



**Gila County Provisional Community College District
Special Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, April 24, 2024
** APPROVED ****

1. **The meeting was called to order by President Brocker at 2:04 p.m.**

Board Roll Call – Vice President Nye – present; Treasurer Shipley – absent; Secretary Cockrell – present; Member Knauss – absent; President Brocker – present. A quorum was present.

Pledge of Allegiance – led by Secretary Cockrell

Also Present: Janice Lawhorn, GCPCCD Interim President; Anthony Contente-Cuomo, GCPCCD Attorney, ; Mary Springer, Procurement Specialist; Lauri Avila, HR Specialist; James Candland, GCPCCD Lobbyist; Erin McCord, GCPCCD Administrative Assistant.

Guests: Pete Aleshire, Reporter, Payson Roundup Newspaper.

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. **Action Items**

A. Executive Session – President Brocker

President Brocker read aloud the following: Discussion and possible action regarding College educational accreditation partner contract 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)(4) for consultation with the College's Attorney(s) concerning contracts subject to negotiation. The College's Attorney(s) may appear remotely.

Motion made by Secretary Cockrell seconded by Vice President Nye, to approve going into Executive Session.

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

The Executive Session began at 2:08 p.m. and ended at 3:20 p.m. The Board meeting reconvened at 3:21 p.m. President Brocker thanked everyone for patiently waiting while the Board met with the College's Attorney on various matters.

B. Request for Qualifications - Interim President – President Brocker

President Brocker indicated that the contract with Interim President Lawhorn would be ending on June 30, 2024. Consultant Springer prepared the Interim President RFQ and confirmed that the Board will be voting on approving the RFQ process in May. Interim President Lawhorn interjected that when negotiating the contract with President Brocker in August of 2022, they agreed that the contract would end on June 30th, 2024, because Interim President Lawhorn wanted to be sure the College was making progress toward accreditation before making another long-term commitment. Interim President Lawhorn stated that at some point Gila Community College will hire a President to replace her and that the transition would be best handled during the summer. Interim President Lawhorn expressed appreciation for all the support from the Board over the last year and a half as she and the consultants had made tremendous progress.

Consultant Springer stated that RFQ proposals are due May 29th at 5:00 p.m. Consultant Springer advised that any submittals will be forwarded directly to President Brocker, and then Dr. Brocker will ensure that they are distributed to the other board members. President Brocker indicated that Interim President Lawhorn would be eligible to apply for the position.

Motion made by Vice President Nye seconded by Secretary Cockrell, to approve the RFQ process.

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

C. EAC 3rd Qtr. Gila County Billing Invoice – Interim President Lawhorn

Interim President Lawhorn indicated the invoice was surprisingly received very quickly and that the EAC third quarter invoice of \$1,306,338.62 is believed to be relatively in line with invoices from previous years. Interim President Lawhorn stated that the College CPA is swamped right now but will presumably meet the June 30th deadline. Interim President Lawhorn asked for personnel details but EAC will not provide that information until the end of the 4th quarter. She stated EAC will start billing the College monthly from here on out.

VP Nye interjected that the invoice from EAC says to “see attachment” and inquired about the attachment. Interim President Lawhorn advised that it is a list of charts of accounts but without any names, only budget codes and dollar amounts. Interim President Lawhorn stated that it is very difficult to decipher but would certainly share the attachment. VP Nye advised he did not require that level of detail but wanted to ensure the College should be paying the College's bills and not everybody else's bills. Interim President Lawhorn agreed, indicating the data will be reviewed by her and the CPA. VP Nye hopes for a little more substance rather than just a chart of accounts. Interim President Lawhorn indicated she has asked VP Welker for the chart of account details.

President Brocker asked if the attachment was the 57 pages of budget codes and journal entries and Interim President Lawhorn confirmed that was correct. President Brocker was thankful that the College's CPA and Dr. Lawhorn do such a thorough job of going through the details for the College. VP Nye asked the Interim President if she recommended that we approve the invoice; Interim President Lawhorn confirmed that the recommendation was for approval. Interim President Lawhorn indicated that EAC reminded her that the payment is due within 30 days; the invoice is dated April 5th. She let them know that we would be paying the invoice before May 5th with the Board's approval. President Brocker indicated that paying the bills on time is what has always been done except for last year when there was a 45% increase without detail. President Brocker stated that the College pays its bills on

time and will ask for the details we need to be responsible to our constituents/taxpayers of Gila County.

Motion made by Vice President Nye seconded by Secretary Cockrell, to approve the EAC 3rd Quarter Gila County billing invoice.

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

D. 2024-2025 CVIT IGA – Interim President Lawhorn

E. 2024-2025 NAVIT IGA – Interim President Lawhorn

Interim President Lawhorn advised these items are nearly identical to the IGA's that were brought previously and explained that CVIT is in the southern part of the county and NAVIT in the northern part of the county. Interim President Lawhorn stated that the Board will be approving EAC to offer services in the county. President Brocker indicated that originally it was a 3-year IGA, they revised it so that the end date is in alignment with the contract termination on June 30th, 2025.

Motion made by Vice President Nye seconded by Secretary Cockrell, to approve the 2024-2025 CVIT IGA and 2024-2025 NAVIT IGA.

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

F. ASRS SUPPLEMENTAL RETIREMENT – Lauri Avila, HR Specialist

G. ASRS RESOLUTION – Lauri Avila, HR Specialist

HR Consultant Avila advised action items F and G are related to gaining membership with the Arizona State Retirement System (ASRS) and that these two documents are very similar to the two documents that were sent to the Social Security Administration (SSA) almost 20 months ago to get the 218 agreements so that the College could offer both SS and AZ State Retirement benefits to employees. HR Consultant Avila advised the College is moving forward with requesting ASRS membership and these two legal documents are the first step in becoming a member.

President Brocker commented that while the College waited nearly 20 months to get the paperwork approved from the SSA, the College had the application forms within hours after meeting with ASRS. HR Consultant Avila agreed and advised the intent is to establish membership on July 1st of this year. President Brocker responded and agreed on the importance and stated that this is a big deal. President Brocker commended HR Consultant Avila and expressed appreciation for her tenacity in getting through it. President Brocker stated that there will be more employees very soon and it is very exciting. However, the designation of the first employee will always belong to Administrative Assistant McCord who also agreed that HR Specialist Avila has done an excellent job.

Motion made by Secretary Cockrell seconded by Vice President Nye, to approve the ASRS Supplemental Retirement and the ASRS Resolution.

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

H. Simbli Subscription – Interim President Lawhorn

Interim President Lawhorn proposed a subscription purchase for Simbli, a board document software package that would allow the College to put the policies online as well as organize all of the meetings in one place. Interim President Lawhorn brought attention to the subscription order form which shows that it's \$1,100 for the policy module, \$2,900 for the meeting module, and a total of \$4K for an annual subscription fee. Lawhorn indicated that the College looked at three different systems and decided that Simbli would best meet the Board's needs. The pro-rated fee for two and a half months is \$833 plus \$1,000 for a one-time set-up fee.

Interim President Lawhorn advised the Board that Administrative Assistant McCord will take the lead on this and by this summer the Board should be utilizing this document software. Interim President Lawhorn indicated that all members of the Board would have a login, and all of the College's

documents would be online. Interim President Lawhorn asked the Board for approval to expend the \$1,833 and then continue the annual subscription with Simbli.

President Brocker echoed what Interim President Lawhorn was saying and added that the College needs to have a much stronger presence out in the community and a more professional interface. President Brocker stated that the College can route documents to obtain electronic signatures, archive policies and procedures that have been updated, and have a good organized system for all of the materials and documentation. Interim President Lawhorn stated that the software is very robust. After the votes Interim President Lawhorn expressed her appreciation and President Brocker said it was exciting to see the progress being made in building the College.

Motion made by Secretary Cockrell seconded by Vice President Nye, to approve the Simbli Subscription.

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

I. Policies – Lauri Avila, HR Specialist

HR Consultant Avila presented the following policies for approval and presented the procedures for information and acceptance. VP Nye stated that he read them, and they looked fairly standard.

2020.00 – College Civil Rights and Sexual Harassment

- 1) **4060.00 – Refund of Fees**
- 2) **6010.00 – Academic Integrity**

Motion made by Vice President Nye seconded by Secretary Cockrell, to approve the policies and accept the procedures: 2020.00 – College Civil Rights and Sexual Harassment, 4060.00 – Refund of Fees, and 6010.00 – Academic Integrity.

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

J. Procedures 2020.01 - Harassment Grievance, 6010.01 - Academic Integrity Sanctions and Hearings were presented for review and accepted by the Board.

4. Consent Agenda –

President Brocker stated that items other than the minutes that are not considered controversial have been added to the consent agenda.

- A. Minutes from the April 10, 2024, Regular Meeting**
- B. ASBA Membership Form**

President Brocker indicated that it is necessary to be a member of the Arizona School Board Association (ASBA) to be able to take advantage of the benefit package through ASBAIT. HR Consultant Avila advised the annual fee is less than \$350, and they do have some extra benefits associated with the membership.

C. Unemployment Insurance - The Trust

HR Consultant Avila clarified that this unemployment insurance is an account established through the Arizona State Department of Economic Security and will be used to administer any employment claims for unemployment insurance. HR Consultant Avila stated that the College has already contracted with The Trust so this is just an added service they will provide. HR Consultant Avila stated that their initial annual fee is less than \$900 but that will be adjusted as the employee base increases or decreases. HR Consultant Avila added it was very reasonably priced to which President Brocker agreed.

Motion made by Vice President Nye seconded by Secretary Cockrell, to approve the Consent Agenda items A, B, and C:

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

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

- A. The next District Governing Board meeting is scheduled for Wednesday, May 8, 2023, at 8:00 a.m. At the May 8 meeting, the budget and the Truth in Taxation Hearing notices will be reviewed and approved for legal publication. To meet the required timeframes, the June 12 meeting will be moved to June 10, and begin at 8 a.m. At this meeting, the Board will hold public hearings for the budget and Truth in Taxation.
- B. VP Nye interjected that he wanted to thank everyone for helping him get caught up and that everybody has been cooperative and quick with their responses to all his questions. President Brocker thanked VP Nye and stated that she appreciated VP Nye’s participation. President Brocker thanked everyone for their patience during an unusually long meeting, primarily due to the length of the executive session.

6. **Adjournment – The meeting was adjourned at 3:48 p.m. by motion of Vice President Nye 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