

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

AUGUST 19, 2020



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room via interactive video conferencing. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:43 pm.

PRESENT: Patricia Garcia
Patrick Hurley
Marie Peoples
Joseph R. Smith
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Ms. Randi Axler, Mr. Keith Becker, Ms. Sarah Benton, Ms. Colleen Carscallen, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Kay Leum, Mr. Steve Peru, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Ms. Jami Van Ess, Mr. Bob Voytek, Mr. Anthony Williams, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the August 19, 2020 documents file.

Follow Up

- None

ADOPTION OF AGENDA

Mr. Patrick Hurley moved to approve the agenda, and Dr. Marie Peoples seconded the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – May 21, 2020
Minutes of a Public Hearing – Truth in Taxation – May 21, 2020
Minutes of a Public Hearing – Budget – May 21, 2020
Minutes of a Special Meeting – Budget – May 21, 2020
Minutes of a Regular Meeting – May 21, 2020
Minutes of a Retreat – June 11-12, 2020
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda, and Dr. Marie Peoples seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow-up items with the Board. These items are still in progress and were discussed during today's work session.

INTRODUCTION OF GUESTS

There were no guests present.

CALL TO THE PUBLIC

There was no response to the call to the public.

EXECUTIVE SESSION At 5:47 pm, a motion was made by Mr. Joseph Smith and seconded by Dr. Marie Peoples to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for consultation with legal counsel concerning real estate owned by the College. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 7:08 pm.

Mr. Patrick Hurley motioned to reconvene in open session, and Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor). The meeting resumed in open session at 7:08 pm.

ACTION ITEMS

Adoption of Coconino Community College Alma Mater – Ms. Patricia Garcia

The Board discussed this agenda item at the June Retreat and asked that it be brought forward for approval at this meeting. Mr. William Smith donated his time and expertise to write the music and lyrics for a Coconino Community College Alma Mater. The sheet music for the alma mater was included in the Board materials for today's meeting. A performance of the Alma Mater by Mr. Smith was piloted as part of the 2020 Commencement Ceremony and can be listened to on the College's YouTube channel. Due to the many positive comments the College received about this music, this action item asks for approval to officially recognize the Coconino Community College Alma Mater as the alma mater of the College.

Dr. Nat White made a motion to recognize the Alma Mater as the alma mater of the College. The motion was seconded by Mr. Patrick Hurley and unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Extension of the Resolution of the Governing Board Members of the Coconino Community College District Granting Authority to the College President to respond to the COVID-19 Pandemic – Ms.

Patricia Garcia

At the March 23, 2020, District Governing Board Meeting, the Board approved a resolution granting President Smith the authority to respond to the COVID-19 pandemic. That resolution had an expiration date of June 12, 2020. This action item would replace the original resolution with one that covers the period of March 23, 2020 to January 31, 2021 (unless revoked by the Board).

Mr. Patrick Hurley made a motion to adopt a replacement resolution extending authority to the College President to respond to the COVID-19 Pandemic from March 23, 2020 to January 31, 2021. The motion was seconded by Dr. Nat White and unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

This item was briefly discussed during today's work session and can be revisited at any time. The Board will also revisit this agenda item at the January 2021 meeting if additional extensions are needed.

Approval of Strategic Plan Goals 2020-2025 – Dr. Colleen Smith

Dr. Colleen Smith gave a brief presentation on this item that focused on how the College's Shared Governance structure supported the development of the strategic plan goals. Dr. Smith also reviewed the goals and expected outcomes developed by each strategic planning team. More than 80 people from across the College volunteered to serve on the goal teams along with community members.

Preparation for the 2020-2025 Strategic Plan started with county-wide listening sessions to better understand community needs for the College. Feedback from students and employees started in Spring 2018 through All-College events, surveys, and student forums. Using input from students, CCC employees, our communities, and the District Governing Board, the College also reviewed its Vision, Mission, and Diversity Statement and replaced Core Values with Guiding Principles.

Four teams with representation from across the College have worked for the past eight months to develop the Strategic Goals listed below and present them for approval by the District Governing Board.

Team Excellence

Strategic Goal #1: CCC will help each student achieve success through a supported and individualized educational experience.

Team Sustainability

Strategic Goal #2: CCC will practice sustainability through responsible stewardship of economic, public, and environmental resources to accomplish its educational mission.

Team Opportunity

Strategic Goal #3: CCC will promote a learning culture that is innovative, flexible, entrepreneurial, and responsive to the needs of our students and the communities we serve.

Team Community

Strategic Goal #4: CCC will strengthen Community Engagement in support of student success through advocacy, strategic partnerships, and new fundraising initiatives.

Dr. Nat White made a motion to approve the 2020-2025 Strategic Plan Goals as presented. Dr. Marie Peoples seconded the motion.

Discussion on this agenda item focused on the large amount of work that the College has done to get to this point, how COVID-19 impacted progress on developing the Strategic Plan, the opportunity for the Board to give input, and how the plan was based on priorities established by the Board. The Board expressed appreciation for the work that was done to draft these goals and in the development of the plan so far. The Board also expressed appreciation for how the College viewed sustainability and the inclusion of I statements to express the student perspective.

The College is still soliciting input on some areas of the strategic plan sections, so the Board will not finalize the plan tonight. Because we have had so much input from the teams upfront, Dr. Smith is not sure that there will be additional feedback.

The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Renewal of Intergovernmental Agreement with the City of Page – Ms. Jami Van Ess

The College and the City of Page entered into an intergovernmental agreement dated July 20, 1995, as amended by the First and Second Amendments, and approved by the Parties in January 1996 and April 1999 for the purpose of establishing a Community College campus and a Public Library facility in the City of Page and setting forth the terms of joint maintenance and repair of each party’s respective facilities and common areas. With the Third Amendment (drafted by the College’s legal counsel and reviewed by both parties), the College and the City of Page desire to extend the previously-agreed IGA for an additional five-year term, beginning July 20, 2020, and terminating on July 19, 2025.

Dr. Nat White made a motion to approve the renewal of the Intergovernmental Agreement with the City of Page and authorize the President to sign it. The motion was seconded by Mr. Joseph Smith and unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

The discussion on the motion focused on whether there were any changes to costs associated with the IGA and a question on how road maintenance is handled.

Fiscal Year 2021 COVID-19 Liability Coverage– Ms. Jami Van Ess

The College joined the Arizona Risk Retention Trust (“the Trust”) on July 1, 2003. The Trust is a pooled insurance carrier that covers a majority of school districts in the state as well as nine of the community colleges.

In addition to the College’s current FY21 premium (\$177,788) the Trust is offering COVID Liability coverage retroactive to July 1, 2020, the College premium for FY21 would be \$20,000 with the following deductibles:

- \$0 each Occurrence for Claims relating to a student for whom the District has obtained a signed Waiver, Release, and Assumption of Risk Form.
- \$10,000 each Occurrence for Claims relating to a student for whom the District has obtained a signed Acknowledgment and Disclosure Form.
- \$20,000 each Occurrence for Claims with no Waiver, Release, and Assumption of Risk Form or Acknowledgment and Disclosure Form in place relating to the Claim.

When COVID-19 began, there was not an option to purchase insurance to cover liability related to COVID-19. The Trust has developed this coverage and ways to help Colleges to defend against lawsuits related to COVID-19. The Trust is recommending that students sign waivers if they are attending classes in person or have to be on campus for other reasons. Waivers would not be required for students taking classes virtually or for employees who are covered under workmen’s compensation.

Discussion on this agenda item focused on the following topics:

- What would happen if a student who signed a waiver filed a claim.
- The ways the College has worked to implement social distancing and other measures that minimize the possibility of transmission of COVID-19.
- How the waiver could be used to help defend the College in the instance of a lawsuit.
- What the difference was between an acknowledgment and waiver.
- The College's choice to use a waiver because it provided more protection and reduced the deductible the College would owe.
- What would happen if someone was on campus who did not sign a waiver and filed a lawsuit.
- The limits on exposure and liability imposed by The Trust.
- What might happen in a class-action suit.
- How government limits on exposure and liability might affect the need for this coverage.
- How difficult it is to pinpoint how someone gets the virus.

Dr. Peoples complimented Dr. Smith on her leadership and the many ways the College has been proactive and shows due diligence in protecting faculty, staff, and students from COVID-19.

Dr. Marie Peoples made a motion to approve the additional Fiscal Year 2021 COVID-19 Liability Coverages with the Arizona School Risk Retention Trust. The motion was seconded by Mr. Patrick Hurley and unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Resolution for Expenditure Limitation Designation Fiscal Year 2021– Ms. Jami Van Ess

The Board appointed Ms. Jami Van Ess the Chief Financial Officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2021 on May 21, 2020. In the time since this was last brought to the Board, the Auditor General's Office has changed their requirements and now asks the Board to approve a resolution making the designation. This action item asks the Board to approve a resolution following the template set by the Auditor General's Office. The action item was not different from the previous approval other than to change the format to a resolution.

Dr. Nat White made a motion to approve the resolution to appoint Ms. Jami Van Ess as the chief fiscal officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2021 and authorize the Board Chair to sign the resolution. The motion was seconded by Mr. Patrick Hurley and unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

INFORMATION REPORTS

District Governing Board

There was no report from AACCT, as it has not met recently.

The most recent Alliance meeting focused on the various agency's COVID-19 responses and an intergovernmental agreement between all of the organizations that make up the Alliance. Mr. Patrick Hurley will connect with Ms. Jami Van Ess and Mr. Steve Peru before meetings to make sure the College is well represented.

The Foundation update was deferred to the September joint District Governing Board and Foundation meeting.

The Board acknowledged Ms. April Sandoval for being named the Association of Community College Trustees 2020 Pacific Regional Board Staff Member.

Academic and Student Affairs – Dr. Nate Southerland

Faculty Training and Course Development

Dr. Nate Southerland reviewed the work done over the Summer to assist faculty in developing skills to transition courses to remote delivery for the Summer and upcoming Fall semesters. Academic and Student Affairs scheduled fourteen different training sessions and had to add more sessions to meet demand. The Learning Center has created a course for faculty to help them teach online and for students to help them determine the best delivery method for their classes. Fifteen online courses were developed or revamped. Dr. Southerland expressed his appreciation for the exceptional work done by faculty and staff. That work has positioned the College well to transition to a mostly online semester for the Fall.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the preliminary Budget Status Report for the Fourth Quarter (ending June 30, 2020) with the Board. For additional information on the report, please see the August 19, 2020 board materials. A significant change was noted in that report related to the additional revenue from State Appropriations from the one-time funding for rural colleges. The report reflects the initial fiscal year-end numbers and will be adjusted later this year when the audit is complete, and the certified annual financial report is released.

External Affairs – Mr. Steve Peru

Mr. Steve Peru will be bringing more regular information to the Board on the great work being done by the Marketing Team and reviewed a presentation for the Board that highlighted recent marketing efforts. Everyone is working together to support the dissemination of information about the College and to be consistent in sharing the College's messaging. Mr. Peru also highlighted changes to the College's events because of COVID-19, including plans to move the fall Scholarship Breakfast and Annual Meeting online.

The Board thanked the marketing team for their work and for all the work that went into the Virtual Fourth of July Parade. The Board also recognized the amount of work that went into that event and things like the Virtual Commencement Ceremony that helped our students celebrate their accomplishments when we were not able to meet in person.

Mr. Peru also mentioned that 2021 is the 30th Anniversary year for the College, and his team will be working on a year-long celebration.

President's Report - Dr. Colleen Smith

Dr. Smith is always so proud of the amazing things included in this report. For additional details on the items included in the President's Report, please see the August 19, 2020 board materials or the Office of the President page on the College's website. Dr. Smith shared a letter the College received from the Economic Development Director from Coconino County, highlighting the leadership of the Small Business Development Center (SBDC) in the community to support small businesses. The letter highlights the SBDC as a standout support for local businesses. The College recently brought the SBDC back to the College, and it has been challenging to find funding to continue to support it, but the SBDC is doing great work in the community.

The Board thanked Dr. Smith for her communication and for providing such regular and necessary information to the Board.

FUTURE AGENDA ITEMS

There were no suggestions for future agenda items.

ANNOUNCEMENTS

The next District Governing Board meeting will be September 16, 2020, which is the joint meeting with the Foundation Board.

The next Foundation Board meeting will be September 16, 2020.

MEETING EVALUATION

The Board felt this meeting went well for a Zoom meeting, and it was good to see everyone.

ADJOURNMENT: Mr. Joseph Smith made a motion to adjourn the meeting at 8:27 pm. The motion was seconded by Dr. Marie Peoples and unanimously approved. (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor)

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Nat White
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair