



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, April 12, 2023
** APPROVED ****

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

Board Roll Call – VP Moorhead present; Secretary Cockrell, excused absence; Treasurer Knauss; excused absence; Member Shipley present; President Bocker present. **(A quorum was 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 Administrator; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, EAC/GCPCCD Financial Liaison, Derryl Meeks, Assistant Director, Maintenance; Ron Carnahan, IT Coordinator

Guests: Peter Aleshire, Payson Roundup Reporter; Mary Springer, Procurement Specialist; Lauri Avila, HR Specialist

Pledge of Allegiance – led by VP Moorhead

As guests and new contractors for GCPCCD, Dr. Bocker asked Mary Springer and Lauri Avila to introduce themselves to the Board and the others in the meeting. Their contracts were approved at the March meeting. Mary and Lauri will work closely with Dr. Lawhorn and herself as we bring procurement and HR policies and procedures to the Board for review and approval.

Lauri Avila spent 23 years at a community college in Arizona and was involved in every aspect of HR. She was responsible for all personnel matters including budgeting and training. She was also involved with the accreditation team for the college. She was charged with writing and reviewing policies and procedures across the college.

Most recently, Mary Springer was the Finance Director for Gila County and retired in December 2022. Prior to that, she was the Deputy Finance Director for Navajo County. She also spent almost 30 years at Honeywell. She has worked in procurement, developing scopes of work, and worked with different state and local agencies on grants and project management.

Dr. Bocker asked all those in attendance to introduce themselves.

2. Call to the Public – read 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 Provisional Community College 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

- Dr. Lawhorn indicated she attended the Higher Learning Commission's Seeking Accreditation workshop in Chicago March 24-27. Instead of a small group of individuals attending the workshop as she thought it might be, there were over 100 people in the meeting. In June 2021, HLC's Board voted to expand its jurisdiction to all institutions in the United States. Prior to 2021, HLC's jurisdiction was limited to a 19-state region. HLC also created an Accelerated Process for Initial Accreditation for which Gila would not qualify (must have been accredited for 10 years and other requirements). In April 2022, Florida's Governor signed a bill that required their institutions to seek a different accreditor (previously the Southern Association of Colleges and Schools Commission on Colleges). The Council for Higher Education Accreditation (CHEA) recognizes seven accreditors. However, accreditors have now moved from "Regional Accreditors" to "Institutional Accreditors." Each of the accreditors follows the same basic standards of accountability that meet or exceed national benchmarks. However, timeframes for accreditation appear to be different. Dr. Lawhorn referred to the document in the packet and indicated we now have some other options besides HLC including ACCJC, MSCHE, NWCCU, and SACSCOC. Dr. Bocker indicated this may be a game-changer for GCPCCD as the accrediting bodies will be in competition with each other and may give us some different options. Although there has been a lot of time and energy invested in HLC, we are not abandoning HLC at this time. Member Shipley asked if there was one accreditor that we favored. Dr. Lawhorn indicated ACCJC in California may be an option. She explained that we may be able to shorten the timeframe to accreditation through one of the other agencies, but we will still have to meet all the same basic requirements. Because we are very well-established with staff and facilities, we may have other options than we didn't have before. She and Dr. Bocker are going to investigate the differences between the accrediting bodies. A resolution from the Board would need to be approved before changing to another accrediting body.
- Interest for the month of March for the LGIP account was \$28,867.09. She inquired whether the Board would like her to continue reporting this account's interest at the Board meetings. Member Shipley requested an update every six months. Dr. Lawhorn indicated the Washington Federal account is being used as our operating account and wire funds are being used to move money between the LGIP and WaFd accounts.
- Dr. Lawhorn stated that she and Dr. Bocker heard from the Arizona Department of Administration on March 20. We know that the Federal Social Security Administration has received our paperwork as they had a couple of questions which we responded to immediately.
- Dr. Lawhorn has been diligently working with Mary and Lauri on HR and Procurement policies and procedures.
- A thank you to those attending the 20-Year Celebration in Payson on March 3 was published in the Payson Roundup on March 31. A thank you for the Gila Pueblo Celebration held on March 9 should have been published in the Copper Country and Silver Belt newspapers today.
- Credit cards for the Washington Federal account have been received by Dr. Bocker, Treasurer Knauss, and Dr. Lawhorn. If you have specific purchases for which we need to use a credit card, contact one of these individuals. We are working on procurement policies and procedures for using and reconciling the credit cards.
- Dr. Lawhorn attended the StemFest celebration at the Gila Pueblo Campus on April 1.
- Dr. Lawhorn wanted to let the Board Members know that there is a specific process we will need to follow if one of them chooses to resign – not that we are encouraging anyone. The guidelines were received from the Gila County Board of Supervisor's office.

- Dr. Brocker and Dr. Lawhorn met with the attorney on Facility Use Agreements. It was determined that if the Certificate of Liability is going to be provided by Eastern Arizona College, the GCPCCD Board will not need to sign it. These can be sent directly to Dr. McBride and reported as FYIs in the appropriate campuses' Board report. Dr. Brocker clarified that our current IGA with EAC covers our liability concerns as the educational partner. All IGAs will still need to be sent to Dr. Lawhorn for review. Dr. Brocker also indicated she will not sign any IGAs with logos as logos are considered marketing materials. These are official documents, and the use of logos is not appropriate. Member Shipley indicated that on any facility which belongs to GCPCCD, we should be listed as an additional insured. Dr. Brocker clarified that the properties we were discussing were for academic classes (the Senior Center, Fire Department, etc.) that Gila did not own.
- Dr. Lawhorn will be working with Mary, Lauri, and Dr. Brocker to develop Requests for Qualifications (RFQs) for a Procurement Specialist, HR Specialist, Accreditation Specialist, and IT Specialist for the next fiscal year.
- FMI has indicated there are some opportunities to submit mini-grants for up to \$10K. Dr. Lawhorn will be writing a mini-grant for Globe's Cosmetology program. This does not require any matching funds.

B. President Report – Dr. Jan Brocker

- Dr. Brocker wrote a letter to the Payson Roundup editor to help clarify the relationship between EAC and GCPCCD. The term EAC Payson Campus does not reflect the relationship between EAC and GCPCCD. All equipment and facilities are owned by GCPCCD. The term GCC is appropriate for usage on these campuses.
- Dr. Brocker indicated David Sowders, a journalist for the Copper Country and Silver Belt newspapers, wrote an excellent article about the Globe celebration and Dr. Lawhorn sent him a personal thank you for his efforts.
- Dr. Brocker indicated she has been attending the Chamber of Commerce luncheons to continue networking with those who have a vested interest in GCPCCD. Veronica Volk from the Payson Campus has also attended and Dr. Brocker let Administrator Griffin know she does not need to attend these meetings.
- The Auditor General completed their audit for the 2021-2022 fiscal year. There were no deficiencies or concerns noted. She thanked Coordinator Morris and CPA Sara Kirk for their help.

C. Vice President Report – Sam Moorhead

- VP Moorhead indicated there was not a lot to report with the legislature as the focus seemed to be on K-12 legislation with their recent approval to exceed their expenditure limitations. This was not approved for community colleges and universities. There is no budget approved either. He also indicated there were a lot of vetoes from the governor's office.

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss was not in attendance, so no report was provided.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell was not in attendance, so no report was provided.

F. Advisory Committee Liaison Report

- Member Shipley indicated he has spoken to Supervisor Christiansen. The Advisory Committee has not yet been approved by the Gila County Supervisor's office. He will meet with Dr. Brocker and Dr. Lawhorn for direction and will be chairing the Committee once it is approved.

- There have been multiple claims submitted this year including two slip and falls, water and roof damage, and two vehicle incidents. There have been two claims submitted for the Equinox in Payson; there is one for the windshield and one for the damage after it was backed into a tree. Member Shipley indicated that Payson could pick any shop in the Payson area to schedule the repairs and he has been communicating with Assistant Director Meeks, who also communicated with Jeff Maifield at the Payson Campus. Dr. Brocker asked that Dr. Lawhorn be copied on any correspondence from The Trust. She, Member Shipley, and Dr. Lawhorn will meet to determine who should be the point of contact for The Trust.

4. Staff Reports

A. Senior Dean Report – Dr. Phil McBride

- In addition to Dr. McBride's submitted report, he stated that he attended the HLC Conference in Chicago. He also completed a recent site visit as a peer reviewer at another institution. Although there has been some discussion at HLC about relaxing some of the requirements for dual enrollment faculty at the high schools, which might allow someone to be supervised even though not credentialed, there has been no formal announcement.
- Dr. McBride learned at the HLC Conference that the Payson and Globe Campuses should be listed as additional locations, not as campuses. There are specific requirements for a campus including that it must be a permanent facility, provide education programs, employ its own faculty, and have its own budgetary and hiring authority. Dr. Brocker clarified that the Gila Campuses are not EAC Campuses and that they are GCPCCD campuses. This should be clarified through legal counsel especially as Gila moves forward. Dr. McBride indicated that one of the Gila campuses will need to be made the main campus, and the other one will be an additional location. We will need to work with EAC to change the names of the campuses from EAC Payson Campus and EAC Gila Pueblo Campus to just Payson Campus and Gila Pueblo Campus on all its signage.
- Lee Kinnard, LETA, has been working on grants with the City of Globe, FMI, and the Gila County Supervisor's office to secure funding to upgrade the Globe/Miami Gun Range.
- CVIT will be providing funding to Ernie Baca and John Freeman to install the welding booths at the RTC this summer. There will be no welding courses this summer.

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

- In addition to the submitted report, Associate Director Renon stated that there was one correction to the quote from JustInTime Heating and Cooling on the MasterCool units. He quoted only one unit at \$8,800 when two are required. His new quote was \$14,700.
- Although Dr. McBride provided an update on the LETA program, Associate Director Renon stated that the program has now been pushed to the Spring of 2024. The driving track and gun range will need to be inspected by AzPost before we can move forward. Dr. Lawhorn wondered how GCPCCD could provide financial assistance to the Globe/Miami gun range to get it up to AzPost standards as the quote is approximately \$30K and they are their own 501(c)(3). She asked if they might work on an IGA with GCPCCD that would provide funding to keep the facility compliant with AZPost standards. Dr. Brocker indicated we will discuss this with the College's attorney to see how we might be able to assist financially. VP Moorhead indicated he spoke with Lee Kinnard and learned that he was already working on an IGA.

C. Associate Director Report – Payson Campus – Ann Knights

- In addition to the submitted report, Associate Director Knights indicated that a Student Awards Ceremony will be held on the Payson Campus on Friday, April 28 at 1:00 p.m. in Room 301. Dr. Brocker thought this was an excellent idea. The Nursing Pinning on May 10 has been changed from 11 a.m. to noon.

- Payson High School anticipates a significant increase in dual enrollment with the addition of new classes being offered, and they are working on filling classes for the Fall.
- Payson Campus will be working with the Town of Payson as they host Payson Adventure Month. She hopes to provide additional details in her May report.
- The part-time custodial position would like to withdraw his resignation, so the position may not be opened.
- Associate Director Knights will be attending the Women in Higher Education conference at the end of the month.

D. Financial Coordinator Report – Trae Morris

- The financial statement through February 28, 2023, was included in the Board Packet. Coordinator Morris stated that we are approximately 2/3 through the year. Globe is at 52% of its budget and Payson is at 54% of its budget.
- He indicated that approximately 90% of the capital budget has been spent this year.
- There will be Truth and Taxation hearings in May and June as well as the budget coming for approval. The budget will be sent to the Board members in advance of the May meeting for their review. The Truth and Taxation hearings will determine if GCPCCD wants to increase the tax levy percentage. Dr. Bocker thanked Coordinator Morris for being on top of this.
- Dr. Bocker questioned Coordinator Morris on GCPCCD's expenditure limitation and the Marketing position as we were informed by Dr. McBride that EAC was postponing the hiring of the position due to reaching our expenditure limitation. Coordinator Morris stated that there were no concerns about GCPCCD's expenditure limitation on his end. She informed Dr. McBride that the Board specifically requests the position be posted now with a July 1 hiring date. Dr. McBride was told by the DET that the position could not be posted until July 1 but will check on this again.
- Coordinator Morris stated that the third quarter billing has been calculated to be \$2.056 million which for the first time, is over \$2M. He will be sending this to GCPCCD's CPA, Sara Kirk, for review before invoicing GCPCCD. This is over \$400K compared to the second quarter and he wanted to look into it further to determine the reason for the significant increase.

E. Marketing Report – Leitha Griffin

- In addition to the submitted report, Administrator Griffin attended the March 25 Wings of Hope car show event. This booth was manned by Globe Nursing students.
- The Pinal Mountain Foundation for Higher Education will be holding its scholarship award ceremony on April 13 at 5:30 p.m. on the Gila Pueblo Campus where they will be awarding close to \$30K in scholarships.
- She also added there will be a kick-off for the Miami Library Summer Reading program on June 3.

5. Action Items

A. AzAHEC MHA Letter of Support – President Bocker

Jennifer Smith, Vice President for the MHA Foundation requested a letter of support from the Board as they prepare to respond to an AzAHEC (Arizona Area Health Education Centers) Request for Proposal. This is an association that provides grants to rural Arizona healthcare programs. AzAHEC also promotes health, first responder, public safety, and training. MHA was contacted by the University of Arizona indicating that the previous center that was providing this service for Graham, Gila, and Greenlee no longer exists. The letter of support was approved by the Board via email on

Thursday, April 6, as MHA needed the letter sooner. However, since the Board was meeting and had a quorum Member Shipley suggested it be brought to a vote.

Motion made by Member Shipley, seconded by VP Moorhead to support the MHA Foundation in its submitted proposal to take over the AzAHEC center in Payson.

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

B. Contract for ERP/IT, Notable Action Consulting, LLC –Dr. Lawhorn

Dr. Lawhorn indicated Shawn Wakefield's resume was in the packet for the Board's review. Shawn worked at EAC for approximately nine years and spent the last year of employment as the Director of Enterprise Application Services. More specifically, he was the lead at EAC for helping them choose an Enterprise Resource Planning System (ERP). This is exactly what GCPCCD will need as the ERP system will become the backbone of all GCPCCD's systems. We would like to hire Shawn to work with Mary and Dr. Lawhorn to get the ERP project out for bid and get started on this project. The contract is not to exceed \$10,000 and will end on June 30. Dr. Bocker indicated we will be looking at some of the academic pieces last as we will need Fiscal, HR, and other business modules first.

Motion made by Member Shipley, seconded by VP Moorhead to approve Shawn Wakefield's contract.

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

C. FMI Community Investment Fund – Nursing – Globe – Dr. Lawhorn

The Community Investment Fund which is supported by FMI and from which GCPCCD received \$150K for the Welding program last year opens in May. Dr. Lawhorn stated she would like to work on a grant for a total of \$100K. She provided a quote in the packet but will work with nursing instructor Megan Martinez to get it to about \$100K. The grant is a matching grant, so she is requesting the Board's approval to spend approximately \$50K of Workforce Development Funds on equipment for the nursing program in Globe. Dr. Lawhorn reminded the Board that there were discussions in March that the Board focus on upgrading the nursing and cosmetology programs next fiscal year. Member Shipley suggested we consider submitting phases of the project and not ask for too much money as we may be eliminated unless this provides a great community benefit. Dr. Lawhorn stated she has spoken to a member of the Community Investment Board, and she is the one who recommended the \$100K cap. Originally, Dr. Lawhorn's position was that we not submit another Community Investment Fund grant this year and respect the other smaller organizations in the community in the Globe/Miami area as she did not want to appear overzealous with FMI. Member Shipley indicated the City of Globe asks for funding every year and having served as a member of the Community Investment Fund Board, he believes the nursing program provides substantial benefits to the community which is something the Board looks at in awarding funds. Dr. Lawhorn asked how much money was left in the capital budget for the 2022-2023 year; Coordinator Morris indicated there was \$15K left of the \$148K budgeted amount but there were funds available in other budget areas that could be used. Dr. McBride added that they expect a full cohort of 18 nursing students at the Globe Campus in the Fall. They currently have 9 applications for the program in Payson. There were fewer than 30 applications for the EAC Campus. Dr. Lawhorn indicated the Community Investment Fund application process has been simplified upfront; if we are awarded the grant, we will still have to complete all the work.

Motion made by Member Shipley, seconded by VP Moorhead to approve Dr. Lawhorn's pursuit of a Community Investment fund grant from FMI for the Globe Nursing program in FY 2023-2024.

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

D. Pest Control – Payson Campus – Associate Director Knights

Associate Director Knights would like to contract with a company to provide pest control services on the Payson Campus. She provided two different quotes and would like to use Sexton Pest Control for quarterly services and to set up an annual contract of \$1,060. Dr. Bocker reminded those in attendance that she asked to have all long-term contracts approved by the Board before she signed them.

Motion made by VP Moorhead, seconded by Member Shipley, to approve the services for Sexton Pest Control on a quarterly basis with an annual contract.

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

E. Cosmetology Ceiling Tile Repair and Replacement – Payson – Associate Director Knights

Associate Director Knights indicated there has been an ongoing problem of mice/rats in the Cosmetology building. Maintenance has provided some additional rodent-proofing methods to the building but to no avail. She provided two different quotes for the replacement and cleaning of the ceiling in the Cosmetology building. She recommended going with Northern Arizona Drywall to replace the tiles. Any cleaning of ductwork, trusses, etc., that needs to be completed could be done by Jeff Maifield and his maintenance crew safely and properly. The difference in the quotes (\$29,797 with Sunshine and \$10,139.52 with Northern Arizona Drywall) was the cleaning. They would like to get this cleaned this summer. Member Shipley questioned the need for acoustic tiles instead of drywall. Associate Director Knights indicated that the fire suppression system in the ceiling was a factor.

Motion made by Member Shipley, seconded by VP Moorhead, to approve Northern Arizona Drywall to repair and replace the ceiling tiles in the Cosmetology Building with the additional work done by the maintenance employees on Payson Campus.

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

F. GCPCCD 2023-2024 Proposed Scholarship Request – Associate Director Knights

Associate Director Knights presented the scholarship request for dual enrollment students for the 2023-2024 school year. The numbers are based on the enrollments for 2022-2023 at each of the partner schools. The \$65,000 request is the same as last year and would cover scholarships for 214 students. If a campus or one of the schools runs out of the allotted scholarships, they will work that out between the campuses. EAC tuition has been increased from \$93 to \$98 per credit hour and dual enrollment has increased from \$65 to \$70 per credit hour for next year.

Motion made by VP Moorhead, seconded by Member Shipley, to approve the 2023-2024 proposed scholarship request for up to \$65K.

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

G. Regional Training Center Coolers – Associate Director Renon

The Regional Training Center needs new evaporative coolers; this was originally part of the upgrades identified to complete at the facility this year. There is currently one side draft evaporative cooler on the building which is not adequate. Although the quote from JustInTime is less than the one for Dutchaire, JustInTime only quoted one cooler. He provided a revised quote for \$14,700. The recommendation is to approve the Bid B quote for Dutchaire for \$10,739. Member Shipley asked where the coolers were mounted, and Assistant Director Meeks indicated they would be side drafts. Dr. Bocker asked why we were going with Bid B. Assistant Director Meeks indicated the MasterCool units were much more maintenance friendly.

Motion made by Member Shipley, seconded by VP Moorhead, to purchase new coolers for the Regional Training Center and approve the Bid B quote from Dutchaire.

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

H. Policies and Procedures – Lauri Avila, HR Specialist

1) 1000.00 – District Governing Board Formation and Responsibilities

Because we are unclear as to what policies and procedures have previously been approved by the Board, we are starting a new Official Policies and Procedures Manual. Lauri presented the first policy for the Board to approve. It is the responsibility of the Board per state statute to approve all policies. This policy, which ends in .00, will be used to start the official Policies and Procedures Manual that will govern the Board, employees, and students. Member Shipley questioned if this was replacing something. Dr. Lawhorn indicated without going through 15-20 years of minutes, she did not know so the plan was to start fresh. Dr. Bocker stated that some previous policies were superseded by EAC policies, but we are getting back to building Gila's own infrastructure for independent status. Multiple policies and procedures will be coming to the Board as they are developed.

2) 2000.00 – Policies and Procedures Development and Revision

Lauri presented the policy for Board approval. She explained that this policy explains the difference between policies and procedures. All policies will need to be approved by the Board. Procedures will be brought to the Board for review and will provide the operational details and guidelines for employees, students, faculty, and staff to follow.

3) 2000.01 – Policies and Procedures Guidelines

Lauri indicated this procedure provides the guidelines for developing policies and procedures. Because it is a procedure it is being presented to the Board for review. Any questions the Board has regarding any of the policies or procedures can be addressed in the meeting.

Motion made by Member Shipley, seconded by VP Moorhead, to approve Policy 1000.00, District Governing Board Formation and Responsibilities, Policy 2000.00, Policies and Procedures Development and Revision, and to accept procedure 2000.01, Policies and Procedures Guidelines.

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

6. Consent Agenda –

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

Motion made to approve the Consent Agenda by VP Moorhead, seconded by Member Shipley

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

7. General Information and Discussion of the Same –

Dr. Bocker indicated we are hoping to skip the July meeting and approve all budgets and IGAs at the May and June meetings.

The next Regular Governing Board Meeting is scheduled for **Wednesday, May 10 at 9:00 a.m.** Board members and guests attending the Payson graduation will be on campus for the meeting with the Nursing Pinning to follow at noon with graduation later that afternoon.

8. Adjournment – The meeting was adjourned at 11:07 a.m.

Respectfully submitted,



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

Attest:

/s/ Jan Bocker, Ph.D.

President Jan Bocker
GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell
GCPCCD Governing Board Secretary