



**Gila County Community College District
Governing Board Work Session Meeting
Gila Pueblo Campus
March 1, 2018
APPROVED**

A Work Session Meeting of the Gila County Community College District Governing Board was held via ITV on March 1, 2018 in Room 522 at the Gila Pueblo Campus and Room 402 at Payson Campus, Gila Community College, pursuant to A.R.S. §38-431.02(B), notice having been duly given.

Governing Board Members Present:

Jay Spehar, President
Jan Brocker, Secretary
Kurt Knauss, Member
Samuel I. Moorhead, Member

Governing Board Members Absent:

Jennifer White, Member (Excused Absence)

Staff Present:

B. Stephen Cullen, Senior Dean, Pat Burke, GPC Dean, Ron Carnahan, Project Coordinator IT Gila County, Susan Gallo, Fiscal Coordinator, Leitha Griffin, PR Coordinator, L. Q. Harris, Software Support Specialist, Derryl Meeks, GCC Maintenance Supervisor, Mike Pastor, RTC Director, Andrea Renon, District Records and Registration Supervisor, Charles Shire, Gila County Attorney's Office, and Chastity Van Buskirk, Administrative Assistant.

OTHER GUESTS: Carissa Knauss and Michele Nelson, *Payson Roundup*

1. Call to Order * Roll Call * Pledge * Acknowledge Guests

President Spehar called to order the Governing Board meeting Work Session of the Gila County Community College District at 9:00 a.m. on March 1, 2018. President Spehar called roll and stated that Jennifer White has an excused absence and there was a quorum. President Spehar asked member Knauss to introduce the guests at Gila Pueblo. Member Knauss introduced his wife, Carissa Knauss. Secretary Brocker announced that there were no guests in Payson. Member Knauss led the Pledge of Allegiance.

2. Discussion

A. Amendments to the Payson Fire Department Educational Services Agreement/Information/Discussion

Senior Dean Cullen provided information on a follow-up that was previously discussed during the February meeting. He stated that the amendments are the same as the Tri-City amendments presented and approved last month. President Spehar asked if there were questions or comments and there was no response. (Copies attached and made a part of the official minutes.)

B. Update on and proposal for Veteran's Memorial Circle on Gila Pueblo Campus/Information/Discussion

Member Moorhead provided additional information on the project. He stated that he would be asking the Board to approve expenditures of no more than \$3,500. Member Knauss informed the Board that the American Legion Board approved a \$750 expenditure for the College project. Leitha Griffin provided information on the cost of the plaque as \$3,440. Secretary Brocker stated that she supported the project but thought that the Board needed to be very careful of how much Community College funding went toward this project in comparison to private monies. Questions were asked and discussion followed. Member Knauss stated that he thought it was an ideal time to seek additional private donations.

Secretary Brocker announced that Michele Nelson of Payson Roundup had just arrived.

C. Update on visit from Representative O'Halleran/Information/Discussion

Senior Dean Cullen stated that Representative O'Halleran will be visiting on April 20th at 10:00 a.m. He is scheduled to visit the Regional Training Center and then Gila Pueblo Campus. He will conclude his visit at noon.

D. Preliminary 2018 -2019 Budget Review/Information/Discussion

Senior Dean Cullen provided an overview of the 2018-2019 Budget with preliminary numbers in a PowerPoint presentation for the Board. Budget Timelines were included in the presentation. State forms used to prepare the budget will be presented at next month's meeting. Questions were asked and discussion followed. (Copy attached and made a part of the official minutes.)

E. Donation of 5-plex (60 x 60) modular unit from Complete Mobile Home Services for Gila Pueblo Campus and transport/set-up cost/Information/Discussion

Derryl Meeks informed the Board that he inspected the unit and it appears to be in really good shape. He stated that we won't know about the air conditioning units until we actually get power to the building.

It was discovered that the cost sheet was missing from the packet so this item was tabled for a few minutes while the document was retrieved. Secretary Brocker asked what the building was going to be used for. President Spehar informed that Gila Pueblo has students attending classes at different facilities in the community because of lack of classroom space at the campus. Bringing those students back on campus and having a little spare space available is the intended use of the building. President Spehar called on Derryl Meeks to explain the moving and set up costs of the building. Derryl explained that the set-up and transport of the building was \$108,000. Some items will need to be addressed before the set-up and transport including the lot clearing (site prep) at \$5,000 then the \$108,000. There is an estimated cost of \$7,500 for permits. It was determined that the cost will likely be \$130,000 instead of \$108,000. Derryl explained that there was no need for an archaeological dig as this is not virgin land. The County had dug this ground years ago.

F. Consider changing Governing Board Secretary title to 'Vice President and Secretary' Information/Discussion

President Spehar informed the Board that he was proposing the title change to Vice President and Secretary to capture the duties of the Board Secretary and make clearer the line of succession if the Board President is absent. Secretary Brocker stated that she felt this was important to maintain connectivity with President Spehar so he can maintain his position.

3. Reports/Information/Discussion**A. President/Board Report/Information/Discussion**

President Spehar informed that the 301 money looks secure for this year.

B. Sr. Dean's Report/Information/Discussion

Senior Dean Cullen reported that the wall has been completed and came in under budget at \$15,750.

Susan Gallo and he are continuing to move forward with the auditors. Senior Dean will write the responses to the findings of the 2013, 2014 and 2015 audits. Work on 2016 and 2017 audits will begin at the end of March.

New double-pane windows will be installed in the building in Payson. Tie in with the sewer, the buildup from the interior and flooring will follow.

Key dates for completion ceremonies are as follows: May 9 in Payson at the First Church of the Nazarene, May 10 in Globe at either Globe High School or High Desert Middle School.

On May 14 the project with ADOT/Yavapai will start.

On February 27th a completion ceremony for ADOT Construction Academy was held.

Secretary Brocker was concerned about the lack of sound proofing for the Allied Healthcare building in Payson. Derryl Meeks explained how the walls would be finished.

C. Financial Report/Information/Discussion

Susan Gallo informed the Board that the Revenue Report for January 2018 was emailed to them. She explained that we are keeping expenditures down and doing well. The first quarterly check to EAC was made in January and in February the second quarterly check was made. Susan asked if there were any questions and she responded to a question from Secretary Brocker. (Copies attached and made a part of the official minutes.)

President Spehar returned to Item 2 E.

4. Standing Business**A. Update on the Accreditation Strategy/Information/Discussion**

Secretary Brocker said she had a call in to Dr. Sweeney with the Higher Learning Commission but her call has not yet been returned. Secretary Brocker hopes to speak to her soon, because the last contact was approximately eighteen months ago. As for Board Policy, she will set up a meeting soon mainly to discuss tuition structure for seniors.

B. Update on Board Policy Strategy /Information/Discussion

Secretary Brocker responded under 3.A.

C. Update on the Legislative Strategy/Information/Discussion

President Spehar stated that he reported on this in his President's report and Member Moorhead updated the Board regarding Representative O'Halleran's visit.

D. Update on Communication Strategy/Information/Discussion

Leitha Griffin informed that there were over 400 students in attendance at the Payson College Day and 200 students on Senior Day. Leitha stated that she traveled to Payson last Saturday and took photos and recorded some activities from the Fire Science Class. A full-page article on the College Academy in Globe is being worked on. Stem Fest and Arbor Day on April 28th is moving forward. Registrations are coming in so it should be another successful day.

Secretary Brocker requested an update on a meeting held in Payson on February 16th. Leitha stated that she was not able to attend and deferred to Senior Dean Cullen. Senior Dean informed that there were ten people in attendance at the Building Trades Workforce Advisory meeting and it was very well organized by Dean Butterfield. Gila County Supervisor Tommie Martin was in attendance along with the attendees of which four were contractors. According to the survey, the contractors would be willing to teach for us and allow their job sites as on-the-job training. Securing the job site will be the next step.

E. Update on Partnering Strategy/Information/Discussion

Senior Dean Cullen spoke to this item under Communication Strategy.

F. Update on Funding Strategy/Information/Discussion

Member Moorhead stated that he had a phone conference with our lobbyist and he learned that there are three bills being tracked. One bill affects our Cosmetology Program. The other funding consideration is the Governor's budget with our 301 funds included.

5. General Information and Discussion of the Same

- A. All offices of the College will close March 12-16 for Spring Break.
- B. The next District Governing Board meeting is Thursday, April 5 at 9:00 a.m.

President Spehar stated that he would entertain a motion to adjourn the work session.

President Spehar asked that the Board return for the regular meeting in ten minutes at 10:25 a.m.

6. Adjournment/Action

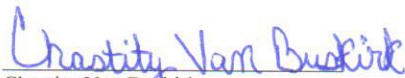
Motion 03012018#1

Member Knauss moved to adjourn the Work Session. Member Moorhead seconded the motion.

All in favor signify by saying aye; opposed signify by saying nay. No response on the nays. Ayes have it meeting is adjourned.

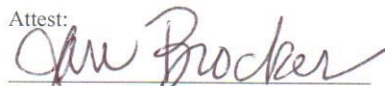
Meeting adjourned at 10:16 a.m.

Respectfully submitted,



Chastity Van Buskirk
Recording Secretary

Attest:



Jan Brocker
Secretary