



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, September 13, 2023
** APPROVED ****

1. The meeting was called to order by President Brocker at 9:00 a.m.

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

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

Guests: David Sowders, Arizona Silver Belt Reporter; Peter Aleshire, Payson Roundup Reporter, Russ Genet, EAC instructor

Pledge of Allegiance – led by Secretary Cockrell

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.

Russ Genet approached the board regarding the telescope and the Richard F. Caris Foundation grant. In early October, the \$128K telescope and rolling pier funded by the grant last year will arrive and be installed on the Payson Campus. He is working on this year's Caris funding request that would provide a 16' ash dome equipment enclosure for approximately \$150-\$200K. In the interim, the telescope will be stored in a shipping container. The sidewalks and viewing pad estimates will be brought to the Board for approval. The first light and ribbon cutting will be held on Friday, November 17.

3. Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn indicated the nursing programs started their first blocks in the Fall and we are working on some other plans for the spring.
- Secretary Cockrell and Dr. Lawhorn will be meeting with the Governor's Office on Thursday, September 14 at the Payson Campus.
- Dr. Lawhorn stated she talked to an individual named Shaun McClure who is the VP of the local Toastmaster's program in Payson. They would like to use the Payson Campus for a Public Speaking and Business Development program at the end of January. She will provide more information as the date is firmed up. She also asked Lauri to look at developing a policy for facility usage.

- This year the Advisory Committee meetings will be held as single events on each of the campuses. The Payson Campus will hold theirs on Friday, October 20th; the Gila Pueblo Campus meeting will be on Friday, October 27th. Board members will want to save the dates and watch for invitations from the campuses.
- Dr. Lawhorn thanked Ron Carnahan and Derryl Meeks for their assistance with selling some of the older vehicles at auction.

B. President Report – Dr. Jan Bocker

- Dr. Bocker stated she attended The Trust summit on August 24. One of the topics covered was open meeting laws and she reminded the Board to ensure they do not Reply All on any emails.
- VP Moorhead will be moving out of the area and resigning from the board in October. We will be looking for someone to be appointed as he has over a year left of his term. VP Moorhead has been a member of the Board for the past 17 years and Dr. Bocker would like to do something to honor his service. He is currently serving as the representative for District 5 which includes the San Carlos area. Mary will send an updated map with the new redistricting to Dr. Lawhorn who will distribute it to the Board.
- Dr. Bocker asked if anyone had any additional information on Payson's 50th Year Celebration to be held on October 14th. Dr. Lawhorn forwarded the information she received to Dr. McBride.

C. Vice President Report – Sam Moorhead

- VP Moorhead was excused from the meeting. The legislature is currently not in session.

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss is out of the country on business.

E. Secretary Report– Connie Cockrell

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

F. Advisory Committee Liaison Report

- Member Shipley said the Advisory Committee has been in communication, but they have not all met as some individuals had been on travel. He hopes to meet with the committee in September or October.

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

- A decision was made in April by EAC to disallow previous staff from attending the Board meetings and present. Since then, Dr. Lawhorn has continued to request that both Dr. McBride and Trae Morris, at a minimum, be permitted to attend but the requests have been denied.
- Member Shipley stated that he would like to have the year-over-year comparisons added back into the reports. Dr. Lawhorn remarked she would email VP Welker and ask that this information be included. Additionally, if Coordinator Morris is not permitted to attend the meeting, she will request a written narrative be provided with the financial report.
- An email from VP Welker stated that the 4th quarter final invoice should be available in October or November. Gila paid the FY 24 operating capital invoice on August 22).

5. Action Items

A. Special Meeting – Planning for the Future – President Bocker

President Bocker asked if the Board would be available either Saturday, October 28, or Saturday, November 4 for a Special Meeting. After some additional discussion, it was determined the best date may be Wednesday, November 8 for an extended Board Meeting. The optional date would be Saturday, November 4. Dr. Lawhorn will check with Treasurer Knauss to determine his availability.

Motion made by Member Shipley, seconded by Connie Cockrell to have an extended Regular Board Meeting on Wednesday, November 8, or Saturday, November 4.

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

B. Gila Pueblo Campus, New Bathrooms – Dr. Lawhorn

Dr. Lawhorn indicated the only bid received for the bathrooms at the Gila Pueblo Campus was from Rodriguez Construction, Inc. The bid was for \$144,128.00 and 50% will be required for them to start construction. This item is in the approved budget and was estimated at \$150K. The current bathrooms would remain in use and the Wellness Center bathroom could be converted to a Staff Only bathroom. The bathrooms will be on the east side of the library. President Bocker indicated she would have liked to have seen additional quotes, but we followed the process, and this was the only bid received.

Motion made by Member Shipley, seconded by Secretary Cockrell, to approve the construction of additional men's and women's bathrooms on campus at a cost not to exceed \$150K.

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

C. Gila Pueblo Campus, Nursing Manikins – Dr. Lawhorn

Dr. Lawhorn indicated she submitted grants with Arizona Complete Health for \$25K and the FMI Community Investment Fund for \$35K. She would like to purchase three nursing manikins, including training for faculty, for approximately \$95K per the quote in the packet. If we receive the grants from Arizona Complete Health and FMI, Gila's obligation would be approximately \$35K in Workforce Development Funds, which would cover the matching portion as required by the Challenge Grant. The Arizona Complete Health grant does not require any matching funds. Either way, Dr. Lawhorn would like to let EAC know we are in support of purchasing the items in the quote with WFD funds following their procurement guidelines, regardless of the funding received.

Motion made by Secretary Cockrell, seconded by Member Shipley to approve the purchase of the manikins and additional items in the quote for the nursing program at the Gila Pueblo Campus at a cost not to exceed \$100K.

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

D. ADP Business Services Contract – Lauri Avila

Lauri included in the board packet a brief comparison of Payroll and/or HRIS products she researched. Based on both immediate and long-term needs of Gila Community College, a recommendation is made to utilize ADP for Payroll and HRIS processing. Our legal representative is reviewing the ADP contract and anticipates adding an addendum including five clauses, Termination for Conflict of Interest, Non-Discrimination, Legal Arizona Workers Act Compliance, Israel Anti-Boycott Act, and Uyghur Forced Labor Prevention Act. A request for a QuickBooks contract as our accounting platform will be presented to the board in the future. These options would allow us to build our payroll, human resources, and accounting processes with industry-leading providers which will serve the College well for many years. Research indicates that these two products should integrate well with our eventual acquisition of an ERP and may provide a wider range and better platform for payroll, human resources, and accounting processes than might be possible with our eventual ERP product.

It is our goal to begin, in a limited capacity, to employ part-time individuals at the beginning of the 2024 calendar year. This will allow us to implement, test, and begin using the services ADP will provide and it will be our first small step toward independent and self-directed operation of Gila Community College. As we continue to develop our infrastructure, we will add additional direct employees in critical areas as needed. She stated that she has been working with Shawn Wakefield to ensure these options would integrate into our ERP system.

Lauri indicated we have heard from the Arizona Department of Administration regarding the Form 218 modification agreement. We have advised them that we plan to hire our first employee, an Administrative Assistant for the Board and Dr. Lawhorn, in January 2024. The receipt of this form is a precursor for ASRS enrollment. We will then work with EAC to begin transferring non-academic staff to this system next year.

There was some discussion about Gila County and how we might be able to leverage our quote. It was determined that the County does not use ADP.

Motion made by Secretary Cockrell, seconded by Member Shipley, to approve selecting ADP as the Payroll and HRIS platform and the addendum with the clauses as indicated.

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

E. Policies– Lauri Avila, HR Specialist/Mary Springer, Procurement Specialist

1) 1030.00 –DGB Contract Approval & Signature Authority

2) 1060.00 – DGB Building Naming Guidelines

Motion made by Member Shipley, seconded by Secretary Cockrell, to approve Policy 1030.00 – DGB Contract Approval & Signature Authority and Policy 1060.00 – DGB Building Naming Guidelines

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

a. Richard F. Caris Observatory – Dr. Lawhorn

The Caris Foundation has donated nearly \$610K to the Payson Campus over the last several years. Dr. Lawhorn indicated that Russ Genet will be submitting a request for the dome for between \$150K and \$200K. The request is to name the dome the Richard F. Caris Observatory on the Payson Campus. Dr. Genet indicated that Mr. Caris donated significant funds to the University of Arizona and there is a Richard F. Caris Mirror Lab under the college stadium in Tucson. President Bocker stated that per policy 1060.00, there is no dollar amount, but indicates that a “significant” contribution be made. She believes the Board would agree the Caris Foundation has made a significant contribution to the Payson Campus.

Dr. Lawhorn said that in the future if any buildings are named on either of the campuses, we will follow this procedure. Although there are some plaques placed around the Globe Campus (administration, dental), none of the buildings have been specifically named. President Bocker indicated there are many ways we can honor individuals (such as what we did for Armida Bittner) on the campuses.

Motion made by Member Shipley, seconded by Secretary Cockrell to approve the name of the new dome as the Richard F. Caris Observatory on the Payson Campus

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

F. Procedures 1030.01 – DGB Contract Approval & Signature Authority and 3200.01 – Procurement of Goods and Services Information were presented for review.

6. **Consent Agenda –**

A. Minutes from the August 9, 2023, Regular Meeting.

Member Shipley indicated that if we posted our Board recording, we would not have to compile minutes. Dr. Lawhorn stated that she and President Brocker had discussed this after this subject was broached before, but they believed a written account of the items from the meeting was easier to reference as needed.

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

Call for the question: In favor – 3; 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, October 11, 2023, at 9:00 a.m.**

Member Shipley indicated that there was an incident at the Payson Campus in the evening of August 5 regarding an individual who tripped on a guitar stand at a Friends of Rim Country (FORC) event. The individual broke her femur and was transported to the hospital via paramedics. There was also damage to a guitar. Because FORC did not have special event coverage, it was determined Dr. Lawhorn would follow up with The Trust to ensure Gila had this coverage. Dr. Genet stated we will be having several events in the evening that the public will be invited to attend, and we should ensure that we have this coverage.

8. **Adjournment – The meeting was adjourned at 10:28 a.m. by motion of Secretary Cockrell and seconded by Member Shipley.**

Respectfully submitted,



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

Attest:



President Jan Brocker
GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell
GCPCCD Governing Board Secretary