



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

A Work Session Meeting of the Gila County Community College District Governing Board was held on December 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
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, Leitha Griffin, PR 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 9:04 a.m. on December 5, 2019. President Spehar called roll. President Spehar asked that the record show that there is a quorum. He mentioned that there is an open Board position in Payson. 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. Tuff Shed for the Payson Campus/Information/Discussion

President Spehar asked that Dean Butterfield present this item. Dean Butterfield explained that this is a request for a 10X20 foot Tuff Shed for storage on the Payson Campus. She stated that they currently have one general storage shed and one for Nursing Allied Health but are in need of more storage. The Board packet contains information on the Tuff Shed from Home Depot. The cost showing on the information is \$4,861. Vice President asked if using a storage unit on a monthly basis had been explored. Dean Butterfield responded that this had not been explored and the items in storage are used on a regular basis and running to a storage unit might prove to be inconvenient. Member Knauss questioned using a Mobile Shipping Container because they last a long time and require little maintenance. There was much discussion on other options. (Copy attached and made a part of the official minutes.)

B. Updated Financial Policies & Procedures/Information/Discussion

President Spehar asked Susan Gallo to present the material in the Board packet. Susan stated that while preparing for the 2019 Audit the Policies and Procedures Manual was reviewed and changes were made. Some of the items that have changed are Payson is now doing their own budget input and accounts payable. Susan went through each page in the packet and explained where changes were made. The credit cards that had been issued from Bank of the West are now from EAC through Chase Bank. President Spehar questioned the number of credit cards being used. Susan explained that both Deans have a credit card and Ron and Derryl each have one making a total of four cards in use. President Spehar questioned information on the level of expenditures that were tagged as recommendations in the last audit. Susan explained that changes were made with more detail under Capital Assets and those would clarify what was tagged as recommendations. Discussion was held on items for purchase that must be approved by the Board. Susan suggested that she and President Spehar meet to work on this item. Vice President Brocker questioned the signers on the bank account and it was determined that she would be added as one of the signers. Susan would handle the necessary bank paperwork. President Spehar asked that the word "review" be added to the wording on number 6 on the EAC Expenditure and

Revenue Reporting within GCC. Susan provided information on how the Financial Policy and Procedures Manual came about. (Copy attached and made a part of the official minutes.)

C. Yearly Disclosure of Potential Conflict of Interest/Information/Discussion

President Spehar stated that the Yearly Disclosure of Potential Conflict of Interest forms were in the Board packet and Susan would collect the signed forms. She would like them today from the Board members at GPC and Dean Butterfield and Vice President Bocker can send theirs down. President Spehar asked if there were any questions on the forms that are completed yearly 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 had a couple of updates for the Board including having our lobbyist in touch with HELIOS the central agency pushing an initiative for 301 funding. HELIOS has assured us that we would be considered in their efforts. President also reported that he attended the Board meeting in Payson last month and thanked everyone for their hospitality. President Spehar, Vice President Bocker and Dean Butterfield met with Kenny Evans who was representing the MHA which is a community foundation. Mr. Evans spoke on the possibility of developing some campus units made out of Mobile Shipping Containers. Information was presented on how the containers might look and the cost as well as the need for housing for our nursing students.

President Spehar hoped the Board can get together and that we have a new member for the January meeting. At that time he would like to tag a Saturday Strategic Plan Session and New Contract Review Session at the Roosevelt Sheriff's Station and set the course for the upcoming year. President reminded the Board that it would be time to nominate and elect officers for the 2020 term. He informed that 2020 would be his last year.

President stated that he heard about a false alarm going off on campus with the system that was put in place about a year ago. He asked Dean Burke or Leitha to explain exactly what went on and that he was interested in what training has been done for staff, faculty and security people.

Dean Burke explained in great detail the events of Wednesday evening. She stated that the false alarm was set off by the person cleaning the office and described events caused by the false alarm. She explained in regard to training, faculty and staff meetings have been held where the system had been explained. Dean Burke plans to have an annual refresher to make sure everyone understands the system. She did explain that there is a Gila Pueblo Emergency Plan that was updated in November 14, 2019 and is in each classroom, front office and anywhere people might gather.

President called for questions.

Member Knauss spoke regarding the importance of training because he was extremely disappointed in the situation that occurred on campus Wednesday and he had knowledge of the incident because his wife was sitting in a class at the time. He stated that he wanted this item on the agenda for January and an explanation of the actions taken to insure that this doesn't happen again. He also stated that the College needs to have a very solid emergency response plan in place. He informed the Board that emergency response training for the staff as well as emergency response awareness training for our students is necessary. This event which lasted only four minutes was a very traumatic event for his wife.

Member Knauss informed that as a father, husband and Board member, he wants to be involved in reviewing every aspect of the system.

President asked that a Delegation of Authority Policy be made and the delegated person must contact the Board President when an event occurs. He then stated that everything discussed today applies to the Payson Campus as well. President Spehar then asked Member Knauss to accept the appointment of being the point person on behalf of the Board and work towards getting the wrinkles out of the system. Member Knauss accepted the appointment. President Spehar asked Leitha about her responses to the public and Leitha provided details.

There was much discussion on training, changes and options for change that need to be reviewed.

B. Dean's Report/Information/Discussion

Dean Burke stated that her written report was in the Board packet. President Spehar asked Dean Burke to run through the items in her report. Discussion was held on the VITA Volunteer Income Tax Assistance Program and other listed items. (Copies attached and made a part of the official minutes.)

C. Dean's Report/Information/Discussion

Dean Butterfield informed the Board on the items listed in her written report. She also informed that on December 10th at 7:00 p.m. the Jazz Concert will be held at the First Church of the Nazarene. The Freedom of Expression committee met and the year-end report was completed and sent to Member Moorhead. She apologized for failing to list these items in her written report. (Copy attached and made a part of the official minutes.)

D. Financial Report/Information/Discussion

Susan Gallo presented information in the Board packet. The June 30, 2019 final report and the October 19 final recap are included in the packet. Also attached is the recap of the bank accounts. She did note that the Cosmetology account was closed in November and the ending balance was distributed to the Payson Campus and the Globe Campus in the EAC account.

Susan called for questions. Vice President Bocker and Member Knauss had questions and Susan responded that she would have the additional information for the January meeting. (Copy attached and made a part of the official minutes.)

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

Vice President Bocker informed there was nothing new to report but we do plan to move forward. She stated that she has received information regarding support from EAC. The Board Policy/Enrollment Management committee met on November 5th. The one item the committee agreed on was that this coming academic year we would adopt the EAC Tuition Structure with one exception which is our dual credit program. Discussion was also held on course fees but decided to back off on this item. There was also discussion on academic materials and how the EAC logos and markers were used for those materials. Vice President Bocker questioned the January meeting date and President Spehar stated that he would address this when the Board gets to Item 5 on the agenda. Vice President Bocker requested an update on the open Board position. President Spehar responded that he contacted Superintendent Sandoval and he has not heard back. President Spehar addressed the need for a professional consultant to complete the application for accreditation and wanted the Board to be considering this for the January meeting at Roosevelt.

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 mentioned earlier that contact with HELIOS was established. He has meetings scheduled with legislators next month. His priority is getting the 301 funding.

D. Update on Communication Strategy/Information/Discussion

Leitha reported that she has been working on the logo and the color changes. The signage for GPC is completed and currently working on a double sided sign for the Regional Training Center to be placed closer to the highway. Keith Alexander of EAC has taken the lead on this and he has received approval from Freeport and ADOT.

Currently working on Payson Campus signage and hoping to have it in place by January 13th.

A reminder that the Pinal Mountain Foundation for Higher Learning Scholarship ceremony is Thursday, December 12th at GPC. President Spehar reminded Leitha to send a listing of events to the Board members.

E. Update on the Partnering Strategy/Information/Discussion

President Spehar did not have anything recent to report other than the MHA meeting in Payson. Dean Butterfield announced that she met with the Payson Fire Department regarding our upcoming NAVIT program and some changes and they want to partner with GCC to provide a dedicated Fire Science instructor that would work for both the town and the College. She stated that it would not cost more than we currently pay but would eliminate issues with instructors due to their work schedule. Dean Butterfield stated that she would bring a proposal on this item to the Board at a future date.

F. Update on Funding Strategy/Information/Discussion

Member Moorhead informed that securing 301 funding was a big deal and that it was going to take a proposition by the electorate to fund it.

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

Member Moorhead reported that the annual report was completed and hand carried to the three offices, the Secretary of State, the Speaker of the House and the President of the Senate for the Freedom of Expression Committee.

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

President Spehar informed that the next Board meeting would normally be scheduled for January 2nd. However, as Vice President Bocker pointed out earlier that date is the tail end of the New Year's weekend. President proposed that the meeting be moved to January 9th in order to get the meeting posted and packets sent.

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

President Spehar requested a motion for adjournment. He asked that the Board meet back at 10:45 a.m. to reconvene and open up the regular session.

6. Adjournment/Action**Motion 12052019#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 10:45 a.m. for the Regular meeting. (Bocker, Knauss, Moorhead and Spehar voting in favor).

Meeting adjourned at 10:32 a.m.

Respectfully submitted,

Susan Gallo

Recording Secretary

Attest:

Jan Brocker

Jan Brocker

Vice President - Secretary