internal Controls and Compliance, and the Single Audit Report. In the first report, the District's Annual Comprehensive Financial Report, presents the District's Annual Financial Statements and their opinion as to whether the District's Financial Statements are presented fairly in all material respects in conformity with their generally accepted accounting principles. It is wonderful to report that for fiscal year 2022, they reported an unmodified or clean opinion, which means the District's Financial Statements are reliable. The second report, the report on Internal Controls and Compliance, which is included in the Single Audit Report, is where they report any findings and recommendations resulting from their audit of the District's Financial Statements. Finally, the third and final report, the Single Audit Report, includes their assessment of the District's Compliance with federal program requirements. They did not report any findings in either this area or in connection with the Single Audit Report. This means the College generally maintained adequate internal control over financial reporting and federal compliance and complied with the federal compliance requirements tested.

Mr. Ortiz then presented the fiscal year 2022 financial highlights.

The Board had no questions for the Auditor General's Office, but Secretary Kuknyo made a statement that the audit reports indicate that the College President "is doing it right, and she's hitting all the things she should be hitting."

Chair McCasland thanked the auditors for being there. She congratulated Mr. D'Angelo, Mr. Ransom, Dr. Ewell, and Dr. Rhine for their leadership.

- b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
 - i. College Council – Dr. Diane Ryan, Dr. Janet Nix and Mr. Rodney Jenkins
 1. Faculty Senate – Dr. Karen Palmer (*Attached*)

Recorded discussion and comments are available and begin at 31:48.

Dr. Ryan presented for Dr. Palmer, who was not feeling well. They announced the Faculty Senate members for next year. Dr. Palmer will continue to serve on the Faculty Senate for one more year, in the Past-President role to help advise the new President. The College Council Representatives will be Dr. Andrew Winters and Bryan Robertson.

Dr. Ryan also reported on Joshua Harper, who is our Choral Director of Music and who took a group of folks to sing at Carnegie Hall in New York City. Dr. Harper will be leaving YC at the end of this school year for a tenure track position at another institution.
 2. Staff Association – Ms. Ginney Bilbray (*Attached*)

Recorded discussion and comments are available and begin at 35:40.

Ms. Bilbray discussed Yavapai College Values, and in particular, the value of "equity." The Staff Association tries to emulate this principle and actively looks for ways to promote it. She shared how YCSA has helped Yavapai College become more inclusive. She discussed the staff association's annual celebration for full-time staff and faculty that have reached milestones with Yavapai College or in their education, and noted that they had added part-time employees and adjunct faculty as honorees this year. She gave a special shout-out to Dave Dvorak and Tania Sheldahl for celebrating 35 years.
 3. Student Government Association – Jamie Oltersdorf (*Attached*)

Recorded discussion and comments are available and begin at 41:49.

Ms. Jamie Oltersdorf updated the Board with some of the things going on in Student Government and their projects. First, the new Senate Government's Governance Committee are:
President: Susanna Marcinek
Vice President: Zane Shepard
Secretary: Laurel Leverone
Treasurer: Shanna Collier

They will also be selecting 3 members to be on the College Council.

They held the first LEAD Conference that was held at Yavapai College. LEAD stands for Lead, Engage, Accomplish, and Develop. The overall goal of the conference was for students to be able to demonstrate effective communication, active listening skills be able to unlock your individual potential, to enhance your dynamic with team, and to be equipped with the ability to strategically collaborate and resolve potential conflicts. It was a successful event with a good turnout and a lot of good feedback from students, faculty, and staff. During this conference, they held their first Pop-Up Closet, which was a success. They are taking more donations this month for upcoming events: Prescott Pop-up event April 26th from 11am - 2pm and Verde Pop-Up event April 27th from 11am to 2pm.

For the Unheard 22 update, they reached out to Dean Morgan, and he stated that they are putting the boots into the CAD System to be programmed and 3D printed.

Dr. Rhine wanted to give a shout out to Village Cleaners because they not only donated garment bags for the Pop-Up Closet event, but they donated all the clothing that people never picked up at the cleaners.

Chair McCasland thanked the Student Government representatives collectively for making a difference.

- ii. President's Report on Board Policy 101 College Priorities – Dr. Diane Ryan, Vice President of Academic Affairs, Rodney Jenkins, Vice President of Student Development and Community Affairs. *(Attached)* {Time: 30} ***Recorded discussion and comments are available and begin at 53:36.*** Dr. Ryan presented Board Policy 101, which has 3 areas of focus: education, development, and community. She presented on education. The first priority in education is students to demonstrate success in career and technical education that prepares them for employment success. She showed a series of slides and stats on how we are making this a reality. Many of our programs are outperforming our peers statewide and nationally. We do show a drop in certificates, but this is likely due to rebuilding from coming out of COVID. Our faculty are doing a great job of preparing our students to take on the challenge of university life as shown by our transfer students outperforming in their first-year grade point average that they earned at a university. The biggest growth was in the GED and ESL program completions. They are working hard to pipeline those students into further education at the College. Community Ed programs and Ed Adventure programs are continuing to build back after COVID. Our full-time students are completing at a little higher rate than the year before. Additionally, we saw a 3% growth in the part-time student completion rates. Our default rate has declined from 12.5 to 3.7, which is incredible. Removing a barrier to education, we are now at almost \$1.2 million in textbook savings from our open educational resource program.

Mr. Jenkins presented priority two, which is economics. One of the holders of our economic responsibilities lie in our Regional Economic Development Center or REDC. REDC focuses on workforce training, job connection, business creation, expansion, recruitment, innovation, and economic research and sustainability. They have done a phenomenal job working with our third-party providers to provide over 1,200 training courses to over 700 students, with about \$100,000 in revenue tuition. We launched the Y. C. Pipeline, which essentially marries job seekers to job holders, the employer and employees and the technology. We've hosted several job fairs. recruiting events and expos. All of this work helps to reduce the unemployment rate in the county, and this is all free to our residents.

Secretary Kuknyo brought up creating a video to showcase the College's work for the public. Member Bracety and Chair McCasland agreed with Secretary Kuknyo.

- iii. Yavapai College Foundation Report – Mr. Rodney Jenkins (*Attached*)
Recorded discussion and comments are available and begin at 1:11:28.

Mr. Jenkins introduced Mary Talosi and Laura Warney from the Yavapai College Foundation. Laura Warney is running the Heart of YC campaign. The purpose of the Heart of YC is to generate dollars to meet student needs and insecurities through the Foundation's fund opportunities. The focus of the campaign is to encourage employee giving through our payroll deductions. Donors can direct their donations, and the Foundation honors donor intent. Dr. Rhine released a video introducing the Heart of YC Program. The number of employees donating to the Foundation has grown since the campaign began.

Chair McCasland noted that the Foundation has been incredibly successful in its fundraising efforts, and she hoped the entire Board would give to the Foundation.

- iv. Budget to Actual Monthly Report and Cash Reserves Monthly Report (*Attached*)

There were no comments or questions about the report.

SHORT RECESS

- c. 2022-2023 Yavapai College Preliminary Budget – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** (*Attached*) {Time:120}
Recorded discussion and comments are available and begin at 1:21:23.

Dr. Ewell presented information on the budget. He explained the College's budget process, which begins in October of every year. This month, he is presenting a draft of the budget to get comments and feedback from the Board, heading into the final budget approval in May.

Dr. Rhine gave a summary on Budget items that were discussed at the Board Retreat/Workshop. She gave an overview of the College's achievements (these items were listed in the minutes for that workshop).

Dr. Ewell then shared some additional College highlights and background demographic information that is relevant to the budget.

Secretary Kuknyo asked if we are keeping an eye on compression in regard to minimum wage changes. Dr. Ewell indicated that the College is watching wages and making changes as appropriate. The College increased its minimum wage to above the state minimum wage because it was having problems recruiting and retaining people.

Dr. Ewell then reviewed the budget numbers via his presentation and gave the Board a summary of the budget status so far. The Board was able to ask questions and discuss information pertaining to the presentation and budget numbers Dr. Ewell presented.

The Board had questions about employee pay increases, and in particular, merit pay and evaluations. Dr. Nix shared information on the difference between a gain share system and a merit system to assist the new Board members in understanding this subject better. Discussion among the Board members about gain share and merit continued. Dr. Ewell and Dr. Nix indicated that a merit system of compensation would not be able to be implemented until FY 2025.

Dr. Ewell continued to review the budget numbers via his presentation and provided the Board with information regarding budget items they had questions about.

- d. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
 - i. Board Spokesperson – Board Chair McCasland
 - ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland
 - iii. Yavapai College Foundation – Board Member Bracety

Recorded discussion and comments are available and begin at 2:42:02.

Chair McCasland announced that she was the Trustee of the Year for the American Association of Community Colleges. She stated she has had great support, and the reason she believes she won is because of the Board's relationship with our President. Dr. Rhine was nominated for CEO of the Year. She was one of five finalists. This is her second national honor of being a finalist.

AACCT will be having a conference, and Chair McCasland is proud to Chair that board as well.

The Foundation had not met yet so there was no update.

- e. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2022-2023 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)

- ii. 2022-2023 Dates, Times, and Places of Future College Events (*Attached*)
- iii. 2022-2023 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)

Recorded discussion and comments are available and begin at 2:47:09.

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meeting and event dates. Ms. Sandoval asked the Board for which day works best for future Board Meeting dates so she can start scheduling next year's meetings.

3. Board Business

- a. Report on Board Self-Assessment- Board Chair McCasland, **INFORMATION, DISCUSSION, AND DECISION** {Time:10}

Recorded discussion and comments are available and begin at 2:50:06.

Ms. Sandoval presented the results of the Board Self-Assessment. Chair McCasland indicated it was good and that the results will guide the Board's workshop later in May. As a Board, Chair McCasland, feels they are really doing well.

- b. Consent Agenda – **DECISION** {Time: 5}

- i. Board Regular Meeting Minutes – Tuesday, March 21, 2023 (*Attached*)
- ii. Association of Community College Trustees Letter of Support from Yavapai College District Governing Board (*Attached*)
- iii. Receipt of Report on Revenues and Expenditures for February 2023 (*Attached*)
- iv. Acceptance of President's Report on Board Policy 101 College Priorities
Secretary Kuknyo moved, seconded by Member Sigafos, to approve the Consent Agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).

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

Regular Meeting adjourned at 4:09 p.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

Yavapai College
District Governing Board
Special Meeting

Thursday, April 13, 2023
10:00 a.m.

ZOOM &
Prescott Campus
Rock House
1100 East Sheldon Street
Prescott, Arizona 86301

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Chris Kuknyo, Secretary
Mr. Ray Sigafos, 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=c7c2054d-0641-4888-8ff0-afe30125367a>

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 10:06 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
Recorded discussion and comments are available and begin at 01:20.

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

2. Board Business
 - a. Executive Session
 - i. A.R.S. §38-431.03(A)(7), Discussion and Consultation with College Representatives Regarding Potential Purchase of Real Property in Prescott–**PROCEDURAL** {Time: 60}

Secretary Kuknyo moved, seconded by Member Sigafos, to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(7) for Discussion and Consultation with College Representatives Regarding Potential Purchase of Real Property Prescott. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Payne).

- b. Convene in Public Session
 - i. Possible Action: Confirm Instructions to College Representatives Regarding Negotiations for Potential Purchase of Real Property in Prescott, as the Result of Executive Session – **DECISION** {Time: 5}

Secretary Kuknyo moved, seconded by Member Payne, that staff comply with the direction given by the board in executive session regarding the potential purchase of real property in Prescott. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, and Payne).

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

Special Meeting adjourned at 11:38 a.m.

Respectfully submitted:

Deanne K. Petty, Recording Secretary

Date

Ms. Deb McCasland, Board Chair

Mr. Chris Kuknyo, Secretary

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (IGA)
NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA)
ACADEMY SERGEANT
BETWEEN YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT AND
YAVAPAI COUNTY**

This First Amendment to the Intergovernmental Agreement – NORTHERN ARIZONA REGIONAL TRAINING ACADEMY (NARTA) – ACADEMY SERGEANT (the “Agreement”) is entered into by and between the Board of Supervisors of YAVAPAI COUNTY, ("County"), for and on behalf of the Yavapai County Sheriff’s Office, and the YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, dba Yavapai College, a community college district and political subdivision of the State of Arizona (hereinafter referred to as "College").

Whereas, effective January 1, 2023, the County and the College entered into an Intergovernmental Agreement to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the County of a Police Sergeant to supervise NARTA at the College, in return for the College paying the cost of the salary and benefits of said officer, and the Parties now desire to amend the Agreement.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT THE AGREEMENT IS AMENDED AS FOLLOWS:

- Section 4 of the Agreement shall be deleted and replaced with the following:

Section 4. BUDGETING AND FINANCING. The County estimates that the full cost of the salary and benefits for the assigned Sergeant will be as outlined in the table below for the remainder of FY 2022-2023 and FY 2023-2024. The College shall pay to the County during FY 2022-2023 the remaining cost of \$25,051.55 through June 30, 2023, based on \$5,567.01 per pay period; an additional \$43,535.55 from July 1, 2023, through October 29, 2023, based on a COLA increase of 5.73% and \$5,804.74 per pay period; and \$110,365.45 from October 30, 2023 through June 30, 2024 based on a merit raise of 3% and \$5,965.70 per pay period. The payments shall be divided into twelve (12) monthly installments made by the College to the County on or before the 15th day of each month. The College shall make its best efforts to include in its annual budgets the necessary appropriations to meet the cost of its performance hereunder.

**NARTA Sergeant Cost Effective 04/30/2023 - 06/30/2023
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA / MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	45.66%	3.80%			
Lewis, Michael	Sergeant	\$ 85,051.35	\$ 6,506.43	\$ 38,834.45	\$ 3,231.95	\$ 10,686.00	\$ 432.00	\$ 144,742.18

Cost per Pay Period \$ 5,567.01
Remaining Pay Periods as of 04/30/2023 4.5
FY 22/23 Remaining Cost \$ 25,051.55

**NARTA Sergeant Cost Effective 07/01/2023-10/28/2023
July 1, 2023, COLA 5.73% and anticipated ERE adjustments
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA / MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	42.84%	4.63%			
Lewis, Michael	Sergeant	\$ 89,924.79	\$ 6,879.25	\$ 38,523.78	\$ 4,163.52	\$ 11,000.00	\$ 432.00	\$ 150,923.33

Cost per Pay Period \$ 5,804.74
Effective Pay Periods 7.5
Sub-Total Cost \$43,535.55

**NARTA Sergeant Cost Effective 10/29/2023 – 06/30/2024
October 15, 2023, Merit Raise 3%
ANNUAL PERSONNEL COSTS - DOES NOT INCLUDE OVERTIME**

EMPLOYEE	POSITION	ANNUAL SALARY	FICA / MEDICARE	RETIREMENT	WORKERS COMP	HEALTH INSURANCE	CELL STIPEND	ANNUAL COST
			7.65%	42.84%	4.63%			
Lewis, Michael	Sergeant	\$ 92,622.53	\$ 7,085.62	\$ 39,679.49	\$ 4,288.42	\$ 11,000.00	\$ 432.00	\$ 155,108.07

Cost per Pay Period \$5,965.70
Effective Pay Periods 18.5
Sub-Total Cost \$110,365.45
FY 23/24 Cost \$153,901.00

2. Section 1 shall be amended to reflect that the term of the Agreement is extended and shall now continue until June 30, 2024, unless sooner terminated.
3. Except as expressly amended herein, the terms and conditions set forth in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment by and through their authorized representatives the day and year first above written.

YAVAPAI COUNTY

Mary Mallory, Chair

ATTEST:

Kim Kapin, Clerk of the Board

The foregoing First Amendment has been submitted to me as Attorney for the Sheriff's Office to review prior to its execution, pursuant to A.R.S. § 11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the County under the laws of Arizona.

Attorney for Yavapai County

YAVAPAI COUNTY COMMUNITY COLLEGE

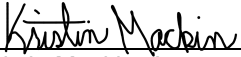
Deb McCasland, Board Chair

ATTEST:

Yvonne Sandoval

Secretary

The foregoing First Amendment has been submitted to me as Attorney for Yavapai College for review prior to its execution, pursuant to A.R.S. § 11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the College under the laws of the State of Arizona.



Kristin Mackin, Attorney for College

May 23, 2022

Association of Community College Trustees (ACCT)
Attn: Leadership Congress
1101 17th Street NW #300
Washington, DC 20036

Dear ACCT Leadership Congress,

The District Governing Board of Yavapai College is in full support of nominations from Yavapai College for the following awards:

- Trustee Leadership Award: Deb McCasland, District Governing Board Chair
- Faculty Member Award: Jerald Monahan, Administration of Justice in the School of Social Science

The 2023 Congress, entitled *Building a Legacy: Uplifting Students and Transforming Communities*, will be held on October 9-12 in Las Vegas, Nevada.

Sincerely,

Deb McCasland, Board Chair
District 2

Chris Kuknyo, Board Secretary
District 4

Ray Sigafos, Board Member
District 1

Toby Payne, Board Member
District 3

Steve Bracety, Board Member
District 5

Draft 2023-2024
District Governing Board
Calendar Dates

Month	Board Study Sessions	Board Meeting Type
Tuesday, September 19, 2023 1:00pm Rock House	Study Session 1:00pm-3:00pm	Business Meeting 3:00pm-4:00pm
Tuesday, October 17, 2023 1:00pm Prescott Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, November 14, 2023 1:00pm Verde Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Wednesday, December 6, 2023 5:00pm – 7:00pm TBA		Board Dinner
Tuesday, January 16, 2024 9:00am – 4:00pm Career & Technical Education Center		Policy & Attorney Education Workshop
Tuesday, February 20, 2024 1:00pm Chino Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Friday, February 23, 2024 9:00am – 4:00pm Rock House		Budget Workshop 9:00am-4:00pm
Tuesday, March 19, 2024 1:00pm Sedona Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, April 9, 2024 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, May 21, 2024 1:00pm Prescott Campus Community Room (19-147)		Truth in Taxation & Budget Public Hearing/Adoption Business Meeting
Tuesday, May 28, 2024 9:00am-4:00pm Rock House		Board Self-Assessment Workshop

Yavapai College District Governing Board
2023-2024

DRAFT BOARD SELF-ASSESSMENT SCHEDULE

DATE	TASK
Spring	
Tuesday, March 19, 2024	Board will complete the ACCT Board Self-Assessment
Tuesday, April 9, 2024	Discussion of the results from ACCT Data Report from the Board Self-Assessment and agenda topics for the Board Workshop
Tuesday, May 28.2024	Board Workshop

Yavapai College District Governing Board
2023-2024

DRAFT BOARD POLICY REVIEW SCHEDULE

DATE	TASK
Spring	
Tuesday, January 16, 2024	Review and Edit Board Policies at the Board Workshop



Origination: 6/2/2021
Effective: 10/19/2021
Last Approved: 10/19/2021
Last Revised: 10/19/2021
Next Review: 1/31/2024
Owner: Yvonne Sandoval: President's Office Executive Assistant
Area: District Governing Board Policies
References:

203 Employee Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not:

1. Promise or imply guaranteed employment.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for skills employed.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Yvonne Martinez-Sandoval: President's Office Executive Assistant	10/26/2021





Origination: 6/2/2021
Effective: 10/19/2021
Last Approved: 10/19/2021
Last Revised: 10/19/2021
Next Review: 1/31/2024
Owner: *Yvonne Sandoval: President's Office Executive Assistant*
Area: *District Governing Board Policies*
References:

205 Personnel and Students

With respect to the treatment of persons in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:

1. Allow staff to be without current, enforced, written human resource policies that clarify personnel rules for employees, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to treatment of employees and students.
3. Operate without succession plans to facilitate smooth operations during key personnel transitions.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Yvonne Martinez-Sandoval: President's Office Executive Assistant	10/29/2021



Origination: 6/2/2021
Effective: 10/19/2021
Last Approved: 10/19/2021
Last Revised: 10/19/2021
Next Review: 1/31/2024
Owner: *Yvonne Sandoval: President's Office Executive Assistant District Governing Board Policies*
Area:
References:

203 Employee Compensation, Benefits, and Treatment of Personnel

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not:

1. Promise or imply guaranteed employment.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for skills employed.

With respect to the treatment of personnel in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:

1. Allow staff to be without current, enforced, written human resource policies that clarify personnel rules for employees, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to the treatment of employees.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Yvonne Martinez-Sandoval: President's Office Executive Assistant	10/26/2021



Origination: 6/2/2021
Effective: 10/19/2021
Last Approved: 10/19/2021
Last Revised: 10/19/2021
Next Review: 1/31/2024

Owner: *Yvonne Sandoval: President's Office Executive Assistant District Governing Board Policies*

Area:

References:

205 Treatment of Students

With respect to the treatment of students in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:

1. Allow students to be without current, enforced, written college policies that clarify Yavapai College rules, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to treatment of students.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Yvonne Martinez-Sandoval: President's Office Executive Assistant	10/29/2021

A Conversation on Rewarding and Recognizing High Performers

Facilitated by Janet Nix

Current State - YC's Merit System Process

Presented by Rodney Jenkins

[Redacted]

Annual [Redacted] (due:06/30/2023)
Due Date: Fri, Jun 30, 2023



Direct Manager:
[Redacted]

General Information

Position [Redacted]	Division	Evaluation Type Periodic
Department [Redacted]	Class Spec	

Rating Summary By: _____

Content

COMPETENCY SECTION | 5 LEVEL RATING SCALE

Relationship Excellence (Staff)

Relationship Excellence (Staff)

Relationship Excellence encompasses the employee's ability to effectively partner with internal and external stakeholders utilizing thoughtful communication, personal responsibility, active listening, empathy, respect, and collaboration.

SCORE	NAME	COMMENT
0	Does not meet expectations	
1	Needs improvement	
3	Progressing	
4	Meets expectations	
5	Exceeds expectations	

Service Excellence (Staff)

Service Excellence (Staff)

Service Excellence consistently aligns the culture and the quality of our service in order to embrace our organization and department missions. Service Excellence enables greater work satisfaction and allows for more time focused on opportunities to advance YC.

SCORE	NAME	COMMENT
0	Does not meet expectations	<div style="border: 1px solid #ccc; height: 250px; width: 100%;"></div>
1	Needs improvement	
3	Progressing	
4	Meets expectations	
5	Exceeds expectations	

COMPETENCY SECTION | 5 LEVEL RATING SCALE

Learning Excellence (Staff)

Learning Excellence (Staff)

Learning excellence reflects/demonstrates the employee's commitment to improving teaching and learning both inside and outside the classroom.

SCORE	NAME	COMMENT
0	Does not meet expectations	<div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div>
1	Needs improvement	
3	Progressing	
4	Meets expectations	
5	Exceeds expectations	

COMPETENCY SECTION | 5 LEVEL RATING SCALE

Job Knowledge & Functions

Job Knowledge & Functions (Staff)

SCORE	NAME	COMMENT
0	Does not meet expectations	<div style="border: 1px solid #ccc; height: 250px; width: 100%;"></div>
1	Needs improvement	
3	Progressing	
4	Meets expectations	
5	Exceeds expectations	

GOAL SECTION | 5 LEVEL RATING SCALE

Current Employee Goals

Employees are required to set 3 - 5 goals each year. At least three of the goals must align with at least one YC Strategic Plan Goal (Belonging, Living Wage, Adult Learners, Delivery). (See <https://www.yc.edu/v6/strategic-planning/docs/2021/2022-2024-strategic-plan-report-10-5-21.pdf>) Additional goals can align with the YC Way Competencies (Service, Learning, or Relationship Excellence), growth or enhancement of Job Knowledge & Functions, or your department or division strategic plan. The use of SMART goals is highly recommended (Specific, Measurable, Achievable, Realistic, and Time-bound). This year, your goals will account for 20% of the overall performance review rating.

Evaluation Overall Section | 5 Level Rating Scale

Overall Rating

SCORE	NAME	COMMENT
0	Does not meet expectations	<div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div>
1	Needs improvement	
3	Progressing	
4	Meets expectations	
5	Exceeds expectations	

Recognition of High Performers - Current

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


The Feedback Fallacy

(Marcus Buckingham, HBR 2019)

- ▶ Telling people what we think of their performance doesn't help them thrive and excel, and telling people how we think they should improve actually hinders learning.
- ▶ The first problem with feedback is that humans are unreliable raters of other human beings.
- ▶ Our evaluations are deeply colored by our own understanding of what we are rating others on, our own sense of what good looks like for a particular competency, our harshness or leniency as raters, and our own inherent unconscious biases.
- ▶ This phenomenon is called idiosyncratic rater effect.
- ▶ Research shows feedback is more distortion than truth.

Rewarding High Performers Ideas

- ▶ COLA stays in place
- ▶ % \$ goes towards recognition based on criteria throughout the year (maybe quarterly) employee can only receive once a year
- ▶ Criteria might include above and beyond in areas such as: to get a project completed before deadline, enhanced outcome, innovative idea, extreme act of kindness outside of their role, process/procedure that enhances our work and takes out waste - can be duplicated and is sustainable, etc.
- ▶ Connect to our Values (this will respond to the values question in engagement survey)



Yavapai College
New Health
Science Center
Prescott Valley

Yavapai College Health Summit: Friday, October 15, 2021

Cliff Castle Casino

Event Overview:

- Hired a National Industry Professional to Facilitate: Dr. Danika Tynes
- Invited all local healthcare providers: Dignity, Spectrum, County Health, etc.
- Performed an environmental scan of the current local healthcare industry
- The leaders talked about their current and immediate future needs
 - Workforce shortage: lack of nurses, lack of medical support staff, lack of dental and mental health staff
 - The leader's showed tremendous willingness to participate in helping address the workforce shortages
 - Created a small taskforce that meets bi-monthly



Yavapai College Health Science Center

Program Description	# of 2023 Jobs	# of 2032 Jobs	Annual Replacement Jobs	Median Annual Earnings	Education Needed
Registered Nurse	1092	956	58	\$77,009.68	Bachelor's degree
Dental Hygienist	140	158	12	\$77,292.80	Associate's degree
Emergency Medical Technicians	153	141	11	\$28,435.92	Postsecondary nondegree award
Pharmacy Technicians	217	233	22	\$37,500.83	High school diploma or equivalent
Veterinary Technologists and Technicians	167	217	24	\$36,221.72	Associate's degree
Licensed Practical and Licensed Vocational Nurses	258	290	26	\$60,109.25	Postsecondary nondegree award
Home Health and Personal Care Aides	1573	1819	283	\$29,070.04	High school diploma or equivalent
Nursing Assistants	736	783	118	\$36,517.84	Postsecondary nondegree award
Massage Therapists	113	150	22	\$45,870.23	Postsecondary nondegree award
Dental Assistants	265	297	44	\$36,753.61	Postsecondary nondegree award
Medical Assistants	457	529	76	\$36,357.24	Postsecondary nondegree award
Veterinary Assistants and Laboratory Animal Caretakers	109	145	28	\$29,431.01	High school diploma or equivalent

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Yavapai College Health Science Center

Statement of Need:

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 that equip healthcare professionals with the knowledge and skills to address the evolving healthcare needs of our communities.

New & Existing Programs:

- Bachelor of Science in Nursing (BSN)
- Dental Assistant
- Dental Hygienist
- Licensed Practical Nurse (LPN)
- Physical Therapist Assistant
- Respiratory Technician
- Therapeutic Massage Technician

New Programs

- Nursing
- Emergency Medical Services
- Phlebotomy
- Clinical Nursing Assistant (CNA)
- Medical Assisting
- Medical Records
- Behavioral Health Technician
- Magnetic Resonance
- Radiologic Technician

Existing Programs

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Estimated Budget

Estimated FY25 Budget	\$30,000,000
Architect	\$2,500,000
General Contractor	\$2,500,000
Furniture, Fixtures, & Equipment	\$6,250,000
Sitework	\$1,500,000
Construction	\$17,250,000

Funding Prospects

Federal Funding	State & Local Funding
\$5,000,000 (CDS: Earmarks)	\$22,500,000 (State Appropriations)
\$2,000,000 (CDBG) PV	\$500,000 YC



**NEW 2-STORY
25,000 S.F.
HEALTH SCIENCES
BUILDING**





Health Science Center Preview

