



Gila County Provisional Community College District

Governing Board Meeting

Electronic (Zoom) Meeting

Wednesday, August 10, 2022

****APPROVE D ****

1. **Meeting was called to order by President Brocker at 9:06 am**
Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley present; President Brocker present
Also Present: Ann Knights, Assoc Dir, Payson Campus; Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Trae Morris, EAC/GCPCCD Financial Liaison; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney; Ron Carnahan, IT Coordinator; Coordinator Derryl Meeks; Laurie Pennington, EAC; Janice Lawhorn (guest).
Pledge of Allegiance – led by VP Moorhead

2. **Call to the Public – read by Pres. Brocker:**
 Pursuant to A.R.S. 38-431.01 (H), this is an opportunity for the public to comment on any issue within the jurisdiction of the Gila County Community College Provisional District Governing Board. The Board President may determine reasonable time, space, and manner limitations. At the conclusion of an open call to the public, individual members of the Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board will not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
No one approached the Board.

3. **Reports**
 - A. **President’s Report – Dr. Jan Brocker**
 - Pres. Brocker updated the Board on the purchase of vehicles. The Board needs three separate quotes for the same vehicle from three separate sources. She expressed the need for providing safe vehicles and that the vehicles are overpriced in the current economy. The option of renting a vehicle may be necessary. Brocker emphasized the need for responsibility to the taxpayers. Coordinator Meeks said the one truck has been ordered but still no timeline on delivery.
 - Pres. Brocker reported that, according to Jessica Schuler from the Insurance Trust, the use of the GPC apartment would not need a liability waiver as long as it is short term use, there is no lease agreement, and there is no fee charged.
 - Pres. Brocker asked if current insurance cards are in the vehicles. Coordinator Meeks replied that he had not received anything. Dr. Brocker will connect with the insurance representative about the matter.
 - Pres. Brocker reported that the A.S.R.S. Resolution needs the approved minutes to verify approval of the Board’s decision to move forward with the Resolution.

- Pres. Brocker brought to the attention of the Board the passing of former instructor Dale Merrell. VP Moorhead agreed to coordinate the purchase of a living plant and planting of the memorial.
- Pres. Brocker shared that former GPCCCD President Jay Spehar, mentioned a Legislative Day that has taken place after the elections of the State and US Representatives and Senators conclude. Dr. Brocker would like to see this happen on both campuses after January 2023.
- Pres. Brocker asked Assoc. Director Knights if she had received an update on the firewising of the Payson Campus. Knights had not heard from the fire department's Kevin McCully.
- Pres. Brocker, Treasurer Knauss and Financial Coordinator Trae Morris, met to discuss the distribution of the LGIP pool accounts to state run investment accounts (LGIPs). In this process the money market account may be closed but the checking account at Bank of the West will be maintained.
- Pres. Brocker asked Assoc. Dir. Knights and Member Shipley to coordinate the submission of a claim to the insurance company for repairs to the Equinox owned by the College.

B. Sr. Dean's Report – Dr. Phil McBride

- Sr. Dean McBride reported that New Faculty orientation, going on in Thatcher this week, has all new faculty participating.
- Sr. Dean McBride announced that the "Welcome Back" reception will be held August 15th on the Payson Campus and August 18th on the Gila/Pueblo Campus.
- Sr. Dean McBride consulted with Lee Kinnard in efforts to hire instructors as well as firearms range for the Law Enforcement Training Academy. Looking for a Spring start date. VP Moorhead asked about involving the sheriff's offices of Gila and Pinal Counties. Member Shipley felt that this program would be helpful in drawing candidates from more rural areas.
- Sr. Dean McBride is working out the details with the Principal and Superintendent of Hayden High School for the dual enrollment program for their students.
- Sr. Dean McBride stated that Josh Masner will be teaching the dual enrollment Sports Medicine program.
- McBride has been working with Assoc. Dir. Knights and Assoc. Dir. Renon to schedule a social event involving staff and families in the Fall.
- Sr. Dean McBride is requesting 2 part-time positions for Regional Training Center since there is added square footage with the new remodel. Those requests are under New Business on the agenda

C. Gila Pueblo (Globe) Campus Report – GPC Associate Director Andrea Renon (report by Leitha Griffin, Marketing Director)

- In addition to the submitted report (in Board Packet), Coordinator Meeks confirmed that the flooring in the Cosmetology building is being replaced today and that the repair to the AC units in the Regional Training center were completed yesterday.
- Pres. Brocker asked Coordinator Meeks about the two quotes submitted in the Board packet in regard to painting and landscaping. Meeks stated that obtaining several quotes has been a problem. Pres. Brocker confirmed that the quotes were under the \$10,000 requirement for Board approval and since no one on the Board had any objections, the projects will move forward.

D. Payson Campus Report – PC Associate Director Ann Knights

- In addition to the submitted report (in Board Packet), Associate Director Knights reported there will be a new instructor orientation tomorrow and Friday.

- Associate Director Knights reported having some new information in regard to the NAVIT program and possibly scholarship funds. She is hoping to meet with them next week.
- Knights updated the Board packet report submitted by Russ Genet. Originally the Simulator for the Aviation program cost was \$12,000 and the software \$4,000. Genet was able to reduce this cost to \$8,200. The portable Simulator sits on a desk and works off two screens, 1 for the student and 1 for the instructor.

E. Financial Report – GPCCCD Financial Coordinator Trae Morris

- The financial statement through June 30th, 2022 are in the Board Packet. This marks the end of the fiscal year. However, the final FY22 report won't be available until September.
- Morris reported that both campuses came in under budget.
- Morris will also process the Capital Overhead Initial Payment from the Gila County Provisional District. This is averaged for five years and divided into four payments. The fourth quarter is the final payment that reconciles everything and will be paid once the books are closed for the fiscal year in September.

4. Standing Business

- A. Accreditation Strategy** – President Bocker had nothing new to report.
- B. Funding Strategy** – Member Shipley reported that he met with and referred Linda Oddonetto IDA (Industrial Development Authority) for Gila County and Sandy Palmer also IDA, to Treasurer Kurt Knauss. Both women have connections that could aid in Workforce Development funding and possible grant funding.
- C. Legislative Strategy** – VP Moorhead reported that the Legislation is currently not in session. Moorhead did relay that the 2 candidates that will represent us in the State House are David Cook and David Marshall as they are running unopposed. Moorhead has names of several people who would be great to invite to the Legislative Day who are friends of the college.
- D. Workforce Development** – Treasurer Knauss added to his previous comments regarding meeting with people from the IDA informing them that the Welding program is moving forward. Pres. Bocker asked about the FMI Matching Grant. Knauss replied that we may not know until October.
- E. Community Relations**-Coordinator Griffin reported she is continuing a big promotion for the Fall. She is also meeting with Razor Thin Media LLC to discuss the production of seven videos for the Payson High School Campus promoting the different programs offered. Also discussing with Razor Thin a possible new website for Pinal Mountain Foundation for Higher Education. She is revisiting the digital sign promo and would like to place one at the RTC. Tonight is parent night on the Payson High School Campus and Northern Gila County Fair and we will have booths at both.

Kurt Palmer, Arizona State University Teachers College, was introduced as a guest. Mr. Palmer indicated that there needn't be any changes to the IGA. He provided an update of the Education Program that started in 2015 with the Secondary Education Program added in 2018. Elementary Education, Early Childhood and Special Education have also been added. The Hybrid program has grown and is extremely successful. Erica Flores is the face-to-face person, instruction is live, and homework is online. Member Shipley brought up a program called First Things First, which Mr. Palmer is fully aware of.

5. New Business –

- A. Review and Evaluation of Applications in response to RFQ #07012022 Contract Interim President**– President Bocker explained the process necessary to proceed with the Gila County requirements.

Pres. Brocker stated that she spoke with 3 references for each of the two applicants. Overall, Board members were impressed with both applicants. There were concerns brought up: a vacancy would be left open for a time; leadership/organization and technology are strong qualifications; and a possible division of interest with EAC. Pres. Brocker stated that EAC was fully aware of Dr. McBride's application, Dr. Lawhorn recently retired from EAC. Pres. Brocker clarified that Board members have not had any discussions with each other. Board members were then asked to rank the applicants according to the requirements on the evaluation form and then email them to Admin Assistant Cindy Wood who will report scores under Agenda 5.L. at this meeting.

- B. Request for PT Security Position/GP Campus-** Sr. Dean McBride requested posting of a part time security position for the Gila/Pueblo Campus. Coordinator Meeks confirmed that this position is in the planned budget.

Motion to approve the Part Time Security Position for the Gila/Pueblo Campus was made by Treasurer Knauss; seconded by Member Shipley.

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

- C. Request for PT Groundskeeper Position/GP Campus-** Sr. Dean McBride requested posting of a part time groundskeeper position for the Gila/Pueblo Campus. Coordinator Meeks confirmed that this position is in the planned budget.

Motion was made to approve the Part Time Groundskeeper Position for the Gila/Pueblo Campus by VP Moorhead; seconded by Sec. Cockrell.

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

- D. Facilities Use Agreement/Globe Active Adult Center-** Associate Director Renon requested the approval of the use of this facility for college courses and programs. Pres. Brocker stated that Attorney Anthony Contente-Cuomo reviewed this document and it is ready for approval. He also questioned why the College is initiating this request, it would normally come from the facility. This will be addressed in the future.

Motion to approve the Facilities Use Agreement for the Globe Active Adult Center with the city of Globe was made by Sec. Cockrell; seconded by VP Moorhead.

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

- E. Facilities Use Agreement/Globe Fire Department-** Associate Director Renon requested the approval of the use of this facility for college courses and programs. Pres. Brocker stated that Attorney Anthony Contente-Cuomo reviewed this document and it is ready for approval.

Motion was made to approve the Facilities Use Agreement with the Globe Fire Department by Sec. Cockrell; seconded by VP Moorhead.

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

- F. Facilities Use Agreement/Tri-City Fire Department-** Associate Director Renon requested the approval of the use of this facility for college courses and programs. Pres. Brocker stated that Attorney Anthony Contente-Cuomo reviewed this document and it is ready for approval.

Motion was made to approve the Facilities Use Agreement with the Tri-City Fire Department by Sec. Cockrell; seconded by VP Moorhead.

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

- G. IGA-Globe Firearms Range-** Pres. Brocker explained that the documents have been reviewed by Attorney Anthony Contente-Cuomo and are ready for approval. Discussion ensued with regard to

insurance and liability. Pres. Brocker believes the insurance is built into the agreement, however the Board agreed to table this until verification and a complete understanding with both parties is reached.

Motion was made to table the IGA Globe Firearms Range by Sec. Cockrell; seconded by Member Shipley.

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

- H. **IGA-GCPCCD/EAC/MUSD for LETA-** Pres. Brocker explained that the documents have been reviewed by Attorney Anthony Contente-Cuomo and are ready for approval. Discussion ensued with regard to insurance and liability. Pres. Brocker believes the insurance is built into the agreement, however the Board agreed to table this until verification and a complete understanding with both parties is reached.

Motion was made to table the IGA with Gila County Provisional Community College District, Eastern Arizona College and Miami Unified School District for the Law Enforcement Training Academy by VP Moorhead; seconded by Sec. Cockrell.

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

- I. **Sidewalk Installation-** Associate Director Knights requested the approval for the lower of two quotes for sidewalk repair and new sidewalk installation, from Goodman Excavation, for the Payson Campus. Knights confirmed that, although the quote exceeds the budgeted amount for the project, she will be able to shift funds from another area. Knights was asked if the quote included the curb installation as well. She was assured by the contractor that this added amount would not exceed \$18,000.

A motion was made to approve the Goodman Excavating quote for installation and repair of sidewalks on the Payson Campus with the expectation that any additional costs will come back to the Board for approval and not to exceed \$18,000 by Sec. Cockrell; seconded by VP Moorhead.

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

- J. **Sparklight Contract-** Ron Carnahan, IT Coordinator, requested approval for a contract with Sparklight for Internet use. Carnahan explained that in comparing our current contract with Suddenlink and the new contract with Sparklight, there are significant savings as well as increased bandwidth.

A motion was made to approve the Sparklight Internet contract by VP Moorhead; seconded by Sec. Cockrell.

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

- K. **Computer Purchases-** Ron Carnahan, IT Coordinator, requested approval for the purchase of computers for the Payson Campus labs and Workforce Development. Carnahan and Financial Coordinator Morris confirmed that this expenditure was in the budget.

A motion was made to approve the Computer purchases by Sec. Cockrell; seconded by VP Moorhead.

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

- L. **Ranking and Selection of RFQ #07012022 Contract Interim President applicants for the purpose of contract offer and negotiation pursuant to said RFQ Terms-** Pres. Brocker gave each of the applicants time to say a few words to the Board. She expressed her gratitude to each applicant for their dedication and time spent on the application. Cindy Wood, Administrative Assistant, provided the results indicated on the five members evaluation forms. Dr. Phil McBride-82 points and Dr. Janice Lawhorn-91.6 points. Pres. Brocker declared Dr. Lawhorn would be in negotiations for the contract,

and indicated that if negotiations were unsatisfactory for a contract with Lawhorn, Dr. McBride would be contacted.

6. Consent Agenda –

A. Minutes from July 13th, 2022 Regular Meeting.

Pres. Brocker noted that the minutes had inadvertently been left out of the Board packet and would be approved at the Special meeting to be held once negotiations are complete for the Interim President contract.

7. General Information and Discussion of the Same –

The next Regular Governing Meeting is scheduled for **Wednesday September 14,th at 9:00am.**

8. Adjournment

Motion to adjourn made by Treasurer Knauss; seconded by VP Moorhead.

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

Meeting was adjourned at 11:20 am.

Respectfully submitted,

/s/ Jan Brocker for Cindy Wood

Cindy Wood
Administrative Assistant/Recording Secretary

Attest:

/s/ Jan Brocker

President Jan Brocker
GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell
GCPCCD Governing Board Secretary