



Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, May 10, 2023
**** APPROVED ****

1. Meeting was called to order by President Brocker at 9:01 a.m.

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley present; President Brocker present. (A quorum was present – all Board members were in attendance.)

Also Present: Janice Lawhorn, GCPCCD Interim President, Jessica Scibelli, Gila County Deputy Attorney; Mary Springer, Procurement Specialist; Lauri Avila, HR Specialist; Shawn Wakefield, ERP/IT Specialist; Ron Carnahan, IT Coordinator

Guests: Peter Aleshire, Payson Roundup Reporter

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public – read by President Brocker:

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.

Jesse Leetham, Councilmember for the City of Globe, but attending as a Cosmetology student addressed the Board regarding the inaccurate notification of an active shooter on the Gila Pueblo Globe Campus on April 18, 2023. He agreed to submit a written statement to allow Members of the Board to review his concerns and to either address them directly or place the matter on a future agenda. Dr. Brocker also asked Dr. Lawhorn to look into the matter further to help determine the best course of follow-up action.

Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn indicated the 2023-2024 RFQs for HR, IT, and Procurement consultants were published in the Payson Roundup and Arizona Silver Belt newspapers. They are due on May 24 at 1:00 p.m. at the Gila Pueblo Campus. Member Shipley agreed to help review the materials with Dr. Lawhorn to make recommendations to the Board.

B. President Report – Dr. Jan Bocker

- Dr. Bocker stated she had been in conversation with GCC's lobbyist. They have been working on a bill to increase the expenditure limitations for community colleges, at least on a temporary basis.

C. Vice President Report – Sam Moorhead

- VP Moorhead indicated there are two vacancies in the Arizona legislature that have not been filled. There has been no budget approved. Governor Hobbs has signed 112 bills and vetoed 78 bills with another 18 bills awaiting her decision. On Thursday, May 11, Title 42 will expire and approximately 600K will cross the borders into America.

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss stated he has been working with Dr. Lawhorn on additional funding for workforce development. He asked for an update on the Fixed Plant Maintenance program that the Senior Dean indicated would be up and running this fall at the RTC.
- Treasurer Knauss requested an agenda item at the next Board meeting regarding the public comments made today as related to the incident on April 18 at the Gila Pueblo Campus.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell indicated she did not have anything new to report.

F. Advisory Committee Liaison Report

- Member Shipley asked Deputy Attorney Scibelli to clarify whether the Advisory Committee had been approved by Gila County. Attorney Scibelli indicated that all members were appointed to the Committee at the meeting yesterday (May 9, 2023). Supervisor Christensen asked Member Shipley to take the lead on this Committee, and now that it has been approved, he will reach out to him. He will also reach out to Dr. Lawhorn to start putting the agendas together.

3. Staff Reports were included in the Packet from:

- A. Sr. Dean, Phil McBride, Ph.D.
- B. Associate Director, Gila Pueblo Campus, Andrea Renon
- C. Associate Director, Payson Campus, Ann Knights
- D. Financial Coordinator, Trae Morris

- Since EAC determined that any EAC employees are no longer permitted to present at the Gila Board meeting, the Board determined they would review the reports prior to the meeting and then ask Dr. Lawhorn to get clarification as needed. Treasurer Knauss indicated this was an ineffective way to get additional updates and clarification without having the employees present.
- There were some questions regarding the financial report ending March 31. The report indicated that the College was in the red for approximately \$416K, but with no explanation, it was difficult to determine the reasons. Dr. Bocker stated there was a significant tax deposit from Gila County in excess of \$1.3 million which was moved to the LGIP account, which is earning almost 5%. The third quarter invoice has recently been reviewed by the CPA, which is in excess of \$2M, but she had some questions which have yet to be addressed.

4. Action Items

A. GCPCCD June 30, 2022, Financial Report – President Bocker

The GCPCCD Financial Statements ending June 30, 2022, were independently reviewed by CWDL, a contractor with the Arizona Auditor General's Office concluding on March 25, 2023. Sara Kirk, CPA worked with the auditors to provide all the information needed. There were no issues or deficiencies found or reported. Dr. Lawhorn indicated that she had not heard back from CWDL regarding today's presentation. Since John Dominguez from CWDL did not respond, Dr. Lawhorn will work with him to get them on a future agenda.

Motion made by Member Shipley, seconded by VP Moorhead to table the review of the audit until arrangements can be made.

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

B. Legal Publication of the 2023-2024 Budget – President Broker

Dr. Bocker indicated that the publication notices for the Budget and Truth In Taxation hearings follow specific guidelines. To meet the requirements, the Board would need to change its regularly scheduled meeting from Wednesday, June 14 to Monday, June 12 at 8 a.m. to abide by the five-day timeframe. The Legal Publication Notices indicate that in congruence with the 2023-2024 Budget Schedule and in compliance with ARS §15-1461, the tentative 2023-2024 Budget will be published on the District's website and a Notice of Public Hearing and Special Board Meeting will be published in the *Payson Roundup* on May 30, 2023, and June 9, 2023, and in the *Arizona Silverbelt* on May 31, 2023, and June 7, 2023,

Also, as prescribed by ARS §15-1461.01, Truth in Taxation Hearing notices will be published in the *Arizona Silverbelt* on May 31, 2023, and June 7, 2023, and in the *Payson Roundup* on May 30, 2023, and June 6, 2023. On June 12, 2023, the Gila County Community College Provisional District will conduct a Truth in Taxation Hearing and a Public Budget Hearing, followed by a Special Board Meeting to adopt the 2023-2024 Budget.

President Bocker indicated that by law, the Board has the authority to increase the tax levy by 2%. Attorney Scibelli indicated Gila County will not be increasing its rates due to inflation and pressure from their constituents. The assessed property values have increased county-wide, and the tax rate will drop from .9425 to .9177. However, because the reduced rate will generate additional funds, statutory language refers to this as a tax increase, when in fact it is a tax rate reduction. Member Shipley asked that even if additional funds are generated, could they be used with the expenditure limitations in place. Dr. Bocker indicated these funds of just over \$100K, if the tax levy is approved, would be carried over. Because of an increase in payroll costs, she was unsure if GCC would have carryover funds this year.

Motion made by VP Moorhead seconded by Treasurer Knauss, to approve the publication of the 2023-2024 Budget and Truth In Taxation Hearing notices as indicated and hold the Special and Regularly scheduled Board meetings on Monday, June 12, 2023, at 8 a.m.

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

C. Renewal of Dr. Lawhorn, Interim President's Contract

Per the contract executed on August 15, 2022, and ending June 30, 2023, between Dr. Lawhorn and GCPCCD, Section VII indicates that the Agreement will terminate on June 30, 2023, and is renewable for an additional period of one year with the consent of both the College and the Contractor. Dr. Brocker indicated the \$250K funding for her contract and that of the consultants has been funded by Gila County through the IGA.

Motion made by Member Shipley, seconded by Secretary Cockrell to approve Dr. Lawhorn's contract through June 30, 2024.

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

D. Resolution for Designation of Kurt Knauss as CFO

A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf. Kurt Knauss has previously performed in this capacity.

Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve Kurt Knauss continuing as the Chief Fiscal Officer for the GCPCCD Governing Board.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

E. Rural Policy Forum Sponsorship – Dr. Lawhorn

The 16th Annual Rural Policy Forum will be held in Globe/Miami from August 2-4. As Arizona's Rural Development Council, Local First Arizona hosts the policy forum annually. In past years, it has been held in Winslow, Sahuarita, Eager, and Wickenburg and as many as 300 people attend these events. It is a 2.5-day forum that will also include an economic tour of the Globe/Miami area. As part of the tour, they will be visiting the Globe/Miami Regional Training Center as well as several other sites in the area. Dr. Lawhorn's request is that GCPCCD become an educational sponsor for \$5,000. This will give GCC two tickets to attend all the events and depending upon interest, Gila could purchase additional tickets. The GCPCCD logo will be included in all e-communication and featured on the Rural Policy Forum website. An exhibition table is also included and if the College chooses, a sponsor-provided branded item could be included in all Forum participants' check-in bags. This is an opportunity for Gila to build additional relationships in the community and network with other rural stakeholders and elected officials.

Member Shipley has attended these forums as a member of the Globe City Council and will be attending. He indicated this would be a great opportunity to meet the elected officials across the state and within the County. Dr. Lawhorn and Treasurer Knauss will attend.

Motion made by Secretary Cockrell, seconded by Member Shipley, to approve the educational sponsorship for \$5,000 for the Annual Rural Policy Forum August 2-4, 2023.

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

F. Full-time Nursing Education Coordinator, Payson – Dr. Lawhorn

Dr. Lawhorn indicated EAC received a grant from the Arizona Nurse Education Investment Pilot program last year. The Board previously approved two part-time positions, one on the Payson Campus and one on the Gila Pueblo Campus, as part of the funding. There have not been any applicants for either of the positions. EAC proposed the Board consider authorizing a new position for a full-time Nursing Education Coordinator. The current Lab Coordinator, John Hancock, who has worked for EAC for many years in a part-time capacity is very interested in a full-time position. The position will be fully funded by the grant for the next two years and two months. It must be for a new position according to the grant. Member Shipley indicated that since John is already in a position,

would the grant cover the full position or only part of the position? Dr. Brocker indicated it would be a new position as the Payson Campus does not have a full-time Nursing Education Coordinator. Member Shipley said that he recommended Gila also fill the position vacated by John Hancock and that the Board continues to support the Payson programs.

Motion made by Member Shipley, seconded by VP Moorhead, to approve the new full-time Nursing Education Coordinator position.

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

G. Policies and Procedures – Lauri Avila, HR Specialist/Mary Springer, Procurement Specialist

1) 3200.00 – Procurement Policy

Because it is the responsibility of the Board per state statute to approve all policies, Lauri reviewed the Procurement Policy that she and Mary so diligently worked on. This policy, which ends in .00, will become part of the official Policies and Procedures Manual that will govern the Board, employees, and students. Mary indicated that this policy as well as the procedures that follow, are based on state, county, community college, and other government entities' best practices which they have incorporated into their procurement policies. Dr. Brocker indicated that community colleges do not have to follow specific rules or guidelines, but whatever they have adopted, they must follow.

Dr. Brocker called the Board's attention to procedure 3200.05, Credit Card Uses & Responsibilities. Dr. Lawhorn worked with Washington Federal Bank to secure credit cards for Dr. Brocker in Payson, Treasurer Knauss in Globe, and herself in Thatcher. Mary noted that the auditor general has taken an interest in an organization's credit card purchases and policies as they conduct their audits. They want to ensure individuals who hold company credit cards are being held accountable for their purchases and are following policy. Dr. Lawhorn stated she had sent the procurement policy and procedures to GCC's accountant, Sara Kirk, who came back with some excellent ideas and suggestions which Lauri and Mary incorporated. Dr. Lawhorn said there is a level of trust when someone is issued a company credit card, but they will still need to sign the Credit Cardholder Responsibilities and Agreement Forms. This will protect the College from any unauthorized purchases and makes concessions for reimbursements to the College if needed. The Credit Card Monthly Reconciliation Form will also need to be completed if any purchases are made. The process for reconciliation will be the credit cardholder will send the form and copies of receipts to Dr. Brocker who will forward to Dr. Lawhorn. She will then send the documents to the CPA for final signature. All forms and receipts will be included in the bank reconciliation. Dr. Lawhorn indicated she has access to the credit card system, and she can add and remove users as the Board indicates. Member Shipley was pleased to see many of the state procurement guidelines incorporated into the policy and procedures presented.

2) 3200.01 – Procurement of Goods and Services

3) 3200.02 – Protest of Solicitation of Contract Award

4) 3200.03 – Contract Formation Guidelines

5) 3200.04 – Ethics in Public Contracting

6) 3200.05 – Credit Card Uses & Responsibilities

- a. Exhibit #1 – Credit Cardholder Responsibilities
- b. Exhibit #2 – Credit Cardholder Agreement
- c. Exhibit #3 – Credit Card Monthly Reconciliation Form

Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve Policy 3200.00 – Procurement Policy and to accept procedures 3200.01 – Procurement of Goods and Services, 3200.02 – Protest of Solicitation of Contract Award, 3200.03 – Contract Formation Guidelines, 3200.04 – Ethics in Public Contracting, and 3200.05 – Credit Card Uses & Responsibilities.

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

5. Consent Agenda –

A. Minutes from April 12, 2023, Regular Meeting.

Motion made to approve the Consent Agenda by Secretary Cockrell, seconded by VP Moorhead.

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

6. General Information and Discussion of the Same –

The next Regular Governing Board Meeting is scheduled for **Monday, June 12, 2023, at 8:00 a.m.**

Because two of the Board members were unable to attend the April 12, meeting, it was determined that each of the consultants should introduce themselves to the Board.

- Lauri Avila spent 22 years at a community college in Arizona where she was the sole administrator in HR in all aspects. She participated in many different accreditation projects and initiatives. She was an adjunct faculty member at a community college and at a state university. She also has extensive experience as a controller in all aspects of the financial processes including personnel budgets for community colleges.
- Mary Springer was a procurement officer for Honeywell for almost 30 years. She served in different capacities in both private and government sectors. In Navajo County, she worked from 2005-2018 beginning as a Procurement Specialist, transitioning to the Emergency Management Director, and ending her career as the Deputy Finance Director. She was involved in multiple audits and helped implement policies and procedures to protect the entities for which she worked. In 2018, she worked as the Finance Director for Gila County, retiring in December 2022. Since then, she has a small business working with government entities in their procurement processes.
- Shawn Wakefield has over 25 years of experience as a software developer. He spent 13 years at EAC customizing their in-house ERP solution. In his last year at EAC, he led the efforts to review the functionalities and vendors of commercial ERP systems for the implementation of a new ERP system. Since he left EAC, he has taken a full-time job as a software developer. He was excited to learn of the opportunity to use his skills and experience to help Gila. He taught classes for EAC and was also a middle school math teacher for about five years.

Dr. Brocker indicated she was thrilled to work with the caliber of individuals whom she will now refer to as the “Dream Team.” She is excited about the future of Gila Community College and is confident that the Board and this team can meet the challenges.

7. Adjournment – The meeting was adjourned at 10:28 a.m. by motion of Treasurer Knauss and seconded by VP Moorhead.

Respectfully submitted,

Janice Lawhorn

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

Attest:

Jan Brocker

President Jan Brocker
GCPCCD Governing Board President

Attest:

Connie Cockrell

Secretary Connie Cockrell
GCPCCD Governing Board Secretary