



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

**1. The meeting was called to order by President Brocker at 9:03 a.m.**

**Board Roll Call** –Secretary Cockrell present; Member Shipley present; President Brocker present; Treasurer Knauss, 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 Canahan, IT Coordinator

**Guests:** Preston Pollock

**Pledge of Allegiance** – led by Secretary Cockrell

**2. Call to the Public – waived 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.

**No one approached the Board.**

**3. Interim President and Board Member Reports**

**A. Interim President Report – Dr. Janice Lawhorn**

- Dr. Lawhorn called the Board's attention to the Fall 2023 Fact Book Demographics included in the packet. Member Shipley asked if information relative to Gila County's demographics was available as a reference. She indicated she will see what information she can find.
- Dr. Lawhorn reported that the manikins were delivered to the Gila Pueblo Campus on November 15. The Silver Belt Newspaper did a great article with a photo to recognize Arizona Complete Health and FMI for their grant contributions.
- Dr. Lawhorn and Treasurer Knauss will be attending the Community Partnership Panel meeting hosted by FMI at 10 a.m. They have requested an update regarding the Regional Training Center project. Ernie Baca, Welding Instructor, will be presenting.

**B. President Report – Dr. Jan Brocker**

- Dr. Brocker stated that the funding request from the Caris Foundation was granted for \$282,409 for the telescope dome and the balances for the Biology department on the Payson Campus. The construction consultant is on a contract not to exceed \$5K to continue working through the

holidays. The plan is to present an additional contract and dollar amounts for all contracts needed to compile the documents the Town of Payson needs to approve the project.

- Dr. Bocker announced that Preston Pollock, Cobre Valley Regional Medical Center, has been selected to replace Sam Moorhead for District 5. He will complete the remaining term of Mr. Moorhead's ending 2024. Dr. Bocker welcomed him to the Board. Mr. Pollock thanked the Board and looked forward to listening and learning. Both he and Treasurer Knauss would need to run for re-election in 2024 if they choose to continue.
- The January Board meeting and Board officer elections will be held on January 17, 2024. The meeting has been moved due to the holidays.

**C. Vice President Report – Vacant**

**D. Treasurer/CFO Report – Kurt Knauss**

- Treasurer Knauss indicated that the exhaust fans at the Regional Training Center have been installed.

**E. Secretary Report– Connie Cockrell**

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

**F. Advisory Committee Liaison Report**

- Member Shipley did not have anything new to report regarding the Advisory Committee. However, he indicated that the claim regarding a slip and fall from about 1 ½ years ago went to court. The attorney representing GCPCCD requested additional information on the construction of the sidewalk which Member Shipley was able to confirm and provide. It appears there was no code in place at the time of the construction of the sidewalk.

**4. Staff Reports were included in the packet from:**

**A. Senior Dean Report – Dr. Phil McBride**

President Bocker called the Board's attention to the report submitted by Senior Dean McBride.

- The start date for the Law Enforcement Training Academy (L.E.T.A.) has been moved to Summer 2024. They are continuing to work on funding sources for the Globe Miami Gun Club shooting range.
- The LETA advisory board meeting was held on November 13.
- The following open positions were filled on the Gila Pueblo Campus:
  - Mathematics position - Neil Mitchell
  - Biology position - Jennifer Werrell
  - Groundskeeper – Michael Williams
  - Part-time Security Officer – Steven Jacott
- Dr. McBride discussed opportunities for CVIT and NAVIT students with the CTED Superintendents for 2024-2025.

On the Payson Campus:

- The telescope was assembled and is now stored temporarily in a converted shipping container.
- Payson High School Advancement Via Individual Determination (AVID) students were on campus on November 8.

Upcoming Events:

- December 13 Nursing Pinning (Payson Campus) at 10 a.m. in Room 301
- December 14 Nursing Pinning (Gila Pueblo Campus) at 11:00 a.m.
- January 8 Welcome Back - Payson Campus 9 – 11 a.m., Gila Pueblo Campus 1:00 – 3:00 p.m.

- B. Associate Director Report - Gila Pueblo (Globe) Campus – Andrea Renon**
- C. Associate Director Report – Payson Campus – Ann Knights**
- D. Trae Morris, Financial Coordinator**
  - 1. 092023 GCPCCD Financial Summary**
  - 2. 102023 GCPCCD Financial Summary**

Dr. Bocker indicated that the reports are difficult to understand without narrative or Financial Coordinator Morris providing background information. For the record, Dr. Lawhorn has requested both Senior Dean McBride and Financial Coordinator Morris be permitted to attend the GCPCCD Board meetings, but they have not been allowed per EAC. In regard to revenue, Dr. Lawhorn stated there was significant interest received in the LGIP account in 2023. There is a variance of approximately \$5K in expenses year-over-year according to the reports provided. The Senior Dean and Financial Coordinator are fully funded by Gila County taxpayers, yet it is difficult to be held accountable to them without receiving all the information or having them report monthly to the Board.

(Treasurer Knauss left the meeting at this time.)

## **5. Action Items**

### **A. 2024 Leibowitz Solo Contract – President Bocker**

Dr. Bocker stated that the contract presented was for David Leibowitz of Leibowitz Solo, LLC to provide public relations and consulting services for an additional six months beginning January 1, 2024. The contract is at a rate of \$4,000 per month plus expenses. Member Shipley asked what type of services this provides and questioned whether it should be monthly. Dr. Bocker indicated that a new website was being developed and that a communication and social media plan was being worked on. Our lobbyist recommended we continue our contract as they work very closely together.

**Motion made by Member Shipley, seconded by Secretary Cockrell to approve the contract for Leibowitz Solo, LLC from January 1, 2024, to June 30, 2024.**

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

### **B. Board Waivers, Payson HS Instructors – Dr. Lawhorn**

Dr. Lawhorn stated that at the November Board meeting, the Board approved a waiver for Michael Ellis, a Payson High School instructor, to attend the fall and spring astronomy research classes. She indicated other Payson High School instructors who use the same online graphing calculator program (Desmos) in their math classes, would also like to enroll in the research classes. The dual-enrollment waivers that were approved in the spring for students have not been exhausted at the Payson Campus. She requested approval to use a total of 10 waivers from this pool to be used for instructors in the spring. Dr. Bocker indicated that when the proposal for the dual enrollment request is received in the spring, we could also earmark some for some high school instructors.

**Motion made by Secretary Cockrell, seconded by Member Shipley, to approve a maximum of 10 waivers for Payson High School instructors for the spring.**

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

### **C. Vacancy Notice, Administrative Assistant – Dr. Lawhorn/Lauri Avila**

Dr. Lawhorn stated this part-time position will be for the first Gila County Provisional Community College District employee. This individual will work approximately 19 hours per week and help the consultants and Board with Administrative duties. She thanked Lauri Avila for working through the process with ADP who will provide payroll services and the Arizona Department of Administration. We will also need to ensure we have unemployment insurance and worker's compensation. Lauri

summarized that after the contract with ADP was approved by the Board, we moved forward with the processes to employ individuals who would not be part of the academic services. Some of the tax accounts and processes were started over 15 years ago. The goal is to hire one part-time employee as a test case and ensure all the processes and procedures are in place to bring on additional employees. Dr. Bocker indicated that she started the paperwork over a year ago (with the Arizona Department of Administration), handed it off to Dr. Lawhorn, and then let Lauri take the lead. The support of the Gila County Board of Supervisors through the IGA has made this possible and will allow GCPCCD to build its infrastructure. She thanked Dr. Lawhorn and Lauri for bringing this to fruition.

**Motion made by Secretary Cockrell, seconded by Member Shipley, to approve the Vacancy Notice for the Administrative Assistant.**

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

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

- 1) **1025.00 – Public Records Request Procedure**
- 2) **2005.00 – Business Hours**
- 3) **2050.00 – Facility Use**
- 4) **5015.00 – Open Position Guidelines**

Member Shipley questioned the printing costs vs. the faxing costs. Lauri and Mary indicated that they reviewed several community colleges, K12 districts, and county rates before creating the policy. Lauri remarked that we can always bring the policies and procedures back for review.

**Motion made by Member Shipley, seconded by Secretary Cockrell, to approve Policy 1025.00 – Public Records Request Procedure, 2005.00 – Business Hours, 2050.00 – Facility Use, and 5015.00 – Open Position Guidelines.**

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

**E. Procedures 1025.01 – Public Records Request, 2050.01 – Facility Use Request, and 5015.01 – Open Position Guidelines were presented for review.**

**6. Consent Agenda –**

**A. Minutes from the November 8, 2023, Regular Meeting.**

**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 will need to be rescheduled to **Wednesday, January 17, 2024, at 9:00 a.m.**

**8. Adjournment – The meeting was adjourned at 9:56 a.m. by motion of Member Shipley and seconded by Secretary Cockrell.**

**Respectfully submitted,**




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Janice Lawhorn, Ph.D.  
Interim President, Gila County Provisional

Community College District

Attest:

*Jan Bocker*

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President Jan Bocker  
GCPCCD Governing Board President

Attest:

*Connie Cockrell*

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Secretary Connie Cockrell  
GCPCCD Governing Board Secretary