



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

1. **Meeting was called to order by President Bocker at 8:19 a.m. immediately following the Special Meeting.**

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss; Member Shipley excused absence; President Bocker present. **A quorum was present.**

Also Present: Janice Lawhorn, GCPCCD Interim President; Lauri Avila, HR Specialist

Guests: Peter Aleshire, Payson Roundup Reporter

Pledge of Allegiance – led by VP Moorhead

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 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

- Dr. Lawhorn attended the Community Partnership Panel meeting in Globe on June 7. Mark Albertsen, the General Manager, Miami Operations, indicated there are approximately 130 openings at the Miami facility. They have a van pool that provides transportation at no cost to employees in the Phoenix valley.
- The Community Investment Fund grant is open and closes on July 14. Dr. Lawhorn will be submitting a proposal
- Dr. Lawhorn is meeting with Arizona Complete Health on some additional grant funding opportunities.
- Dr. McBride and Dr. Lawhorn worked with EAC and the campuses in the Spring to get the Public Surplus auction information set up. Derryl Meeks and Ron Carnahan will manage the auction items on the Gila Pueblo Campus and Jeff Maifield and Veronica Volk will manage the items on the Payson Campus. Dr. Lawhorn will approve the items to be auctioned. Public Surplus checks will be made out to GCPCCD and deposited in the Washington Federal account. Dr. Lawhorn will report any changes in the inventory as necessary to Gila's accountant, Sara Kirk. Additionally, Dr. Lawhorn will remove any vehicles that are auctioned from The Trust's online portal.

- Dr. Lawhorn, Member Shipley, Treasurer Knauss, and VP Moorhead will be attending the Rural Policy Forum from August 3-4. As part of the educational sponsorship package, Treasurer Knauss and Dr. Lawhorn will also be attending the Regional Economic Development Tour on August 2 (which is currently sold out) that will feature the Regional Training. Russ Genet and his wife Cheryl will attend as our two guests which is included in the sponsorship. We will provide reimbursement to Russ for his travel and hotel. Dr. Lawhorn has registered all individuals except for Member Shipley who will attend through the City of Globe.
- The telescope ribbon cutting in Payson has been scheduled for Friday, September 29.
- Interest rates have continued to rise and the LGIP rate for the month of May was 5.03%.

B. President Report – Dr. Jan Bocker

- Dr. Bocker indicated that she and Dr. Lawhorn met with Jessica Schuler from The Trust. Our prepaid legal expenses increased significantly over the last year. The rates have increased over approximately \$40K. The PAF (Proposal Acceptance Form) has been prepared by Jessica. We are verifying that the correct vehicles are listed. The invoice for The Trust will be brought to the August Board meeting for approval.
- Dr. Bocker read a prepared statement to the Board.

“As many of you may know, the Governing Board for the Gila County Provisional Community College District, (GCPCCD), often referred to as Gila Community College (GCC), is taking very important steps toward attaining institutional independence. Change is never easy. But change in this case is necessary to secure the best possible educational future for the residents of Gila County.

In mid-May, we notified our longtime educational service partner, Eastern Arizona College (EAC), our current contractual arrangement would end on June 30, 2024, providing EAC with a nearly 14-month notice instead of the 90-day notice as the contract specifies. Our expectation was that it would be business as usual until that date. However, we were disheartened when EAC administrators instead chose to begin making changes to the upcoming course schedule, location of classes, and faculty assignments – without any discussion or notice given to GCC.

The current contract calls for a provision to ensure that current students, including those who enroll through the Payson or Gila Pueblo (Globe) campuses in the next academic year, will have up to two years after the termination date to complete their program of study at either of those campuses. We followed up in every possible way to identify and/or remove any potential roadblocks, and we remain unaware of any accreditation, legal, or ethical reason for EAC to be making the proposed changes while the current contract is still in place.

GCC Interim President, Dr. Janice Lawhorn, other GCC Board members, and I continue to work with our team of consultants to ensure an orderly transition without disruption of educational services or business practices. While we clarify our expectations with EAC regarding the 2023-24 academic year and subsequent contract requirements, we are also in discussion with a number of potential new educational service providers. This relationship is required by the state of Arizona until we become a fully organized community college district.

In the best interests of our taxpayers and residents, the GCPCCD Governing Board has determined this is the opportune time to move more aggressively toward

becoming independent. This expectation was originally set when the tax levy was approved in 2002 and the Articles of Incorporation were filed in 2003. Thanks to the support of the Gila County Board of Supervisors and many other local organizations and businesses, we have recently made measurable progress toward ensuring that the epicenter of responsibility and oversight for post-secondary education will remain in Gila County.

As we work through the various processes involved in becoming independent, the GCC Board will release more information as it becomes available. We will provide updates through the media outlets in Gila County, including an informational website that will be established shortly.

In addition, all of you are invited to attend one of our upcoming Town Hall meetings – at the Gila Pueblo Campus on July 25, and the Payson Campus on July 27, both at 5:30 p.m. We will have more information and hopefully more good news to share.

Please know we are 100 percent committed to taking the best possible care of your tax dollars while ensuring an optimal workplace for our employees, responding to the needs of our local businesses and organizations, and safeguarding and expanding learning opportunities for students of all ages, remaining a quality educational choice. We truly hope EAC will agree to the reasonable requests being made on behalf of all stakeholders in Gila County, and that this long-term, deeply-rooted relationship can close on an amicable and positive note. It is the GCCPCCD Board's intent to make the impending transition a mutually beneficial endeavor for all involved.

Once again, thank you for your patience and continued support as we work through the necessary steps to make this exciting new reality happen."

Treasurer Knauss, Secretary Cockrell, and VP Moorhead indicated they supported the Board's position by providing a statement to our constituents.

C. Vice President Report – Sam Moorhead

- VP Moorhead indicated the Governor has signed over 100 vetoes. There is a violation of the flag codes at the Capitol. The legislature has not gone sine die which could have an impact on some of the Governor's appointments and bills as they would not go into effect until 90 days after the legislature adjourns. Dr. Bocker indicated that the legislature reconvened today (June 12) and there is an expenditure limitation bill that has been proposed to increase the community college's expenditure limit.

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss stated he has met with several partners, assuring them we are working diligently on finding an educational partner. He is pleased to see the progress at the Regional Training Center with the new welders and equipment being installed. The electrical for the building is taking place this summer as well.
- Dr. Bocker asked if Jesse Leetham submitted a written report regarding the false alarms on the Gila Pueblo Campus in April; Dr. Lawhorn indicated that he did not.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell stated she had nothing new to report.

F. Advisory Committee Liaison Report

- Member Shipley was not in attendance. The Gila County Board of Supervisors did approve the recommendations for the Advisory Committee.

4. Staff Reports were included in the packet from:

- A.** Senior Dean Report – Dr. Phil McBride
- B.** Associate Director Report - Gila Pueblo (Globe) Campus – Andrea Renon
- C.** Associate Director Report – Payson Campus – Ann Knights
- D.** Financial Coordinator Report – Trae Morris

Dr. Lawhorn indicated that the Globe Campus is working on some plumbing issues. The plumbing has collapsed under the Biology building.

After touring the campus, Dr. Lawhorn indicated additional television monitors have been installed to communicate with faculty, staff, and students in Allied Health, Cosmetology, Dental, and other areas. (See Associate Director Renon’s report.) The other telephone monitoring system has been shut down.

5. Action Items

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

John Dominguez, CWDL CPA, and Kathleen Wood, Technical Manager from the Attorney General’s Office attended the meeting regarding the 2021-2022 audit ending June 30, 2022. John worked with Sara Kara, Gila’s accountant, and Dr. Lawhorn to complete the audit. In 2023 ASR 15-1473 was passed which directs the Board to have the findings presented within 90 days of the audit being issued. Gila’s audit was contracted to the qualified firm, CWDL by the Attorney General’s Office. The AG’s Office provided advisement and reviewed CWDL’s draft reports for compliance ensuring the opinions agreed with the financial information presented. The summary report provides a snapshot of the audit results as well as some financial highlights.

John indicated there was a March 31 deadline for the audit and information is generally gathered in the Fall but they were not contracted with the AG’s Office until November. There were no concerns or disagreements, difficulties, uncorrected misstatements, or significant issues with any information provided or in dealing with the consultants for the District. There were no findings and an unmodified (clear) audit was presented, which is the best opinion at their disposal. This means that the financial information provided was accurate, complete, and verified. The District’s total net position increased by \$1,558,971 and the general fund revenues increased by \$1,780,687. The total liabilities increased by \$2,746,635 due to other government liabilities. Additionally, the general fund property taxes and state appropriations revenues increased by \$725,391 and the general fund expenditures increased by \$357,494.

Dr. Lawhorn thanked John and his team for being responsive and easy to work with. Dr. Brocker recognized her support for both Sara Kirk, CPA, and the financial coordinator for Gila, Trae Morris. VP Moorhead recognized the past president of the Board, Jay Spehar, for resolving previous audit concerns and putting Gila on the right path. The Board was pleased with the results.

Motion made by VP Moorhead, seconded by Treasurer Knauss to accept the GCPCCD June 30, 2022 Financial Report.

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

B. IGA and Dual Enrollment Agreements for 2023-2024

The IGAs with CVIT and NAVIT were presented as well as the Dual Enrollment/IGA agreements for Globe, Miami, and Payson Unified School Districts. The NAVIT and Payson IGA was also presented. According to EAC's attorney, we do not need to be a party to these agreements and the purpose of the Board approving them is to allow EAC to provide educational programs to the high schools and the CTED programs in Gila County. Gila's attorney has reviewed the documents.

Dr. Lawhorn indicated that agenda item #5B6 should have been listed as Payson Unified School District Dual Enrollment IGA.

The IGAs were originally drawn up as three-year agreements; EAC has revised them to one-year agreements.

The Board authorized VP Moorhead to sign the agreements for Dr. Brocker.

Motion made by Secretary Cockrell seconded by VP Moorhead, to approve the CVIT, NAVIT, Globe, Miami, NAVIT and Payson, and Payson dual enrollment and IGA agreements for the 2023-2024 year to be signed by VP Moorhead.

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

C. Justification and Request for Multiple Term Contract – Dr. Lawhorn

Dr. Lawhorn stated that the RFQ's for HR, Procurement, and ERP/IT closed on May 24. She opened the packets at the Globe Campus and received quotes from Lauri Avila with November Consulting, LLC for HR, Mary Springer with TempServ4U, LLC for Procurement, and Shawn Wakefield with Notable Action Consulting, LLC for ERP/IT. There were no other applications received for any of the positions.

Because Member Shipley was unable to review and rate the applications, Secretary Cockrell assisted her with this task and Dr. Lawhorn thanked her.

She called the Board's attention to the document submitted in the packet as item 5C as she was requesting multiple term contracts for all three consultants citing a major factor in gaining candidacy and ultimately attaining accreditation is the length of service of executive membership and key, top-level administrators, or consistent and continuing leadership during the accreditation processes. Gila County has made available to Gila Community College an annual amount of money for a period of five years, and we are currently in the first year of this opportunity. These funds were specifically made available for the purpose of assisting Gila Community College with attaining candidacy and accreditation.

For the reasons stated, she requested the Procurement, Information Technology, and Human Resources Independent Contractor agreements presented to the District Governing Board be written as per Procedure 3200.03, Contract Formation Guidelines, Multiple-Term Contracts.

The contracts would begin on July 1, 2023, and terminate on June 30, 2024, with annual renewal options for three more years when certain requirements are met including the availability of funds. These multiple terms total four years to match the remaining annual funding time frame from Gila County. The work of these three key contractors is necessary for our goal of independence and accreditation and is strongly anticipated to be needed at a minimum for the next four years. She believes it would be in the best interest of the College to plan for the continuity of leadership and effort by these three contractors as they are highly qualified and invested in our goal of becoming an independent and accredited community college in Gila County.

She also asked to be able to execute the contracts with the three individuals on behalf of the Board. As Lauri Avila was in attendance, Dr. Bocker thanked her for all she has done so far. Dr. Lawhorn indicated that the ERP is out for bid, and we anticipate awarding the contract in August. Dr. Bocker also indicated that the process with the Arizona Department of Administration is an ongoing, slow process. Dr. Lawhorn reminded the Board that Form 218 will come from the Federal Social Security Administration which will then allow us to withhold Social Security and set up our own employees. Once that form is received, we anticipate moving very quickly. Lauri will then be working on the HR system and with ASRS.

Motion made by Secretary Cockrell, seconded by VP Moorhead to approve Dr. Lawhorn executing multi-year contracts on behalf of the Board with an HR contract to Lauri Avila with November Consulting, LLC; the Procurement contract for Mary Springer with TempServ4U, LLC; and the ERP/IT contract to Shawn Wakefield with Notable Action Consulting, LLC for ERP/IT.
Call for the question: In favor – 4; Opposed – 0; Abstained – 0. **Motion carries to approve.**

D. Policies and Procedures – Lauri Avila, HR Specialist

Because it is the responsibility of the Board per state statute to approve all policies, Lauri Avila presented the following policies and procedures to the Board for their review. As a reminder, she indicated all Board policies will end in 00 and require Board approval and all procedures will provide detailed information (.01, .02, .03, etc.) for employees to follow and use to implement the policies. Dr. Bocker indicated that the attorney has reviewed all the documents presented. She was pleased with the organizational structure as it is coming together and thanked Lauri and Mary for the work they have done thus far.

- 1) **1010.00 – DGB General Powers and Duties**
- 2) **1015.00 – DGB Administrative Powers and Duties**
- 3) **1020.00 – Public Meetings**
- 4) **1020.01 – DGB Meeting Notice Guidelines**
- 5) **1020.02 – DGB Meeting Agenda and Official Minutes**
- 6) **1040.00 – DGB Ethics and Professional Conduct**
- 7) **1040.01 – DGB Professional Conduct Code**
- 8) **1050.00 – DGB Oath of Office**
- 9) **1055.00 – DGB Conflict of Interest**
- 10) **5000.00 – Ethics and Professional Conduct**
- 11) **5010.00 – Employee Guidelines and Duties**
- 12) **5010.01 – Employee Contract Guidelines**

Motion made by Sam Moorhead, seconded by Treasurer Knauss, to approve policies 1010.00 – DGB General Powers and Duties, 1015.00 – DGB Administrative Powers and Duties, 1020.00 – Public Meetings, 1040.00 – DGB Ethics and Professional Conduct, 1050.00 – DGB Oath of Office, 1055.00 – DGB Conflict of Interest, 5000.00 – Ethics and Professional Conduct, and 5010.00 – Employee Guidelines and Duties and to accept 1020.01 – DGB Meeting Notice Guidelines, 1020.02 – DGB Meeting Agenda and Official Minutes, 1040.01 – DGB Professional Conduct Code, and 5010.01 Employee Contract Guidelines.

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

6. **Consent Agenda –**

A. **Minutes from the May 8, 2023, Special Meeting**

B. **Minutes from the May 10, 2023, Regular Meeting**

Motion made to approve the Consent Agenda by Secretary Cockrell, seconded by Treasurer Knauss
Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.

7. **General Information and Discussion of the Same –**

- There is not a July meeting scheduled. Dr. Brocker indicated that, if necessary, we will schedule a Special Meeting.
- The next Regular Governing Board Meeting is scheduled for **Wednesday, August 9, 2023, at 9:00 a.m.**
- Secretary Cockrell will be on vacation June 21-26 and July 19-24. VP Moorhead will be on vacation from July 6-22.
- Dr. Lawhorn will prepare the Notices of Public Meetings for the Town Halls and the Rural Policy Forum.

8. **Adjournment – The meeting was adjourned at 9:23 a.m. by motion of Treasurer Knauss and seconded by Secretary Cockrell.**

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