



Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, August 9, 2023
**** DRAFT/UNAPPROVED ****

1. Meeting was called to order by President Bocker at 9:02 a.m.

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley present; President Bocker present. (A quorum was present – all Board members were in attendance.)

Also Present: Janice Lawhorn, GCPCCD Interim President, Jessica Scibelli, Gila County Deputy Attorney; Mary Springer, Procurement Specialist; Lauri Avila, HR Specialist; Ron Carnahan, IT Coordinator

Guests: Peter Aleshire, Payson Roundup Reporter; Cathie Yankovich, Silver Belt News; Andrew Powell, student; Aja DeZeeuw, CVIT; Mike O’Neal, CVIT Superintendent; Keith Alexander, Special Assistant to the President, EAC; James Candland, Clarus Companies; David Leibowitz, Leibowitz Solo

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public –President Bocker:

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 or requested to speak.

3. Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn indicated that the Town Halls in both Payson and Globe were well attended. Students, faculty, staff, and the community were provided with the opportunity to ask questions and address their concerns.
- Dr. Lawhorn stated she attended the Rural Policy Forum and Economic Development tour. She had the opportunity to meet with Representative Cook as well as some individuals who may be able to provide some assistance with grants. Russ and Cheryl Genet attended from Payson. She stated the other Board members attending including VP Moorhead, Treasurer Knauss, and Member Shipley may have some additional information to share.
- The telescope ribbon cutting has been rescheduled for Friday, November 17 at the Payson Campus.

- Over \$165K has been received in interest since first investing in the LGIP in January. Rates for June were just over 5%.
- A nursing grant through the Community Investment Fund and Arizona Complete Health has been submitted for three virtual manikins for the Gila Pueblo Campus.
- The ERP proposal has been put on hold. We may be able to work with the new educational partner's IT system.

B. President Report – Dr. Jan Bocker

- Dr. Bocker noted that, according to Senior Dean McBride's report, the Payson Campus will have a welcome-back meeting on the Payson Campus from 8-11 am on August 14.
- Dr. Bocker indicated the Trust will host its First Governance Summit on August 23-24. Member Shipley said he has attended several of their summits saying they were very well done as they bring in professional speakers. She will share the information with the Board and if there is any interest, the Board will pay for travel.
- Dr. Bocker clarified the confusion in the press regarding the third quarter invoice from EAC. Every quarter GCC receives an invoice from EAC for the expenses they have paid on behalf of the Board, plus the 25% overhead. The third quarter payment was questioned as it was significantly higher than the \$1.2M to \$1.5M normally paid. The invoice was just over \$2M. When GCC was notified of the dollar amount, questions were asked as to why it had increased almost 40% over previous invoices when the overall budget had only increased about 11%. The payment was delayed approximately 23 days and paid the same day as GCC received the proposed amendment from EAC. It is the Board's fiduciary duty to question inconsistencies. All documentation and an explanation from EAC were received earlier in the week; there are no additional concerns with the invoice.

C. Vice President Report – Sam Moorhead

- VP Moorhead indicated he attended the Economic Development Forum. A member of the Governor's Office from the newly formed Office of Resiliency spoke on Friday. She indicated that President Biden, by executive order, has designated over a million acres of Arizona land near the Grand Canyon as a national monument. The Governor's Office would like Gila County high school students to sit on the Governor's Youth Commission (<https://goyff.az.gov/councils-commissions/governors-youth-commission>). Member Shipley indicated his son served on the commission when he was in high school. There is a lot of leadership development and is an excellent appointment to add to a high school student's resume. He indicated the Governor's Office is looking for more applicants and a more diverse group.
- The legislature has adjourned.

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss stated he attended the Rural Policy Forum and made some great contacts with some other communities. The Regional Training Center tour went very well. Treasurer Knauss also toured Building A where it has been repainted and new lighting has been installed with the help of FMI.
- Treasurer Knauss will be out of the country teaching leadership classes in Surabaya, Indonesia from August 31 to October 1. He will not be attending the September board meeting.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell attended the Payson Town Hall. She indicated there were many good questions and believes the Board is trying to meet the concerns of the students and community.

F. Advisory Committee Liaison Report

- Member Shipley indicated the committee has not met this month. The Gila County Board of Supervisors is providing \$250K per year to support the independent efforts of GCC and this committee was set up as part of the IGA. The committee is dedicated to supporting GCC and includes two members from the southern part of the county and two members from the northern part of the county and one individual from the Phoenix area.
- Dr. Brocker stated she attended the Gila County Board of Supervisors Meeting on August 1, and that the County Supervisors are very supportive of the College.

4. Staff Reports were included in the Packet from:

- Sr. Dean, Phil McBride, Ph.D.
- Associate Director, Gila Pueblo Campus, Andrea Renon
- Associate Director, Payson Campus, Ann Knights
- Financial Coordinator, Trae Morris
 - Dr. Lawhorn read a statement from VP Heston Welker when the financials were sent which indicated "The EAC Administration quarterly expenses have been updated to reflect the administration fee only, rather than the full invoice amount which includes the reimbursement and caused a double count of expenditures." Dr. Lawhorn asked to have the Financial Coordinator, Trae Morris, and Senior Dean Phil McBride report to the Board to answer questions and clarify the reports but was told they would not be permitted to report to the Board.
 - VP Moorhead asked if the information in Dr. McBride's report was accurate regarding the Sorensen nursing scholarships being placed on hold and requested clarification. Dr. Lawhorn will get clarification.

5. Action Items

A. Amendment to IGA between GCPCCD and EAC – President Brocker

The proposed amendment to the current Intergovernmental Agreement between GCPCCD and the Graham County Community College District (EAC) was presented for approval. It has been reviewed by GCC's attorney. EAC's Governing Board is scheduled to meet on the agreement tomorrow, August 10. The agreement indicates that the current IGA and Operating Agreement will terminate on June 30, 2025, and is considered a Mutual Termination Date. The student admissions for the 2023-2024 and 2024-2025 agreement indicates that:

- EAC will admit one final cohort of students in the Fall 2023 semester for two-year programs, including nursing, cosmetology, dual enrollment, and CTED programs.
- No additional cohort of students will be admitted by EAC to begin two-year programs after the Fall 2023 semester.
- EAC will admit one final cohort of students in the Fall 2024 semester for one-year programs.
- No additional cohort of students will be admitted by EAC to begin one-year programs after the Fall 2024 semester.
- In the Spring 2025 semester, EAC will offer only a) semester-length credential courses; b) courses that allow students to finish their currently declared degree or certificate; c) and courses that are only a single semester in length.

Motion made by VP Moorhead seconded by Member Shipley to approve the Amendment to the IGA between GCPCCD and EAC as presented.

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

After the vote, Dr. Brocker read a statement to the Board:

I'd like to explain my vote, if I may. Not so much from a personal perspective, but because this is such an important moment for the students of GCC and for the taxpayers of Gila County that this Board has been elected to represent.

The past few months have been a time of uncertainty for the District. This action today will alleviate that uncertainty for the near future, a fact that all of us are grateful for. I want to thank my fellow Board members, Sam Moorhead, Kurt Knauss, Connie Cockrell, and Fernando Shipley, our amazing team of consultants led by Interim President, Dr. Janice Lawhorn, which includes Lauri Avila (HR), Mary Springer (Procurement), Shawn Wakefield (IT), our attorney, Tony Contente-Cuomo, our Publicist, David Leibowitz, and our Government Relations consultant, James Candland. We stuck to our principles and beliefs, we advocated strongly for our students, and we were able to persevere – even when hope was waning.

I especially want to thank Arizona State Senate President Warren Petersen for his work on this issue. Without Senator Petersen stepping up and urging both sides to settle this situation on behalf of our students, we would not have reached this watershed moment.

I want to thank our employees and the support we have seen from within our campuses. No one wants to come to work amid difficult circumstances. You all did so, and you helped us push through this situation. And finally, I want to thank our students. Without you, we wouldn't exist. And, as fraught with worry and angst as this summer ended up being, I hope you realize that we took these steps to ensure your future and the future of all students in Gila County.

I voted to approve this agreement because it protects educational opportunities for our students, and it protects the tax dollars we have been charged with stewarding. I thank EAC for acting in a way that put students first. I hope that this vote today represents a reset for this relationship and that we can continue to act in the best interests of Gila County students over the next two years.

I welcome this new day for the Gila County Provisional Community College District. We still have a tremendous amount of work ahead of us, but I look forward to continuing this important work on behalf of our students, our employees, and all the residents and taxpayers of Gila County.

B. 2023 Clarus Contract – President Brocker

Gretchen Jacobs with Arizona Governmental Affairs terminated her contract with the GCPCCD Board as of July 27, 2023, and will no longer be representing GCC. Gretchen had subcontracted with both James Candland and David Leibowitz through her firm during the summer. Dr. Brocker stated that the contract presented was for James Candland of Clarus Companies to provide lobbying services from August 1, 2023, to June 30, 2024, at a rate of \$4,000 per month plus expenses. She also noted that James was able to arrange the meeting with President Petersen.

Motion made by Secretary Cockrell, seconded by Member Shipley, to approve the contract for James Candland of Clarus Companies.

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

C. 2023 Leibowitz Solo Contract – President Brocker

Dr. Brocker stated that the contract presented was for David Leibowitz of Leibowitz Solo, LLC to provide public relations and consulting services beginning August 1, 2023. The term of this contract is for six months and is at a rate of \$4,000 per month plus expenses.

Motion made by Member Shipley, seconded by Treasurer Knauss to approve the contract for David Leibowitz of Leibowitz Solo for six months.

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

D. EAC Operating Capital Invoice (5-Year Average – 25%) – President Bocker/Dr. Lawhorn

EAC sent Dr. Lawhorn an invoice on July 26 for \$1,195,501.81 for the Operating Capital for the 2023-2024 fiscal year which is based on a 5-year average and was included in the packet. The invoice was dated June 21, but VP Welker has sent a new invoice with the July 26th date. This amount will be credited to the 4th quarter invoice for 2023-2024. Sara Kirk, CPA for GCC, reviewed the Capital Invoice and concurred with the amount. To date, we have not received the 4th quarter invoice for 2022-2023. Dr. Lawhorn clarified the invoice prepays expenses for the 2023-2024 fiscal year. Member Shipley explained the funds are so EAC does not have to financially carry GCC through the first quarter.

Motion made by VP Moorhead, seconded by Secretary Cockrell, to approve the payment of the EAC Operating Capital invoice for \$1,195,501.81.

Call for the question: In favor – 5; Opposed – 0; Abstained – 1. **Motion carries to approve.**

E. U of A Instructional Services Agreement – Dr. Lawhorn

Dr. Lawhorn stated the agreement comes at Dr. McBride's request to allow the AGR 230, Gardening and Landscaping course to be taught during the Fall semester in Gila County. The GCC attorney has reviewed the document. We have approved this agreement multiple times over the last few years. She indicated we will probably get another agreement in late fall as Chris Jones will probably teach the class in the spring. This is an agreement where GCC will pay the U of A rather than the adjunct instructor.

Motion made by Secretary Cockrell, seconded by Member Shipley, to approve the U of A Instructional Services Agreement to allow the AGR 230 course to be taught in Gila County.

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

F. Town of Payson – GCPCCD Bus Stop Agreement – Dr. Lawhorn

Dr. Lawhorn stated that several years ago, the College was approached by the Payson Senior Center and asked to become a bus stop for the Beeline Bus service they were starting. The College purchased and built a bus stop in the parking lot. The Town of Payson has taken over the Beeline Bus operations from the Payson Senior Center and they are requesting a new agreement be executed. The GCC attorney has reviewed the document.

Motion made by Secretary Cockrell, seconded by Member Shipley, to approve the Town of Payson – GCPCCD Bus Stop Agreement.

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

G. Gila Pueblo Campus Room 700 and 701 Computers – Dr. Lawhorn

The request is to replace the computers in Rooms 700 and 701 on the Gila Pueblo Campus. The computers have been budgeted for as part of a five-year replacement cycle. Milestone is on a state contract. The cost is \$36,685.83 for 25 computers with a five-year warranty. The labs on the campus are replaced every two years and then the other computers matriculate down. Member Shipley asked if Windows Pro 11 was being used on the campus. Windows 10 is being used on the campus but any of the versions can be used according to Ron Carnahan.

Motion made by Member Shipley, seconded by VP Moorhead, to approve the purchase of 25 computers and warranties from Milestone at a cost of \$36,685.63.

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

At this time, both James Candland and David Leibowitz joined the meeting and those in attendance introduced themselves. David and James introduced themselves as well.

David Leibowitz is a communications consultant and will be helping the district with its communication needs including communicating with the media and continuing to work on the GCC website. In 1995 when he moved to Gila County Provisional Community College District Governing Board Meeting

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Arizona, he was a newspaper columnist. He worked with the Tribune, the AZ Republic, as a talk radio host for KTAR, and started his own business about 15 years ago. He helps people tell their stories and will respond to requests from the media working with the Board. He thanked the Board for approving his contract and for the opportunity to collaborate with the District as he believes we have made significant progress in the last few weeks.

James Candland indicated he was excited to work with the Board. He has owned and operated his government communications and relations business for approximately 14 years. Previously, he was the Chief of Staff at Maricopa County and worked closely with other government county, city, and state agencies while employed with APS and Siemens Corporation. He looks forward to working with the Board on its state and local legislative affairs.

Dr. Brocker indicated she appreciated working with these individuals during the summer and looks forward to working with them this year. David asked if the agreement with EAC had been approved and Dr. Brocker confirmed it had been approved. David offered his congratulations to the Board indicating this could be an opportunity to reset the relationship with EAC and hoped EAC would approve the agreement as it was in the best interest of the students and taxpayers. Dr. Brocker stated a joint press release would be in order if the EAC Board approves the agreement at their board meeting tomorrow. Both David and James indicated that they are available to any member of the Board via text, phone call, or email.

H. Gila Pueblo Campus Allied Health and Front Office Copiers– Dr. Lawhorn

The request is to replace the Allied Health and Front Office copy machines on the Gila Pueblo Campus for a cost of \$26,399.89. The other machines will be trickled down and/or auctioned. CDW is on a state contract. This purchase is part of the approved budget.

Motion made by Secretary Cockrell, seconded by Treasurer Knauss, to approve the purchase of copy machines for Allied Health and the Front Office on the Gila Pueblo Campus.

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

I. Payson Campus Front Office Copier – Dr. Lawhorn

The request is to replace the Front Office copy machine on the Payson Campus for a cost of \$13,199.95. The other machine will be trickled down and/or auctioned. CDW is on a state contract. This purchase is part of the approved budget.

Motion made by Member Shipley, seconded by VP Moorhead, to approve the purchase of the copy machine for the Payson Campus.

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

Prior to presenting the policies, Lauri indicated she has been in contact with the Arizona Department of Administration regarding form 218. Information coming from them has been extremely confusing and we are looking for further clarification. We want to ensure our employees have both Social Security and Arizona State Retirement benefits. Academic employees will remain with the educational partner; once the HR system is put in place, non-academic employees will have the opportunity to become GCC employees.

J. Policies – Lauri Avila, HR Specialist/Mary Springer, Procurement Specialist

- 1) **2010.00 – College President Duties & Responsibilities**
- 2) **3100.00 – Annual Budget**
- 3) **3250.00 –Travel Policy**

Lauri presented the policies 2010.00 – College President Duties & Responsibilities, 3100.00 – Annual Budget, and 3250.00 –Travel Policy for the Board's review and approval. Member Shipley asked if

there were needed changes, and what would the procedure be to change them as the policies seem fairly standard and generic. State, county, and community college guidelines have been followed based on federal, state, and executive orders, legislation, regulations, etc. being approved. Any changes and modifications will come back to the Board for approval.

Motion made by Secretary Cockrell, seconded by Member Shipley to approve policies 2010.00 – College President Duties & Responsibilities, 3100.00 – Annual Budget, and 3250.00 –Travel Policy.

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

K. Procedures – Lauri Avila, HR Specialist/Mary Springer, Procurement Specialist

1) 3100.01 – Annual Budget Process & Guidelines

2) 3200.06 –Personal Expenditure Reimbursement Process

3) 3250.01 –Travel Approval and Reconciliation

a. Exhibit #1 – Employee Reimbursement Monthly Reconciliation Form

The procedures were presented to the Board for their review.

6. Consent Agenda –

A. Minutes from the July 19, 2023, Special Meeting.

Motion made to approve the Consent Agenda by Member Shipley, seconded by Treasurer Knauss

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

7. General Information and Discussion of the Same –

The next Regular Governing Board Meeting is scheduled for **Wednesday, September 13, 2023, at 9:00 a.m.**

August 14, Gila County Employee Welcome Back Meeting (Payson 8 – 11, Gila Pueblo 1-4).

Classes begin August 21.

VP Moorhead suggested we have a swim team for the Globe Community Center.

Member Shipley congratulated President Haynie as he was recently appointed to a multistate commission that will address higher education and workforce issues in the Western United States.

8. Adjournment – The meeting was adjourned at 10:29 a.m. by motion of Treasurer Knauss and seconded by Secretary Cockrell.

Respectfully submitted,



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

Attest:

President Jan Bocker
GCPCCD Governing Board President

Attest:

Secretary Connie Cockrell
GCPCCD Governing Board Secretary

DRAFT