



Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, April 10, 2024
**** DRAFT ****

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

Board Roll Call – Vice President Nye – present, Treasurer Shipley – present; Secretary Cockrell – present; Member Knauss – present; President Brocker – present. All Board members were 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; Ron Carnahan, IT Coordinator, Erin McCord, GCPCCD Administrative Assistant.

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 – Interim-President Lawhorn

Dr. Lawhorn indicated GCC has received two vendor proposals on the Student Information System (SIS) RFP. The SIS will handle all student processes (admissions, marketing, registration, financial aid, etc.). The review team watched the demonstrations for the SIS programs and was surprised to learn that one of the programs integrated a Learning Management System (LMS). An LMS will allow GCC to offer online courses, and faculty to keep grades, attendance, course content, etc. The team is meeting on Friday to review the products and will make a recommendation to the Board. Additionally, a team will be attending two demonstrations on LMS systems this week. Based on demonstrations and costs, an RFP for an LMS may be forthcoming.

Dr. Lawhorn, Dr. Brocker, Lauri Avila, and Erin watched three demonstrations on governing board document management software. The cost would be less than \$5K per year. Erin will be working on getting a contract for board approval.

B. President Report – President Brocker

President Brocker indicated that the Board had a productive retreat. President Brocker advised that the Vision and Mission Statements have been approved and the Governing Board Bylaws were created and approved. President Brocker indicated that Preston Pollock resigned from the Board and the vacant Vice President position has been filled by Mickie Nye, who was recently appointed to the Board by Gila County Education Superintendent Roy Sandoval.

C. Vice President Report – Vice-President Nye

Vice President Nye indicated that the Board Retreat on Saturday was informative and educational, stating appreciation for everyone's help.

D. Treasurer/CFO Report/Advisory Committee Liaison –Treasure Shipley

Treasurer Shipley indicated that he had one more payment to approve and is getting the hang of being the Treasurer. Treasurer Shipley would like something in writing to provide information to people before the meeting on the 30th. President Brocker advised Treasurer Shipley to get together with Interim President Lawhorn to discuss this further. President Brocker would like as many to attend the meeting as possible. Attorney Jessica Scibelli clarified that the public can watch the meeting on YouTube, or in person in the new County building next to the Payson Courthouse. The in-person meeting is in the Board of Supervisors meeting room in the Globe Courthouse building.

E. Secretary Report –Secretary Cockrell

Secretary Cockrell had nothing to report.

F. Member Knauss

Member Knauss had nothing to report at this time.

4. Staff Reports were included in the packet from:**A. Senior Dean Report – Dr. Phil McBride**

President Brocker announced the following upcoming events:

- On May 8th, the Nurse Pinning Ceremony for the Payson Campus will be at 1:00 pm at the Payson Golf Club, and commencement will take place at 6 p.m. at the Payson High School.
- On May 9th, the Nurse Pinning Ceremony for the Gila Pueblo Campus is at 11:00 am, and Commencement is at 5:30 pm. Both events will be at the Miami High School Auditorium.
- STEMfest is on April 27th on the Gila Pueblo Campus.
- Adventure Day, in cooperation with the Town of Payson, is on May 3rd.
- LETA program start date is August 2024.

B. Associate Director Report – Gila Pueblo (Globe) Campus – Andrea Renon**C. Associate Director Report – Payson Campus – Ann Knights****D. Financial Report – Trae Morris Dr. Brocker indicated that this year's expenditures are within an acceptable range of the previous year's expenses.****5. Action Items****A. Employment of Legal Counsel – President Brocker**

President Brocker indicated the College would like to retain Anthony (Tony) Contente-Cuomo. Attorney Contente-Cuomo has been GPCCCD's Attorney for about two and one-half years. President Brocker stated the College will send the letter to Attorney Scibelli regarding the Board approved Employment of Legal Counsel.

Motion made by Vice President Nye seconded by Treasurer Shipley to approve the Employment of Legal Counsel for Anthony (Tony) Contente-Cuomo.

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

B. GPCCCD Scholarship Request – Interim President Lawhorn

Interim President Lawhorn presented a document indicating that the College is requesting on behalf of the High School districts approximately \$65K for the six credit, Dual Enrollment Scholarships at the

High Schools. This amount is offset by the FTSE generated. President Brocker pointed out how it is split close to 50/50 between the two campuses and sometimes instructors also receive scholarships. Additionally, the campuses will share the scholarships if needed. Interim President Lawhorn stated the \$70 per credit hour is lower than EAC's current tuition. President Brocker advised the Board that the campuses generally do not use the entire amount and that this would be the maximum that would be used.

Motion made by Secretary Cockrell seconded by Member Knauss to approve the GPCCCD Scholarship Request for 2024-2025.

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

C. Benefit Program Quote Information/Recommendation – HR Consultant Avila

HR Consultant Avila provided a synopsis of information presented to the DGB regarding the Flexible Benefit Program that a group of the anticipated incoming employees will be most familiar.

This Flexible Benefit Program is a unique approach to employer versus employee paid portions of premiums in a cafeteria-style benefit plan. In its simplest terms the 'flexbenefit' is an amount of money added to each benefit-eligible employee's paycheck. It is first used to pay for the various insurance choices the individual employee makes, with any remainder converted to wages.

The flexbenefit has two components – 1) an amount sufficient to pay 100% of the employee-only premium on the Core/Base level of health insurance (this coverage is mandatory for all benefit eligible employees) and, 2) an additional cash flex designed to cover the majority of the family premium on that same Core/Base level of coverage. The current total flexbenefit amount is just under \$18,500 per year and is sufficient to cover all but \$150-\$200 per year (employee paid) of the family coverage on the Core/Base.

The system described is unique because each eligible employee receives the same amount of flexbenefit dollars to use as best fits their individual circumstances. The flexbenefit may represent a larger (significant) portion of total compensation for hourly employees who may be on the lower end of a salary schedule. Additionally, the opportunity to take unused flexbenefit dollars as wages is a direct increase to that individual's taxable wages. The Governing Board will consider this program when determining the benefit package (currently offered through EAC) for future GCC employees.

The chart provided indicates the difference between Kairos and ASBAIT benefits. It is recommended that the Board approve pursuing membership in the Arizona School Board Association (ASBA) and the Arizona School Board Association Insurance Trust risk management pool to utilize the benefits options provided through their quote. Once the Board determines the pool and which products will be included in the benefits package, the cafeteria plan benefit policies and procedures can be finalized. Additionally, she advocated for a review and possible re-quote process each year for the first few years, and periodically thereafter, as the census information and usage data become available to ensure GPCCCD obtains the best services and premiums possible. Motion made by Secretary Cockrell, seconded by Treasurer Shipley to approve the Benefit Program Quote Information/Recommendation to use ASBAIT as the GPCCCD's health insurance provider.

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

D. Policies – Lauri Avila, HR Specialist

HR Consultant Avila explained the differences between policies and procedures per Treasurer Shipley's request to inform the new member, Vice President Nye. Interim President Lawhorn added that all the policies and procedures that have been developed are policies and procedures required for the College accreditation process. President Brocker stated HR Specialist Avila has done an excellent job putting together the policies and procedures. HR Specialist Avila indicated that in

addition to herself, Attorney Contente-Cuomo, and Dr. Lawhorn reviewed the items before coming to the Board for approval.

- 1) 4010.00 – Academic Year
- 2) 4012.00 – Awarding Transfer Credit
- 3) 4014.00 – Course Credit
- 4) 4015.00 – Standards for Awarding Credit
- 5) 4020.00 – Curriculum Guidelines
- 6) 4025.00 – Grading Policy
- 7) 4030.00 – General Education Statement
- 8) 4031.00 – General Education Course Criteria
- 9) 4040.00 – Distance Education Course Criteria
- 10) 4050.00 – Distance Education Policy
- 11) 4075.00 – FERPA Policy
- 12) 6001.00 – Student Bill of Rights
- 13) 6002.00 – Student Code of Conduct

Motion made by Treasurer Shipley seconded by Secretary Cockrell, to approve the policies and accept the procedures: 4010.00 – Academic Year, 4012.00 – Awarding Transfer Credit, 4014.00 – Course Credit, 4015.00 – Standards for Awarding Credit, 4020.00 – Curriculum Guidelines, 4025.00 – Grading Policy, 4030.00 – General Education Statement, 4031.00 – General Education Course Criteria, 4040.00 – Distance Education Course Criteria, 4050.00 – Distance Education Policy, 4075.00 – FERPA Policy, 6001.00 – Student Bill of Rights, and 6002.00 – Student Code of Conduct.

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

- E. Procedures 4040.01 – Procedures for Distance Education, 4050.01 – Admission Guidelines; 4075.01 – FERPA Appeal Procedure, 5012.02 – Employee Classifications Gen Resp – REVISION, 5012.03 Faculty Credentialing Guidelines, and 6002.01 – Student Discipline Process were presented for review and accepted by the Board.**

- F. There was not an Executive Session.**

- G. Position Vacancy Announcement - Accounting Specialist PT – Interim President Lawhorn**
Interim President Lawhorn indicated the Accounting Specialist would help with the banking, payroll, and other accounting support for the College. Interim President Lawhorn advised it is approximately \$110 per hour for accounting support through the College's CPA contract so it is more financially sound to hire a part-time individual. President Brocker stated it would be no more than 19.5 hours a week.

Motion made by Secretary Cockrell seconded by Member Knauss, to approve the Position Vacancy Announcement - Accounting Specialist.

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

- 6. Consent Agenda –**

- A. Minutes from the March 13, 2024, Regular Meeting**
- B. Minutes from the April 6, 2024, Regular Meeting**
- C. GCC Annual FERPA Notice**

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

Call for the question: In favor – 5; 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, May 8, 2023, at 8:00 a.m. Treasurer Shipley advised he will be absent for the meeting.
- B. Interim President added that the June Board meeting will be on Monday, June 10th instead of Wednesday, June 12th. President Brocker asked that Administrative Assistant Erin McCord and Interim President Lawhorn arrange a special meeting with the Board later this month.

8. **Adjournment – The meeting was adjourned at 9:58 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:

Secretary Connie Cockrell
 GCPCCD Governing Board Secretary

