



**Gila County Community College District
Governing Board Work Session Meeting
Gila Pueblo Campus
September 5, 2019
APPROVED**

A Work Session Meeting of the Gila County Community College District Governing Board was held on September 5, 2019, at Gila Pueblo Campus ZOOM Room 522, 8274 S. Six Shooter Canyon Rd, Globe, Arizona, 85501 and at the Payson Campus ZOOM Room 209, 201 N. Mud Springs Rd, Payson Arizona 85547, Gila Community College, pursuant to A.R.S. §38-431.02(B), notice having been duly given.

Governing Board Members Present:

Jay Spehar, President (Via phone)
Jan Bocker, Vice President and Secretary
Kurt Knauss, Member

Governing Board Members Absent:

Samuel I. Moorhead, Member (Excused Absence)
Jennifer White, Member (Absent)

Also Present:

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 and Mike Pastor, RTC Director.

OTHER GUESTS There were no guests in attendance

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

President Spehar called to order the Gila County Community College District Governing Board Work Session meeting at 9:03 a.m. on September 5, 2019. President Spehar called roll. Board member Jennifer White was absent and member Moorhead had an excused absence. President Spehar asked that the record show that there is a quorum with members Knauss, Bocker and Spehar being present. Member Knauss led the Pledge of Allegiance. President Spehar announced that there were no guests at the Globe Campus or the Payson Campus.

President Spehar asked that Vice President Bocker chair the meeting in case he had phone problems.

2. Discussion

A. IGA Miami Unified School District/Information/Discussion

Vice President Bocker called on Dean Burke but was told Dean Burke was out ill today. President Spehar stated that if Andrea or Susan were not available, he would address the IGA. He indicated it was the first IGA with the Miami School District in quite a few years. He informed that it is similar to the IGAs we have with Globe Unified and Payson Unified School Districts. This is new and based on the availability of dual-enrollment scholarships. In order to implement the program there must be an IGA in place with all the school districts so that is the purpose of the IGA. Vice President Bocker expressed the desire to have a signature of someone on the GCC Board indicating approval along with the EAC signature on the IGA. President Spehar suggested that member Knauss initial the two agreements before the Board as approved by the GCC Board. President Spehar stated that whoever is preparing the document templates needs to add a signature line for GCC Board approval. Vice President Welker indicated that EAC would be the final signature. Vice President Bocker stated that the IGA would be handled appropriately. Vice President called for questions on the IGA and there was no response.

(Copy attached and made a part of the official minutes.)

B. Clinical Program Agreement/Information/Discussion

Vice President Bocker called upon Dean Butterfield. Dean Butterfield explained that this was an additional clinical site for medical students to get their externship hours in a clinical facility. Vice President Bocker asked who would be supervising the students. Dean Butterfield replied that an instructor of record supervises the students at all the sites. Dean Butterfield stated that there was no cost involved just the addition of a clinical site for the students.

(Copy attached and made a part of the official minutes.)

3. Reports**A. President/Board Report/Information/Discussion**

President Spehar stated that in order to comply with the Department of Education and the Higher Learning Commission regulations a number of things have to be done. The handling of contracts is one item that had to be changed and another important part is the rebrand of logos, website, stationery, business cards and everything else to include EAC in a prominent position. The reason being according to DOE regulations we cannot leave EAC out therefore presenting liability problems. President Spehar informed that he is in touch with Keith Alexander of President Haynie's staff to help get this rebrand done. President Spehar stated he has Mr. Alexander's assurance that he will work with the campus Deans and someone from the Board to get the best serving logo and brand for the institution while still complying with DOE regulations. President stated he would like to have a conference call with the Deans and Vice President Brocker along with Mr. Alexander to get this worked out.

President Spehar informed that Representative Cook provided a report on our total new dollars and it shows to be about \$972,000 in round numbers. That amount includes our 301 in lieu monies and it also includes the new dollars we got from Rural Community College legislation that Representative Cook sponsored last legislative session. Vice President Brocker questioned which fiscal year and discussion followed. President informed that he was keeping up on the 301 monies and would keep the Board informed.

B. Dean's Report/Information/Discussion

Dean Burke was not in attendance but Vice President Brocker reviewed her written report for the Board. (Copy attached and made a part of the official minutes.)

C. Dean's Report/Information/Discussion

Dean Butterfield stated that her written report was in the Board packet. Dean Butterfield reviewed items in her report for the Board. Vice President Brocker brought up another event held at the campus on Saturday nights. Dean Butterfield informed that Friends of Rim Country GCC hosted what is called Music in the Garden a Concert every Saturday night in August. A hat is passed to raise money for our scholarships and Dean Butterfield believes a little over \$1,000 was raised. (Copy attached and made a part of the official minutes.)

D. Financial Report/Information/Discussion

Susan Gallo informed that since Dean Burke was out ill today she would address the dual-enrollment scholarships. She stated that GPC also divided the scholarships in half and the number of credits in half so both semesters are covered. For Globe High School 155 credits for fall. Susan informed that the May 2019 financial recap is in the Board packets. The June 2019 preliminary is also in the packet but she does not have the final numbers yet. Susan informed that at the next Board meeting she would include the new fiscal year budget numbers and she has broken down the State Aid and additional money that we receive. The Auditor General's draft of the financial report for year ending 2018 was received on Tuesday. The report was sent to Vice Presidents Welker and Curtis for review. Susan stated that this year there were only three findings carried forward from previous years and last year we had nine. President Spehar questioned Susan on the three findings.

Susan explained:

1. First finding: District needs to improve controls over its capital assets and suggests that the funding be listed for the capital assets.
2. Second finding: District needs to improve controls over purchasing by following detailed policies and procedures which Susan said will be written.
3. Third finding: District should issue its Annual Financial Report in a timely manner.

Susan stated she is ready to send the 2019 report for preparation in order to reach the Auditor's office by December 31. Susan called for questions. Vice President Brocker asked if there was anything more recent than the June report. Susan stated there was not. Vice President Brocker then stated that we have not yet closed out the fiscal year and Susan responded that was correct.

4. Standing Business**A. Update on the Accreditation Strategy/Information/Discussion**

Vice President Brocker informed that she had planned to set up an enrollment management meeting during the summer but the summer was a busy one. She will be setting up a meeting with the Deans. The dual enrollment looks like it is going smoothly and there is more flexibility in handling the funds. We will still discuss class fees and also aligning our tuition with EAC. On Accreditation there have been several discussions with members of the EAC administration and feels that it is imperative that we move forward.

B. Update on the Board Policy Strategy/Information/Discussion

Vice President addressed this in item A.

C. Update on the Legislative Strategy/Information/Discussion

President Spehar stated that he did not have anything to add from what was covered in the President's Report.

D. Update on Communication Strategy/Information/Discussion

Leitha Griffin informed that currently we are pushing the Block 1 Nursing program for Spring Semester. The late start classes are also being advertised. There is one late start in Payson and four in Globe.

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Leitha stated that Dean Butterfield already announced the fund raiser in Payson this weekend and there is also one in Globe. Globe has the Angel Perez Wings of Hope car show this weekend which raises funds for our scholarships. A tour of the Regional Training Center has been requested by Sharon Gerard. She is interested in our Work Force Programs. She has unofficially announced that she plans to run for the House of Representatives. Kris McBride will be joining the tour. President Spehar asked questions about Sharon Gerard and Leitha responded. President Spehar also asked Leitha when she gives her next report to inform the Board how much time she spends at each campus. Leitha responded that she usually travels one day a week to Payson.

E. Update on the Partnering Strategy/Information/Discussion

President Spehar did not have anything recent to report.

F. Update on Funding Strategy/Information/Discussion

Vice President Brocker stated that due to Member Moorhead's absence the Board will skip over the Funding report and the Freedom of Expression Committee report.

G. Update on Freedom of Expression Committee/Information/Discussion

This item addressed under the Funding report.

5. General Information and Discussion of the Same/Information/Discussion

A. The next District Governing Board meeting is Thursday, October 3, 2019 at 9:00 a.m.

Vice President Brocker asked for a motion for adjournment. She asked that the Board meet back at 9:50 to start the regular session.


6. Adjournment/Action

Motion 09052019#1


President Spehar so moved. Member Knauss seconded the motion. All in favor please signify by saying aye. Ayes have it. Work session meeting adjourned and will meet back at 9:50 a.m. for Regular meeting. (Brocker, Knauss and Spehar voting in favor).

Meeting adjourned at 9:37 a.m.

Respectfully submitted,


Recording Secretary

Attest:


Jan Brocker
Vice President - Secretary