

Yavapai College
District Governing Board
Special Session

Tuesday, August 4, 2020
4:00 p.m.

Online Only

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

The College is committed to protecting the health and safety of its students, employees, and other community members during the COVID-19 pandemic. Therefore, until further notice, all College District Governing Board meetings will be held online only via Zoom. During this time, Open Call will not be included on July's meeting agenda.

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 in 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 a reasonable accommodation, such as a sign language interpreter, 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 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.

AGENDA

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.3 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.3.1 Regular Board Meeting Minutes – Tuesday, July 28, 2020 (*Attached*)
- 2.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
 - 2.1 College Operations – Dr. Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 45} (*Attached*)
- 3.0 Adjournment of Special Session: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}

Item # 1.3.1

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, July 28, 2020
2:00 p.m.

Online Only

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

Member Present:

Ms. Deb McCasland, Board Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafos, Board Member
Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 2:01 p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member Chevalier.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member McCarver moved, seconded by Member Sigafos, to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.4.1 Budget Public Hearing Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.2 Budget Adoption Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.3 Regular Board Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.4 Executive Session Confidential Minutes – Tuesday, May 12, 2020
Chair McCasland noted that she had provided information to Ms. Sandoval regarding additional detail about the Yavapai College Foundation report provided at the regular board meeting and asked that it be added to the minutes. Chair McCasland shared that additional language with all of the board members.
Member McCarver moved, seconded by Member Sigafos, to approve the Budget Public Hearing Minutes, Budget Adoption Meeting Minutes, Regular Board Meeting Minutes with the edits to agenda item 3.2.3 Yavapai College Foundation requested by Chair McCasland, and Executive Session Confidential Minutes from Tuesday, May 12, 2020. Motion carried unanimously.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
- 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda) {Time: 5}
- 2.1.1 Intergovernmental Agreement – Yavapai County Education Technology Consortium (*Attached*)
- 2.1.2 Child and Adult Care Food Program Permanent Agreement – Arizona Department of Education (*Attached*)
- Member Sigafos moved, seconded by Member McCarver, to approve the consent agenda items. Motion was carried unanimously.**
- 2.2 Propose Analysis of President’s Evaluation Process – Board Chair McCasland – **DISCUSSION** (Reference: Board Policy 4.4 Monitoring President Performance) {Time: 5}
- Chair McCasland notified the Board that she would begin researching other Presidential Evaluations processes and report back to the Board about any proposed changes to the evaluation process used in past years.
- 2.3 OurBoardRoom Software – Board Chair McCasland – **DISCUSSION AND DECISION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 5}
- Member Chevalier moved, seconded by Chair McCasland, to eliminate the Board’s contract with OurBoardRoom and if necessary, to satisfy any outstanding payment requirements for the use in July. Motion failed 2-2 (Aye: McCasland and Chevalier; Nay: McCarver and Sigafos)**
- 2.4 Updates on District Governing Board Members – Board Chair McCasland – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4.5 Elections/Appointments) {Time: 5}
- Member Chevalier wished to discuss issues related to the College’s future budget presentation at this time. Attorney Adams advised him that because the issue was not on the meeting agenda, he could not raise it during this meeting, but that it could either be added to a future board meeting agenda or that he could raise it directly with President Rhine.
- Chair McCasland updated the Board on the District 5 candidate Mr. Mitch Padilla. Mr. Padilla was unopposed in District 5 and therefore Mr. Tim Carter will appoint Mr. Padilla to the Board as soon as he is able.
- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
- 3.1 President’s Report **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 30}
- 3.1.1 College Update on COVID Reentry Plan – Dr. Rhine
- 3.1.1.1 COVID-19 Reentry Plan
- 3.1.1.2 Institutional CARES Funds & Reskilling Initiative
- 3.1.1.3 Enrollment & Athletics
- 3.1.1.4 Regional Economic Development Center
- 3.1.1.5 Human Resources

Dr. Rhine and the Executive Leadership gave a presentation on the items listed in the College Update, with attention to the College's COVID-19 Reentry Plan.

- 3.1.2 Trust Alliance General Liability COVID-19 Coverage – Dr. Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 30} (*Attached*)

Member Sigafoos moved, seconded by Chair McCasland, to allow Yavapai College to continue to work and operate in the Orange Phase of the College's Reentry Plan through August 5, 2020. Motion carried 3-1 (Aye: McCasland, McCarver, and Sigafoos; Nay: Chevalier)

Member McCarver left the Board meeting at 4:00 p.m.

- 3.2 Dates and Time of Future Meetings and Events – **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}

- 3.2.1 2020-2021 Draft Board Meeting Date (*Attached*)

3.2.1.1 Board Special Session on August 5, 2020 at 1:00pm

Member Sigafoos moved, seconded Chair McCasland, to schedule a Board Special Session on a date in early August that is acceptable to all Board Members. Motion carried 2-1 (Aye: McCasland and Sigafoos; Nay: Chevalier)

- 3.2.2 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)

Member Chevalier moved, seconded by Chair McCasland to change the September, October, and November Board meeting to zoom only, without providing the administration the ability to consider an in-person option if conditions allow. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafoos)

Member Chevalier moved, seconded by Chair McCasland, to remove the December 8, 2020 Board Dinner from the Board Schedule. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafoos)

Member Chevalier moved, seconded by Member Sigafoos, to move the Board Retreat to a date in February 2021 that is acceptable to all Board Members. Motion carried 2-1 (Aye: Chevalier and Sigafoos; Nay: McCasland)

Member Chevalier moved, second by Chair McCasland, to have a two-day Budget Workshop place holder on the Board Schedule that is acceptable to the Board and the College. Motion failed 1-2 (Aye: Chevalier; Nay: McCasland and Sigafoos)

- 3.2.3 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member Sigafos moved, second by Chair McCasland, to adjourn the meeting.
Motion carried unanimously.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

ELEMENTS FOR REOPENING

Important Considerations for Higher Education Institutions

Health Safety Materials

PPE Protocols

Signs and Signals

Sanitation Products

Engineering Controls

Testing & Contact Tracing

Protocols

Emergency Protocols

Quarantine and Isolation Policies

Thresholds for Phases

Distancing and Capacity Protocols

Sanitation Protocols

Quality of Academic Programs

Mode of Education

Orientation & Training

Academic, Mental, and Career Support

Academic Equity

Financial Resources

Calculated Impact To Date

Modeled Cost of Covid-19 Materials

Assess New Revenue Models

Financial Capacity for one or more years

Management and Oversight

Clear Vision

Communications

Clear Working Group and Phasing Protocols

Working with Local and National Leaders

For more information and resources, visit OpenSmartEDU.org **OpenSmartEDU**

Emergency Operations Committee

- Tool from Johns Hopkins and Council for Higher Ed Accreditation
 - 15 Categories
- Self-assessment of Re-Entry Plan
- Consider testing protocol
- Investigate additional support for quarantined/ isolated students
- Seek internal/ external feedback



The Trust Alliance

Proposed liability coverage solution

Proposed limits:

- Per occurrence: \$1,000,000
- Each claimant: \$10,000
- Annual aggregate per member: \$2,000,000
- Annual aggregate all members: \$25,000,000

Proposed deductible, per occurrence:

- Waiver in place: \$0
- Acknowledgment in place: \$10,000
- No waiver or acknowledgment: \$20,000

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Further Adjustments to COVID-19 Re-Entry Plan

- Require Waivers of all students (previously Acknowledgement)
- To further minimize people on site
- Prioritize face-to-face offerings that train and provide for health and public safety and reskilling of workers that our county needs to restart the economy
- Move Performing Arts, Visual Arts, Phys Ed, and Science online
- Keep all support services remote/ curbside
- No rentals in Fall

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Recommendation to the Board

- Based on
 - Positive notification from the Arizona School Risk Retention Trust of a liability solution
 - Our actions to further limit the number of students and employees on campus
 - Prioritizing face-to-face course offering and services that provide for health and public safety and training workers that our county needs to restart our local economy
 - Our comprehensive, phased-in, re-entry plan and safety protocols
 - And requirement of signed waivers by students

The administration recommends to the Board that the college begin all instruction and services, except in those cases described above, in a remote format for Fall 2020, and that the president has the authority to expand on-campus services and offerings if we receive state/federal liability relief and the COVID-19 situation improves.