



**Gila County Provisional Community College District  
Governing Board Meeting  
Electronic (Zoom) Meeting  
Wednesday, December 8, 2021  
\*\* FINAL/APPROVED \*\***

**1. Meeting was called to order by President Brocker at 9:01 am**

**Board Roll Call** – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley present; President Brocker present

**Also Present:** Ron Carnahan, IT Coordinator; LQ Harris, Software Support Specialist; Andrea Renon, Gila Pueblo Campus Associate Director; Ann Knights, Payson Campus Associate Director; Janice Lawhorn, Interim Senior Dean, Gila Pueblo/Payson Campuses; Trae Morris, EAC Associate Director/Bursar/GCPCCD Financial Liaison; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney

**Pledge of Allegiance** – led by VP Moorhead

**2. Call to the Public:** reading was waived (no guests online or on campus)

**3. Reports**

**A. President's Report – Dr. Jan Brocker**

- President Brocker commented that her focus recently has been on upgrading the GCPCCD fleet.
- Several GCPCCD Representatives will visit Yavapai CC Training Center in Prescott on Friday, 12/10.
- President Brocker will be sending out Disclosure of Substantial Interest to all Board Members. Each Board member's signed form will need to be put on file at Gila-Pueblo Campus.

**B. Sr. Dean's Report – Dr. Janice Lawhorn**

- Sr. Dean Lawhorn included current enrollment report but also referred to an updated report. Approximately 42% of Spring enrollment has been completed. There is an increase of 4.2 FTSE at the Gila-Pueblo Campus. Payson is up 28.9 in FTSE. Refer to report for more detail regarding course offerings.
- Meeting with Law Enforcement group today from Arizona Western College. President Brocker indicated the LETA Coordinator position notice is included in the Board Packet. Chief Walters in Globe has forwarded the notice to his law enforcement community.
- Adjunct Fair at the Globe Campus will be held from 6:00-7:30pm tonight.

**NOTE:** President Brocker indicated that the Campus Associate Directors no longer need to submit a written report for the Board Packet. There was agreement among Board Members that a verbal report during the Board Meeting would suffice.

**C. Gila Pueblo (Globe) Campus Report – GPC Associate Director Andrea Renon**

- See written report in Board Packet.
- Clarified that Hayden building is owned by GCPCCD. Derryl Meeks handles the repairs.
- Open position for Cosmetology instructor – only one applicant so far. Requested an administrative assistant and a part-time instructor to meet needs of the program scheduling.
- President Brocker said she realized that Campus is in dire need of instructors for this program and also a welding instructor.
- NOTE: Sr. Dean Lawhorn added that the administrative assistant is only if they can't get enough cosmetology instructors. President Brocker stated that whatever is necessary will be supported.

**D. Payson Campus Report – PC Associate Director Ann Knights**

- See written report in Board Packet.
- Full-time Cosmetology instructor candidate has been offered a position waiting for her acceptance. Will be requesting a part-time Cosmetology instructor.
- Also met with a potential part-time Fitness Instructor. If hired, related course offerings will be expanded.
- VP Moorhead asked about 12/15 11am Nurse Pinning – will there be a commencement ceremony? Answer: It is only the Pinning Ceremony at the Church of the Nazarene in Payson.

**E. Financial Report – GCPCCD Financial Coordinator Trae Morris**

- The October 31, 2021 Financial Report is included in the Board Packet. Labeled incorrectly in the Packet, but it is the October report. Approximately \$2.3 million and \$100,000 in revenues deposited by Gila County is represented in this report.
- President Brocker asked about the 2020-21 FY final report. Coordinator Morris indicated it should be completed by the end of this week. Going forward, EAC will do monthly (instead of year-end) analysis to determine what expenses can be classified as Workforce Development expenditures, speeding up the reporting process.
- Coordinator Morris reviewed the two FTSE Comparison Reports included in the Board Packet. This addresses questions about how the crossover in enrollments between Graham and Gila County residents affects FTSE. Approximately 2% of Graham County residents take courses offered in Gila County (N=85; 382 credit hrs). Approximately 18% of Gila County residents take courses offered in Graham County (N=210; 1365 credit hrs). After adjustments made in average number of credits taken (6.5 by Gila students; 4.5 by Graham students), FA 2021 net loss in FTSE for GCPCCD is 40.
- President Brocker commented that this is a significantly higher percentage loss for Gila than it would be for Graham since GCPCCD population is smaller. Secretary Cockrell asked why students from Gila County would take classes in Graham County.
- Sr. Dean Lawhorn explained how some headcount decisions are made because of program offerings at various campuses. FTSE “follows” the course rather than the student. President Brocker expanded on that comparison, including some analysis of online vs. in classroom classes. There was agreement that the major shift is in online classes. Coordinator Morris noted that all counties lose/gain students to/from other counties.
- Treasurer Knauss said students had told him required courses were not offered in Globe when they tried to register. They had heard a comment that courses would be filled in Thatcher before offering similar courses in Globe or Payson. Coordinator Morris agreed that would be inappropriate based on EAC/GCPCCD contract and what is best for the students.

- Sr. Dean Lawhorn added that since 2005 there has been a lot of discussion about courses being offered in Gila County that were already offered in Graham County, resulting in “cannibalism.” In some cases, decisions were made based on instructor’s online teaching effectiveness. As of a few years ago, Gila County campuses should be able to offer any online courses for which they have credentialed instructors.
- President Brocker indicated that students can take courses virtually anywhere. The issue is more about how we count/report the FTSEs for those students.

#### 4. Standing Business

- A. Accreditation Strategy** – As a point of information, President Brocker spoke with Janelle Oberlander at Gillette Community College in Wyoming. They are breaking away from Sheridan Community College District to form their own district. Conversations will continue on an informal basis as they move forward with the accreditation process.

NOTE: President Brocker asked Assoc Director Knights about potential for applying for future CARIS grant monies. Ms. Knights answered that GCPCCD currently has a 3-year grant. However, she has asked instructors to submit forms to apply for additional grant money.

- B. Funding Strategy** – Member Shipley asked whether GCPCCD would be able to hire a grant writer for Workforce Development funding. Sr. Dean Lawhorn had asked if EAC could assist GCPCCD in obtaining grants, but that is not their focus. Coordinator Morris had talked with the EAC grant writer, and there are no plans to assist GCPCCD. However, if GCPCCD hired a grant writer, she would be happy to work with that individual. Sr. Dean Lawhorn also asked about creating and hiring a Workforce Development Director for Gila. President Brocker recognized these questions about new positions as being valid, but will need to be considered in the future after other priorities are met. President Brocker duly noted Member Shipley’s sense of urgency to hire a GCPCCD grant writer.

- C. Legislative Strategy** – VP President Moorhead indicated that the AZ Legislature will be back in session on 1/10/2022 with a focus on election integrity, K-12 expenditure limitations, and redistricting efforts. Tentative solution is to have both GCPCCD campuses in District 7.

- D. Community Relations/Workforce Development** – Treasurer Knauss deferred to Coordinator Griffin. Sr. Dean Lawhorn added a note about the upcoming January 7 Advisory Committee meeting in Payson from 10-1.

Coordinator Griffin met with High School Counselor at Payson High School to discussed confusion regarding EAC being on Gila County campuses. Will promote “your local college” to clarify. Also, every Monday there will be different instructors promoting their courses/programs on the Globe radio open line. Also trying to do the same in Payson on KRIM. President Brocker emphasized that anyone representing GCPCCD to the public needs to notify Coordinator Griffin before doing so, according to EAC marketing protocols.

#### 5. New Business –

- A. Law Enforcement Training Academy (LETA) Certificate** – Sr. Dean Lawhorn asked the Board to approve the 24-credit curriculum as outlined in the Board Packet. The program will only be offered in Gila County. The proposed part-time LETA coordinator position was approved at the November Board

meeting. Member Shipley added supportive comments regarding the demand for this program. VP Moorhead stated that Pinal County students were currently completing the program in Flagstaff.

**Motion to approve made by Member Shipley; seconded by Secretary Cockrell.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve program.**

- B. GCPCCD Fleet Upgrade – Expenditure Preapproval** – President Bocker stated that 14 current vehicles are all high mileage and unreliable. While it is difficult to obtain vehicles in the current economy, she asked for approval to spend no more than \$250,000 for at least 4-5 replacement vehicles as well as a storage “barn” for vehicles in Payson. Coordinator Morris suggested financing the vehicles since paying down debt will not be included in the College’s expenditure limitation. President Bocker indicated that every option must be considered in the best interest of the College and Gila County taxpayers. Member Shipley asked about going through EAC procurement processes. Coordinator Morris indicated that the College needs to obtain multiple quotes, and he is verifying that we are following the appropriate processes as required.

**Motion to approve made by Secretary Cockrell; seconded by VP Moorhead.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to preapprove expenditure.**

- C. Sparklight Contract Upgrade** – Coordinator Carnahan explained that the discussion with Sparklight was primarily focused on replacing incoming phone lines, making the system more compatible with PBX and to facilitate direct inside dialing. It eventually involved upgrading to a direct Internet fiber line to the RTC which will support better Security services. The monthly bill will increase from \$1,340 to \$1,562 but will actually save \$8/month because the College will save \$650/mo on utility costs for phone lines and there will no longer be a separate bill for the RTC. The purpose for 5-year contract is a guarantee for Sparklight that the construction costs they incur will be covered. Member Shipley indicated that the hospital near San Carlos received a bid from Zoom to provide phone and Internet services at a substantially lower cost. He suggested looking into this as a solution for the College. Deputy Attorney Scibelli stated that Sparklight is writing grants for rural Internet access, and Gila County has written a letter of support. After some discussion regarding capabilities and cost structures, Coordinator Carnahan agreed to research Zoom as a viable option. President Bocker suggested tabling this agenda item until the research is completed.

**Motion to table this agenda item until January Board meeting made by VP Moorhead; seconded by Member Shipley.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to table the item.**

NOTE: President Bocker called for a 5-minute recess to confer with Deputy Attorney Scibelli. Meeting resumed at 10:37a.m.

- D. Discussion/Consultation with legal counsel regarding next steps in the accreditation process, pursuant to A.R.S.38-431.03(3)** – Deputy Attorney Scibelli indicated that, due to Arizona legislative action lowering the enrollment requirement from 900 to 450 to become a fully organized community college district, she is recommending that the Board go into Executive Session at the end of this Board Meeting to discuss moving forward with the regional accreditation process.

**Motion to approve made by President Brocker; seconded by VP Moorhead.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0.

**Motion carries to enter into Executive Session at the end of this Board meeting.**

**6. Consent Agenda – Minutes from November 10, 2021 meeting.**

President Brocker and Secretary Cockrell have both reviewed these minutes.

**Motion to approve made by VP Moorhead; seconded by Member Shipley.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve 11/10 minutes.**

**7. General Information and Discussion of the Same –**

The next Regular Governing Meeting is scheduled for **Wednesday, January 12, 2022 at 9am.**

**8. Adjournment**

**Motion to adjourn made by Treasurer Knauss; seconded by Secretary Cockrell.**

*Call for the question:* In favor – 5; Opposed – 0; Abstained – 0. Motion carries to adjourn.

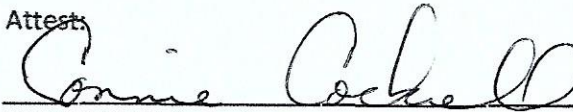
**Meeting was adjourned at 10:41 am**

Respectfully submitted,



President Jan Brocker  
Recording Secretary

Attest:



Secretary Connie Cockrell  
GCCCD Governing Board Secretary