



Gila County Provisional Community College District  
 Governing Board Meeting  
 Electronic (Zoom) Meeting  
 Wednesday, December 14, 2022  
 \*\*APPROVED \*\*

1. Meeting was called to order by President Brocker at 9:04 a.m.  
 Board Roll Call – VP Moorhead present; Treasurer Knauss, present; Secretary Cockrell, present; Member Shipley present; President Brocker present.  
 Also Present: Janice Lawhorn, GCPCCD Interim President; Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Andrea Renon, Associate Director, Gila Pueblo Campus; Ann Knights, Associate Director, Payson Campus; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, Financial Coordinator; Derryl Meeks, Assistant Director Maintenance; Leitha Griffin, Coordinator Marketing  
 Guests: None

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public – omitted by President Brocker as no members of the public were in attendance  
 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. Reports

- A. GCPCCD Board President's Report – Dr. Jan Brocker

- President Brocker stated that all items needing to be covered will be covered in Dr. Lawhorn's report or as items on the agenda.

- B. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn stated that two Nissan Rogues have been purchased for the Gila Pueblo Campus in Globe, expending right at \$60K. We are getting quotes for the maintenance truck in Payson, and even looking at used vehicles as the supply chain is extremely limited.
- Regarding Las Lomas, Dr. Lawhorn and Senior Dean McBride attended the Community Partnership Panel in Miami and she was able to speak to Bryce Mares who is the FMI contact for this initiative. Dr. Lawhorn also spoke with Superintendent Dorathy who is working on getting an appraisal for the building as well as the environmental studies requested.

- We received a check for \$150K from the Community Investment Fund sponsored by FMI. She expressed appreciation to FMI for investing in the Regional Training Center. She also thanked Treasurer Knauss for his support.
- Dr. Lawhorn has worked with Washington Federal Bank (WaFd) to set up the new College checking account. VP Moorhead, President Brocker, and she will meet with Washington Federal on Thursday, December 10 for training. The Money Market account and checking account at the Bank of the West will need to be closed and the money wire transferred to WaFd. Coordinator Morris reminded Dr. Lawhorn to talk to WaFd about two-party authorizations on ACH and wire transfers. She, Coordinator Morris, and President Brocker will coordinate money movement and transfer of funds and will meet next Tuesday (December 20) to discuss the accounts.
- The dates for the 20<sup>th</sup> Year Celebration are set for Friday, March 3<sup>rd</sup> in Payson and Thursday, March 9<sup>th</sup> in Globe. Dr. Lawhorn will work with Ann and Andrea to acquire the Advisory Committee lists for a preliminary set of individuals to invite. A Save the Date announcement will be sent out in January. A budget of \$2,500 was approved for each campus.
- Dr. Lawhorn will attend the Higher Learning Commission conference in Chicago at the end of March. If there are other Board Members attending, registration and hotel accommodations will need to be made.
- Trae Morris is going to check on who was paying Generate Capital for the solar panels at the campuses. We have received two years' worth of invoices totaling approximately \$40,000 that are in arrears.

C. Sr. Dean's Report – Dr. Phil McBride

- Dr. McBride stated the ITE Advisory Committee meeting and the Community Partnership Meeting with FMI were well-attended. There is still a full-time Math position at the Gila Pueblo Campus which needs to be filled and is currently advertised. Allison Zach was hired as a Cosmetology instructor and the new HVAC PT position is in the process of being filled.
- Nursing Pinning in Payson will be at 4 p.m. today. Only one application for the Rita Sorensen scholarship was submitted. The applications for the nursing program were low. There should be a strong cohort in the Fall.
- A PT Sociology instructor was hired to teach dual enrollment courses, but only one class was approved by Payson High School to be taught. Spanish and French will be zoomed from the Thatcher Campus to the Payson High School.
- One correction on the report was that for summer school, there will be two 5-week sessions and one 10-week session.
- Dr. McBride will attend the HLC meeting in March.
- Dr. McBride asked if Gila was interested in collaborating with EAC on the 20-year celebration as EAC has been providing education in Gila for approximately 50 years. EAC would be able to provide additional resources if they were part of the celebration.
- Treasurer Knauss asked about the turnout for the Advisory committee meeting and asked to see the invite list. He was disappointed there were such few individuals from the community attending. He was extremely pleased with the engagement and turnout last year at Bullion Plaza. He is trying to build additional partnerships in the community and any event that bring leaders in Gila County together is beneficial for the College.
- Treasurer Knauss also asked about the Sociology position and why only one class could be taught. Dr. McBride stated that the subject matter within the course was not approved by the high

school. They are looking at other courses including communications. The new instructor would be willing to Zoom this class to both Globe and Thatcher Campuses.

- Dr. Lawhorn asked about the FTSE that will be generated for the Spanish and French classes. Who will get that? Dr. McBride indicated he will find out.
- Dr. Lawhorn indicated a friend of hers that works for one of the mines is asking about teaching an EMT class for the Gila Pueblo Campus and some of the mine workers (either BHP or Capstone) and asked if that was a “go” for the Spring. Associate Director Renon indicated the individual came to the campus last week to drop off additional paperwork and it was sent to EMT Director John Clegg. Dr. McBride stated he will talk to John as he was on Payson’s Campus today.
- Regarding the low turnout at the ITE Advisory Committee meeting, Dr. Lawhorn stated the Advisory Committee guidelines indicate that in the even number of years, the committees meet separately, and in the odd number of years they meet in one large meeting. She felt that in trying to build community involvement on both campuses, her preference is that the committee meets all together every year. Dr. Brocker reiterated that the one meeting seems to be much more efficient. Dr. McBride stated the reason for the separate meetings is to allow administrators to attend multiple meetings. In 2023, the meeting with all the advisory committees will be held on the same day.
- Treasurer Knauss thanked Coordinator Griffin for her expediency in getting the social media and newspaper articles posted for the Community Investment Fund and the Advisory Committees.
- Dr. Brocker asked about the requirements for the Sorensen scholarship. He indicated students will need to write a letter indicating how they would contribute to the Payson community, have a 2.5 GPA, and have a FASFA on file. (Dr. McBride provided the following in the chat: [https://eac.edu/Academics/Programs\\_of\\_Study/Nursing/pdf/rita-sorensen-scholarship.pdf](https://eac.edu/Academics/Programs_of_Study/Nursing/pdf/rita-sorensen-scholarship.pdf)) Dr. Lawhorn asked if there might be some confusion on how the student thinks they might contribute to the Payson community if they plan on leaving the area after graduation. Dr. McBride stated that he hoped for a minimum of 5 students for each campus in the Spring, but the numbers were low. He was open to any suggestions on increasing the number of applicants. They are also looking at the TEAS test to determine if this should be continued to be used or if their cut scores were too high. Treasurer Knauss asked about additional tutoring opportunities for the alternate students; Dr. McBride stated he was working with Ty and Megan.
- Member Shipley asked how we outreach to our medical providers in the area to let them know about the nursing program and scholarships available. Dr. McBride stated one reason we held the ITE Advisory Committee Meeting was held at the hospital was to let the community know we offer the program and are looking for anyone interested in transitioning into nursing. Dr. Lawhorn asked Coordinator Griffin if there were fliers at the clinics and in medical facilities publicizing the nursing program. Coordinator Griffin stated there were many posts on social media as well as fliers around town indicating when the deadline for the program is, but not actual material on the program. She stated she has a nursing flier that she can get out into the community.

D. Gila Pueblo Campus Report – Associate Director Andrea Renon (see full report in Board Packet)

- Associate Director Renon indicated that all the roofs (Hayden, Cosmetology, Allied Health, and Wellness) have been completed as of December 12. FMI has recently approved the replacement of the roof on Building A with the Duro last material. There was some additional leaking with the snow last week.
- Associate Director Renon stated all repairs and remodeling is complete in Hayden. She thanked Assistant Director Meeks for all his hard work and the Board for their support. The pictures in her report are solid evidence of the financial support the Board has provided to upgrade this facility.

- The AZPost report on the NRA Range was received. Lee Kinnard is reviewing the report and will see if repairs/adjustments to the range would be feasible so it could meet AZPost's requirements.
  - Associate Director Renon stated over 50 invitations were sent out for the ITE Advisory meeting. Unfortunately, the turnout was not what was expected.

E. Payson Campus Report – Associate Director Ann Knights (see full report in Board Packet)

- Associate Director Knights provided some updates to the report. The bid to replace the Cosmetology floor came in just under \$10K and will be replaced over the winter break.
- The new SBDC employee started last week.
- Dr. Brocker stated the Jazz/Concert Band program held at the Mt. Cross Lutheran church as part of one of the Payson courses was exceptional. The “full-house” was treated to a wonderful performance, including a saxophone solo by Veronica Volk, assistant in the Payson front office.

F. Financial Report – Financial Coordinator Trae Morris

- Coordinator Morris presented the financials through October 31. Property taxes of \$2.1 million were received. We are 1/3 of the way or 33% through the fiscal year; the Globe Campus has spent approximately 22% of its total; the Payson Campus, 24%. Spending is over 33% in Biology in Payson and over 33% in HVAC and ITE in Globe.
- The EAC second quarter billing will be submitted to Gila by January 31.
- The Year-Over-Year analysis was also submitted as requested by Member Shipley.
- There is a \$300K contingency amount in the budget. The cost of goods and services has increased due to inflation.
- Computers have been ordered for the RTC and charged to WFD.
- The accounts need to be continually monitored; Dr. Brocker noted thousands of dollar differences in accounts including administration and computers. Dr. Lawhorn stated that up until last year, Ron had one “pool” of funding that he used for all IT purchases. Now, each campus has its own IT budget.
- Member Shipley thanked Trae for preparing the spreadsheets and indicated this will be a good tool for us to use and monitor spending.

4. Standing Business

A. Accreditation Strategy – President Brocker stated the HLC Conference is in March and will be determining who besides Dr. Lawhorn might be attending.

B. Funding Strategy –

- Member Shipley remarked that he had missed the last Board meeting as he attended the meeting for the Trust. He stated at the meeting they talked about cyber security threats that come from outside the country being classified as terrorist acts. Many insurance companies do not cover terrorist acts; currently, this is not a concern but may be in the future.
- There is currently a “slip and fall” complaint for the Gila Pueblo Campus. Member Shipley let the Trust know they should contact Associate Director Renon before they visit the campus. This is a third-party adjuster that will be coming.
- With some of the concerns that have come up, Member Shipley questioned whether he should be the first point of contact for the campuses, although he has no problem being an advisor or resource. Should an administrator on each campus be the contact? Dr. Brocker clarified that the administrators could not be as they are EAC employees, so it might best be assigned to Dr.

Lawhorn. In conversation with Jessica Schuler at the Trust, Dr. Brocker indicated we do not have any cyber security concerns as the IT system is through EAC.

- Member Shipley stated there were some parts of the training that focused on crisis management, communicating with the media, and Title IX. Dr. Lawhorn indicated all EAC employees are required to complete Title IX training as well as several other College-assigned training.
- Per the Gila County IGA, Member Shipley met with Supervisor Steve Christiansen to determine which additional three people they were wanting to bring on to the committee, looking at skill sets, influence, and location. He and Supervisor Christiansen will meet again. The purpose of the committee will be to provide guidance to both boards as we work toward independent status.

C. Legislative Strategy – VP Moorhead stated the midterm election recounts have been completed in Gila County and the results are in quarantine. By December 21, the results will be issued by a judge. Additional hand counts were conducted for two precincts in Gila County; the tabulator machines appear to have been faster and more accurate. The Governor’s race allegations for fraud have been put on the fast-track to resolve at the state level.

D. Workforce Development –

- Treasurer Knauss indicated that additional funding will be required for the electrical upgrade to install the Welding booths in the RTC. Assistant Director Meeks stated he met with a local area electrical contractor MDC to assess what needed to be done in Building B, the Welding building. They determined that off the three-phase panel, they could put in a 60-amp breaker and a step-up transformer. They would put in a second three-phase panel next to that. There will then be a 200-amp panel and a 400-amp panel which should be all the electricity they need in the building. We hope to have some starting quotes soon that will also include all the tie-in work. Once we get a quote, we should have a starting point to prepare an RFP.
- There are other grants in the area, including United Way Fund that we may want to look at in the future. Some of the grants are annual grants.
- Treasurer Knauss has been talking to Sandy Palmer, formerly of the IDA, about economic development in Payson and what has been happening in the southern part of Gila County. He will reach out to individuals in Payson.

E. Community Relations Strategy – Secretary Cockrell reported that she met with Associate Director Knights regarding what Coordinator Griffin has been doing in Payson. She applauded her efforts on the Payson Campus. She has yet to meet with Associate Director Renon or Coordinator Griffin.

- Coordinator Griffin stated they held a College booth on the Miami High School Campus on November 15. The students filled out a survey form and were given donuts.
- Nicole Reynolds, professional photographer, contracts for Rim Country magazine and last week was on campus to take photos on the Payson Campus. She took photos of staff and faculty as well as students in the biology and cosmetology labs. The photos are for the Rim Country February edition which will focus on education. Coordinator Griffin would like to have her take photos on the Gila Pueblo Campus, too.
- Coordinator Griffin has been working on videos with Razor Thin media with original hopes of completion by January. It appears they should be complete by February or March which will work with Fall registration. The videos will also be shown on campus, at Payson High School, and in the Payson theatre.
- The Pinal Mountain Foundation website is complete. Coordinator Griffin will receive training on updating the website and then provide the training to their board members.

- Six TV monitors have been ordered for the Payson Campus; 4 for Globe including the RTC. The idea is to replace bulletin boards and update the information digitally. The goal is to have these up and running at the start of the Spring 2023 semester.
- Dr. Brocker indicated there was a request from the 501(c)(3) Friends of Rim Country to host their website on the GCPCCD server. After some discussion, it was determined that it would be best to keep the entities separate.

5. New Business –

- A. Full-time Marketing Position/Payson –Dr. McBride stated that they would like to hire a full-time marketing position for the Payson Campus. The part-time person previously hired did not work out. Coordinator Griffin has been covering both campuses for several years. Dr. McBride indicated that it might be possible to hire an individual to complement Coordinator Griffin’s strengths. The part-time position funding would go toward the new position. Dr. Lawhorn questioned the reporting structure. After some discussion, it was determined the Board’s approval was to have the individual report directly to Coordinator Griffin.

Motion made by Secretary Cockrell seconded by VP Moorhead to approve the Full-time Marketing Position in Payson to report to Coordinator Griffin.

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

- B. U of A- EAC Agreement – Dr. McBride indicated that the UofA agreement is to offer the AGR 230 courses on the Globe and Payson Campuses in the Spring. Dr. Lawhorn asked that any agreements be sent to her as soon as possible so that they can be sent to the attorney prior to going to the Board.

Motion made by VP Moorhead seconded by Member Shipley to approve the U of A – EAC Agreement.

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

- C. Full-time Maintenance Position/Payson – Associate Director Knights stated that there is only one full-time maintenance person on the Payson Campus. There are three part-time positions that they have had difficulty filling. They would like to replace the three part-time positions with one new full-time position.

Motion made by Member Shipley seconded by Secretary Cockrell to approve a Full-time Maintenance position in Payson.

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

- D. 2330.01 Guidelines for Procurement of Goods and Services – Dr. Lawhorn stated that the proposed guidelines be followed moving forward. One specific change is that any purchase greater than \$10K but less than \$25K that is already in the approved budget will not have to go to the Board for approval but could be signed off by any member of the Board or Dr. Lawhorn. These items will be reported to the Board monthly. The attorney and the CPA have already reviewed the policy. The Board saw a draft of the policy at the Special Meeting in November. Dr. Brocker indicated that we have been following EAC policy in the past. These guidelines are in alignment with Gila County and will be followed as we determine the need to go out for a bid.

Motion made by Secretary Cockrell seconded by Treasurer Knauss to approve the 2330.01 Guidelines for Procurement of Goods and Services.

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

## 6. Consent Agenda –

- A. Minutes from November 5, 2022, Special Meeting and Minutes from November 9, 2022, Regular Meeting.

Motion made by Member Shipley, seconded by Treasurer Knauss to approve the Consent Agenda  
*Call for the question:* In favor – 5; 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, January 11, 2023, at 9:00 a.m.  
 Both Member Shipley and Treasurer Knauss will be sworn in at this meeting.  
 The College will be closed from December 23 through January 3.

8. Adjournment – The meeting was adjourned at 10:40 a.m. by the motion of Treasurer Knauss and seconded by Secretary Cockrell.

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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*Connie Cockrell*  
 Secretary Connie Cockrell  
 GCPCCD Governing Board Secretary