



Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, March 8, 2023
**** APPROVED ****

1. Meeting was called to order by President Bocker at 9:03 a.m.

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley present; President Bocker present.

Also Present: Janice Lawhorn, GCPCCD Interim President; Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Andrea Renon, Associate Director, Gila Pueblo Campus; Ann Knights, Associate Director, Payson Campus; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, EAC/GCPCCD Financial Liaison; Derryl Meeks, Assistant Director Maintenance.

Guests: None

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public – waived by 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.

3. Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- President Bocker and Dr. Lawhorn worked together to revise the agenda moving forward. The goal is to make the reporting more efficient. The revised sections included Interim President and Board Member Reports, Staff Reports, and Action Items.
- Dr. Lawhorn stated the LGIP interest rate for January was 4.23% earning just over \$6,000 in about a week. During the month of February, the account earned \$29,844.25 in interest at a rate of 4.47%. Once again, she thanked Coordinator Morris for his assistance in setting up our accounts.
- Dr. Lawhorn is working with Washington Federal Bank to secure business credit cards for her and Dr. Bocker. This would be convenient for small purchases and vendors who do not accept purchase orders. The credit cards would need to be reconciled at the end of each month with copies of receipts attached. It was determined that Treasurer Knauss would also have a credit card so that there would be cards available in Thatcher, Globe, and Payson making it possible for any Board Member to make a purchase if needed.

- Dr. Lawhorn has been in contact with the Arizona Department of Administration regarding the Section 218 Agreement which will allow Gila to withhold Social Security payments from payroll. It is a work in progress.
- Dr. Lawhorn attended the Globe-Miami Community Partnership Panel meeting in Miami on March 1 with Treasurer Knauss. She stated there was going to be a large meeting in Globe in August with upwards of 300 attendees. Member Shipley interjected that this was the Rural Policy Forum. There was a conversation about being part of the tour for the attendees or having the opportunity to speak about the College. She will reach out to them to see if that is possible.
- She worked with President Bocker on the presentation for the 20-Year celebrations and attended the Payson Campus 20-Year Celebration on March 3.
- She will attend the Gila Pueblo Campus 20-Year Celebration on March 9.
- Dr. Lawhorn worked diligently with President Bocker and the attorney to create HR and Procurement consultant contracts which are Action Item 5B on the agenda for today.

B. President Report – Dr. Jan Bocker

- Dr. Bocker stated we have been working with the attorney as we determine what steps we need to take next as we move toward independent status.
- Dr. Bocker mentioned that Aspen University's Nursing program was recently shut down by the Arizona State Board of Nursing. Aspen University is a for-profit school in the Phoenix metro area. With EAC being the top Nursing program in the State and Nation for first-time NCLEX pass rate, she wondered how we might be able to reach out to these students. Dr. McBride stated he would contact Sara Lemley, EAC's Nursing Director, who could contact Carolyn McCormies, EAC's previous Nursing Director and current State Board of Nursing President, to see how we might help these students.

C. Vice President Report – Sam Moorhead

- VP Moorhead indicated that tomorrow we will be meeting with the College's lobbyist, Gretchen Jacobs, who will provide us with some legislative updates and explain what is happening in the State "political theatre."

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss thanked Dr. Lawhorn for setting up the new College bank accounts.
- Treasurer Knauss attended the Community Partnership Panel meeting on March 1. He noted that the City of Globe and the County expressed interest in a Heavy Equipment program.
- He attended the CVIT days on the Gila Pueblo Campus on March 6. He had the opportunity to speak with several faculty members and would like the Board to prioritize updating the Nursing and Cosmetology program equipment next year. Room sizes are a challenge for both programs. Additional storage is also needed for Cosmetology.
- In conversation with Barcon Industries, an opportunity for a HUD housing grant has come up and he would like to support this effort. This is an Action Item on the agenda today. VP Moorhead indicated that Globe Superintendent Jerry Jennex traveled to Baghdad to look at shipping containers as possible housing for teachers in the area.

- Dr. Bocker stated that affordable housing in both the northern and southern parts of the County is needed. Cliff Potts, VP of the MHA Foundation who is also a Payson realtor, indicated that they were also interested in advancing an initiative for affordable housing for students and the community. They were looking at container homes as well as tiny houses.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell asked about the Marketing Position which was approved in December. Dr. McBride indicated that Kris McBride recently asked for the budget code for the position, so he anticipates it being posted this week. Dr. Bocker indicated this is a critical position for Payson.

F. Advisory Committee Liaison Report

- Member Shipley attended the 20-Year Celebration at the Payson Campus on March 3. He was impressed by the campus and the attendees and is proud to be part of the College.
- Dr. Bocker asked if the members of the GCPCCD/Gila County Advisory Committee have been approved by the Gila County Board of Supervisors. Deputy Attorney Scibelli indicated that Supervisor Christiansen and Member Shipley had been approved, but not the other members of the Committee. Supervisor Christiansen told Member Shipley that the approval would be on the agenda for the March 21 Board of Supervisors meeting. Carl Couch, who has been recommended as a member of the Committee, will be attending the 20-Year Celebration in Globe. Once the Board of Supervisors has approved all committee members, Dr. Bocker will meet with Dr. Lawhorn, Deputy Attorney Scibelli, Board Member Shipley, and Supervisor Christensen to provide some initial direction for the Advisory Committee.
- Dr. Bocker wondered if Member Shipley would be attending any of The Trust seminars that were recently scheduled. Member Shipley stated there did not seem to be anything applicable as we do not have our own staff.

4. Staff Reports

A. Senior Dean Report – Dr. Phil McBride

- In addition to Dr. McBride's submitted report, he stated he attended the concert at the Payson Campus last night and hopes to have this group play at the Welcome Back session in the Fall. Unfortunately, they are not available to play for graduation.
- CVIT Days were well attended, and the sessions were well-done by both the faculty and students.
- There are three applicants for the Math position in Globe which recently closed. Dr. McBride stated he may reopen the position. Dr. Lawhorn indicated she has looked at the applications and also requested that he reopen the position.
- The full-time Biology position in Globe is still open.
- Nathan Sherman has been hired for the full-time Maintenance position in Payson.
- Dr. McBride reviewed the online FTSE report that EAC Institutional Research Teresa Bailey compiled. He stated that approximately 45 FTSE for 2022/2023 has been lost to the EAC Online Campus. Dr. Bocker said she and Dr. Lawhorn reviewed the report and up until Fall 2022, Gila would have received all the FTSE for the online courses that originated in Gila County. She stated there is a concern with losing the FTSE as it affects our expenditure limitation and the appropriations from the State. Dr. Lawhorn indicated that GCPCCD is not credited with the FTSE count for online courses taught by GCPCCD Campus faculty, even though those instructor salaries are paid with GCPCCD funds.
- Based on the data provided, it was difficult to determine how much of an instructor's load was being taught online by Gila County instructors. Coordinator Morris also stated that there has been some discussion about compensating GCPCCD for instructor salaries. Dr. Bocker stated that the intent of the contract with EAC is to provide educational services for students residing in Gila

County, not to include them in the EAC FTSE count. Dr. McBride will investigate the total load for each GCPCCD faculty member and provide that and any additional information to Dr. Lawhorn.

- Dr. McBride stated that Mike O'Neal, CVIT Superintendent, will be the keynote speaker at the graduation ceremonies in Globe which will be held at Miami High School's Ragus Stadium.
- In Payson, the graduation ceremony will be held at the Payson High School auditorium. Hoyt Skabelund, CEO of the Banner Payson Medical Center will be the keynote speaker.
- There was some conversation about facility rental contracts for graduation ceremonies. Since the facility usage fees are nominal, it was determined Board approval was not needed. Dr. Bocker indicated she would sign the contracts if needed.

B. Associate Director Report - Gila Pueblo (Globe) Campus – Andrea Renon

- In addition to the submitted report, Associate Director Renon stated she was in attendance via Microsoft Teams at the Community Partnership Panel meeting as well. She has been working with Lee Kinnard in writing a grant letter with the Globe/Miami Gun club for the range for the Law Enforcement program. Dr. Lawhorn stated there were individuals at the meeting who would like to hear more about the LETA program. Linda Oddonetto, Economic Development Director for the City of Globe, expressed interest in a presentation on this program at a future Council meeting.
- The contract for the Gila Pueblo Campus graduation ceremony was previously prepared in January and has already been approved by Superintendent Dorathy.

C. Associate Director Report – Payson Campus – Ann Knights

- In addition to the submitted report, Associate Director Knights notified the Board there was a late start day on March 2 due to the weather.
- Associate Director Knights received a letter of resignation from the part-time Nail Tech, Kim Sias, who will continue through the Fall.
- Associate Director Knights stated they will be conducting interviews for the part-time tutor position after Spring Break which will be March 13-17.
- Secretary Cockrell asked if there was a flier for the Job Fair that she could post in various locations in Payson. Associate Director Knights indicated she would get something to Secretary Cockrell.
- Dr. Bocker thanked Associate Director Knights and her staff for the outstanding job they did on the 20-Year Celebration.

D. Financial Coordinator Report – Trae Morris

- The financial statement through January 31 was included in the Board Packet. He stated this is in alignment with the budgets.
- The second quarter invoice to EAC was paid by ACH (for the first time!) on March 2.
- Coordinator Morris stated that as GCPCCD moves forward toward independence, they will want to ensure State aid for the College is acquired as it will be critical.
- In reviewing the FTSE number estimate, Coordinator Morris said that the College can use a couple of different options in determining their FTSE numbers for the expenditure limitation for the following year. One option is to use last year's FTSE numbers, and another is to use a five-year average. The number of 663 FTSE will be reported using the five-year average as that is the most beneficial to the College. Coordinator Morris asked Dr. Lawhorn to send him some dates to set up a meeting with Registrar Heather Augenstein to have her explain FTSE calculations. Dr. McBride, Dr. Bocker, and Treasurer Knauss will also attend.

E. Marketing Coordinator Report – Leitha Griffin

- In addition to the submitted report, Coordinator Griffin informed the Board that she will be attending the San Carlos Healthcare Education Fair on March 30 and the AZ@Work Career Fair at Miami High School on April 24.
- The reporter from the Payson Roundup was unable to attend the 20-Year Celebration but is working with Leitha to put together an article.

5. Action Items

A. Congressional Art Competition Scholarship Representative Crane – President Bocker

President Bocker indicated the College was approached by U.S. Representative Crane's office asking if we would like to provide a General Studies scholarship for the annual Second Congressional District Art Competition. Lori Mills attended the GPCCCD 20-Year Celebration on the Payson Campus, representing Representative Crane's office. The competition began in 1982, and students in grades 9-12 are eligible to participate. The winner's artwork will be on display at the U.S. Capitol, and the top three winners will be able to choose from local scholarships made available through this competition. Dr. Lawhorn recommended the College approve a two-year scholarship at either Campus.

Motion made by Treasurer Knauss, seconded by Member Shipley, to make a two-year General Studies scholarship available to students competing in this competition. The eligible student will need to maintain a 3.0 GPA and attend classes on either the Gila Pueblo or Payson Campus.

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

B. Human Resources and Procurement Contracts – Dr. Lawhorn

Dr. Lawhorn indicated she has been working with Lauri Avila, Mary Springer, Dr. Bocker, and our attorney to prepare contracts to hire an HR Specialist and a Procurement Specialist. Both Lauri Avila and Mary Springer are highly qualified in their specialized fields and will be able to help the College move forward. She indicated Lauri was the HR Director for Eastern Arizona College for over 20 years, retiring in 2021, and has since created November Consulting, LLC. Mary Springer retired in 2022 after four years as the Finance Director for Gila County and will contract with us as TempServ4U, LLC. Both vitae were attached for the Board to review. They will be compensated on an hourly basis through June 30. Dr. Bocker stated that our HR Consultant could work directly with the Arizona Department of Administration to move the Section 218 process along, as well as help build the HR infrastructure. She also stated Mary Springer is exceptionally well-qualified to help with our Procurement processes.

1) Motion made by Secretary Cockrell, seconded by Treasurer Knauss, to approve the HR Contract for Lauri Avila, DBA: November Consulting, LLC.

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

2) Motion made by Treasurer Knauss, seconded by VP Moorhead, to approve the Procurement Contract for Mary Springer, DBA: TempServ4U, LLC.

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

C. HLC Conference Travel, March 24-27 – Dr. Lawhorn

Dr. Lawhorn indicated she will be attending the Higher Learning Conference March 24-27 in Chicago. The estimated cost for the trip will be approximately \$2,000 including flights, conference fees, hotel, and per diem. As noted in her contract, the Board will pay for this approved out-of-state travel. Dr. Lawhorn will provide a report to the Board at the April Board meeting.

Motion made by Treasurer Knauss, seconded by Secretary Cockrell, to reimburse Dr. Lawhorn for actual costs associated with the HLC Conference travel to Chicago March 24-27.

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

D. HUD Community Compass Grant Opportunity – Dr. Lawhorn

Dr. Lawhorn and Treasurer Knauss met with Fred Barcon of Barcon Industries to discuss a HUD grant opportunity for student housing. The non-profit group putting this together requested a letter of support. The grant floor is \$100K. We would not have to put up any matching funds. Member Shipley indicated he spoke with Fred and he will also talk to Cobre Valley Regional Medical Center CEO Neal Jensen and the City of Globe about letters of support. The grant doesn't specifically provide funds for student housing but would provide technical assistance on where, how, what, and who could build it. Dr. Lawhorn will work with Treasurer Knauss to draft a letter.

Coordinator Morris added that restricted funds used for facility planning, buildings, and upgrades could be set aside each year and should not be subject to expenditure limitations when spent. He indicated he will clarify with VP Welker that this is accurate.

Motion made by Member Shipley, seconded by Treasurer Knauss, to allow Dr. Lawhorn to write a letter of support for this grant.

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

E. Globe/Miami Regional Training Center Electrical RFP – Assistant Director Meeks

Assistant Director Meeks received a quote from only one vendor, MDC Electrical Contractor, after preparing an RFP for the electrical upgrade at the Globe/Miami Regional Training Center. The quote is for \$62,242.27. He has received approval from Bryce Mares at FMI to proceed with the work. MDC requires 50% down so they can order the materials, which could take several weeks to arrive. It was requested that Workforce Development funds (WFD) be used for this purchase. Treasurer Knauss stated that this upgrade will allow us to install the new welding booths and increase capacity and seat time for our students as well as allow for the expansion of other programs. Assistant Director Meeks indicated they would not have any Welding courses this summer to allow for the upgrade. Associate Director Renon stated she has been in contact with Nathan Smith and Coordinator Morris regarding the upgrade and that Workforce Development funds could be expended.

Motion made by Secretary Cockrell seconded by VP Moorhead to approve MDC Electrical Contractor as the vendor to upgrade the electrical in the Globe/Miami Regional Training Center.

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

F. 2023/2024 Workforce Development Spending Proposal – Financial Coordinator Morris

Coordinator Morris provided the 2023/2024 Workforce Development Spending Proposal for \$725K of Workforce Development funds. He indicated that Board approval does not mean the money has to be spent by any specific deadline, but that the approval will exempt the funds from falling under the State Expenditure Limitations. Coordinator Morris stated that WFD funds from the State are meant to be spent over the course of the year to upgrade workforce programs. Dr. Lawhorn asked both Campus Associate Directors to bring anticipated projects to the Board for approval. Treasurer Knauss indicated he would work on a proposal for \$100K-\$125K in upgrades for the antiquated Nursing equipment. An additional \$50K for the Cosmetology program could be used to increase storage, and replace countertops, chairs, etc.

Dr. Bocker stated that we want to spend these funds wisely. Before making any WFD entries, Coordinator Morris will present the information to the Board. Dr. Bocker noted that funds from the Caris Foundation allowed us to purchase some items for the Payson Campus we may not have been able to purchase otherwise.

Motion made by Treasurer Knauss, seconded by Secretary Cockrell, to approve the 2023/2024 \$725K Workforce Development Proposal.

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

6. Consent Agenda –

A. Minutes from the February 8, 2023, Regular Meeting.

Members Shipley indicated he serves on the State of Arizona Whistleblower committee and that there has been a change regarding the approval of minutes at Board meetings as the recordings are being posted online. He stated there is no longer a requirement to approve minutes at their meetings and thought the same rules may apply to the College. Dr. Bocker stated we will investigate this for the next meeting and suggested we approve them at this meeting since it is on our agenda.

Motion made to approve the Consent Agenda by Member Shipley, seconded by Secretary Cockrell.

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, April 12 at 9:00 a.m.** Secretary Cockrell stated she will be on vacation and will miss the next meeting. Dr. Lawhorn asked if she should invite Mary Springer and Lauri Avila to the next Board meeting, which everyone agreed was a good idea. Dr. Bocker stated we would also like Deputy Attorney Scibelli to meet with our new contractors.

8. Adjournment – The meeting was adjourned at 10:52 a.m. by the motion of Treasurer Knauss, seconded by Secretary Cockrell.

Respectfully submitted,

Janice Lawhorn

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

Attest: */s/ Jan Bocker*

President Jan Bocker
GCPCCD Governing Board President

Attest:

Connie Cockrell

Secretary Connie Cockrell
GCPCCD Governing Board Secretary