



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, August 11, 2021
FINAL APPROVED**

1. Meeting was called to order by President Brocker at 9:04 a.m.

Board Roll Call – VP Moorhead excused absence; Secretary Cockrell present; Treasurer Knauss absent; Member Shipley present; President Brocker present

NOTE: Three members present, so there is a Quorum

Also Present: Andrea Renon, Gila Pueblo Campus Coordinator; Ann Knights, Payson Campus Coordinator; Janice Lawhorn, Interim Senior Dean, EAC Gila Pueblo/Payson Campuses; Trae Morris, EAC Associate Director/Bursar/GCPCCD Financial Liaison; Jessica Scibelli, Gila County Deputy Attorney

Pledge of Allegiance – led by Secretary Cockrell

No Guests on either campus or on Zoom

2. Call to the Public – waived since there were no guests.

3. Reports

A. President's Report – Dr. Jan Brocker

- Met with Gila County staff regarding county redistricting. Mentioned that they need volunteers but was unsure of what volunteer role would be. There is no anticipated expense for GCPCCD. This process is completed every 10 years based on new Census data.
- Met with Gila County Manager, James Menlove, and Jessica Scibelli, Gila County Deputy Attorney, regarding GCPCCD plans to apply for regional accreditation.
- Met with Lobbyist Gretchen Jacobs and AZ State Representative Michelle Udall to express gratitude for Rep. Udall's role in passing legislation to lower FTSE requirement for provisional districts seeking to be fully organized. She was very supportive of our plans to seek regional accreditation.
- Indicated that lowering of the FTSE requirement still posed an uphill battle for Santa Cruz District and that they may end up reverting to a tuition-financed district. No official word at this time.
- A preliminary meeting with our HLC liaison will be scheduled soon, so a number of steps are being taken to prepare for accreditation application process.
- Bark Beetle Project – clearing of dead/dying vegetation on Payson Campus should begin in September. Armstrong Landscaping Service was awarded the contract.

B. Sr. Dean's Report – Dr. Janice Lawhorn

- Sr. Dean Lawhorn presented an enrollment report overview, comparing enrollments through August 9, 2021 to August 9, 2020. Enrollments should be finalized on August 30.
 - HCE is significantly down in Payson. However, it is expected that enrollments in this area of study will increase by Spring 2022.
 - Jim Quinlan (English instructor – Payson Campus) retired. A full-time instructor has not been hired, but adjunct instructors are teaching courses he previously taught.
 - Several new dual enrollment courses are being offered in cooperation with Payson High School.
- Member Shipley asked what HCE stood for. Sr. Dean Lawhorn noted it was Health Care Education and also clarified all course abbreviations.
 - Secretary Cockrell asked what the unduplicated numbers on the first slide signified. Sr. Dean Lawhorn replied that this was headcount or actual number of students, not number of courses being taken.
 - Pres. Brocker asked that a copy of the to-date summary be provided for inclusion in future Board Meeting Packets. Sr. Dean Lawhorn agreed to do so.
 - Emily McRobbie has not signed the contract for the Payson Dean position. Sr. Dean Lawhorn indicated her husband may have significant health issues, but that she would know whether Dr. McRobbie was accepting the position by Friday, August 13.
 - Pres. Brocker asked if it was possible to track Gila students enrolled in Graham County (Thatcher) courses, especially because so many courses were converted to online formats during COVID. Asst. Dir. Morris said yes, as well as Thatcher students in Gila County courses. Brocker indicated she had been in touch with the AZ Auditor General's office, but their report did not include demographic data. Morris agreed to furnish this information after enrollments are finalized, starting Fall 2021 (beginning of 2021-22 AY).

C. Gila Pueblo (Globe) Campus Report – GPC Coordinator Andrea Renon

- Met with Sr. Dean to plan Faculty Meeting as well as Workforce Training Instructor meeting.
- Interviewed and filled two Administrative Assistant/Cashier positions (Norma Bradford and Annette Quan).
- Credentialed four new instructors.
- Continuing Advising training with Sara for Cosmetology students.
- Attended Parents night at Globe Unified School District.
- CVIT Cosmetology Zoom meeting
- Filled vacancy of ENG101/102 Instructor for Globe Unified School District 2021-2022 Academic year with Professor York.
- LEAD Team meeting on campus with Gila Pueblo Administration.
- Attended meeting with Anonymous Donor for Scholarship award to Miami-Globe Scholarship students. EAC Scholarship Foundation to handle this awarding. No publicity will occur. Those students awarded will have to turn in a photo to me so I can assist the Foundation with the necessary documentation for the donor.

Maintenance:

- General Building maintenance - (caulking, painting, etc.).
- Rearranging classrooms and offices for upcoming semester.
- Mirrors in HPE classroom were secured safely to wall.

- Pres. Brocker asked if all open positions have been filled on the Gila Pueblo Campus. Coordinator Renon indicated the Wellness Center position was filled, but no applications had been received for the Regional Training Center Director position. Brocker also remarked good news about the anonymous donor.
- Member Shipley asked if the Gila Pueblo Campus was full. Coordinator Renon said yes. Shipley asked if they had considered looking into additional space. Renon responded that was a possibility once a new dean was hired. Shipley indicated he was aware of another non-profit organization that might be donating 60,000 sq ft of space in Globe. The use would be restricted to avoid competition however he was confident educational use could be considered. Renon said she and Sr. Dean Lawhorn would be happy to meet with Member Shipley to discuss further.
- Pres. Brocker reminded the group that facilities are owned and insured by GCPCCD and any potential contract should be with GCPCCD. She agreed that discussions regarding this space should continue.
- Sr. Dean Lawhorn invited Member Shipley to tour the Gila Pueblo Campus. Shipley indicated he was familiar with the campus but would be open to a tour.

D. Payson Campus Report – PC Coordinator Ann Knights

- Monday, July 19: Sr. Dean Lawhorn on campus. Dr. Lawhorn and Ann Knights planned the faculty orientation for Aug. 16 and met with Cameron Mower regarding Canvas training for instructors.
- Thursday, July 22: Matt Weber, Ann Knights, Kim Sias, and Baylie Crank attended the KMOG forum (radio program) to promote new NAVIT Nail Technician and Sports Medicine programs.
- Thursday, July 29: Sr. Dean Lawhorn and Ann Knights went to PHS to meet with PUSD Superintendent Linda Gibson and PHS Principal Jeff Simon. Linda and Jeff were unavailable. Sr. Lawhorn and Ann knights spoke to Brian Young and received permission to have Kim Sias and Baylie Crank setup a program recruitment table at PHS during the first week of school when students are still finalizing their schedules.
- Thursday, July 29: Sr. Dean Lawhorn and Ann Knights met with two adult students returning to the Cosmetology program and with a potential Real Estate instructor.
- Friday, July 30: Lori Dobos went to PHS and met with NAVIT program coordinators and most NAVIT dual enrollment instructors to provide EAC training (faculty online, non-participation, etc.).
- Friday, July 30: Ann Knights sent an in-depth email to PUSD dual enrollment faculty, staff, and administration explaining the college and high school procedures and to clarify some misconceptions learned on 7 /29/21. This was to hopefully build dual enrollment, improve communication, and improve timeliness of documents sent to college to register dual enrollment students.
- Monday, August 2: NAVIT pre-session for Allied Health and Sports Medicine students began. Nail Technician program began.
- Monday, August 2: Tutor/Academic Advisor (Chris McKillip) replacement for Joan Stradling began. Training underway.
- Monday, August 2: PHS Fall semester began, dual enrollment is off to a slow start, we are hoping to receive the needed documents the first week of high school in order to get students registered ASAP.
- Week of Monday. August 2: Ann Knights holding new instructor orientations for new instructors one-on-one.
- Tuesday, August 3: NAVIT Cosmetology program began.
- Tuesday, August 10: Adult Cosmetology Program began.]

- President Brocker asked if dual credit process was going smoother. Coordinator Knights indicated she was receiving documents from instructors, so they were making progress.
- Sr. Dean Lawhorn commented that the meeting with Superintendent Gibson and Principal Simon had been rescheduled for August 30.
- President Brocker asked if the English classes previously taught by Jim Quinlan were still being offered. Sr. Dean Lawhorn and Coordinator Knights answered that adjunct instructors were now teaching English courses. Lawhorn also indicated that Statistics Instructor Alison Nordquist had developed a new online Statistics course that was at capacity with students from both Gila County and Graham County. Brocker remarked that she knew Alison was a very good instructor and was not surprised her course was full. While Brocker realized there were students from both counties enrolled in several classes, she believed that called for even more transparency and demographic information.

E. Financial Report – Associate Director/Bursar/GCPCCD Financial Coordinator Trae Morris

- The June 30, 2021 Financial Report was included in the Board Packet. Even though it is year-end, it is not the final report for the 2020-21 fiscal year.
 - Mr. Morris went over some of the details in the report and indicated that the 4th quarter invoice from EAC would be forthcoming. A net position for the FY is expected and the final report should be available by October.
- Member Shipley asked if there was any word about the College receiving Federal infrastructure money, and if any plans had been made on how to spend those funds. President Brocker commented that the bill had not yet passed, but Shipley indicated other governmental entities and municipalities were already making plans with the expectation that it would pass. Brocker indicated she would check with the GCPCCD lobbyist and monitor the situation.

4. Standing Business

- A. Accreditation Strategy** – President Brocker stated that the College was moving closer to starting the application process for regional accreditation – hopefully by the end of 2021. One of the key factors would be hiring personnel to head up the endeavor.
- B. Funding Strategy** – Member Shipley recently met with a gentleman from ASU Polytechnic to discuss the possibility of creating an enterprise for our students (i.e., create and sell “widgets”). He was invited to visit a similar program at ASU Polytechnic. Shipley will visit after their classes start and see whether it might be something for GCC students.
- C. Legislative Strategy** – in the absence of VP Moorhead, Pres. Brocker indicated the GCPCCD lobbyist had attended a bipartisan conference which she found valuable. The Arizona State legislature is not currently in session.
- D. Community Relations/Workforce Development** – in the absence of Treasurer Knauss, Marketing/PR Coordinator Griffin indicated her efforts have been focused on pushing for enrollments since the next few weeks are crucial.

5. New Business –

- A. Facility Use Agreement – City of Globe Active Adult Center** – Coordinator Renon indicated this facility would be used for two craft classes if it opens in the next month or two. Susie Andres is the instructor for a class W/F 9-1. This IGA is based on a non-fee agreement with City of Globe. A Stretch and Flex class will be added to this agreement if they can find an instructor.

Motion to approve made by Member Shipley; seconded by Cockrell.

Discussion: President Bocker asked about the EAC form being used for the contract, and if this is a new contract or renewal. If new contract, normally should be reviewed by County Attorney. Renon indicated that VP Welker provided the form being used, and that it is a renewal.

Pres. Bocker then asked County Attorney Scibelli if all contracts should be reviewed. Scibelli indicated that for her to sign off on the contract, she would have to review both an original and renewal contract for any changes in law and add clauses as needed. Bocker asked Board members to consider the renewal IGAs on today's agenda, but in the future she would like to see more standardization of forms and a review process that involves legal counsel when appropriate.

Member Shipley indicated that he had reviewed all of the IGAs on the current agenda and thought they were "benign" regarding any liability. He also considered them to be in the spirit of cooperation with the Town of Globe.

Secretary Cockrell suggested approving all three at once if appropriate. Member Shipley indicated we should approve them separately. Bocker suggested more discussion about standardized forms and legal counsel review procedures.

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

- B. Facility Use Agreement – City of Globe Fire Station** – for Spring 2022 classes. Fire classrooms/equipment to be used for Fire Science classes.

Motion to approve made by Secretary Cockrell; seconded by Member Shipley.

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

- C. Facility Use Agreement – Tri-City Fire District Fire Station** – similar use as item 5.B.

Motion to approve made by Member Shipley; seconded by Secretary Cockrell.

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

- D. Community Use of School Facilities – Payson Unified School District** – Coordinator Knights said the same PUSD form was used last year to request usage of the RCMS band room for a College music class. The only expense is \$340 to sanitize room. Brocker was confused by EAC form (Contract Summary form) that was then followed by a PUSD form. Knights explained this was the appropriate method for routing through the approval process. It is a renewal contract.

Motion to approve made by Member Shipley; seconded by Secretary Cockrell.

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

- E. Advisory Committee Annual Luncheon Approval** – Sr. Dean Lawhorn has been working with Treasurer Knauss to set up an annual advisory committee meeting in Gila County. The Purpose and Role of Advisory Committees document was presented. An initial Allied Health Committee in the Globe area had 25 people attending. Lawhorn believes that involved community members can potentially review curriculum, provide partnership opportunities, provide equipment, etc.

Sr. Dean Lawhorn proposed Tuesday 10/26 or Wednesday 10/27, 10:00 am – 1:00 pm, for the first annual advisory committee meeting at the Bullion Plaza in Miami (\$200 rental fee). She estimated a total cost of \$1,500 for luncheon, snacks, beverages, materials and “trinkets.” Lawhorn has talked with Fred Barcon and others who are interested in getting involved with the College. The goal is to set up a similar committee in Payson. Again, the purpose is to talk to the community, find out what employers want, are students learning what they need, do they have the technical skills, etc. She noted that EAC does this every Fall.

Discussion: Pres. Brocker stated that a Community College should be involved with the Community.

Motion to approve (amended to approve \$1,800 maximum expenditure) made by Member Shipley; seconded by Secretary Cockrell.

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

- F. New Part-time Marketing Position in Payson** – Sr. Dean Lawhorn proposed a new half-time marketing position for Payson, similar to a position that is currently unfilled in Globe. Plans are to advertise and fill the open position in Globe, but she would like to add a similar half-time (19 hour/week) position in Payson. Presented a document that outline the required skills. Responsibilities include getting involved in the Payson community, develop brochures, ads, videos, recruitment activities (like Leitha Griffin does) in order to grow enrollments. Pay would be \$15.77/hour, and the total expense would be approximately \$16,000/year.

Member Shipley stated that there should be a projected ROI (return on investment). Lawhorn indicated that would be the plan. Cockrell thought it was a great idea, and that more advertising and awareness is needed in the Rim Country communities.

Motion to approve made by Secretary Cockrell; seconded by Member Shipley.

Discussion: President Brocker agrees that more marketing in Payson is needed. However, she has two concerns – 1) if the new Payson Campus Dean is hired, she should be involved in the selection of this individual as she builds her team; 2) also hesitant because of the requirements for the accreditation process coming up. At this time, Brocker is sending out Public Notification of GCPCCD Board meetings, putting together the Board Meeting Packet and preparing Board Meeting Minutes with help from Secretary Cockrell. She doesn't plan to do this forever, but currently this administrative support only requires a few hours a month. The possibility of adding marketing responsibilities would make it a more viable position. Brocker indicated she would rather table the proposal at this time.

Sr. Dean Lawhorn remarked that marketing campaigns include promoting classes and was not sure how a position dedicated to the Board would help enrollments. Brocker said she understood, but then suggested that the half-time Globe position be moved to Payson. She reiterated that she is not comfortable approving new positions with the accreditation process being initiated fairly soon.

Coordinator Griffin commented that she spends 1-2 days/week in Payson, but a lot of her work can be done online from Globe. She would like to see the position filled regardless of location, although she is hoping for two half-time positions. She would expect a person in Payson to help with Globe and vice versa since the position would be for entire County. Brocker said that made an even better case for moving the half-time position from Globe to Payson since location shouldn't matter. Griffin would like both half-time positions. Brocker agreed that would be ideal in the future, but not now.

Pres. Brocker noted that Coordinator Griffin's workload had been reduced since June 30 since EAC set that deadline for the GCPCCD Board to start handling their own administrative support. She also wanted others to know that key Gila County employees were questioning why EAC had set this requirement when all positions on the two Gila County campuses are paid for with Gila County funds. Again, Brocker stated that she was not comfortable approving a new position but was okay moving the open Globe position to Payson to create a marketing presence at both Campus locations. Eventually a new half-time position in Globe could be reconsidered once the accreditation process was underway.

Member Shipley asked if a candidate was being considered for Payson Campus Dean. Brocker clarified that she was under the impression (prior to this meeting) that there would be a new Dean in Payson. However, if an assistant for the Board was approved (by the Board), the position would probably need to be advertised.

Sr. Dean Lawhorn remarked that a half-time person would help Gila Pueblo Campus as well as Payson and that if Pres. Brocker was suggesting that the new Payson Dean should have a say in who was hired, it could take several weeks for the position to be approved and posted. Brocker clarified once again that the half-time position in Globe could be moved and advertised in Payson instead of creating a new position in Payson.

Member Shipley disagreed respectfully. He said that he runs a business and believes that one has to spend money to make money. Brocker clarified we would have a half-time marketing position in

Payson in addition to a full-time position in Globe. Instead of 1.5 positions in Globe, there would be a full-time position in Globe (Leitha Griffin) and a half-time position in Payson (instead of Globe) – so no new positions would be added. She reiterated that the entire GCPCCD Board would need to approve the College organizational structure as a precursor for moving forward with the accreditation process.

Member Shipley said he doesn't care where it is – we just need a person. Again, Pres. Brocker clarified that a person would be hired for a current open position. Because of her background in sales and marketing, Brocker understands how important marketing functions are, and said eventually the number of marketing positions could be expanded. But for now, Brocker would like to table this proposal, especially until the other two Board members can be involved in the discussion.

Sr. Dean Lawhorn clarified for Member Shipley that what she had proposed was for the current open position to be advertised and filled in Globe and a new position to be advertised and filled in Payson.

Coordinator Renon asked if the current open position could be moved from the Gila Pueblo Campus budget to the Payson Campus budget. Asst. Dir. Morris indicated the budget code could be moved since the bottom line would be the same. Pres. Brocker concurred that it is all within Gila County.

Coordinator Griffin commented about the advantage of having someone down the hall to confer with for 19 ½ hours/week. Brocker restated that she understood the ideal situation, but at this time she does not want a new personnel line item due to the accreditation process coming up soon. She also felt there were many ways to use technology to communicate regardless of location.

Secretary Cockrell suggested tabling the proposal. Member Shipley indicated that Cockrell could either withdraw the motion or Board members could go ahead and vote on the motion.

Secretary Cockrell withdrew her original motion. Shipley reluctantly withdrew his second.

Pres. Brocker tabled the item and suggested that the proposal be brought back when all five Board members could be involved in the discussion.

G. New Positions – GCPCCD – President Brocker withdrew this item from the agenda.

6. Consent Agenda – Minutes from July 2021 meeting.

Note: Secretary Cockrell pointed out a typo on the agenda – the Minutes from the July 2021 meeting (not June 2021 meeting) should be considered for approval.

Motion to approve made by Member Shipley; seconded by Secretary Cockrell

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

7. General Information and Discussion of the Same –

The next Regular Governing Meeting is scheduled for Wednesday, September 8 at 9am. President Brocker will not be available on September 8 and proposed moving the meeting to September 1. She will check with other Board members and notify others if the date is changed.

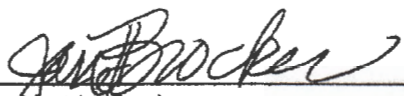
8. Adjournment

Motion to adjourn made by Member Shipley; seconded by Secretary Cockrell.

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

Meeting was adjourned at 10:49 a.m.

Respectfully submitted,



President Jan Brocker
Recording Secretary

Attest:



Secretary Connie Cockrell
GCCCD Governing Board Secretary