



**Gila County Community College District
Governing Board Work Session Meeting
Electronic Meeting
February 10, 2021
** APPROVED****

A Work Session Meeting of the Gila County Community College Provisional District Governing Board was held on February 10, 2021, with all Board members participating electronically by ZOOM. Gila Community College, pursuant to A.R.S. §38-431.02(B), notice having been duly given.

Governing Board Members Present:

Jan Bocker, President (via ZOOM)
Kurt Knauss, Treasurer/CFO (via ZOOM)
Samuel I. Moorhead, Vice President (via ZOOM)
Fernando Shipley, Member (via ZOOM)

Governing Board Members Absent:

Connie Cockrell, Secretary (Absent)

Also Present:

All attendance via ZOOM.

Pam Butterfield, Payson Campus Dean, Andrea Renon, Facility Coordinator GPC, Ron Carnahan, Project Coordinator IT Gila County, Leitha Griffin, PR Coordinator, Janice Lawhorn, Dean of Curriculum and Instruction and Senior Dean over Gila County, Jessica Scibelli, Gila County Attorney's Office and Heston Welker, VP of Administration/CBO.

OTHER GUESTS David Sowders representing the AZ SilverBelt/Copper Country News, Matt Weber, NAVIT

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

At 9:05 a.m. President Bocker started the meeting with the Pledge of Allegiance. Member Moorhead led the Pledge. President Bocker called roll and announced that Secretary Cockrell and Member Shipley were not in attendance at this time, but there was a quorum.

2. Discussion

A. New Payson Campus CTE Programs for Fall 2021/Information/Discussion

Dean Butterfield informed the Board that she has been talking with the high school, NAVIT and with community partners regarding new programs for Payson High School and the community at large too. Programs discussed were Sports Medicine and Rehabilitative Therapies a 28 credit one-year program which would be held on the Payson Campus and the Nail Tech Program which would be a central program on the Payson Campus. It is an 18 credit one-year program. The Nail Tech Program would require a slight modification to the Cosmetology Building which Maintenance has estimated to cost under \$1,000. Some equipment would have to be purchased. Dean Butterfield mentioned that they are going to try and revamp some of the CTE Programs such as Autos, Computers, Culinary, Theatre and Building Trades that are offered at the Payson High School. She is looking at instructors so she isn't sure which programs will be started up again. President Bocker questioned funds for the equipment purchases. Dean Butterfield explained that there is approximately \$50,000 in an account earmarked for the purchase of cosmetology equipment.

Matt Weber of NAVIT stated that he was excited to have two new Central Programs to offer. He also stated that Sports Medicine is the fastest growing program in the high schools in Navajo and Apache Counties. President Bocker and Treasurer Knauss had questions and Matt Weber and Sr. Dean Lawhorn provided information and discussion took place. VP Moorhead stated that these programs would be helpful in rebuilding the enrollment.

(Copy attached and made a part of the official minutes.)

President Bocker asked that Andrea cover B, C and D for the Board.

B. Bull Family Dentistry Agreement/Information/Discussion

Andrea Renon informed the Board that these were Clinical Education Agreements for Dental Assisting students to complete their externship hours which includes their hours in observation and practices needed. The Agreements are identical in content to Caffall Dental and Comfort Dental Agreements which were previously approved. Andrea also informed that all three entities are located in Safford Arizona. Sr. Dean Lawhorn provided additional information on the Agreements. President Bocker called for questions or comments and there was no response.
(Copy attached and made a part of the official minutes.)

C. Copper Hills Dental Agreement /Information/Discussion

Andrea Renon covered this information in item 2.B.
(Copy attached and made a part of the official minutes.)

D. Palmer and Johnson Dental Agreement/Information/Discussion

Andrea Renon covered this information in item 2.B.
(Copy attached and made a part of the official minutes.)

E. Enrollment Reports/Information/Discussion

Senior Dean Lawhorn informed that the enrollment reports were in the Board packets. Sr. Dean provided information on the packet page by page. Dean Butterfield and Andrea Renon provided additional information on the enrollment figures. President Bocker had FTSE questions and Sr. Dean Lawhorn and VP Welker responded. VP Welker stated that there is no easy answer to what may happen in the fall and most Community Colleges are fearful that they may not be able to regain their former FTSE levels. He informed that the auditors are asking that we be very conservative in our numbers, approach and budgets. He provided very helpful information for the Board. Treasurer Knauss asked if there was a similar trend with Graham/Greenlee Counties or is it steeper or less. VP Welker informed that the Thatcher Campus is slightly down for traditional students. He stated that they are severely down in the prison programs because we have not been in the prisons since the pandemic started. VP Welker provided much additional information. President Bocker questioned if both Wellness Centers were open. Andrea provided information on the hours that the center was open. Selma has been tracking student attendance and could see the hours when there was very little or no traffic. The opening hours on Tuesday and Thursday were cut from 5:00 a.m. to 7:00 a.m. and closing hours on Monday through Friday were changed to 7:00 p.m. from 8:00 p.m. Saturday hours stay the same from 10:00 a.m. to 3:00 p.m. Selma Williams who is full-time in the Wellness Center will be covering some hours in the front office and will also be cross trained as a cashier. This will provide three employees who are cross trained as cashiers during this transition time through June.

(Copy attached and made a part of the official minutes.)

3. Reports

A. President's Board Report/Information/Discussion

President Bocker stated that she spent the last few weeks trying to get the lay of the land since Jay's resignation. She has attended meetings with our lobbyist and she and Treasurer Knauss attended a meeting with EAC Administrators. She informed that she has also met with our legal counsel, Jessica Scibelli of the Gila County Attorney's Office. President Bocker stated that Jay had sent her a flash drive so she now has all the Gila policies and she will be getting that information to the Board members. President Bocker informed the Board that she is trying to do the annual all day work session and she is looking at the first weekend in March. There are two Board members missing so she will try and set it up outside the Board meeting. Call for questions and there was no response.

B. Coordinator's Report/Information/Discussion

Coordinator Renon reported that the Allied Health parking lot was completed.

- Automatic gate was hung at maintenance area; awaiting final parts to activate.
- Repaired door to dump trailer.

January 11, CVIT classes and ASU classes started.

January 12, Spring Convocation for all EAC staff and faculty

January 19, Spring Semester started

Attended various Leadershop courses via Zoom (Mental Health, Finances and How to be a Team Player.)

Meeting at RTC regarding classroom set-up to accommodate ten students in the computer classroom. This was for the CVIT course Auto CAD.

Instructor meeting with the Math Department

Snow Day Tuesday, January 26

Dental Clinical Education Agreements for student externships:

- All three entities have signed and require GCCCPD Board Signature
- Bull Family Dentistry – Safford, AZ
- Palmer & Johnson Family Dental – Safford, AZ
- Copper Hills Dental – Safford, AZ

Ongoing student advising

Attended Various Meetings:

- GCCCPD Board Meeting
- Noel Levitz Planning – Student Satisfactory Survey

- Administrative Cabinet
- Planning & Steering

RTC Instructor/Director Meeting to tour Facility with Sr. Dean Lawhorn and discuss course loads for adjunct faculty. Ongoing coordination with Miami Unified School District to incorporate additional courses for Dual-Enrollment students to include Physics, Biology and Agriculture.

Application received from individual to instruct Accounting and Business Administration courses. We have not offered these courses for a few years so we will be exploring that as well. Currently working on the credentials for the unified school district instructors as well as this individual who have to go through the process at EAC. Call for questions. President Bocker asked how it was going regarding the searching to replace the open positions. Andrea replied that at the present time neither position is being filled. Sr. Dean Lawhorn provided additional information. At the present time there are no open positions posted. (Copy attached and made a part of the official minutes.)

President Bocker reported that Member Shipley joined the meeting.

C. Dean's Report/Information/Discussion

Dean Butterfield informed that on January 12th, all full time employees attended EAC Convocation. Various workshops and Leaderships were offered throughout this week.

On January 21st Benjamin Fisher, 3rd block nursing student was awarded an All-USA scholarship. This PTK scholarship provides tuition for 60 credit hours at any of the three state universities. The student does plan to get his Bachelor's in Nursing.

January 25th, 26th and 27th were snow days on the Payson Campus. She stated it was the first time in her 13 years that there were three snow days in a row. Instructors are making up those lost class hours with their students.

February 1st, Dean Butterfield met with Jeff Simon, Payson High School Principal, to give Dean Lawhorn a tour of the CTE facilities at PHS. We also spoke to many CTE instructors at the high school regarding their programs.

On February 2nd, Dean Butterfield and Sr. Dean Lawhorn met with Scott Nossek of Payson Physical Therapy regarding potential Sports Medicine and Rehabilitative Therapies program.

Completed second quarter budget review and everything is on track.

Dean Butterfield provided an update on the Bark Beetle project. She spoke with Kevin McCulley and the Department of Forestry and Fire Management will be here on February 26th and they will mark the trees that they will be removing. At that time they are going to create a Forest Health Plan. Dean Butterfield told the Board that they can look forward to additional grants to continue this Fire Wise project. She also informed that Kevin asked who would be the fiscal agent for the contract. She informed that we pay the full amount and then are reimbursed at 50%. She stated she will need to get back to him because the contract is being written now. Call for questions. VP Welker provided an explanation on how the payment would be handled. He stated that Treasurer Knauss would have to keep detailed information on the grant contract because this is outside of EAC handling and the auditors will pick up on this. VP Welker informed the Board that before the check is written, they will want to report all information regarding the grant to Heinfield and Meech as they are keeping the books on Gila financials. VP Welker stated that it is best to run as many expenses as possible through EAC processing so all documentation is in one place. President Bocker stated that she will be the fiscal agent for the contract.

D. Financial Report/Information/Discussion

VP Welker presented the financial Statement to the Board. He explained that the format had changed a little. VP Welker explained the details and hoped the Board found it easier to read. He explained that they are very busy right now handling Gila's audit and EAC's audit and also working on budgets for both Gila and Eastern. He will be providing some budget documentation to the Board in the next week or so and that will be sent directly to everyone. Those budgets will drive the State budget which will be submitted to the State auditors. He informed the Board that they will want to be thinking about the Truth in Taxation meeting and what they are going to levy. VP Welker called for questions. (Copy attached and made a part of the official minutes.)

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

President Bocker stated that she is hoping to schedule a one day work session for the Board. She asked how Saturday March 6th looked. She is working on a location and had called the Roosevelt Sub Station but had not been able to reach anyone. She asked Board members to let her know their availability. Member Shipley and VP Moorhead were available. Treasurer Knauss would have to check and get back to her. President Bocker will check with Secretary Cockrell. President Bocker stated that she is not reporting anything on Accreditation until she has something firm. Board Policy Strategy will probably go away since we are much more aligned with EAC and will talk more about that on March 6th.

B. Update on the Board Policy Strategy/Information/Discussion

This item addressed under 4.A.

C. Update on the Legislative Strategy/Information/Discussion

VP Moorhead stated that State Aid (Inaudible) has filed a lawsuit against the Biden Administration concerning one of Biden's executive orders. The State Senate tried to find the Maricopa County Supervisors in contempt of the Legislature for failing to comply with the subpoena. This may be re-visited. The State Senate has published their

version of the budget. The Governor has published his version of the budget and we haven't heard from the House yet. The weekly telephone calls between us and the lobbyists will take place this Friday. He provided information on some of the bills that may be considered. Senate Bill 1433 is an important bill having to do with distance learning, plans, and funding. It is going to be in the same funding formation as in person.

D. Update on Communication Strategy/Information/Discussion

Leitha informed that Gila Pueblo Campus also had a student that received the All Arizonan Scholarship. The student's name is Dylan Olson. Leitha helped Dylan and Benjamin Fisher have a virtual ceremony.

She attended the Globe-Miami Chamber of Commerce Strategic Planning Meeting on January 25th.

She will be attending the First Workforce Quality Initiative Council meeting for Payson on February 25th.

Currently promoting two late-start courses along with the Wellness Centers. Those two late-start courses are Hiking for Gila Pueblo and Yoga for Payson.

E. Update on Partnering Strategy/Information/Discussion

No report given as no one is designated for Partnering Strategy

F. Update on Funding Strategy/Information/Discussion

VP Moorhead stated that funding is a big question mark. He stated that he had no idea what the Legislature will end up doing.

G. Update on Freedom of Expression Committee/Information/Discussion

VP Moorhead stated that the Sub Committees should meet at their convenience and let him know the results of those meetings so he can include it in the letter he prepares for the State.

5. General Information and Discussion of the Same/Information/Discussion

A. The next District Governing Board meeting is the second Wednesday March 10, 2021, at 9:00 a.m.

It was determined there would be a 10 minute break. The regular session would convene at 10:30 a.m.

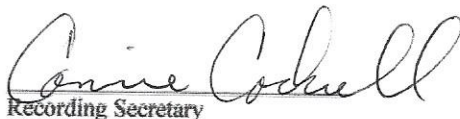
6. Adjournment/Action

Motion 02102021#1

Member Shipley moved to adjourn the Work Session. VP Moorhead seconded the motion. All in favor please signify by saying aye. Opposed; no response. Abstain; no response. Work session meeting is adjourned. (Brockner, Knauss, Moorhead and Shipley voting in favor.)

Meeting adjourned at 10:20 a.m.

Respectfully submitted,


Recording Secretary

Attest:

Jan Brockner
President