



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, January 17, 2024
** FINAL ****

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

Board Roll Call –Secretary Cockrell present; Member Shipley present; President Brocker present; Treasurer Knauss, present, Member Pollock, 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; Anthony (Tony) Contente-Cuomo, GCPCCD Attorney; Ron Carnahan, IT; James Candland, GCPCCD Lobbyist

Guest(s): Neal Jensen, Hoyt Skabelund, Kim McBride, Emmett McBride, Richard Ramos, David Abbott, Christa DalMolin, James Menlove, Pete Aleshire

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.

Dr. Christa DalMolin, Deputy School Superintendent, Globe Unified School District

Dr. DalMolin indicated that Globe High School feels that it is vital to their students' success to be able to take dual enrollment courses. It also helps the community. They appreciate the workforce assistance that the partnership offers. They are concerned that there is a plan in place. They want to remain partners with GCC and are absolutely willing to be partners and would like to offer their assistance in any way they can. She wanted to stress the importance of offering classes locally as Globe Unified School District is one of the College's greatest supporters.

Dr. Richard Ramos, Director of Innovation and Learning, Miami Unified School District

Dr. Ramos wanted to express their feeling of a sense of urgency regarding finding GCC a new partner. He asks that a partner be identified as soon as possible so that courses can be offered for dual enrollment and CTE before Fall 2024. Dr. Ramos indicated they are willing to help in any way.

Hoyt Skabelund, CEO, Banner Medical, Payson

Mr. Skabelund thanked the Board for continuing to search for an educational partner. The hospital is vitally dependent on the CNAs, nurses, and other medical professionals who attend the Payson Campus and work in the Payson community. They wanted to offer their support.

Emmett McBride, Director of IT, CVRMC

He has worked with several school districts in the past and indicates that a strong partnership with the community college is essential. As a parent, he has students who are provided with the opportunity to progress through dual enrollment and is concerned others might not have that opportunity. He believes in-person classes are imperative for students to stay local. If students do not have these opportunities, they tend to leave and not return to the area. The community needs a strong, educated workforce.

President Bocker thanked those individuals who addressed the Board and indicated that GCPCCD shares the sentiments and concerns as addressed. We are working diligently to find a new partner and it is the Board's utmost concern. The college is a vital part of the communities in Gila County. She appreciates all the comments and the support.

3. Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn indicated that the Caris Funds were received and deposited. During the holidays, an identical dome to the one to be purchased was purchased for \$40K from the Tucson Amateur Astronomy Association. This was approximately \$40K in savings. All individuals regarding the specifications of the dome, including VQ Design, were contacted as well as a quorum of the Board. Additional proposals not to exceed \$5,000 were prepared to cover the consultant's costs. A few additional proposals, including one for Lou Jackson to install and configure the hardware and software, will be issued. Single source documentation for the dome is on file. Mary Springer has been assigned the lead on this project and will work with Russ Genet, VQ Design, and others to ensure that procurement guidelines are being followed.
- Dr. Lawhorn reported that on December 23 at approximately 3:20 a.m. an impaired driver, caught on video at the Regional Training Center, crashed into the fence, broke two fence posts, and bent an additional two poles. On January 2, 2024, after returning from the holidays, Derryl Meeks, Maintenance, reported the incident to the Gila County Sheriff's Office and provided the video. Unfortunately, the license plate could not be read as it was raining at the time. The incident was reported to FMI and the insurance company. Derryl will be getting quotes to replace the poles and repair the fence which will need to be re-stretched.
- The Caris Foundation has provided an additional \$1,200 grant to purchase a printer and supplies for the Photography program in Payson.
- All funds have been secured to upgrade the Globe/Miami Gun Club for the Law Enforcement Training Academy for \$37,324. Based on AZ POST's inspection of the City of Globe's Police Firearms Range and the Globe/Miami Gun Club Firearms Range, it was determined that the least expensive alternative was to use the Globe/Miami Gun Club Range and bring it up to AZ POST's standards. A quote was received from 5D Excavating to install an earthen berm and a 4-strand barbed wire fence and upgrade the range lighting electrical. Funding from the City of Globe (\$13,662), the Community Investment Fund (\$10,000), and the Gila County Board of Supervisors for \$13,662 have all been approved by their agencies. GCPCCD will serve as the pass-through with the City of Globe. Lee Kinnard, LETA Coordinator, should be commended for all of his efforts as this has taken two years to get this far. Member Shipley indicated that Lee Kinnard has had to jump through multiple hoops to get the funding to move forward and he appreciated all he has done to keep this moving forward. Dr. Bocker extended her thanks to all the staff who have helped with this project.
- We have received three applications for the Administrative Assistant and have scheduled interviews for this Friday, January 19.

B. President Report – Dr. Jan Bocker

- Dr. Bocker asked Lauri Avila, HR Specialist, to report on the progress made with the Arizona Department of Administration (ADOA). Lauri indicated that Dr. Bocker and Dr. Lawhorn submitted paperwork to ADOA 17 months ago to get the Section 218 agreement from the federal Social Security Administration's office. On Tuesday, we received word from ADOA that GCPCCD's Section 218 agreement had cleared review, and we should be receiving signed documents from the feds. This will allow us to begin building GCPCCD's benefit package starting with the Arizona State Retirement System. Dr. Bocker indicated that GCPCCD will be able to hire employees. This is a huge milestone for GCPCCD.
- Dr. Bocker highlighted some of the accomplishments in her Annual Report provided in the packet. This is her 10th year on the Board and 3rd year as President.
 1. July 2021 – Through GCPCCD's coordinated efforts with AZ State Rep. David Cook and government relation consultants, an amendment to HB 2830 was passed into law. This revised statute lowered the enrollment requirement from 900 annual full-time student equivalent (FTSE) to 450 FTSE for a provisional district to become a fully organized community college district.
 2. October 2021/March 2022 – The first annual Advisory Committee Meetings were held at the Gila Pueblo/Globe and Payson Campus locations respectively. Both events were well attended by local businesses, city and state organizations, school personnel, and College faculty and staff.
 3. January 2022– GCPCCD hired Anthony (Tony) Contente-Cuomo as the College's legal counsel through the Insurance Trust Prepaid Legal (PPL) system. Previously, the Gila County Attorney's office had represented both the Gila County Board of Supervisors and GCPCCD, causing concern about a potential conflict of interest.
 4. July 2022 – An IGA with Gila County was negotiated, providing \$250,000/year for five years to the College for expenses related to the accreditation process.
 5. August 2022 – After serving as the College's Senior Dean for approximately 18 months, the College contracted with Dr. Janice Lawhorn to become the GCPCCD Interim President/CEO as required by the accreditation eligibility process. Funding for this position came from the IGA with Gila County.
 6. January 2023 – With approval from the Governing Board, College funds were put into an interest-bearing Local Government Investment Pool (LGIP) account with the State of Arizona. In addition, a more secure and transparent checking account was set up with Washington Federal Bank (WaFd), allowing GCPCCD to process ACH and wire payments. Additionally, credit cards with restricted use were acquired for authorized board members and the Interim President/CEO. To date, GCPCCD has netted over \$370,000 in interest since January 2023.
 7. March 2023 – A 20-year celebration, marking the Articles of Incorporation formation of GCPCCD, was held at each of the campuses. Several dignitaries from state, county, city and local governments, as well as local business and organizational representatives, were in attendance.
 8. March/April 2023 – Interim President Lawhorn attended the Annual Higher Learning Commission (HLC) Conference in Chicago. In doing so, she learned that as many as six accrediting options (other than HLC) might now be considered. Previously, HLC was the only accrediting agency available to higher education institutions in Arizona.
 9. March/April 2023 – Contracts were negotiated and approved for an HR Specialist (Ms. Lauri Avila), Procurement Specialist (Ms. Mary Springer), and IT Specialist (Mr. Shawn Wakefield) to build the organizational infrastructure necessary to start the accreditation eligibility application process. Funding for these positions came from the IGA with Gila County.

10. June 2023 – GCPCCD received an unqualified (i.e., without concerns) financial report from the AZ Auditor General's office. Appreciation was extended to the College's CPA, Sara Kirk (Heinfeld-Meech Accounting Firm), for coordinating this process with the EAC Coordinator overseeing GCPCCD's financials.
11. August 2023 – GCPCCD contracted with James Candland (Clarus Companies) to replace Gretchen Jacobs (Arizona Governmental Affairs) as our lobbyist/government relations consultant. Ms. Jacobs resigned in July 2023. The College also contracted with David Leibowitz (Leibowitz Solo) as a public relations consultant.
12. December 2023 – The GCPCCD Board approved posting a part-time, non-benefitted administrative assistant position. Expected to be hired in early 2024, this individual will become the first GCPCCD employee and will provide administrative support for the Interim President and Governing Board. Funding for this position will come from the IGA with Gila County.
13. January 2024 – a contract (not to exceed \$10,000 for the remainder of FY24) with an accreditation consultant will be presented to the GCPCCD Board on January 17, 2024. Funding for this position will come from the IGA with Gila County.

Dr. Bocker thanked all the Board members, consultants, Dr. Lawhorn, and the staff and faculty.

- Dr. Bocker stated that there are two bills to watch this legislative session. HB 2089 has to do with reducing the penalties for organizations exceeding their expenditure limitations. HB 2039, a bill introduced by Representative David Cook, unanimously cleared the Education Committee, 10-0, and would allow provisional community colleges to partner with a 4-year university.

C. Vice President Report – Vacant

- No report

D. Treasurer/CFO Report – Kurt Knauss

- Treasurer Knauss reported that his concern is with the future needs of the workforce in the community. He indicated that 50% of those in the trades will be retiring within the next 10 years. He stated we need to ensure we have a sustainable future including a nursing program.

E. Secretary Report– Connie Cockrell

- Secretary Cockrell stated she had nothing to report.

F. Advisory Committee Liaison Report

Member Shipley stated the Committee has not met recently. Dr. Bocker said that this year she expected the committee to be more active.

4. Staff Reports were included in the packet from:

A. Senior Dean Report – Dr. Phil McBride

Several open positions have been filled on the campuses. Dr. Bocker indicated that College Days would be held on the Payson Campus on January 25.

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

C. Associate Director Report – Payson Campus – Ann Knights

D. Financial Report – Trae Morris

- Dr. Lawhorn reported that she met with Trae Morris, VP Welker, Controller Ainsworth, and GCPCCD's CPA, Sara Kirk. EAC explained the FY23 4th Quarter financials, indicating the outstanding

bill was approximately \$740K. Dr. Lawhorn questioned where the credit was for EAC capturing all of Gila County's FTSE for the online courses. VP Welker indicated a revised amount, and an invoice would be issued. Documentation was to be provided this week. According to the CPA, we have never waited until January to get the 4th Quarter invoice. VP Welker also indicated that the 1st and 2nd Quarter invoices for FY24 would be reviewed and provided within the next few weeks. After that and beginning in March, GCPCCD will be billed monthly. VP Welker also stated there were approximately \$650K in WFD funds available and an additional \$50K in Caris funds being held by EAC. VP Welker also stated that the budget should be ready for review by the end of January. Dr. Brocker indicated there has been a substantial increase (approximately 45%) in the FY23 4th Quarter expenditures that needs a great deal of detail and explanation. All documentation will need to be reviewed to ensure that the Board is able to carry out their duty as a good steward of Gila County's tax money.

5. Action Items

- A. Discussion and possible action regarding College educational partner options and selecting a Board delegation and/or representative to explore said options. The Governing Board may vote to convene in Executive Session, which will not be open to the public, pursuant to A.R.S. 38-431.03(A)(3) for consultation with the College's Attorney (s) with regards to contracts subject to negotiation. The College's Attorney(s) may appear remotely.**

President Brocker indicated that pursuant to A.R.S. § 38-431.03(A)(3), the Board may, upon a vote of a majority of the members, elect to go into Executive Session, which will not be open to the public, for discussion or consultation for legal advice with the attorney or attorneys of the public body contracts subject to negotiation.

Motion made by Treasurer Knauss, seconded by Secretary Cockrell to move into Executive Session at 9:43 a.m.

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

The Board reconvened at 10:35 a.m.

Motion made by Secretary Cockrell, seconded by Member Shipley to select Preston Pollock as the GCPCCD representative authorized to work with all college contractors including legal.

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

B. Election of Officers/Oath of Office/Conflict of Interest Signatures

President Brocker indicated that all members should have an Oath of Office form on file with Dr. Lawhorn. Additionally, every year, members are required to sign the Conflict of Interest form and return it to Dr. Lawhorn.

President Brocker asked for nominations for the position of President. Secretary Cockrell nominated Dr. Brocker to continue as President. Member Pollock self-nominated and indicated the Board needs a fresh voice.

A roll call vote was held:

Jan Brocker, Abstain

Kurt Knauss, Vote for Dr. Brocker

Connie Cockrell, Vote for Dr. Brocker

Fernando Shipley, Vote for Dr. Brocker

Preston Pollock, Vote for Preston Pollock

In favor of Dr. Bocker as President – 3; Abstained – 1.

In favor of Preston Pollock as President – 1

Dr. Bocker was elected as the Board President for FY 2024.

President Bocker asked for nominations for the position of Vice President. This position has been vacant since Sam Moorhead resigned. Secretary Cockrell nominated Preston Pollock for Vice-President. There were no other nominations.

A roll call vote was held:

Jan Bocker, Abstain

Kurt Knauss, Vote for Preston Pollock

Connie Cockrell, Vote for Preston Pollock

Fernando Shipley, Vote for Preston Pollock

Preston Pollock, Vote for Preston Pollock

In favor of Preston Pollock as Vice President – 4; Opposed – 0; Abstained – 1.

Preston Pollock was elected as the Board Vice President for FY 2024.

President Bocker asked for nominations for the position of Treasurer. Secretary Cockrell nominated Fernando Shipley and President Bocker nominated Kurt Knauss.

A roll call vote was held:

Jan Bocker, Vote for Kurt Knauss

Kurt Knauss, Abstain

Connie Cockrell, Vote for Fernando Shipley

Fernando Shipley, Vote for Fernando Shipley

Preston Pollock, Vote for Fernando Shipley

In favor of Kurt Knauss as Treasurer – 1; Abstained – 1.

In favor of Fernando Shipley as Treasurer – 3

Fernando Shipley was elected as the Treasurer for FY 2024.

President Bocker asked for nominations for the position of Secretary. Treasurer Shipley nominated Connie Cockrell. There were no other nominations.

A roll call vote was held:

Jan Bocker, Vote for Connie Cockrell

Kurt Knauss, Vote for Connie Cockrell

Connie Cockrell, Abstain

Fernando Shipley, Vote for Fernando Shipley

Preston Pollock, Vote for Fernando Shipley

In favor of Connie Cockrell as Secretary – 4; Abstained – 1.

Connie Cockrell was elected as the Secretary for FY 2024.

President Bocker asked Fernando Shipley if he wanted to continue in the position of Advisory Committee Liaison.

A roll call vote was held:

Jan Bocker, Vote for Fernando Shipley

Kurt Knauss, Vote for Fernando Shipley

Connie Cockrell, Vote for Fernando Shipley

Fernando Shipley, Vote for Fernando Shipley
Preston Pollock, Vote for Fernando Shipley

Dr. Bocker thanked all the members of the Board for their willingness to serve. Elections will not be held again until January 2025 and all positions are effective immediately.

C. Higher Ed Compliance Ltd. Contract – Dr. Lawhorn

Dr. Lawhorn indicated the contract being proposed not to exceed \$10K is for Karen Peterson Solinski to work with GCPCCD and its consultants on the path toward accreditation. Ms. Solinski worked for the North Central Association of Colleges and Schools Higher Learning Commission as the Executive Vice President of Legal and Governmental Affairs. Ms. Solinski holds a JD from DePaul University. In her proposal it is noted she possesses a unique set of skills and knowledge, including an in-depth understanding of the Gila County Provisional District. Treasurer Shipley asked what her contract would entail. Mary indicated that in her contract, her proposal with the scope of work is listed as Exhibit A. Dr. Bocker stated that this individual will move us toward beginning the eligibility process. Dr. Lawhorn worked with Mary on the indemnification and certificate of liability clauses. The attorney suggested that the details of the contract should be addressed in an Executive Session.

Member Knauss left the meeting at this time. A quorum was still present.

Motion made by Treasurer Shipley, seconded by Secretary Cockrell to move into Executive Session at 11:00 a.m.

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

The Board reconvened at 11:13 a.m.

Motion made by Treasurer Shipley, seconded by Secretary Cockrell to table the contract for Karen Peterson Solinski.

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

D. Richard F. Caris Observatory Project Report -Mary Springer

With the funding received, Mary indicated the dome was purchased for \$40K, saving approximately \$40K. VQ Design proposed a \$10K contract for services and electrical, civil, and mechanical engineering. The Town of Payson is working with Lawrence Bowen of VQ Design. Mary indicated we could proceed with a direct selection. As the attorney had some additional questions, it was determined that items 5D1, 5D2, and 5D3, be tabled. Policy 3200.00 and Procedure 3200.01 should be reviewed to ensure we are following the procurement services as outlined.

Motion made by VP Pollock, seconded by Secretary Cockrell to table items 5D1, 5D2, and 5D3.

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

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

1) 5045.00 –Flextime, Compensatory Time, Overtime

2) 5100.00 –Drug, Alcohol, and Tobacco Free Workplace

Lauri stated the documents follow Arizona law. Treasurer Shipley presented a hypothetical scenario regarding an employee being under the influence of cannabis while using a company

vehicle, even though cannabis is legal in Arizona. He indicated the City of Globe has a policy that indicates any incident involving a city vehicle be investigated by a trained police officer. Lauri will be creating an additional procedure to address drug screening. VP Pollock questioned where the language was coming from for the policies. Tony explained Lauri has been reviewing community college and university policy in and outside of Arizona. Policies are drafted and reviewed by the attorney as well as the Board president before being presented to the Board. The Board must approve the policies and can choose to revisit any policy in the future.

Motion made by Treasurer Shipley, seconded by VP Pollock, to approve Policy 5045.00 – Flextime, Compensatory Time, Overtime and Policy 5100.00 – Drug, Alcohol, and Tobacco Free Workplace.

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

F. Procedures 1000.01 – DGB Orientation and Training and 5045.01 – Flextime, Compensatory Time, Overtime Guidelines were presented for review.

6. Consent Agenda –

A. Minutes from the December 13, 2023, Regular Meeting.

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

Call for the question: In favor – 4; 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, February 14, 2024, at 9:00 a.m.** Meetings will continue to be held on the second Wednesday of the month at 9:00 a.m. for FY 2024.

8. Adjournment – The meeting was adjourned at 11:35 a.m. by motion of Secretary Cockrell and seconded by Treasurer Shipley.

Respectfully submitted,



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

Attest:



President Jan Bocker
GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell
GCPCCD Governing Board Secretary