



**Gila County Community College District
Governing Board Work Session Meeting
Gila Pueblo Campus
November 7, 2019
APPROVED**

A Work Session Meeting of the Gila County Community College District Governing Board was held on November 7, 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
Jan Brocker, Vice President and Secretary
Kurt Knauss, Member
Samuel I. Moorhead, Member

Governing Board Members Absent:

N/A

Also Present:

Pat Burke, GPC Campus Dean, Pam Butterfield, Payson Campus Dean, Ron Carnahan, Project Coordinator IT Gila County, Susan Gallo, Fiscal Coordinator, L.Q. Harris, Software Support Specialist.

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 November 7, 2019. President Spehar called roll. President Spehar asked that the record show that there is a quorum with all current Board members present. He did recognize that there is an open Board position. Member Moorhead led the Pledge of Allegiance. President Spehar announced that there were no guests at the Gila Pueblo Campus or the Payson Campus.

2. Discussion

A. Authorization for the Governing Board President/Information/Discussion

President Spehar stated that this authorization is for the Governing Board President to sign contracts and agreements of various kinds upon their renewal but only if there are no major modifications. The intent is to keep contracts and agreements moving along. President called for questions or comments. Member Moorhead supported the authorization.

B. Church Facility Usage Agreement/Information/Discussion

President Spehar asked Dean Butterfield to present information to the Board. Dean Butterfield explained this agreement will allow the College to use the First Church of the Nazarene for a Jazz Band Concert on December 10th. There is no charge to the District for the use of the facility. The Agreement in last month's packet was incorrect so Dean Butterfield had stated she would bring the correct agreement to the November meeting. President asked if there were any questions and there was no response. (Copy attached and made a part of the official minutes.)

C. Instructional Services Agreement U of A/Information/Discussion

Dean Butterfield informed that this was for the gardening class with Chris Jones from U of A. This class has been offered in the past and is typically full with 30 students so it is about 90 credits. The adjunct pay is given to the U of A Extension, which is Chris Jones employer. President Spehar asked for questions. Vice President Brocker asked if this would be an example of a typical agreement that the President would sign. President Spehar agreed. (Copy attached and made a part of the official minutes.)

D. ADOC Inmate Work Program/Information/Discussion

President Spehar informed that this is a renewal agreement but stated that he thinks the agreement should be declined. He stated that after checking into this and finding that staff does not want the agreement and talking to Counsel who believes there is a lot of liability that comes with the agreement. The main problem being that the one person we would use has to be supervised full time by one of our staff so there really is no business benefit. President then stated that had

he known all of this the agreement should not be placed on the agenda. He called on Dean Burke. She explained that for the last nine or ten years we have had this agreement and had one inmate at a time who has to be supervised at all times. Often the same inmate doesn't return and our staff is required to train the new inmate, thus resulting in lost productivity. Dean Burke also stated that in her opinion the risks and more responsibility on the part of the College outweigh the benefits. Member Moorhead stated that he was in agreement with the President on not renewing the agreement. President asked if there were any questions or comments and there was no response. (Copy attached and made a part of the official minutes.)

3. Reports

A. President/Board Report/Information/Discussion

President Spehar stated that the Auditor General's recent audit is completed. He complimented Susan Gallo on her work getting us on track. President informed that he had spoken to the Auditor General's office regarding the financial deficiencies listed which were separate items totaling \$67,000. The items listed were the Pitney Bowes machine and items like that which are not deficiencies but to him represent the sensible way to rent the services. President will have Susan research the policies that were put in place last April and if needed, adjustments can be made and the items will not show as deficiencies in the next audit. Member Moorhead expressed feelings of encouragement with the audits showing that the verbiage gets better and the number of deficiencies is less.

President also reported that he has been in touch with Superintendent Sandoval concerning the open Board seat. He hopes to have this position filled by next month. Vice President Brocker questioned if the person who was considered along with Jennifer White when she was appointed was now being considered. President Spehar responded that he did not know but had forwarded the information.

President Spehar informed that the Nursing Director Carolyn McCormies contacted him to inform him that a Nursing Program donation had been made in Payson by the organization MFA in the amount of \$40,000 to support the Nursing Program. He asked for Board permission to sign a thank you letter to the organization expressing our gratitude. He stated if he didn't hear any objections he would get the letter completed today.

B. Dean's Report/Information/Discussion

Dean Burke stated that her report was in the Board packet as well as additional information requested regarding 45 day enrollment, dual enrollment, CVIT and the prison program. Dean Burke provided extensive information on the enrollment numbers. Dean Burke researched all the courses and provided information regarding reasons for decreased enrollment. One example was the Wellness Program which had decreased significantly due to a new gym opening in the area with cost much lower than our tuition. President Spehar and Vice President Brocker complimented the Deans for their work in putting the reports together. President Spehar informed that he would have Susan send out to all the Board members the report he receives from the Auditor General's office that shows our audited numbers FTSE for last year. Some questions were asked and discussion followed.

President Spehar asked for feedback regarding the Dual Enrollment scholarships. Dean Butterfield stated that the parents were very grateful that there was no charge and no dual enrollment student paid for any classes this semester. She stated that between Aspire, the College waiver and NAVIT all dual enrollment courses were paid by someone other than the parents. Dean Burke also expressed appreciation for the scholarships and informed that Globe High School expended their allotted credits for the fall semester. (Copies attached and made a part of the official minutes.)

C. Dean's Report/Information/Discussion

Dean Butterfield informed that she had a couple of amendments to her report. She was not able to attend the Cosmetology Advisory Committee meeting on November 4th so that can be removed from the report. She stated that on December 6th the Payson Campus will hold the 13th annual Student Art Show and Sale. This event showcases the art work of all the classes and the Art Department works very hard on this event. She also informed that the enrollment report shows that the dual enrollment is a third of our enrollment and is up about 20% from last year. (Copy attached and made a part of the official minutes.)

D. Financial Report/Information/Discussion

Susan Gallo presented information on the Dual Enrollment scholarships. For Payson High School available for both fall and spring were 558 credits for the scholarships. This year Payson used 199 credits in the amount of \$11,910. Globe High School had a total of 390 credits available and used 218 for the fall semester, that will leave 172 credits for spring semester. Total cost of \$12,840. Miami High School had 228 credits available and used 193 credits at a cost of \$11,280 leaving 32 credits for spring semester. Total for fall 2019 scholarships for dual enrollment is \$36,030. Susan stated that \$78,400.50 was allocated for the scholarships and \$36,030 was used leaving a balance of \$42,370.50. Vice President Brocker stated that it would be nice to have this woven in one of the reports. Susan stated that she would draft up a spread sheet and include it in the December Board meeting report.

Susan reported that there will be a new policy for the Board to vote on in December. She and President Spehar will work on this next week.

Susan informed that she received the final invoice and the final financials from EAC this week for year ending June 30, 2019 and she will get with President Spehar to review next week and they will be in the December Board packet.

Next week the auditor from the CPA firm will be on campus to compile documents that she needs to complete the 2019 audit and she will have that to the Auditors by December 31st.

Susan stated that the September 2019 recap is in the Board packet. (Copy attached and made a part of the official minutes.) Susan called for questions and Vice President Brocker had a question and Susan responded.

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

Vice President Brocker informed that the Board Policy/Enrollment Management committee did meet this past Tuesday and discussed class fees and tuition. They have since decided that they will need to align the fee structure and tuition structure with EAC. For us to add a fee it would have to go to the EAC Administration/ Board. She informed that regarding tuition we will need to align with EAC tuition. Vice President provided information on the graphics that were approved at the October meeting and wasn't sure if they understood what was approved. She is hoping to get clarification from EAC and bring it to the Board. Vice President stated that there were some items that need to be put in place before we are able to proceed in pursuing accreditation candidacy. President Spehar informed that he read there was a new set of guidelines published for accreditation.

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 has been working with Arizona Government Affairs on a regular basis to keep informed on any funding initiatives and he has also been working with Keith Alexander at EAC on their legislative initiatives for the 2020 campaign.

D. Update on Communication Strategy/Information/Discussion

Leitha Griffin was not in attendance today.

E. Update on the Partnering Strategy/Information/Discussion

President Spehar did not have anything recent to report. He did question Dean Burke regarding the work with the Native Americans in Yavapai County. Dean Burke stated that there had been no communication and she believes it is done. Both Deans reported that there was nothing new on partnering to report at this time.

F. Update on Funding Strategy/Information/Discussion

Member Moorhead reported that he is expecting to see approval of a 301 fund initiative.

Member Moorhead reported that it is almost time to send the letter to the Secretary of State, the Speaker of the House and the President of the Senate for the Freedom of Expression Committee. Last year EAC prepared a really good letter on what EAC had done and he plans on using their letter as a template for our letter. He will have the letter prepared and run it past President Spehar and get it to the office of the Secretary of State by December first. President Spehar questioned if meetings of the Freedom of Expression Committees had been held. He will check into the requirement.

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 December 5, 2019, at 9:00 a.m.

President Spehar requested a motion for adjournment. He asked that the Board meet back at 10:15 a.m. to convene the regular session.

6. Adjournment/Action

Motion 11072019#1

Member Knauss so moved. Member Moorhead seconded the motion. All in favor please signify by saying aye. Opposed please signify by saying nay; there was no response. Ayes have it. Work session meeting adjourned and will meet back at 10:15 a.m. for Regular meeting. (Brocker, Knauss, Moorhead and Spehar voting in favor).

Meeting adjourned at 10:05 a.m.

Respectfully submitted,



Recording Secretary

Attest:



Jan Brocker

Vice President - Secretary