

**Yavapai College**  
District Governing Board  
Regular Meeting

Tuesday, September 19, 2023  
1:00 p.m.

**Prescott Campus**  
**The Rock House**  
**1100 E. Sheldon Drive**  
**Prescott, AZ 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=2c72cfa7-bec8-4ea2-a07c-b08501549198>

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

Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:00 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 Bracety, to adopt the agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

## 2. Study Session

### a. Open Call – **INFORMATION** {Time: 10}

No submissions for open call.

### b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}

- i. President's Report on Board Policy 205, Treatment of Students and Enrollment – Mr. Rodney Jenkins, Vice President of Student Development (*Attached*)

***Recorded discussion and comments are available and begin at 13:15.***

Mr. Jenkins and Ms. Tania Sheldahl provided information regarding a number of measures related to students, including of the number of Title IX complaints, student conduct reported incidents by type, and CARE cases by type, all for the 2019-20 school year through the 2022-23 school year. The next graphs were about what struggles our students have and how the College is acting to assist our students. There was a discussion about the CARE Team, the HOPE Study findings, and College retention strategies to assist to meet student needs.

- ii. College Council – Dr. Kimberly Moore, Dr. Janet Nix, and Mr. Rodney Jenkins
  1. Faculty Senate – Mr. Bryan Robertson & Dr. Andrew Winters (*Attached*)

***Recorded discussion and comments are available and begin at 44:20.***

Dr. Moore introduced Dr. Winters and Mr. Robertson, who presented an update on the positions that were filled after the election. They also gave an update on the YC Philosophy Club, YC Pride Club, and YC Riders Read, all of which are faculty initiatives.

2. Staff Association – Mr. Jeremy Poehnert (*Attached*)

***Recorded discussion and comments are available and begin at 49:47.***

Dr. Nix introduced Ms. Bilbray, who presented an update on the new representatives after the election. She also gave an update on what happened at the YCSA retreat including announcing the YCSA committees for this year: Event Committee, Awards Committee, Communication Committee, Professional Development & Training Committee, Professional Growth Committee, and the new Engagement Committee. Mr. Poehnert gave a brief update on what the new Engagement Committee is working on for this academic year.

3. Student Government Association – Ms. Susanna Marcinek, President of Yavapai College Student Government Association (*Attached*)

***Recorded discussion and comments are available and begin at 53:08.***

Mr. Jenkins introduced Ms. Marcinek who presented an update on the newly elected executive team for SGA. She also gave an update on the SGA's initiatives for the year and SGA Senate membership.

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

***Recorded discussion and comments are available and begin at 1:00:13.***

Secretary Kuknyo asked for an explanation of what scenarios would generate a "yellow light" on the Budget to Actual Status and Reserves reports in the agenda packet. Dr. Ewell responded that if the College is aware that it is overbudget on a particular project and the expense is not able to be covered by other budgeted amounts, it would be moved to yellow or red.

- c. COBOD 3D Construction Printer Presentation – Dr. Kimberly Moore, Chief Workforce Innovation Officer - **INFORMATION AND DISCUSSION** {Time: 30} (Attached)

***Recorded discussion and comments are available and begin at 1:01:28.***

Dr. Moore and Mr. John Morgan presented a 3D Construction Printer Partnership Opportunity. COBOD wants to contract with the College to provide training to COBOD's customers. It would be a 5-year contract, and the College would be COBOD's exclusive North American Trainer. The contract is still being negotiated. However, it would give YC recognition as a leading training partner in the industry. The current draft contract envisions that COBOD customers would have two options for training: \$25,000 for onsite training (at the College) or \$30,000 for offsite training by College staff.

- d. Property and Housing Update – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** {Time: 30} (Attached)

***Recorded discussion and comments are available and begin at 1:17:00.***

Dr. Ewell presented an update to the board on the various property and housing projects the College has considered or is moving forward with, including updates on the Inspiration Apartments and the RV Park in Clarkdale. Chair McCasland noted that the College has addressed the housing issues on the east side of the county at very little cost to the taxpayers with these options. Updates for the west side of the county included Lakeshore Community Housing, Building 34 on Prescott Campus, and the Hwy 89 Property that the College recently purchased. Dr. Ewell reviewed student housing demand statistics to show the housing need.

## ***SHORT RECESS***

Dr. Ewell continued his presentation by reviewing potential capital recommendations for the FY25 Budget. Among the recommendations were an electronic sign on the Hwy 89 lot, a 34-unit apartment building on the Hwy 89 lot, and up to 40 3D printed homes at a variety of College locations. The 40 3D homes would potentially be a part of the COBOD partnership that Dr. Moore and Mr. Morgan presented earlier because the individuals trained will build a house, and the College can keep the house for its use.

Dr. Ewell reviewed the next steps for housing, including designing a Chino Valley Center Neighborhood, installing Chino Valley infrastructure, and continue investigating community land trust and housing assistance programs. Chair McCasland indicated she really liked the out of the box thinking to look at different possibilities and save taxpayers money, serve students, and keep citizens happy.

- e. Review of Board Roles and Responsibilities – Dr. David Borofsky –  
**INFORMATION AND DISCUSSION** {Time: 30}

***Recorded discussion and comments are available and begin at 1:41:16.***

Dr. David Borofsky gave an in-depth review of the board's roles and responsibilities for both the board and public. He reviewed board policies 101, 305, 307, 401, 306. Dr. Borofsky discussed that the Board's role is to:

- Focus decisions on the success of the student.
- Approve the strategic plan and monitor its results.
- Annually approve a balanced budget.
- Ask tough questions and support the tough answers.
- Manage one employee, the President.
- Create and enhance a positive, trusting, respectful relationship with the President.
- Be positive about the College to and with the community.
- Learn about the College and understand your role. "Stay in your lane."
- Learn from other Trustees in Arizona and around the country.
- Lead as a Unit.
- Focus on strategy and policy; leave the operations to the President.

- f. 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 – Member Steve Bracety

***Recorded discussion and comments are available and begin at 2:32:01.***

Chair McCasland indicated that she attended a summer mission meeting with the community college trustees from around the state and presidents where

she shared the College's values. She plans to speak at the press conference next week. Chair McCasland continues to do her best to be positive about the College and what the College is doing.

Chair McCasland indicated that the board will be attending the ACCT National Convention in October in Las Vegas. They will have the opportunity to interact and share ideas with other community college trustees from across the country.

Member Bracety gave a brief overview of two Foundation Meetings, one on August 9 and the second on September 13, 2023.

- g. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
- i. 2023-2024 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (Attached)
  - ii. 2023-2024 Dates, Times, and Places of Future College Events (Attached)
  - iii. 2023-2024 Dates, Times, and Places of Future National, State, and Local Events (Attached)

***Recorded discussion and comments are available and begin at 2:38:26.***

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meeting, event, and conference dates.

### 3. Board Business

- a. Association of Community College Trustees (ACCT) Delegate – Board Chair McCasland - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}

***Recorded discussion and comments are available and begin at 2:41:24.***

Chair McCasland started by thanking all the board members for agreeing to attend the ACCT Conference this year. Chair McCasland asked Member Sigafos if he would like to serve as the board's delegate at the conference, as he has done in prior years. Member Sigafos indicated was asked by the Conference Chair to be the Sergeant in Arms for the third time. He indicated that normally the Sergeant in Arms is also a voting delegate, and he would ask the board to let him be the voting member for the conference.

**Chair McCasland moved, seconded by Secretary Kuknyo, to elect Member Ray Sigafos as the voting delegate at the ACCT Conference in October 2023. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

- b. Consent Agenda – **DECISION** {Time: 5}
- i. Truth in Taxation – Public Hearing Minutes – Tuesday, May 16, 2023 (Attached)
  - ii. Truth in Taxation – Special Meeting Minutes – Tuesday, May 16, 2023 (Attached)
  - iii. Budget Public Hearing Minutes – Tuesday, May 16, 2023 (Attached)
  - iv. Budget Adoption Minutes – Tuesday, May 16, 2023 (Attached)



- v. Regular Meeting Minutes – Tuesday, May 16, 2023 (*Attached*)
- vi. Board Self-Assessment Workshop Minutes – Tuesday, May 23, 2023 (*Attached*)
- vii. Special Meeting Minutes – Thursday, June 8, 2023 (*Attached*)
- viii. Board Executive Session Confidential Minutes – Thursday, June 8, 2023
- ix. Special Meeting Minutes – Thursday, August 17, 2023 (*Attached*)
- x. Board Executive Session Confidential Minutes – Thursday, August 17, 2023
- xi. 2023-2024 Independent Contractor Agreement – Association of Community College Trustees (*Attached*)
- xii. Intergovernmental Agreement - Arizona Department of Economic Development Services (AZDES) – Amendment #2 – Higher Education Child Care Project (*Attached*)
- xiii. Intergovernmental Agreement – Mountain Institute Career Technical Educations District No. 2 (MICTED) – Architectural Services (*Attached*)
- xiv. Receipt of Report on Revenues and Expenditures for July 2023 (*Attached*)
- xv. Acceptance of President’s Report on Board Policy 205 Treatment of Students and Enrollment

***Recorded discussion and comments are available and begin at 2:41:24.***

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

c. Executive Session

- i. A.R.S. §38-431.03(A)(1), Board’s Goals for President’s 2023-2024 Evaluation – Board Chair McCasland – PROCEDURAL {Time: 90}

**Member Sigafos moved, seconded by Member Bracety, to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1), Board’s Goals for President’s 2023-2024 Evaluation. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

d. Convene in Public Session

- i. Possible Action: Board’s Goals for President’s 2023-2024 Evaluation as the Result of Executive Session – Board Chair McCasland – DECISION {Time: 5}

The Board reconvened in public session at 4:40 p.m.

**Secretary Kuknyo moved, seconded by Member Bracety, to approve the goals set by the board for Dr. Rhine for the 2023-2024 evaluation period. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

**Member Payne moved, seconded by Member Sigafoos, to adjourn the Regular Board Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafoos, Bracety, and Payne).**

Regular Meeting adjourned at 4:41 p.m.

Respectfully submitted:

  
Deanne K. Petty, Recording Secretary

10/17/23  
Date

  
Ms. Deb McCasland, Board Chair

  
Mr. Chris Kuknyo, Secretary