



**Gila County Provisional Community College District
Special Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, May 22, 2024
** APPROVED ****

1. The meeting was called to order by President Brocker at 9:04 a.m.

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

Pledge of Allegiance – led by Secretary Cockrell.

Also Present: Janice Lawhorn, GCPCCD Interim President; Lauri Avila, HR Specialist; Mary Springer, Procurement Specialist; Cindy Cook, GCPCCD Accountant; Erin McCord, GCPCCD Administrative Assistant

Guest: Pete Aleshire, Reporter, Payson Roundup Newspaper; Catherine Yankovich, Reporter, Silver Belt Press.

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. IGA - Gila County - GCPCCD May 2024 –President Brocker

President Brocker indicated that the previous IGA, dated January 7, 2023, with the Gila County Board of Supervisors, is being terminated and replaced with this IGA. The difference between the two IGAs is that GCPCCD will be required to submit a list of expenditures for the previous fiscal year and a budget within the month of May for the following fiscal year. The term of the agreement will be from July 1, 2024, to June 30, 2027, with a possible renewal period of five years. The Advisory Committee will meet with the GCPCCD Board during a public meeting to provide updates and input for the GCPCCD Governing Board's consideration and vote. President Brocker indicated that the purpose of the Advisory Committee is to cooperate with the Board and with the College staff towards achieving accreditation. The group conversation revolved around the few changes made in the IGA language and the continued support of the College from the County. Interim President Lawhorn extended appreciation to the Gila County Board of Supervisors for being willing to help the College in this

endeavor. President Brocker indicated that the support has been one of the reasons the College has been able to move toward independent status.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve the IGA - Gila County - GCPCCD May 2024.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

B. Avila - 2024-2025 AZ Independent Contract - HR – Interim President Lawhorn

Interim President Lawhorn stated that Lauri Avila’s HR Specialist’s Contract will expire at the end of June, 2024. During the last year, over 80 policies and procedures have been developed and she has done an outstanding job setting up the payroll and benefits package. Dr. Lawhorn requested her contract be renewed for an additional year.

Motion made by Treasurer Shipley seconded by Member Knauss, to approve Lauri Avila - 2024-2025 AZ Independent Contract for HR.

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

C. Springer - 2024-2025 AZ Independent Contract - Procurement – Interim President Lawhorn

Interim President Lawhorn commended Mary Springer, Procurement Specialist for her actions in securing the RFP for the Payson Campus observatory project and the Student Information System. She was instrumental in also bringing forward the catalog contract and setting up the RFQ for the Interim President. Her previous experience with Gila County has been invaluable.

Motion made by Secretary Cockrell seconded by Member Knauss, to approve Mary Springer - 2024-2025 AZ Independent Contract for Procurement.

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

D. Wakefield - 2024-2025 AZ Independent Contract - IT – Interim President Lawhorn

Interim President Lawhorn indicated Shawn Wakefield’s expertise has been extremely valuable in researching the catalog, SIS, LMS, and accounting systems which are all integral systems needed for achieving independence. President Brocker indicated that all consultant contractual payments come out of the IGA with Gila County, which is extremely important and helpful.

Motion made by Vice President Nye seconded by Treasurer Shipley, to approve Shawn Wakefield - 2024-2025 AZ Independent Contract for IT.

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

E. Cindy Cook – Part-time Accountant – Interim President Lawhorn

Interim President Lawhorn introduced Cindy Cook who has an MS in Accounting from James Madison University. Ms. Cook has previous experience as a Controller at Coconino Community College. She has managed accounts payable, accounts receivable, payroll, and other higher education fiscal operations. Interim President Lawhorn requested the approval of Cindy Cook’s selection as the part-time accountant. Ms. Cook indicated the position is a good fit and that she is very happy to be here.

Motion made by Treasurer Shipley seconded by Member Knauss, to approve Cindy Cook as the part-time accountant.

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

F. SimNewB: Laerdal Quote – Interim President Lawhorn

Interim President Lawhorn stated that the Payson Campus is requesting a new SimNewB mannikin to be used in the nursing program to allow students to gain high-quality experience with newborns in a clinical setting. Additional justification was provided in the Board packet. Laerdal is on a state contract and therefore one quote is included for \$36,314.41. Workforce development funds will be used for the purchase. President Brocker indicated that it is extremely important for the nursing students’ obstetrics rotation.

Motion made by Secretary Cockrell seconded by Member Knauss, to approve purchasing the SimNewB mannikin for the Payson Campus with WFD funds.

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

G. Clean Catalog License Agreement – Procurement Specialist Springer

One of ACCJC's requirements for candidacy status is that the College has a course catalog. After evaluating three catalog programs, Procurement Specialist Springer recommended that the Board approve the contract for Clean Catalog. The annual cost of the contract is \$9,500. . The contract has been reviewed by GCPCCD's attorney, Anthony Contente-Cuomo. Interim President Lawhorn advised that the LMS, catalog, and QuickBooks accounting software would need to integrate with the Student Information System.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve the Clean Catalog License Agreement for \$9,500 with an annual renewal

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

H. Campus Cafe - SIS Acceptance of Offer – Procurement Specialist Springer

IT Specialist Wakefield, Procurement Specialist Springer, HR Specialist Lauri Avila, Interim President Lawhorn, GCPCCD Board President Dr. Brocker, and Erin McCord, Administrative Assistant, evaluated the two bids received for the Student Information System (SIS) RFP. After extensive communication with the two vendors and a review of the contract by GCPCCD's attorney, it was determined that Campus Café would best meet the needs of the College. The contract for the first year will be \$78,800, including one-time implementation and training fees. SIS programs previously considered that were designed for larger institutions would have cost over \$1M annually.

Discussion regarding staffing capacity and transitional processes followed. While none of the existing student records will be transferred from EAC, there will be a transfer process in place for students who choose to transfer to GCC. Both Dr. Lawhorn and Dr. Brocker assured the Board that there is sufficient staff to manage the transition.

Motion made by Vice President Nye seconded by Member Knauss, to approve Campus Cafe SIS Acceptance of Offer/Gila County Provisional Community College - Master Services Agreement

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

I. Policies – Lauri Avila, HR Specialist

HR Specialist Avila presented three policies for approval by the Board. All policies currently being developed are to support the bid for candidacy status with ACCJC. President Brocker thanked HR Specialist Avila for all the work she has done developing the policies and procedures in a very short time.

1) 5025.00 – Employee Grievance Policy

2) 6100.00 – Student Grievance Policy - Academic Standards

3) 6105.00 – Student Grievance Policy - Non-Academic Standards

Motion made by Secretary Cockrell seconded by Member Knauss, to approve the policies and accept the procedures:

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

J. Procedures 5020.01 – Procedures for Employee Grievance Policy, 5060.01 – Procedures for Employee Insurance Benefit Program were presented for review and accepted by the Board.

4. Consent Agenda –

A. Minutes from the May 8, 2024, Regular Meeting

Motion made by Secretary Cockrell seconded by Vice President Nye, to approve the Consent Agenda.

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

5. General Information and Discussion of the Same –

A. President Brocker gave Interim President Lawhorn a shout-out for the leadership she has demonstrated, especially in the quest for independent status.

B. The next District Governing Board meeting is the annual Truth in Taxation and Budget Hearing scheduled for Monday, June 10, 2024, at 8:00 a.m. There will be a regular Board meeting immediately following.

C. A Special Board Meeting may be scheduled for June 26th, 2024. All members advised they will be able to attend. More information to follow.

6. Adjournment – The meeting was adjourned at 9:48 a.m. by motion of Member Knauss 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