



**Gila County Provisional Community College District
Special Governing Board Meeting
28449 N. Hwy. 188 (Apache Trail), Roosevelt, AZ
Saturday, November 5, 2022
APPROVED**

1. **Meeting was called to order by President Brocker at 9:38 a.m.**
Board Roll Call – VP Moorhead present; Treasurer Knauss, present; Secretary Cockrell, present; Member Shipley present; President Brocker present.
Also Present: Janice Lawhorn, GCPCCD Interim President
Guests: None

2. **Call to the Public – (waived by President Brocker 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 Brocker**
 - President Brocker 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 indicated she has been working on the Board Packet for the November 9 meeting, specifically vehicle quotes. All other items would be covered in the items on the agenda.

4. **New Business –**
 - A. **GCPCCD Strategic Plan/Vision and Mission** – President Brocker indicated that the current Strategic Plan and Vision and Mission statements were updated in 2015. Dr. Lawhorn stated that the information on the GCC Website and what is in the EAC catalog do not match the approved versions. The Board reviewed the documents and believed them to be relevant with the exception of ensuring GCPCCD is used in the statements. Dr. Lawhorn said she will work with Ron Carnahan to find out the process for getting this updated.
 President Brocker suggested the Board appoint Secretary Cockrell as Community Relations Strategy Committee chairperson. President Brocker felt it more appropriate to have Board members chair each of the committees. She and Secretary Cockrell will communicate this to Coordinator Griffin.

Motion made by VP Moorhead seconded by Member Shipley to modify the Strategic Plan by changing GCC to GCPCCD and to appoint Secretary Cockrell as Chair of the Community Relations Strategy Committee.

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

- B. Twenty-Year Celebration**– On March 4, 2023, GCPCCD will celebrate its 20-year anniversary. In the past, Legislative Days were held on each of the GCPCCD campuses. The discussion revolved around combining Legislative Days with the 20-Year Celebration. Dates of Friday, March 3, 2023 in Payson (late morning/early afternoon) and Thursday, March 9 (after 4 p.m.) were proposed. Business and community leaders would be invited as well as legislators. Dr. Lawhorn indicated a good starting point for a list of invitees would be the Occupational Advisory Committee address list compiled last year. A Meet and Greet/Presentation/Campus Tour type of event was discussed. So that Legislators and others could put the event on their calendars, it was suggested we send out a “Save the Date” announcement as soon as dates are firm. A budget of \$2,500 for each campus was considered.

Treasurer Knauss suggested organizing a late afternoon/early evening social event in Globe. Member Shipley proposed we work with the Pinal Mountain Foundation and the Friends of Rim Country GCC Foundation to schedule fundraising events on either a Friday or Saturday evening in Globe and maybe a daytime event in Payson. These events may or may not be held in conjunction with the 20-year Celebration event.

Motion made by Member Shipley, seconded by Treasurer Knauss, to approve a budget of \$2,500 per campus for a 20-Year Celebration.

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

- C. Gila Pueblo Campus/RTC Vision** – Treasurer Knauss indicated that he and Dr. Lawhorn met with the GCPCCD Attorney Tony Contente-Cuomo to discuss the College’s interest in purchasing the Miami Unified School District (MUSD) Las Lomas elementary school. Treasurer Knauss has recused himself from any further action on the building because of his position with FMI, which holds the 20-year lease on the school. Dr. Lawhorn stated she and Attorney Contente-Cuomo sent a letter of interest in purchasing the facility to the Miami Unified School District Governing Board through Miami Superintendent Sherry Dorathy with four requirements:

- 1) An appraisal of the property; and,
- 2) A letter from Freeport-McMoRan (FMI) regarding the use restriction for a public school and that GCPCCD would meet this requirement; and,
- 3) An election that authorizes the sale if needed; and,
- 4) A Phase II Environmental Site Assessment.

Dr. Lawhorn stated the next Miami Board meeting was November 14. It was suggested she reach out to Superintendent Dorathy to see if this is on their agenda. If so, she and VP Moorhead would be available to attend the meeting. If the College cannot purchase the facility, a long-term lease might be considered. The facility could be used not only for occupational programs but also for general classroom space.

The Regional Training Center (RTC) will need an electrical upgrade before the welders can be installed. The Welding Open House held on October 26 had an exceptional turnout and Treasurer Knauss was extremely pleased with Marketing Coordinator Leitha Griffin’s efforts to make it a success. Treasurer Knauss stated there were four FMI executives who attended including the newly appointed General Manager. FMI is in dire need of an Electrical and Instrumentation and a Fixed Plant Maintenance program.

Treasurer Knauss stated we need to continue building our relationship with FMI as well as the other mines in the area. We need to build on the momentum from this event, including looking at other grants such as the United Way of Globe/Miami grant. Treasurer Knauss indicated that companies want to see value in their investments. Dr. Lawhorn reported that the FMI Challenge Grant submitted in July for the RTC Welding/HVAC/Fixed Plant Maintenance programs should be awarded to GCPCCD by the end of November. The amount of the award is still unknown.

The nursing program facilities and equipment in Globe should be upgraded in the near future. The program has outgrown the small house where it is currently located on the Gila Pueblo Campus. Additional equipment could be purchased with workforce development funds (WFD) or other grant monies to update the equipment. The funding provided by Cobre Valley Hospital currently provides a salary for one full-time position. Additional funding from Cobre Valley might be available.

Dr. Lawhorn and Treasurer Knauss have had discussions about coordinating more effectively with FMI to share equipment and resources to build the programs. If FMI were to move its training to Miami, the College could then use equipment in the evenings. He is working on a proposal to combine synergies with FMI specifically for Electrical. We have proven to FMI that the combined efforts of the Welding program have paid off and are extremely successful, with four interns at FMI. The creation of a pipeline of workers benefits all industries in and around Gila County.

There was some discussion regarding bussing students between the Payson and Globe campuses in the future. Otherwise, **no action** was taken on this item.

- D. Payson Campus Vision** – President Brocker indicated that approximately 50% of the Payson community is over 60 years of age. Small business/manufacturing, construction and services make up most of the Payson economy. With so many small businesses, the addition of Dr. Scott Russell as the first full-time Professor for the Business program has been a support to the community. Many individuals take courses solely for enrichment while others complete general education courses for transfer to universities. Space for an occupational training center similar to the one in Miami has proven difficult to find in Payson. Dr. Lawhorn previously met with Payson Unified School District (PUSD) Superintendent Linda Gibson to talk about using the Payson High School in the evenings for technical courses. Treasurer Knauss stated that programs like HVAC and Electrical & Instrumentation do not take up a significant amount of space and the need for tradesmen is growing in Gila County and across the country. Dr. Brocker proposed potential ways for GCPCCD and PUSD to work together toward a mutually beneficial arrangement. Dr. Lawhorn will reach out to Superintendent Gibson to find out about additional opportunities for the College.

Discussion ensued regarding the need and capacity for building student housing on the Payson Campus property, on the RTC property in Miami, and what other governmental and private entities are doing to address the shortage of affordable housing. MHA had discussed building student housing on the Payson Campus in the past. Currently, MHA has a three-bedroom container home that was built to house U of A third-year resident medical students. President Brocker will continue to communicate with MHA representatives to potentially coordinate these efforts.

Dr. Lawhorn indicated that a full-time Industrial Trades position approved by the Board last year could be reopened in support of a Construction Trades program. She also stated that Assoc. Director Ann Knights may be submitting a budget for a new nursing facility in Payson that could include some funding from MHA. Dr. Lawhorn will follow up on these possibilities. Otherwise, **no action** was taken on these items.

A recess for lunch was taken at 11:58 a.m. The Board resumed the meeting at 12:41 p.m.

E. GCPCCD Draft Procurement Policy and Procedures – When Susan Gallo retired from the Globe Campus two years ago, GCPCCD Finance Coordinator Trae Morris began working with the College’s CPA, Sara Kirk, to develop procurement policies. There has been some confusion as to whether GCPCCD needs its own procurement policies, or whether they should follow EAC policies. President Brocker stated that because GCPCCD is a separate legal entity and that we would be making more direct purchases in the near future that the College should develop and approve its own policies.

Dr. Lawhorn stated she and Dr. Brocker met with Attorney Contente-Cuomo earlier in the week as the policy Sara drafted did not address the need to separate our procurement policies from EAC policies. After the conversation, it was determined that Dr. Lawhorn would review EAC, Gila County and Arizona State policies and procedures and create a policy and procedure draft for GCPCCD. Discussion ensued regarding the various purchase levels that would require Governing Board prior approval. It was clarified that currently, if items are in the approved GCPCCD budget and the Governing Board has approved the budget, there is no need for additional approval. However, according to the current GCPCCD/EAC Operating Agreement, purchases over \$10,000 that are in the approved budget should still be in the Financial Report presented at the monthly Governing Board meeting.

Dr. Lawhorn indicated that the purpose for developing separate procurement policies is to allow the GCPCCD Board to make purchases and potentially contract with HR and/or Accreditation Consultants. President Brocker and Dr. Lawhorn had a Zoom meeting with Tracey Smith from Arizona State Retirement System (ASRS). Dr. Lawhorn explained we are awaiting official notification from ASRS on becoming an approved organization to withhold not only ASRS contributions but Social Security contributions. Arizona’s law allows for ASRS organizations to opt-out of having their employees pay Social Security. Once this is approved at the Federal level – which could take up to a year – we can begin hiring our own employees.

Dr. Lawhorn believes that the GCPCCD Board has not been allowed to provide input for the annual budgeting process, although the EAC/GCPCCD contract indicates that the parties will work “cooperatively and collaboratively” on the budget. She has asked for a line-item submission for all items in the GCPCCD budget for next year; the budget request deadline was October 31. She will review all the items in the proposed budget and then bring those items to the Board in detail.

Member Shipley indicated that the procurement policy for the City of Globe uses \$25,000 as the approval threshold. Treasurer Knauss discussed the appropriateness of sole source procurement in certain situations, and that he would like to see GCPCCD policies aligned with Gila County policies as we move toward independent status. Dr. Lawhorn will keep all that in mind as she develops these policies and procedures.

It was noted that VP Welker would like someone from GCPCCD to take control of the Bank of the West checkbook. Currently, Coleen Stevens, Administrative Assistant at the Globe Campus is writing checks for Treasurer Knauss’ signature. However, she is technically an EAC employee. President Brocker stated Dr. Lawhorn will be taking control of the checkbook, and the plan is to establish a checking account with Washington Federal after the minutes from the October meeting are approved at the November Board meeting. Signature authority and check processing guidelines will then be determined. Otherwise, **no action** was taken on this item.

F. Regional Training Center Roof Repair – The insurance company indicated they will pay \$15,481.45 for the estimated total of \$39,481.21 to repair the damaged section, which includes about five inches of material and the rolled roofing replaced. An additional \$23,833.76 cost would be incurred if the Board approves installing a new rolled roofing on the entire roof. A Dura-last roof, might be a better option as it could last up to 50 years. The quote received from Go To Services (through the Insurance Trust)

could change if we waited to make this repair at a different time.

The roof received additional damage during a storm last Thursday. Member Shipley stated as an insurance professional, he recommends his clients repair the entire roof when there has already been previous damage; according to Derryl, this is the third time the roof has sustained damage. Dr. Lawhorn reminded the Board that whatever we do, we have to communicate with FMI even though we hold a 20-year lease on the building. She also asked if we need to go through a procurement process for the roof repairs. Member Shipley stated there are emergency clauses in most procurement policies. Treasurer Knauss, in conversation with Derry Meeks, stated that we need to make the repairs regardless of rolled roofing on the entire roof or if we choose Dura-last. The Dura-last would go over the top of the rolled roofing. Derryl will try to get a quote by Wednesday for the Dura-last roof. The Board indicated that the insurance company's contractor, Go To Services, should be authorized to make the repair as there is no cost to the Board with the exception of the deductible. The additional information will be obtained and the RTC roof repair will be on the November 9 Governing Board Meeting Agenda. Otherwise, **no action** was taken on this item.

G. Eligibility Process for Candidacy – President Brocker asked that the Board review the HLC guidelines for Eligibility and Candidacy and highlight any questions. A request by Treasurer Knauss to have Board Packets further ahead of meetings will be honored when at all possible.

President Brocker presented two versions of how GCPCCD could communicate with the public regarding the relationship with EAC. Andrew Lootens-White from HLC proposed the following: ***Gila Community College is the Gila Pueblo Campus of Eastern Arizona College. Eastern Arizona College is accredited by the Higher Learning Commission.*** EAC recommended using the following language: ***Gila County Community College Provisional District contracts with Eastern Arizona College to offer educational programs on the Gila Pueblo and Payson campuses. Eastern Arizona College is accredited by the Higher Learning Commission.*** After some discussion, Board members agreed they were fine with the wording as proposed by EAC.

The question regarding HLC being the “only game in town” was addressed. President Brocker indicated that for regional accreditation, yes. We want to be able to have our classes accredited so that our students can transfer their credits to any university in the country. Secondary accreditation is optional for some programs, like business, and mandatory for others, like EMT and Nursing. President Brocker discussed offering CTED classes through GCPCCD without regional accreditation. Prior to new legislation that was passed in 2022, that could have been a possibility. However, now CTED courses must be offered through regionally accredited institutions. The AZTransfer website (aztransfer.com) lists how all community college courses transfer to the universities in the state. Without regional accreditation, we would not be able to offer dual enrollment or CTED classes.

NOTE: Per HLC guidelines, “an institution may not make any public statement about seeking status until just prior to the comprehensive evaluation visit for Candidacy is scheduled.” It is better to indicate to the public that we are working toward independent status.

Dr. Lawhorn asked if we should be working on an RFQ for HR and accreditation. Per the IGA with Gila County, there will be a committee with five members that would provide the accountability the

County would like. Supervisor Steve Christensen and Member Shipley will be two of the five members. Other members should represent the geographic and content interests of the County. President Brocker will facilitate the startup of this process. Otherwise, **no action** was taken on this item.

- H. Renegotiation of EAC/GCPCCD Contract** – After the HLC meeting in September with EAC representatives, GCC, and HLC, it was determined Dr. Lawhorn and Senior Dean Dr. Phil McBride would work on the timeline for accreditation. What was supposed to be a meeting on November 1 with Dr. Lawhorn and Dr. McBride turned into a meeting with Heston Welker, VP; Trae Morris, Financial Coordinator; Nathan Smith, Procurement/Contracts, Laurie Pennington, Director of Enterprise Risk Management, with Dr. Brocker calling in. In separate conversations with Gila County Deputy Attorney Jessica Scibelli and GCPCCD Attorney Tony Contente-Cuomo afterward, it was suggested we include legal counsel in any further contract discussions. Prior to the current IGA that was negotiated in 2019, Gila County was a party to the contract, but may be interested in being involved again. Dr. Brocker indicated it would make sense to approve Dr. Lawhorn to act as the College’s agent to work with legal counsel to either amend the contract, renegotiate the contract, or create a new contract. There is a 90-day window with which GCC has to work with; the current contract expires on July 1, 2023.

Conversation ensued regarding changes the College would like to see made to the GCPCCD/EAC contract. This discussion centered around the Administrative Fee currently assessed by EAC, how FTSE is calculated, and what constituted educational services as required by the State of Arizona. Treasurer Knauss stated we should hire additional consultants to move the process forward. President Brocker suggested Dr. Lawhorn investigate whether she can hire additional employees through her LLC. Dr. Lawhorn stated EAC appears to agree that we could move Maintenance and Security to GCC payroll as soon as the ASRS process is set up and we have an HR department. We need to move strategically and methodically in this process.

Motion made by VP Moorhead, seconded by Secretary Cockrell, to appoint Dr. Lawhorn as the agent to work with legal counsel for negotiation or renegotiation on the contract with EAC
Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve.**

5. **General Information and Discussion of the Same** –
 The next Regular Governing Board Meeting is scheduled for **Wednesday, November 9, 2022, at 9:00 a.m.**
6. **Adjournment** – Meeting was adjourned at **3:04 p.m.**

Respectfully submitted,

Janice Lawhorn

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

Attest:

/s/ Jan Brocker *12/20/2022*

President Jan Brocker
GCPCCD Governing Board President

Attest:

/s/ Connie Cockrell, December 19, 2022

Secretary Connie Cockrell
GCPCCD Governing Board Secretary