



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, March 13, 2024
** APPROVED ****

1. The meeting was called to order by President Brocker at 9:02a.m.

Board Roll Call – Vice President Pollock – absent, Treasurer Shipley – present; 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; Jessica Scibelli, Gila County Deputy Attorney; Mary Springer, Procurement Specialist; Lauri Avila, HR Specialist; Anthony (Tony) Contente-Cuomo, GCPCCD Attorney; Erin McCord, GCPCCD Administrative Assistant; James Candland, GCPCCD Government Relations Specialist

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. Interim President and Board Member Reports

A. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn stated everything she had to report would be covered under an agenda item.

B. President Report – Dr. Jan Brocker

- President Brocker stated that we will abbreviate a lot of things on the agenda because Treasurer Shipley was calling in while traveling on the East Coast.
- President Brocker reminded Board members to sign the Conflict of Interest and Worker's Compensation documents. Dr. Lawhorn advised she is only missing the forms from Vice President Pollock. Dr. Lawhorn has requested the documents several times. President Brocker stated that she would follow up with Vice President Pollock on these Board obligations.
- President Brocker and Dr. Lawhorn will be making a presentation to the Board of Supervisors on April 30. Currently, there is a five-year IGA with Gila County for \$250K a year to support the College's efforts to become independent.

C. Vice President Report – Preston Pollock

- VP Pollock was absent.

D. Treasurer/CFO Report/Advisory Committee Liaison

- Treasurer Shipley indicated that the advisory group would like to see that we can document how the County money has been spent.
- Dr. Brocker advised that she and Dr. Lawhorn plan on making a full presentation and that a lot of work has been accomplished toward accreditation.

E. Secretary Report

- Secretary Cockrell stated that she did not have anything new to report.

F. Member Knauss

- Member Knauss was not in attendance due to a training schedule conflict, but he has been working on the workforce development efforts.

4. Staff Reports were included in the packet from:

A. Senior Dean Report – Dr. Phil McBride

President Brocker called the Board’s attention to the report submitted by Senior Dean McBride.

- LETA is still on track to begin July 1, 2024
- March 28th Payson School District Career/College Day
- April 4th – Unbroken project at Payson High School– addressing mental health
- STEM day at Gila Pueblo campus
- Dr. Lawhorn advised that Commencement is May 8th in Payson and May 9th in Globe as she received a revised report too late to include in the packet. Dr. Brocker asked Secretary Cockrell to attend the Payson pinning and ceremony. Secretary Cockrell confirmed that she will attend. Dr. Brocker asked Treasure Shipley to attend as well and he will circle back to confirm his schedule.

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

C. Associate Director Report – Payson Campus – Ann Knights

D. Financial Report – Trae Morris

President Brocker reported a net position of \$1.8 million but indicated we need to pay the two invoices that total approximately \$3 million. She indicated that \$54K more than last year YTD was spent which was expected.

5. Action Items

A. May 2024 Travel to ACCJC Conference Proposal – President Brocker

President Brocker requested approval from the Board to attend the ACCJC Conference in Orange County with Dr. Lawhorn May 8-11. The estimated cost is \$4,000.00.

Motion made by Secretary Cockrell seconded by Treasurer Shipley to approve the travel for Dr. Brocker and Dr. Lawhorn to the ACCJC Conference.

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

B. RFP for Student Information System – Mary Springer

Mary Springer stated this is one of the necessary components to achieve independent status. Dr. Brocker stated that this is very exciting and asked for a timeline. Mary Springer advised the request for proposals are due back early April and implementation would be 4 to 6 months.

Motion made by Treasurer Shipley, seconded by Secretary Cockrell to approve the RFP for the Student Information System.

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

C. QuickBooks Recommendation – Mary Springer

Mary Springer compared FreshBooks to QuickBooks, indicating that QuickBooks appears to be an industry standard, was less expensive, and allowed for more users. President Bocker advised that QuickBooks integrates with multiple SIS platforms.

Motion made by Secretary Cockrell, seconded by Treasurer Shipley to approve the QuickBooks recommendation.

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

D. Position Vacancy Announcement - Subject Matter Experts, Temp PT – Dr. Lawhorn

Dr. Lawhorn indicated the position vacancy announcement is a request to hire three to five subject matter experts (SMEs) to provide their expertise in setting up the Student Information System for the College. This funding will come from the Gila County Board of Supervisors funds as they continue to support the College in seeking its independence. Once we choose the SIS, these individuals will work with the consultants to set up the system. Additionally, a part-time accountant will need to be hired to set up the accounts in the QuickBooks system. All individuals will be temporary part-time employees and be required to obtain a Level I Fingerprint Clearance since it will be a condition of their employment. It may take a few weeks to get everyone hired and cleared before actual work with the systems starts. President Bocker advised they would be employed for the amount of time that the College needs their services.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve the Position Vacancy Announcement - Subject Matter Experts, Temp PT and hire 3 to 5 individuals to support the implementation of the SIS and Quickbooks.

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

E. 2024-2025 GUSD Dual Enrollment IGA – Dr. Lawhorn

F. 2024-2025 MUSD Dual Enrollment IGA – Dr. Lawhorn

G. 2024-2025 PUSD Dual Enrollment IGA – Dr. Lawhorn

H. NAVIT & Payson IGA – Dr. Lawhorn

Dr. Lawhorn suggested items 5E-5H could be approved together. President Bocker and Anthony (Tony) Contente-Cuomo, GCPCCD Attorney advised it was okay to do all together. Dr. Lawhorn stated that there were four IGAs included in the packet and indicated we will still need to approve the one for CVIT when it is ready. The IGAs currently on file all indicate EAC's term is through June 2026; this term is through June 30, 2025. Dr. Lawhorn suggested we approve the Globe, Miami, and Payson Unified School Districts and the NAVIT and Payson Unified School District IGAs as one action item.

Motion made by Treasurer Shipley seconded by Secretary Cockrell, to approve all IGAs 5E-5H.

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

I. 2022-2023 EAC 4th Qtr. Gila County Billing Invoice #22264 – Dr. Lawhorn

The 2022-2023 4th Quarter Invoice for \$559,997.61 has been reviewed by Dr. Lawhorn and CPA Sara Kirk. All adjustments from the original \$736,830.35 invoice have been made and she recommends we make payment to EAC. Because this invoice was received late and adjustments needed to be made, the Financial Audit for FY 2022-2023 will be late. Arizona Revised Statutes §9-481 requires that the financial statements be posted within nine months of the close of each fiscal year. Dr. Bocker and Dr. Lawhorn will work with Sara to ensure the Notice of Pending Financial Statement Filing is sent to the Arizona Auditor General, the Speaker of the House, and the President of the Senate, and is posted on GCC's website by March 31 as required. President Bocker made note that once the Board approves the payment of this invoice and it's paid, they will finally be able to close Fiscal Year 2022-2023.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve 2022-2023 EAC 4th Qtr. Gila County Billing Invoice #22264.

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

J. 2023-2024 EAC Invoices – Dr. Lawhorn

The 2023-2024 first and second-quarter invoices were received from EAC on March 7. CPA Sara Kirk has been unable to review the invoices as she has been out of town. However, according to VP Welker when we requested payroll and invoice details, he said EAC would be happy to provide the details, but the receipt of the items should not preclude payment. The reports that reconciled the invoices are in the spreadsheets, but the details are vague and ambiguous. He also indicated that the contract does not provide that the Board review the invoices or the GL detail before the bill is paid. Per the contract, the invoice is due within 30 days of receipt regardless of Board approval. Even though GCC paid an upfront capital bill of approximately \$1.2 million in August 2023, EAC's unwarranted concern is that EAC is carrying these balances for the operations in Gila County. VP Welker indicated that if there are any adjustments to be made, they can make them the following month. The first quarter amount is \$1,111,444.21 and the second quarter amount is \$1,995,339.92 for a total due of \$3,106,784.13. President Brocker indicated the CPA should have time to review the invoices and that the invoices will be paid on time after approval from the Board.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve the First and Second Quarter FY 2023-2024 EAC Invoices.

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

K. Policies – Lauri Avila, HR Specialist

- 1) 4000.00 – Academic Freedom
- 2) 4005.00 – Institutional Learning Outcomes
- 3) 5015.00 – Personnel Action Guidelines
- 4) 5050.00 – Personnel Disciplinary Action
- 5) 5030.00 – Salary Schedules
- 6) 5060.00 – Employee Benefit Opportunities

Lauri Avila indicated the salary schedule is just one of three salary schedules for incoming employees. She tried to build it out with flexibility and longevity and can be updated on an annual basis as necessary. Components of the salary schedule are built to ensure clear records and full transparency. President Brocker indicated that Lauri Avila and the other consultants are doing a great job, and she appreciates the money from the Board of Supervisors to employ them. She asked that the Board approve Policies K1-K6 and accept Procedures in item L on the agenda.

Motion made by Secretary Cockrell seconded by Treasurer Shipley, to approve policies 4000.00 – Academic Freedom; 4005.00 – Institutional Learning Outcomes; 5015.00 – Personnel Action Guidelines; 5050.00 – Personnel Disciplinary Action; 5030.00 – Salary Schedules; and 5060.00 – Employee Benefit Opportunities and accept the procedures listed in item L on the agenda.

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

- L. Procedures 5015.01 – Open Position Guidelines, 5030.01 – Staff Salary Schedules, 5030.01-A – Non-exempt Salary Schedule, and 5020.05 – Family and Medical Leave Opportunity were presented for review.**

6. Consent Agenda –

A. Minutes from the February 21, 2024, Regular Meeting

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

Call for the question: In favor – 3; 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, April 10th, 2024, at 9:00 a.m.** President Brocker commented that there is a special meeting planned for the Board to review the strategic plan, mission statement, vision statement, and bylaws. She is hoping to get all five Board members to attend and provide training for the Vice President Pollock because he is new to the Board.

8. Adjournment – The meeting was adjourned at 9:38 a.m. by motion of Secretary Cockrell and seconded by Treasurer Shipley

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