

**Yavapai College**  
District Governing Board  
Regular Meeting

Tuesday, April 23, 2024  
1:00 p.m.

The meeting location will be open to the public at 12:45 p.m. at the latest.

Livestream Link:

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

**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 – via Zoom  
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=961afe8d-a0f0-4f7e-90ab-b15c00078891>

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

Chair McCasland called the Yavapai College District Governing Board Regular Meeting to order at 1:00 p.m.

- b. Pledge of Allegiance {Time: 1}

The Pledge of Allegiance was led by Secretary Kuknyo.

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

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

- d. Open Call – **INFORMATION** {Time: 10}

**The following members of the public requested to speak:**

1. **Laura Polk (Recording at 1:24)**
2. **William Kiel (Recording at 4:52)**
3. **Lindsay Hudak (Recording at 5:53)**

2. Study Session

- a. Arizona Auditor General's Office Annual Audit Update - **INFORMATION** – Mr. Frank D'Angelo, Director of Business Services & Controller; Taryn Stangle, Financial Audit Manager; and Ashley Dunn, Deputy Audit Manager {Time: 10}  
(Attached)

***Recorded discussion and comments are available and begin at 9:28.***

Mr. Frank D'Angelo introduced Ms. Stangle from the Arizona Auditor General's office, who presented the results of the annual financial audits, highlighting no material misstatements, noncompliance, or internal control issues in fiscal year 2023. The audit report included a financial overview, which discussed changes in revenue sources, expenses, and net position over the years. Ms. Stangle also noted changes in the College's revenues and expenses over the last five years, including an increase in scholarship expenses that contributed to an overall net position increase of \$4.8 million in fiscal year 2023. The presentation also noted a decrease in federal expenditures due largely to reduced emergency COVID-19 funding. A decrease in state funding was also noted over the years.

Member Sigafos congratulated Mr. D'Angelo and his team for achieving a clean financial audit after many years and expressed gratitude for their work.

Chair McCasland expressed gratitude to Mr. D'Angelo and staff for keeping the College financially sound. Member Bracety agreed they deserved a round of applause.

- b. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
  - i. President's Report on Board Policy 101 College Priorities – Dr. Doug Berry, Provost; Dr. Marylou Mercado, Vice President of Workforce Development and Health Sciences; and Mr. Rodney Jenkins, Vice President of Student Development and Community Affairs. {Time: 30}  
(Attached)

***Recorded discussion and comments are available and begin at 20:54.***

The College Priorities Report illuminated various key areas of focus and achievements at Yavapai College. Mr. Jenkins underscored the College's pivotal role in education, economic development, and community engagement. Dr. Mercado emphasized student success as a primary concern, citing accomplishments in career and technical education with impressive NCLEX pass rates for nursing students and radiology program outcomes. Dr. Berry provided a comprehensive review of the College's

progress, including the graduation rates, the introduction of new degree programs, and the adjustments made in response to the pandemic. Furthermore, the College celebrated the launch of its second baccalaureate degree and a resurgence in adult basic education enrollments post-pandemic. Dr. Berry also touched upon the Osher Lifelong Learning Institute's success and the growth in community education, while Mr. Jenkins boasted of financial aid milestones, with significant reductions in loan default rates and a substantial amount in scholarships awarded by the Yavapai College Foundation.

On the economic front, Dr. Mercado outlined the College's initiatives, including job fairs, expos, the YC Pipeline platform for job seekers, and the Small Business Development Center's support for local businesses. The College has also been proactive in securing grants to enhance workforce training and support new academic programs and small businesses. Mr. Jenkins announced an exciting lineup at the Performing Arts Center, library innovations, and sports expansions to comply with Title IX. The board, including Chair McCasland and Secretary Kuknyo, commended the faculty, staff, and Dr. Rhine for their excellence in service and handling of resources, with special note of the effective distribution of library materials. Dr. Rhine acknowledged the collective efforts and the board's backing as integral to the College's success.

- ii. College Council – Dr. Douglas Berry, Dr. Janet Nix and Mr. Rodney Jenkins
  - 1. Faculty Senate – Dr. Andrew Winters (*Attached*)

***Recorded discussion and comments are available and begin at 34:30.***

Dr. Berry introduced Professor Dr. Andrew Winters, Philosophy Instructor and Faculty Senate Co-President, to speak on behalf of the faculty. Dr. Winters indicated faculty success went hand in hand with student success and would therefore present some of their recent success stories. Dr. Winters highlighted Denise Woolsey's participation in PTK and the honors program, as well as the accolades garnered by YC Beta Gamma Pi students at the National Convention. He shared insights on the Arizona Regional Conference, detailing the awards received by both the chapter and individual students. Dr. Winters extended invitations to the Evening of Recognition, revealing the renaming of the award to the STARS award and elaborating on the faculty members' contributions to organizing the event and the benefits for nominated students. Additionally, he mentioned the consideration for Provost and President's Awards, and the gifts and scholarships bestowed upon the winners. Chair McCasland expressed gratitude to Dr. Winters for the faculty's dedicated service throughout the year.

2. Staff Association – Ms. Deanna Mooney (*Attached*)  
***Recorded discussion and comments are available and begin at 38:38.***

Dr. Janet Nix introduced Ms. Deanna Mooney to present the Staff Association update. Ms. Mooney expressed her gratitude to Chairman McCasland, the board, and Dr. Ryan for allowing her to present the report. She offered a comprehensive overview of the allocation and utilization of staff professional development funds during the fiscal year 2023-24. Ms. Mooney highlighted that the funds were utilized for various purposes, such as tuition, conferences, certificates, online training, and other professional development activities. Additionally, she delved into the impact of the professional growth awards on staff members and provided insights by sharing feedback from the recipients, indicating the positive influence of these initiatives on the professional growth and development of the staff.

3. Student Government Association – Ms. Shanna Collier, Treasurer of Yavapai College Student Government Association (*Attached*)

***Recorded discussion and comments are available and begin at 43:04.***

Mr. Rodney Jenkins acknowledged the significant contributions of the outgoing members of the Yavapai College Student Government Association (YCSGA), whose terms are nearing completion. He particularly expressed gratitude for their efforts in fostering communication with the student body and representing the College at various levels. He also congratulated current President of YCSGA, Susanna Marcinek, on her reelection to the executive board as Vice President; recognized the Treasurer, Ms. Collier, for her lobbying work in Washington; and recognized the YCSGA faculty supervisor, Janice Soutee, for organizing the successful Yavapalooza event. Ms. Collier joined in expressing thanks to Mr. Jenkins, Chair McCasland, President Rhine, and the District Government Board for their support of the YCSGA. She reflected on the YCSGA's achievements in improving student involvement, fostering diversity and inclusion, and addressing student issues, and announced the new executive board. She also detailed the YCSGA's recent activities, such as their legislative trip to D.C., the establishment of Ruff's Closet, and collaborations for Earth Day and the Unheard 22 initiative. Looking forward, Ms. Collier invited the community to a fundraising event at Culver's and expressed her optimism about the new executive board leadership prospects. Chair McCasland and Dr. Rhine also offered their gratitude and admiration for the student leaders' diverse contributions to enhancing the collegiate experience.

- iii. Legislative Update – Mr. Rodney Jenkins, Vice President of Community Relations (*Attached*)

***Recorded discussion and comments are available and begin at 50:19.***

Mr. Jenkins briefed the board on the latest developments in both federal and state legislative matters, emphasizing the education sector's funding and policy goals. He spotlighted the federal ambition to double Pell Grant funds by the 2029 fiscal year and the current U.S. President's aspiration to offer free community college to all citizens. Mr. Jenkins also addressed funding strategies for the Department of Corrections, Yavapai Community College, and Career and Technical Education (CTE). He provided insights into the progress of various legislative proposals, including those that aim to establish short-term Pell grants and free community college programs. On the state level, he discussed ongoing budget negotiations.

Secretary Kuknyo sought clarification on the status of the short-term Pell initiative and the current landscape of state funding for community colleges, particularly in the context of the Arizona Promise Scholarship. Mr. Jenkins conveyed optimism about the advancement of the short-term Pell initiative through the legislative branches. He also clarified that the Arizona Promise Scholarship is independent of the state's financial support for community colleges and pointed out that there has been a significant reduction in state funds allocated to community college institutions.

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

There were no comments or questions about the report.

- c. 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 Steve Bracety

***Recorded discussion and comments are available and begin at 59:14.***

Chair McCasland provided an update, highlighting her attendance at the STAR student leadership and recognition event, where she promoted Yavapai College through presentations and community engagement efforts. Secretary Kuknyo and Chair McCasland emphasized the significance of showcasing the College's campuses and programs via video presentations. They addressed the need to dispel inaccurate assumptions about the College, particularly in response to social media misinformation. Chair McCasland shared positive experiences from College events like Yavapalooza and expressed her enthusiasm for serving on the board.

Chair McCasland discussed the upcoming Arizona Association of Community College Trustee retreat, stressing the importance of future planning for college trustees.

Chair McCasland concluded by updating the board on the Yavapai College Foundation's activities, commending their support for student scholarships and other College projects funded through private donations.

- d. 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 1:03:32.***

Executive Assistant, Ms. Yvonne Sandoval, reviewed the future meetings, College events, and conference dates. She also reviewed the commencement events and indicated that DGB Coordinator, Deanne Petty, will provide the details via email.

3. Board Business

- a. 2024-2025 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats – Ms. Yvonne Sandoval – **INFORMATION, DISCUSSION, AND DECISION** {Time: 10} (*Attached*)

***Recorded discussion and comments are available and begin at 1:06:37.***

Executive Assistant, Ms. Yvonne Sandoval, provided and reviewed the proposed 2024-2025 future board meeting dates. These dates will allow the board to have the most up-to-date financial information.

Secretary Kuknyo wanted to point out that the board meetings are not all in the Rock House and are split between the Verde and Prescott campuses.

**Member Sigafos moved, seconded by Member Bracety, to adopt the proposed 2024-2025 Board Meeting Calendar. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

**SHORT BREAK**

- b. 2024-2025 Yavapai College Preliminary Budget – Dr. Clint Ewell, Vice President of Finance - **INFORMATION, DISCUSSION, AND DECISION** {Time: 60} (*Attached*)

***Recorded discussion and comments are available and begin at 1:10:39.***

Dr. Ewell outlined the timeline of the budget process beginning in October, culminating in the draft budget presentation in April. He touched upon the demographic shifts in Yavapai County, notably the increase in retirees, and the corresponding need to expand healthcare programming. The social concerns of housing affordability and academic programs leading to living wage jobs were also discussed, in light of the workforce gap created by retiring baby boomers. Dr. Ewell highlighted the challenges posed by the competitive higher education market and technological advancements, quoting Justin Trudeau to emphasize the rapid pace of change. Dr. Rhine spoke on strategic initiatives, lauding the faculty and staff for their accomplishments and the creation of strategic enrollment management, workforce development divisions, and the use of open educational resources, as well as successful accreditation efforts. She detailed the implementation of programs aimed at providing education and workforce training, such as the YC Promise Program and the prison education program, and underscored the integration of AI and VR into curricula. Dr. Rhine's vision for the College is to become a premier institution focusing on outcomes, with ongoing plans, including an ERP upgrade to enhance the student experience.

Dr. Ewell reviewed the alignment of the budget with strategic plans, prioritizing student success and maintaining accessible tuition rates. He also provided an overview of the College's finances, with approved tuition increases, new program additions, and a proposal for the upcoming year's budget. There was a discussion on in-sourced food services, expanded housing, and the potential for a property tax levy increase to support the operational and capital budgets. Dr. Ewell elaborated on the allocation of property taxes, the proposed revenue bond to complete the facility master plan, and major fund increases. The budget was broken down by program, with attention paid to natural expenses such as salary and benefits.

Member Sigafos addressed a 31% budget increase for travel due to workload, while Dr. Ewell explained cost drivers, including raises and new positions, proposing a salary increase for employees.

There were discussions including the upgrade to the ERP system and the financial implications of new staffing and system maintenance. Dr. Ewell also covered the auxiliary and restricted budgets, noting changes in grants and the significant increase in the capital budget due to the ERP system and capital contingency.

Finally, Dr. Ewell underscored the improvement in asset stewardship and the recommendations for facility management. The presentation reviewed several financial details, which are available in the agenda packet for further review.

- c. Revision to Yavapai College District Governing Board Policy 204 – Financial Conditions - **INFORMATION, DISCUSSION, AND DECISION** – Dr. Clint Ewell, Vice President of Finance {Time: 15} (*Attached*)



*Recorded discussion and comments are available and begin at 2:34:08.*

Dr. Ewell requested an alteration to Policy 204, concerning financial conditions, and provided a historical context of changes to the fund reserve policy. In 2017, the board had increased the fund reserve from 10% plus \$1 million to 17% of the general and auxiliary fund, including the same \$1 million. The policy was again modified at the beginning of the 2023 to 17% plus an additional 8%, however, Dr. Ewell now requests for reverting to the original 17% plus \$1 million to allow the use of more funds for capital projects, specifically mentioning the need for the Center for Learning and Innovation and the Health Science Center. A red-lined version of the policy was presented, highlighting the necessary amendments.

Member Payne supported the change, while Member Sigafos sought clarification on scenarios where the fund could dip below 17% and noted the lack of a graph for the reserves in question to be viewed. Dr. Ewell reassured that reserves were above the minimum, with Member Sigafos being comfortable with reducing the reserve based on past financial stability, especially during 2020-2021. Secretary Kuknyo inquired about the possibility of lowering the reserve below 17%, but Dr. Ewell recommended maintaining it as it accounts for two months of operational cash flow.

During the discussion on reserve fund levels, Dr. Ewell described how fund balances sometimes exceed 17% due to the timing of revenue receipts and compared the College's reserve levels with those required at four-year public post-secondary schools in Arizona. Emphasizing the relationship between reserve levels and cash flow risk, he argued that 17% was appropriate. Secretary Kuknyo inquired about other fund reserves, leading Dr. Ewell to detail the management of different reserve categories. Chair McCasland discussed the limitations of high fund reserves in compensating for significant financial deficits, prompting Dr. Ewell to stress the need for financial foresight and the importance of strategic fund allocation for approved projects.

**Member Payne moved, seconded by Member Bracety, to adopt the proposed revision to Policy 204. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

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

*Recorded discussion and comments are available and begin at 2:43:49.*

Dr. Ewell provided a comprehensive update on the housing issues in Yavapai County, detailing the various challenges and initiatives being undertaken to address the student, faculty, and staff housing shortage and affordability crisis. He highlighted the distinction between affordable and attainable housing, noting the impact on students and employees, many of whom come from low-income backgrounds or fall within specific salary ranges. Dr. Ewell expressed the need for flexibility in the master plan to adapt to changing circumstances and reported on the progress of 11 projects, including pilot projects for student housing and research into



different housing constructions, such as traditionally built, modular, manufactured, and 3D concrete constructed homes.

Additionally, Dr. Ewell discussed the challenges and successes of renting apartments and establishing an RV park, as well as the development of tiny homes and transitional apartments for new employees. Infrastructure development at the Chino Center is ongoing, and plans for a 12-bedroom apartment building at the Verde Valley campus were proposed, with Member Payne inquiring about budget allocations, which were confirmed to be within the approved budget. The potential acquisition of the Prescott Pines Christian Camp was also discussed, with plans for its use as student and employee housing, as well as academic enrichment. Member Payne had concerns about the property being landlocked and environmental issues, and Dr. Ewell clarified that the drafted agreements for easements and water sharing would cover these concerns. The revenue-neutral plan for the property's use was emphasized, with the potential for renting out space and partnering with camp operators. Secretary Kuknyo clarified misinformation regarding low-income housing and expressed satisfaction with the project's direction. Dr. Ewell concluded by thanking the college team for their efforts in advancing the housing project.

Dr. Ewell asked to reallocate a portion of prior approved housing pilots to be used toward the purchase a manufactured apartment shown during the earlier segment of the presentation to assist with the east county housing shortage.

**Member Bracety moved, seconded by Member Sigafos, to approve purchase of the Verde Valley Campus manufactured apartment using previously approved CIP Budget. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

Dr. Ewell sought formal public approval for the purchase of the Prescott Pines Camp property. Member Payne raised concerns about not being able to review the amended purchase agreement, but expressed support for the purchase, requesting to see the amended purchase agreement first. In response, Dr. Ewell proposed approving the purchase with the condition of presenting the amended purchase agreement to the board. Member Payne agreed to this condition. Additionally, Attorney Adams suggested consolidating item e.vi, the board resolution, with the purchase approval process using fund reserves. She recommended removing the consent agenda (e.vi) item from the consent agenda to prevent any procedural conflicts.

**Member Payne moved, seconded by Member Sigafos, to approve purchase of the Prescott Pines Camp and Board Resolution 2024-15, provided the board is allowed review of the final purchase agreement. Item e.vi is combined in this motion and removed from the consent agenda. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety and Payne).**

- e. Consent Agenda – **DECISION** {Time: 5}
  - i. Board Regular Meeting Minutes – Tuesday, March 19, 2024 (*Attached*)
  - ii. Board Executive Session Confidential Minutes – Tuesday, March 19, 2024
  - iii. Acceptance of President's Report on Board Policy 101 College Priorities

- iv. Receipt of Report on Revenues and Expenditures for March 2024  
(Attached)
- v. Revision to Yavapai College District Governing Board Policy 101 - College Priorities (Attached)
- vi. 2024-15 Yavapai College District Governing Board Resolution (Attached)
- vii. Intergovernmental Agreement Dual Enrollment Template – in County (Attached)
- viii. Intergovernmental Agreement Dual Enrollment Template – Out of County (Attached)
- ix. Intergovernmental Agreement Dual Enrollment Template – Schools with Both Dual and Concurrent Enrollment (Attached)
- x. 2024-2025 Independent Contractor Agreement – Association of Community College Trustees (Attached)

*Recorded discussion and comments are available and begin at 3:32:28.*

**Member Sigafos moved, seconded by Member Bracety, to approve the Consent Agenda, excluding item vi – 2024-15 Yavapai College District Board Resolution, as it was previously approved. 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 Member Payne, to adjourn the Regular Meeting. Motion carried unanimously (Ayes: McCasland, Kuknyo, Sigafos, Bracety, and Payne).**

Regular Meeting adjourned at 4:48 p.m.

Respectfully submitted:

  
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 Deanne K. Petty, Recording Secretary

  
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 Date

  
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 Ms. Deb McCasland, Board Chair

  
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 Mr. Chris Kuknyo, Secretary