



**Gila County Provisional Community College District  
Governing Board Meeting  
Electronic (Zoom) Meeting  
Monday, June 10, 2024  
\*\* APPROVED \*\***

**1. Meeting was called to order by President Brocker at 8:15 a.m.**

**Board Roll Call:**

President Brocker: present; VP Nye: present; Secretary Cockrell: present; Treasurer Shipley: not present, absence excused; Member Knauss: not present

**A quorum was present.**

**Also Present:**

Janice Lawhorn, GCPCCD Interim President; Lauri Avila, HR Specialist; Mary Springer, Procurement Specialist; Cindy Cook, GCPCCD Accountant; Erin McCord, GCPCCD Administrative Assistant; Ron Carnahan, IT; James Candland, Government Relations Specialist

**Guests:**

CF Yankovich, Reporter - Cates Corral News/Silver Belt

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

**2. Call to the Public:**

No one approached the board and the reading of A.R.S. 38-431.01 (H) was waived by President Brocker.

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

**A. Interim President Report – Janice Lawhorn, Ph.D.**

- The accreditation team is working diligently to meet upcoming deadlines.
- The upcoming Rural Policy Forum will be held in Cottonwood at 8 a.m., on August 7<sup>th</sup> and 8<sup>th</sup>. If board members would like to attend, please contact Administrative Assistant McCord for arrangements.
- Dr. Lawhorn will be bringing a sponsorship request to support the Rural Policy Forum to the next board meeting.

**B. President Report – Jan Brocker, Ph.D.**

- The focal point of the transition team is continuing to work on the accreditation process.

**C. Vice President Report – Mickie Nye**

- Nothing to report.

**D. Treasurer Report – Fernando Shipley**

- Nothing to report.

**E. Secretary Report – Connie Cockrell**

- Nothing to report.

**F. Member Report – Kurt Knauss**

- Not present.

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

Interim President Lawhorn confirmed, that for over a year, she has asked VP Welker at EAC to allow staff members to attend the board meetings with no response.

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

- President Brocker indicated that the LETA (Law Enforcement Training Academy) is on schedule and the start date is August 2024 at the Globe campus.

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

**C. Associate Director Report – Payson Campus – Ann Knights**

**D. Financial Coordinator Report – Trae Morris**

- President Brocker stated EAC is not reporting all GCC revenues on the reports received.
- In July 2024, Accountant, Cindy Cook will begin to report revenue numbers being omitted on EAC's reports.
- President Brocker indicated that the EAC service charge is not being reduced, however, GCPCCD is taking over additional responsibilities and will continue to do so throughout the transition year.

**5. Action Items**

**A. Interim President Confirmation. – President Brocker**

The only application received for the Interim President position was from current Interim President, Janice Lawhorn, Ph. D. Procurement Specialist Springer verified the award of a new contract is based on an RFQ.

**Motion made by VP Nye, seconded by Secretary Cockrell to award an Interim President contract to Interim President Dr. Lawhorn to begin July 1, 2024.**

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

**B. 2024-2025 GCPCCD Proposal Acceptance Form (PAF) with The Trust. – President Brocker**

The College's pre-paid legal expenses are funded through The Trust premiums, the attorney is not paid directly. Next year's policy will see some increase if GCPCCD is an independent district, however, the increase should be minimal.

**Motion made by Secretary Cockrell seconded by VP Nye, to approve the 2024-2025 GCPCCD PAF with The Trust.**

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

**C. Part-time Contract Requests - FY 2024-2025– Interim President Lawhorn**

The combined wages for Cindy Cook and Erin McCord are estimated to be \$62,209. This is a request to offer new contracts beginning July 1<sup>st</sup>.

**Motion made by VP Nye, seconded by Secretary Cockrell to approve Interim President Lawhorn executing part-time contracts on behalf of the Board with an Accounting contract for Cindy Cook, and an Administrative Assistant contract for Erin McCord.**

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

**D. 2024 EAC April Invoice – Interim President Lawhorn**

EAC is now billing GCC on a monthly versus quarterly basis. This April invoice is the first monthly invoice and is the first month in the last quarter of 2024. Dr. Lawhorn was told by VP Welker at EAC that the April 2024 invoice dated May 21<sup>st</sup> is slightly higher, but there were some timing issues of items clearing. Interim President Lawhorn requested the Board approve the April Invoice in the amount of \$1,110,587.69 and stated that EAC will provide no further detailed information until the end of the fiscal year ending June 30, 2024. Interim President Lawhorn advised the College will not get 2024 payroll details until after EAC closes its books on June 30<sup>th</sup>. VP Nye inquired as to when the books would be reconciled and balanced. President Brocker indicated the audit for 2023 is still not completed. President Brocker advised most of the errors caught by the College's CPA have been sorted out and GCPCCD will ensure the correct financials are in order at the termination of the EAC contract. Interim President Lawhorn indicated audit information will be posted on the College website once it becomes available.

**Motion made by VP Nye, seconded by Secretary Cockrell to approve the 2024 EAC April Invoice for \$1,110,587.69.**

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

**E/F Policies and Procedures – Lauri Avila, HR Specialist**

HR Specialist Avila asked for the approval of policy 5014.00 - Employee Evaluation Program and acceptance of six procedures:

- 1030.01 DGB Contract Approval and Signature Authority Delegation – REVISION;
- 2010.01 College President Evaluation;
- 5014.01 Faculty Evaluation Program Guidelines;
- 5014.02 Staff Evaluation Program Guidelines;
- 5060.02 Tuition Waivers;
- 5060.03 Employee Enrollment in District Courses.

**Motion made by Secretary Cockrell, seconded by VP Nye, to approve policy 5014.00 - Employee Evaluation Program and accept procedures as listed on the agenda.**

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

**6. Consent Agenda:**

- A. Minutes from the May 22, 2024, Special Meeting
- B. GCPCCD Contract Tracker

**Motion made by VP Nye, seconded by Secretary Cockrell to approve the Consent Agenda**

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

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

- A. The next District Governing Board meeting is scheduled for Wednesday, June 26, 2024, at 9:00 a.m.
- B. Other Questions/Concerns/Announcements – none.

8. **Adjournment:** The meeting was adjourned at 8:47 a.m. by motion of Secretary Cockrell and seconded by VP Nye.

Respectfully submitted,



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

Attest:



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President Jan Brocker  
GCPCCD Governing Board President

Attest:



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Secretary Connie Cockrell  
GCPCCD Governing Board Secretary