

Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, October 12, 2022
FINAL/APPROVED

1. **Meeting was called to order by President Brockner at 9:06 a.m.**
Board Roll Call – VP Moorhead present; Treasurer Knauss, excused; Secretary Cockrell, excused; Member Shipley present; President Brockner present.
Also Present: Janice Lawhorn, GCPCCD Interim President; Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Andrea Renon, Associate Director, Gila Pueblo Campus; Ann Knights, Associate Director, Payson Campus; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, Financial Coordinator; Derryl Meeks, Assistant Director Maintenance.
Guests: None

Pledge of Allegiance – led by VP Moorhead
2. **Call to the Public – omitted by President Brockner as no members of the public were in attendance**
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 Brockner**
 - **President Brockner did not provide a report as she indicated all items would be covered in other agenda items.**
 - B. **Interim President Report – Dr. Janice Lawhorn**
 - **Dr. Lawhorn reported that all of the consortia agreements were submitted and we are now members of those approved for joining at the September meeting (SAVE, Mohave, Arizona Procurement Portal, and 1GPA). The plan is to bring quotes for a light-duty 4 WD truck for Payson and 2 SUVs for the Globe campus to the November meeting. She will work with Director Meeks on the specifications.**
 - **Dr. Lawhorn researched establishing an EDU domain for the Gila Board email accounts, and eventually, Gila's students. In 2001, the EDU domain was opened to community colleges and EAC**

went from eac.cc.az.us to EDU. There is a process handled by EduCause which is the sole registrar for EDU domains. They determine an organization's eligibility. Because Gila is not accredited by HLC, Gila is not eligible for an EDU domain at this time. (<https://net.educause.edu/eligibility.htm>). Dr. Lawhorn will work with Ron/Bruce to set up email addresses for the Board.

- **The Board Retreat will be held on November 5. The agenda will be forth-coming.**
- **Dr. Brocker and Dr. Lawhorn will be meeting with ASRS on Thursday as they have indicated we are missing some paperwork.**
- **Dr. Brocker and Dr. Lawhorn will be meeting with Attorney Conte-Cuomo to discuss the repairs needed for the RTC. Contact through Associate Director Renon and Director Meeks indicated that The Trust believes FMI may be responsible for some of the damage caused by the August 15 rain/windstorm. According to the contract with FMI, Dr. Brocker believes it specifically states the Board would be responsible for the damages. Director Meeks provided an update on the repairs. On Saturday, October 8, a contractor showed up to apply a "peel and stick" repair to prevent any further damage. However, the company indicated this was not an option for the concrete roof and left without making any repairs. The plastic tarps are blowing off and coming apart in pieces. This has not prevented any additional rain/water damage and Director Meeks has had to shop-vac out additional water. There is some concern about damaging the equipment inside the building; items are still covered with tarps. Member Shipley stated that it is the College's responsibility to mitigate any further damage. No matter how The Trust determines liability, Treasurer Knauss and President Brocker have been discussing upgrading the roof from a "mop and tar roof" to a Duro-Last roof. Director Meeks indicates this is the third time repairs have been made so was unsure as to why it has taken two months to determine coverage and initiate repairs. Associate Director Renon stated there was some water damage in Building B during the last rainstorm so we may want to consider replacing both roofs. Member Shipley indicated that the insurance company, pending coverage, would repair the roof to its original like, kind, and quality of the material. If The Trust does not provide coverage, we may be responsible for all repairs. Member Shipley emphasized the importance of having photos and documents of the damage. Director Meeks stated the insurance company representative who was on site has all the documents and will he see if he can get the information.**
- **VP Moorhead questioned Dr. Lawhorn about an article in the All About Arizona News where all the community colleges in Arizona had joined a consortium with Northern Arizona University. Dr. Brocker asked about the purpose of the consortium and VP Moorhead stated it was to encourage high school students to earn college credit. Dr. Lawhorn indicated since EAC was on the list, we were included. Dr. McBride added that since GCPCCD students receive their degree and/or certificate through EAC and since EAC is part of the consortium, Gila students were covered and earning the benefits.**

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

- **Sr. Dean McBride reported that the Payson Welcome Back festivities and BBQ were well-received by the faculty, staff, and students. A similar event will be held in Globe in January. Dr. Brocker and her husband attended and stated there was some excellent conversation with community leaders and the communication and connections these events build are invaluable. She thanked the faculty and staff at the Payson Campus and specifically thanked Ron Carnahan and LQ Harris.**
- **Spring schedules went live on October 13.**
- **Budgets are due October 31.**
- **Dr. McBride and Dr. Lawhorn will be meeting monthly to work on a timeline for transition.**

- Member Shipley asked about the STEM programs. Dr. McBride stated he is hoping to bring some Gila students to Engineering Day and Skills Day on the Thatcher Campus. He is working with Russ Genet, Payson Campus Adjunct Instructor, on an undergraduate biology course and an astronomy workshop. The Gila Valley StemFest will be held in Thatcher in February; there will also be one held at the Gila Pueblo Campus in April.

D. Gila Pueblo (Globe) Campus Report – Associate Director Andrea Renon

- In addition to the submitted report, Associate Director Renon informed the Board that the Freedom of Information Committee met, and documentation was sent to VP Moorhead.
- The Assistant I Cosmetology individual submitted her resignation. There are no applicants for the FT Cosmetology Instructor position and it will be listed as Open Until Filled. Dr. Brocker asked about the number of Cosmetology students. Gila Pueblo Campus is full. There has been some difficulty in finding qualified individuals in both Payson and Globe. Maybe one additional FT instructor could meet the needs of both campuses. The classes in Payson are not full but the number of clients in the area supporting the program is significant according to Associate Director Knights. It has been difficult to find instructors as individuals can make significantly more working in industry. They will be conducting interviews next week on a position they have had open since January.
- Lee Kinnard, LETA Coordinator, is still working on the gun range and is in contact with AZPost.
- Director Meeks will be preparing an RFQ for the bathrooms.
- The Welding booths should be delivered in November instead of December.

E. Payson Campus Report – PC Associate Director Ann Knights

- Associate Director Knights' report was submitted in the Board Packet.
- Clarifying the PT Maintenance Technician position that is open and the resignation of Hector Ramirez at the end of the month, there will now be two PT maintenance positions open. A PT Evaluation Technician assistant for the library has resigned; her last day will be November 30.
- Dr. Lawhorn and Dr. Brocker met on Friday, October 8, which was the Fair Day holiday on the campuses. Dr. Brocker proposed we rethink this for Gila County since the Columbus Day/Indigenous Peoples Federal holiday is normally on the second Monday of October. She also reminded those on campus to make sure there is a recording letting phone callers know the campuses are closed and when they will reopen. Associate Director Renon stated that there are standard automated messages, but Ron Carnahan was on campus on Friday working with Sparklight and that the Internet and phones were down; she will follow up with Ron on Monday.

F. Financial Report – Financial Coordinator Trae Morris

- The financial statement through August 31, 2022 was included in the Board Packet. Coordinator Morris indicated he did not add the prior year's numbers to the report but will plan on it in November. He and Dr. Brocker will also update some of the categories on the report.
- EAC closed its fourth quarter at the end of September. He will get the invoice for both the fourth quarter and the first quarter to Gila in the next week. They are due at the end of October.
- Dr. Brocker asked about the Administration budgets on the report; Coordinator Morris indicated it is lumped together for both campuses.
- Coordinator Morris stated that the expenses for Dr. Lawhorn should be run through the EAC budget using the GCC budget code instead of the Bank of the West account, which he realized is a "complete 180" from what they had previously indicated. Dr. Brocker stated that it is eminent that we define "educational expenses" as outlined in the contract. It appears the two parties in the contract interpret this differently. Everything the Gila Board does to provide support and

services to our Gila students and remain responsible to the Gila taxpayers should be considered educational. Dr. Brocker will be working with Sara Kirk, Gila's CPA, to clarify this. In addition, the request to allow an EAC employee to provide clerical support to the Board was denied by EAC's District Executive Team. All EAC employees are paid with Gila County funds. There will be further discussion. Coordinator Morris indicates some of these processes may be growing pains because of the new Interim President position. There is still no GCPCCD accounting/procurement manual; Dr. Lawhorn and Dr. Brocker are working with Sara on this. However, Coordinator Morris indicated there is no need for the manual because all EAC employees – on both campuses – follow EAC policy, including accounting processes. Dr. Brocker stated because Gila is a separate legal entity, they are receiving funds from Gila County, and the Board owns the buildings, this dictates the need for a procurement policy.

4. Standing Business

- A. **Accreditation Strategy** – President Brocker reported that a meeting with representatives from the Higher Learning Commission (HLC), GCPCCD, and EAC was held on Friday, September 23. Dr. Brocker indicated the meeting was very productive. The goal was to ensure all parties were on the same page as Gila moves forward toward the goal of achieving independent status.

Dr. McBride and Dr. Lawhorn will be working on the contract and a timeline. Dr. McBride stated he has already met with VP Wood regarding the contract numbers. Coordinator Morris remarked that there is a 25% overhead on all purchases that run through the PReq system. The two vehicles purchased recently were paid for through the Bank of the West so there will be no overhead on these purchases. The total overhead expense will never exceed 5% of the previous year's expenses; it will also never drop below 5% of the expenses for the previous year. This was put in the contract for budgeting purposes for both parties. Dr. Lawhorn explained that in a previous conversation with VP Welker, once you hit the cap, the additional purchases cannot exceed 5% of the total from the previous year, so why not run everything through EAC and use their purchasing guidelines. Part of the process in moving toward independent status is having procurement processes in place. Dr. Lawhorn stated that the Board will need to provide direction on the renegotiation/new EAC/GCPCCD contract.

- B. **Funding Strategy** – Member Shipley stated he had nothing new to report.
- C. **Legislative Strategy** – VP Moorhead reported that the entire political focus in Arizona is on the midterm elections. The Freedom of Expression committee letters are due December 1.

VP Moorhead has communicated with the Armida Bittner family and the dedication ceremony will tentatively be held on November 7. He is working with Coordinator Griffin on a program.

- D. **Workforce Development** – Treasurer Knauss was not in attendance. Dr. Lawhorn, Treasurer Knauss, and Associate Director Renon met with the Challenge Grant Committee on October 4. It is anticipated we will hear in the next couple of weeks the final funding amount FMI will be granting to GCPCCD for the Regional Training Center.

- E. **Community Relations** – Coordinator Griffin reported the following

- The Wings of Hope Bike Show was held on Saturday, October 8. This was the first one and so the turn-out was relatively small.

- Invitations for the Welding Open House on Wednesday, October 26 were sent out.
- The Spring Schedule opened today; advertising will be forthcoming for both campuses.
- On October 18 there will be a booth at Payson High School to target Freshmen; Coordinator Griffin will also be attending the Rim Country Chamber luncheon. Dr. Brocker will also be attending and requested a meeting with Coordinator Griffin regarding a marketing strategy. Coordinator Griffin and Dr. Brocker will schedule a meeting to potentially include Kris McBride. Dr. Brocker indicated her desire that activities focus on Payson/Rim Country communities, and that a similar endeavor may be created in the Globe area if so desired.
- On October 27, Coordinator Griffin will be attending the Globe/Miami Chamber luncheon.
- On November 10, the Pinal Mountain Foundation for Higher Education Scholarship program will be held on the Gila Pueblo Campus.
- The Gila Pueblo Campus will also host the Wildland Firefighting ceremony on November 18.
- There will be an Art Show on the Payson Campus on November 18.

5. New Business –

- A. Washington Federal Resolution** – President Brocker indicated that the College currently uses Bank of the West. There is a Washington Federal Bank in Payson, Globe, and Thatcher. EAC uses Washington Federal for tuition monies and transfers come from Washington Federal to Bank of the West. Currently, VP Moorhead and Treasurer Knauss have signature authority. A resolution for the LGIP has already been approved. Dr. Lawhorn indicated she has a contact at Washington Federal to set up a business account. Treasurer Knauss indicated to her previously that all signatories will need to be present on the same day for signatures once this gets set up. VP Moorhead remarked that there have been many different banks coming and going in the area. Dr. Brocker agreed that the banking industry has been very fluid as other banks acquire each other.

Motion made by Member Shipley, seconded VP Moorhead to approve the Washington Federal Resolution.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

- B. Nursing Equipment - Payson** – Associate Director Knight requested that Pocket Nurse be used as the vendor. There were six different reasons listed for using Pocket Nurse even though their quote was a little higher. There is \$38,000 in the budget but funding is available overall in the budget. The Pocket Nurse quote was \$1,300 over. Dr. Brocker and Dr. Lawhorn reviewed the quotes and determined that there was a large discrepancy in the prices of the IV pumps. Dr. Lawhorn asked Associate Director Knights to consider quoting the items from Pocket Nurse without the pumps and buying these items from the vendor with the lowest quote. Associate Director Knights indicated she will work with Associate Professor Ty Jones.

Motion made by Member Shipley seconded by VP Moorhead, to approve the Pocket Nurse quote and ask Associate Professor Ty Jones if the pumps can be purchased from a different vendor.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

- C. Part-time Academic Advisor/Tutor – Payson** – Associate Director Knights indicated she has reviewed open positions including the Wellness Center aide, PT security substitute officer, and clinical instructor, and determined they will not be needed. Not filling these positions should cover the funding. Chis McKillips is the only PT advisor and is overwhelmed with ADA appointments as well as other advising appointments. Dr. Lawhorn remarked that previously on the Payson Campus, Dean Butterfield did all the advising. Chris is doing an exceptional job and is building rapport with the students. Associate Director Renon made changes on her campus because of the changes in ADA and

is training Naomi Urquidez, who is a FT employee. Dr. Brocker affirmed with Associate Director Knights that they would not need the listed positions. Dr. Brocker asked if they needed a FT tutor/advisor position instead, but Associate Director Knights indicated many individuals prefer a PT position. Dr. Lawhorn reminded both Associate Directors to budget for any positions they think they might need next year before the end of October.

Motion made by VP Moorhead, seconded by Member Shipley to approve the addition of a part-time academic/advisor tutor.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

- D. City of Globe, Active Adult Center, FUA – Associate Director Renon requested the Active Adult Center FUA be approved. Classes have been ongoing, but the FUAs brought in August were not using the Globe FUA template; that has been remedied. Dr. Brocker reminded everyone that any FUA should originate with the owner.**

Motion made by Member Shipley, seconded by VP Moorhead, to approve the Facilities Usage Agreement with the City of Globe, Active Adult Center.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

- E. City of Globe, Fire Department, FUA – Associate Director Renon indicated this FUA covers the fire bays and equipment from January through June.**

Motion made by VP Moorhead, seconded by Member Shipley, to approve the Facilities Usage Agreement with the City of Globe, Fire Department.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

- F. City of Globe, Firearms Range, LETA IGA – Associate Director Renon requested the approval of the IGA. This IGA is for the Law Enforcement Training Academy and was tabled at a previous meeting. The IGA has been updated with the appropriate verbiage to align with EAC. The plan is to begin this program in Fall 2023. Dr. Lawhorn and President Brocker agreed that the format with the signature lines on the IGA is the format we should be using. A question was raised about when the attorneys should sign. Member Shipley pointed out that on the City Council, there usually is a meeting with legal counsel prior to the Board meeting and then the Council approves with no attorney signature after the fact. VP Moorhead questioned whether any changes need to be made to the range to meet AZPost requirements. Member Shipley indicated in conversation with Lee Kinnard, LETA Coordinator, AZPost prefers that a classroom be available next to the range and the entity may not be willing to make those changes – or any other change requested. We may need to find a different range.**

Associate Director Renon remarked that AZPost will be visiting the firing range on October 24.

Motion made by Member Shipley, seconded by VP Moorhead, to approve the LETA IGA with City of Globe, Firearms Range pending attorney approval by all parties' attorneys.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve pending attorney approval by all parties' attorneys.

G. Miami Unified School District LETA IGA – Associate Director Renon requested the approval of the Miami/LETA IGA. The verbiage has been updated. This was previously presented in August. This is for classroom usage in Miami, use of the field, and use of the wrestling room.

Motion made by VP Moorhead seconded by Member Shipley, to approve the Miami Unified School District Law Enforcement Training Academy IGA pending attorney approval by all parties’ attorneys.

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve pending attorney approval by all parties’ attorneys.

6. Consent Agenda –

A. Minutes from September 14th 2022 Regular Meeting.

Motion made to approve the Consent Agenda by Member Shipley, seconded by VP Moorhead

Call for the question: In favor – 3; Opposed – 0; Abstained – 0. Motion carries to approve.

7. General Information and Discussion of the Same –

Dr. Bocker thanked Dr. Lawhorn for putting the agenda and packet together and organizing it so well.

The next Regular Governing Board Meeting is scheduled for Wednesday, November 9, 2022, at 9:00am.

8. Adjournment – Meeting was adjourned at 10:57 a.m.

Respectfully submitted,




**Janice Lawhorn, Ph.D.
Interim President, Gila County Provisional
Community College District**

Attest:



**Janet Bocker, Ph.D.
GCPCCD Governing Board President**

Attest:



**Connie Cockrell
GCPCCD Governing Board Secretary**