



**Gila County Community College District
Governing Board Work Session Meeting
Gila Pueblo Campus
April 5, 2018
APPROVED**

A Work Session Meeting of the Gila County Community College District Governing Board was held via ITV on April 5, 2018, in Room 522 at the Gila Pueblo Campus and Room 402 at Payson Campus, Gila Community College, pursuant to A.R.S. §38-431.02(B), notice having been duly given.

Governing Board Members Present:

Jay Spehar, President
Jan Bocker, Vice President and Secretary
Kurt Knauss, Member
Samuel I. Moorhead, Member
Jennifer White, Member

Governing Board Members Absent:

N/A

Staff Present:

B. Stephen Cullen, Senior Dean, Pat Burke, GPC Dean, Pam Butterfield, Payson Campus Dean, Ron Carnahan, Project Coordinator IT Gila County, Susan Gallo, Fiscal Coordinator, Leitha Griffin, PR Coordinator, L Q. Harris, Software Support Specialist, Billy Hoffman, Payson Campus Security, Mike Pastor, RTC Director, Andrea Renon, District Records and Registration Supervisor, Charles Shire, Gila County Attorney's Office and Chastity Van Buskirk, Administrative Assistant.

OTHER GUESTS: Michele Nelson, *Payson Roundup*

1. Call to Order * Roll Call * Pledge * Acknowledge Guests

President Spehar called to order the Governing Board meeting Work Session of the Gila County Community College District at 9:00 a.m. on April 5, 2018. President Spehar called roll and stated that Member White was absent when roll was called and that she may join the meeting shortly. President Spehar asked that the record show there is a quorum. Member Moorhead led the Pledge of Allegiance. There were no guests at Gila Pueblo Campus or Payson Campus.

2. Discussion

A. District Metrics/Information/Discussion

Senior Dean Cullen provided information on the District Metrics as he does each year to assess instructional load, capital assets, property evaluation, etc. Slides were shown as Senior Dean Cullen explained in detail the information that was shown. Vice President Bocker had many questions and Senior Dean Cullen responded and stated he would have some figures rechecked for her. (Copies attached and made a part of the official minutes.)

President Spehar asked that the record show that Member White has joined the meeting and that all Board Members are present.

B. 2018-2019 Budget/Information/Discussion

Senior Dean Cullen stated that the budget process started back in October with talks with the department heads. Senior Dean went through the budget pages page by page and explained each page in detail to the Board. Total budget coming in at \$7,109,261. Questions were asked and Senior Dean Cullen responded. When approved, copies of the budget will be distributed to all media. (Copies attached and made a part of the official minutes.)

Vice President Bocker announced that Michele Nelson of the *Payson Roundup* had joined the meeting and President Spehar proceeded to Item 2.D.

C. Revised/New Financial Policies/Information/Discussion

Susan Gallo informed the Board that these revisions came about due to the audit findings. Susan explained each policy in detail. Revised policies included GCC Tuition Relief, District Construction Projects, Journal Entries and Financial Statement Prep, Credit Card Reconciliation, Cardholder Agreement, and Governing Board Reports. Susan responded to questions from the Board. (Copies attached and made a part of the official minutes.)

D. Upgrade of Security Communications System/Information/Discussion

President Spehar informed the Board that an upgrade to the security systems on both campuses was being looked at but the proposals that were obtained had some discrepancies. Ron Carnahan has gone back to the vendors asking them to resolve the discrepancies before bringing the proposals back to the Board. President Spehar suggested that this item be tabled when it comes up in the regular meeting until correct information is obtained.

President Spehar proceeded to Item 3.A. but Board members directed him back to Item 2.C. which was skipped.

3. Reports/Information/Discussion

A. President/Board Report/Information/Discussion

President Spehar informed that he, Dean Cullen, and Dean Burke would be meeting with the Board of Supervisors in early May to update them on the College status and the savings to the County with regard to the Provisional status of the College. Continued financial support of Gila Community College will be requested.

President Spehar reminded the Board that there will be a meeting in May but no meetings in June or July. He asked Board members regarding absences when meetings resume in August so that there will be members available for a quorum. Member White stated that she would be absent in May. Member Knauss informed that he would be absent in August. Member Moorhead is okay. Vice President Brocker will be absent in July and October.

B. Sr. Dean's Report/Information/Discussion

Senior Dean Cullen reported that he met with County Supervisor Tommie Martin regarding a location for the new HVAC Program in Payson. He also met with the County Superintendent of Schools and he offered some space in the building he operates out of in Payson. The Payson Nursing Skills Lab work continues and a target date for a ribbon cutting would be the first week in May. All employee evaluations have been completed and submitted. Dean Burke advises that the first course in Allied Health Care in Medical Coding and Billing on line has been approved by EAC. Instructor Cindy Fisher Smith wrote the course and did a great job. Now we can move forward with other courses that make up that certificate. The Industrial Plant Technology Program has been requested and it will be offered in the fall. The Arbor Day Celebration is April 28th. He thanked Christie Valtierra and Leitha Griffin for a great job working with County School Superintendent Roy Sandoval to orchestrate the 5K Run and the Stems Festival.

C. Financial Report/Information/Discussion

Susan Gallo informed the Board that Chastity sent the Financial Report for February 2018 to them. She also informed that she paid the first quarter and second quarter overhead payments. Susan stated that for our revenue from Property Taxes, we should receive a large payment in April and May. President Spehar suggested that Susan rename this report and call it the Financial Recap since that is what it is called in the new policies. Susan agreed that starting next month, after the new policies have been approved she would make the name change. (Copies attached and made a part of the official minutes.)

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

Vice President Brocker stated that she spoke with the Higher Learning Commission to update and let them know that we were still pursuing accreditation. The contact person had questions regarding our Provisional Status and also information on what is happening with Santa Cruz.

B. Update on Board Policy Strategy /Information/Discussion

Secretary Brocker responded that the committee met March 22nd and those present were Dean Burke, Dean Butterfield and herself. The committee responsibilities were reviewed and the committee remains very focused on enrollment management and senior population. It was determined that the committee did not want to change the Senior tuition benefit. Many different options are being explored. Another committee meeting has been scheduled for May 15th.

C. Update on the Legislative Strategy/Information/Discussion

President Spehar stated that the Government Affairs Committee meets weekly and the 301 funding bill did pass and we are working with legislators and lobbyists to make sure we get a seat at that table. He previously informed that they would be meeting with the County Supervisors. Congressman O'Halleran will be visiting with him on April 20th and a plan is needed on what message we want for the congressman. Member Moorhead informed that he asked legislators what the impact of the 301 bill would be for the College and the answer was that it would be good.

D. Update on Communication Strategy/Information/Discussion

Leitha Griffin informed that she and Ron attended the Fire Science Pump Simulator training in Payson. There was a video recording made of the training and will be used for training purposes here. This past Tuesday there were 29 seniors from the San Carlos High School touring our campus. The instructor with the students was very surprised at the campus growth and will be coming back for a tour of the Regional Training Center.

Leitha informed that she will be in Payson for the Fire Science live burn on Saturday. The following Saturday she will be attending the Business Showcase in Payson. Stemfest is scheduled for April 28th at Gila Pueblo Campus.

President Spehar requested that Leitha inform the Board of upcoming events once a month.

E. Update on Partnering Strategy/Information/Discussion

President Spehar reported that the program for the Department of Corrections should be funded and up and running again soon. The Program that ADOT requested for training people in Yavapai County is coming along successfully.

F. Update on Funding Strategy/Information/ Discussion

Member Moorhead stated that the committee did not meet. Member Moorhead said he has been busy attending events and also securing funding for the Veterans Memorial Circle. Donations are at \$450 and he has pledged for an additional \$1,300. Checks are turned over to the Pinal Mountain Foundation since they are a 501-3-C. Member Knauss has funding amounting to \$1,500 from American Legion Families, and that would be the Auxiliary, American Legion Riders, American Legion and some private donations. Total is now \$2,500.

While visiting with Supervisor Woody Cline it was mentioned that the Pleasant Valley Ranger Station was closing. It may be something the County would be interested in and then possibly the College could use it to train our EMTs and Fire Science students.

5. General Information and Discussion of the Same

A. The next District Governing Board meeting is Thursday, May 3, 2018 at 9:00 a.m.

B. Graduation Ceremonies:

Payson Nursing Pinning Ceremony.....	May 9 at 2:00 p.m.
Payson Graduation	May 9 at 6:00 p.m.
Globe Nursing Pinning Ceremony.....	May 10 at 2:30 p.m.
Globe Graduation.....	May 10 at 6:00 p.m.

President Spehar stated that he would entertain a motion to adjourn the work session.

President Spehar asked that the Board return for the regular meeting at 10:55 a.m.

6. Adjournment/Action

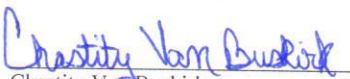
Motion 04052018#1

Member Knauss moved to adjourn the Work Session. Member White seconded the motion.


All in favor signify by saying aye; opposed signify by saying nay. No response on the nays. Ayes have it meeting is adjourned until 10:55.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,


Chastity Van Buskirk
Recording Secretary

Attest:


Jan Bocker
Vice President and Secretary