

**Gila County Community College District
Governing Board Work Session Meeting
Telephonically
April 2, 2020
APPROVED**

A Work Session Meeting of the Gila County Community College Provisional District Governing Board was held on April 2, 2020, with all Board members participating electronically by ZOOM. 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 ZOOM)
Jan Bocker, Vice President and Secretary (via ZOOM)
Connie Cockrell, Member (via ZOOM)
Kurt Knauss, Member (via ZOOM)
Samuel I. Moorhead, Member (via ZOOM)

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.

OTHER GUESTS There were no guests present.

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

President Spehar called to order the Gila County Community College Provisional District Governing Board Work Session meeting at 9:06 a.m. on April 2, 2020. President Spehar called roll. President asked that the record show that there is a quorum as all Board members are present. Member Moorhead led the Pledge of Allegiance.

2. Discussion

A. Budget Review/Information/Discussion

President Spehar informed that he and VP Bocker had a ZOOM Conference with the financial staff at EAC a few days ago. They spent about three hours reviewing the budget and the forms that are State Auditor General required forms. President stated that having informed the Board of the meeting, he will move to item 2.B. which leads us into the process of approving the budget for the 2020/21 fiscal year. Vice President Bocker informed that they did go through the budget forms item by item sometimes and were given answers when needed. She also stated that as a working budget she believes it is very good.

B. Publish Notice and 2020/21 Budget/Information/Discussion

President informed that the first item to be done is to publish a notice in the newspapers of record indicating that we intend to approve the budget. President stated that when the Board gets to the regular session, one of the action items will be to approve the Publication Notice of that budget. President indicated that the Board will vote to adopt a 2% property tax increase which is an inflation adjustment. He added that there is no major increase. It is a 1.1% increase overall in the budget if we adopt the inflation adjustment. President called for questions or comments and there was no response. (Copy attached and made a part of the official minutes.)

C. Higher Learning Commission/Retaining Consultant/Information/Discussion

President informed that this is regarding hiring a consultant to help with Higher Learning Commission issues. The Board would approve the contract for the consultant. This consultant would be working directly for Gila County Provisional Community College District and not EAC. President informed that he discussed this item with VP Welker and he was in agreement.

D. Tuition Schedule/Information/Discussion

President indicated that this tuition schedule is for the upcoming school year. He stated that we are required to adopt the EAC tuition schedule. There was Board agreement regarding the EAC tuition schedule but there was much discussion regarding the dual credit tuition. Board members discussed holding the dual tuition to \$60 per credit which is what was charged this year. Michele Driver of EAC informed that she talked to VP Welker, who was in another ZOOM meeting, regarding the dual credit tuition issue and VP Welker had no problem with the Board keeping dual enrollment rates the same for the upcoming year. President thanked Michele for checking on that issue. Susan questioned if the Board will be adopting the EAC tuition schedule and keeping dual enrollment at \$60 per credit. President Spehar responded that this is the motion he will be asking for in the regular session. (Copy attached and made a part of the official minutes.)

E. CVRMC Clinical Education Agreement/Information/Discussion

President Spehar asked Dean Burke to represent this item to the Board. Dean Burke stated that this is the Agreement that we create every year with regard to providing opportunities for our students to go to the hospital to do their clinical experiences for all of our nursing and all of our Allied Health Programs. Dean Burke believes this is an update for the upcoming year. Member Moorhead expressed concern for our students going into the hospital. He believes they should be trained or retrained regarding infectious diseases. President Spehar informed that this Agreement really didn't cover that issue but he would be glad to transmit the concern to Carolyn McCormies. Dean Burke explained that all clinicals have been suspended at this time. (Copy attached and made a part of the official minutes.)

F. Consider Designation of Chief Fiscal Officer/Information/Discussion

President Spehar informed that a couple months ago this Board appointed VP Tim Curtis of EAC to be our Chief Fiscal Officer. This issue is up again due to VP Curtis's retirement. President stated that he has spoken with VP Welker on this issue and EAC and the State Auditor General are recommending that this position be filled by a Board member because whoever fills this role should be an agent of the District and not a contractor to the District. President Spehar stated that he has spoken with Member Moorhead regarding this role. He indicated that our accounting firm will continue to do the calculations and required forms regarding expenditure limitation. The person who fills this role would review the forms with Susan Gallo and then sign off on them. VP Bocker had questions and President Spehar responded.

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

President Spehar thanked the Board members for attending the Payson meeting held on a Saturday. He also thanked Ron Carnahan for setting them up to ZOOM their meetings. President informed that Member Moorhead phoned him regarding the issue of graduation and they agreed that they needed to do something. After discussing the issue with Member Moorhead, President called Dean Burke and asked her to get with her folks and see if a virtual graduation using social media tools could be organized. Dean Burke took it on with enthusiasm and President heard from Leitha the next day about the items that she and Ron talked about for a virtual graduation. President asked the Board to stay tuned and there will be some sort of virtual graduation rolling out for each campus. VP Bocker asked about numbers for graduation. Both Deans replied that those numbers are currently being worked on. President asked the deans to send a joint email regarding the numbers to the Board members and to Leitha and Ron and whoever else is involved. President Spehar informed that Karen Solinski is setting up interviews with Board members.

B. Dean's Report/Information/Discussion

Dean Burke expressed her excitement over doing something for the graduates. She informed that she and Leitha met with Gila County Supervisor Woody Cline and his staff. She stated that they are implementing a tuition reimbursement plan for their employees. They will be contacting the campuses to see what programs/courses we have to offer their employees and in turn they would offer the reimbursement. Supervisor Cline and his staff would be implementing internal surveys to find the department heads needs and then survey the employees to see what their interest level is. Dean Burke stated that she would be reaching out to them to find out what had been implemented or if it was on hold due to COVID-19. Dean Burke informed regarding curriculum changes for next year and based on the recommendation of the Fire Science instructors and enrollment figures we are looking at offering the program every other year so we will skip this fall and look at offering it spring of 2021 or fall 2021. President Spehar questioned what impact to expect from a FTSE point of view in regard to the Fire Science adjustment. Dean Burke stated it should be fairly minimal. It was determined that if enrollment was up then these changes could be reversed. (Copies attached and made a part of the official minutes.)

C. Dean's Report/Information/Discussion

Dean Butterfield informed the Board regarding the changes of moving to distance education, the Payson Campus on March 24th, held a distance education workshop for the adjunct faculty so those who have not used it could pick an option of how they wanted to offer their classes. Twenty Six faculty members attended the workshop. Fifteen members were on ZOOM and eleven were in our computer labs. Dean Butterfield informed that she is personally on a 14 day self-isolation and will be back to work on Monday. She stated that she has been working from home. EAC now has a spreadsheet of all of our classes and how they will be conducted through distance education. The Payson Wellness Center has been closed. The LRC is open but limited to three students for space restriction. There is also a computer lab that will open for students who do not have technology at home. Cosmetology and NAVIT students are working from home through virtual education. There are no new programs planned but College Recruitment Day went very well and we have enough students interested so we are hopeful to offer the Fire Science program in the fall. Cosmetology and Allied Health interest was very strong. We will continue with our other programs Nursing, Nursing Assistant, Medical Assistant, Phlebotomy and etc... President Spehar questioned the Deans as to how they feel regarding the distance learning. Dean Butterfield stated that the reports she is getting are very encouraging and she gave detailed information on how classes were being handled. President Spehar and both Deans congratulated all staff for the work they are doing. (Copy attached and made a part of the official minutes.)

D. Financial Report/Information/Discussion

Susan Gallo informed that the Financial Recap for January and February 2020 are in the Board packet. The Auditor General's office did an on-site visit in February and everything went well. They are completing the 2019 Report. VP Broucker and member Cockrell had questions and Susan and Ron responded. (Copy attached and made a part of the official minutes.)

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

Vice President Broucker informed the Board that the quest for accreditation is still on the table and trying to determine how best to proceed at this time. The Board Policy Strategy Committee has not met for obvious reasons and there is less to report since we are aligning with EAC's policies.

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 the Legislative Committee has continued to meet via conference call. The good news is that the committee believes we will receive \$296,300 in basic State Aid, \$136,000 in STEM and Work Force Development Aid and \$200,000 in 301 Funding. President did state that the numbers are in the budget so it is unlikely that they will change. He was not sure what will happen with the Legislative Session once the Pandemic issue is behind us. Member Moorhead informed that the Legislature may go back in session in April.

D. Update on Communication Strategy/Information/Discussion

Leitha reported that she has been working on communicating all the changes we are going through with our students and the community. She stated that she has been pointing students to their Monster Mail and getting in touch with their instructors. She informed that she and Ron on working on virtual graduation. Dean Butterfield had a great idea and Dean Burke has agreed to it also so she will create a program for the graduates. It will be a pamphlet with the graduate's picture, their biography and she will ask President Spehar to write something and this will be a keepsake for the graduates since they won't have their caps and gowns. This keepsake will be mailed to the graduates.

E. Update on the Partnering Strategy/Information/Discussion

President Spehar stated that he did not have anything to report at this time.

F. Update on Funding Strategy/Information/Discussion

Member Moorhead informed that the Legislature has passed the budget and he believes funding for this year is secure.

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

Member Moorhead reported that The Freedom of Expression Committee did meet in the fall semester. He did not see any need to meet long distance for the spring semester and he will state that in the letter that goes out in December.

5. General Information and Discussion of the Same/Information/Discussion**A. The next District Governing Board meeting is Thursday May 7, 2020, at 9:00 a.m.**

President Spehar asked the Board to plan on the May meeting being a ZOOM meeting just like today. President asked if anyone needed a break and it was decided they would continue without a break.

President stated he would entertain a motion to adjourn the Work Session.

6. Adjournment/Action

Motion 04022020#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. (Brockner, Cockrell, Knauss, Moorhead and Spehar voting in favor.)

Meeting adjourned at 10:15 a.m.

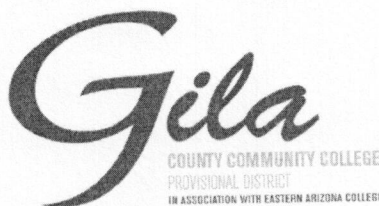
President Spehar announced that he would immediately convene the Regular Session.

Respectfully submitted,

Recording Secretary

Attest:

Jan Brockner
Vice President - Secretary



**Gila County Community College District
Governing Board Regular Meeting
Telephonically
April 2, 2020
APPROVED**

A Regular Meeting of the Gila County Community College District Governing Board was held on April 2, 2020, with all Board members participating electronically by ZOOM. 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
Connie Cockrell, Member
Kurt Knauss, Member
Samuel I. Moorhead, Member

Governing Board Members Absent:

Staff Present

Pat Burke, GPC Campus Dean, Pam Butterfield, Payson Campus Dean, Ron Carnahan, Project Coordinator IT Gila County, Susan Gallo, Fiscal Coordinator, and Leitha Griffin, PR Coordinator.

OTHER GUESTS: There were no guests present

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

President Spehar called to order the Gila County Community College Provisional District Governing Board Regular Meeting of April 2, 2020, at 10:15 a.m. President Spehar asked that the record show there is a quorum and all Board members are present. President acknowledged that there were no guests at Gila Pueblo Campus.

2. Call to the Public: President Spehar asked that the record show there were no members of the public who wished to address the Board. Having no one approach the Board President Spehar moved on to New Business.

3. New Business

A. Approve to publish notice and 2020/21 budget/Information/Discussion/Action

President Spehar informed that this item is for approval to publish the notice for the 2020/21 budget in the newspapers of record. President stated he would entertain a motion to do so.

Motion 04022020 #1

Member Cockrell so moved. VP Bocker seconded the motion. Call for discussion; there was no response. All in favor please signify by saying aye. Opposed please signify by saying nay; there was no response. Ayes have it; motion carries unanimously and the Board has approved to publish the notice for the budget in the newspapers of record. (Bocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.) (Copy attached and made a part of the official minutes.)

B. Higher Learning Commission/Retaining Consultant/Information/Discussion/Action

President Spehar stated that this item was to gain the Board's approval to retain a consultant to help the Board with Higher Learning Commission issues. He stated that this was discussed in the work session and whoever is retained will be recommended to the Board for approval with a contract to the Board. Approval will give VP Bocker and President Spehar permission to bring someone with a recommendation to the Board to retain a consultant. President stated he would entertain a motion to approve granting us permission to retain a Higher Learning Commission consultant.

Motion 040220#2

VP Brocker moved to have the Board approve the exploration of a potential consultant in relation to the Higher Learning Commission Accreditation process to be recommended for Board approval. Member Moorhead seconded the motion. Call for discussion; there was no response. All in favor please signify by saying aye. Opposed please signify by saying nay; there was no response. Ayes have it; motion carries unanimously and the Board has granted approval to seek out a Higher Learning Commission consultant. (Brocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.)

C. Tuition Schedule/Information/Discussion/Action

President Spehar stated that he would entertain a motion to adopt the schedule in the packet as presented.

Motion 040220#3

VP Brocker motioned to accept the tuition schedule with the correction of Dual Credit at \$60 per credit. President Spehar stated that VP Brocker has made a motion to accept the EAC tuition schedule as presented in the packet for in-state and out-of-state tuition but to retain the Dual Enrollment schedule already implemented by the Gila County Provisional District. Member Cockrell seconded the motion. Call for discussion. All in favor please signify by saying aye. Opposed please signify by saying nay; there was no response. Ayes have it; motion carries unanimously and we have adopted the tuition schedules as stated. (Brocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.) (Copy attached and made a part of the official minutes.)

D. CVRMC Clinical Education Agreement/Information/Discussion/Action

President Spehar requested a motion to authorize the President to sign this Agreement and recommend it for approval to Eastern Arizona College.

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

Motion 040220#4

Member Moorhead moved that the President of the Board be authorized to sign the Clinical Education Agreement and to forward it to EAC for action. Call for a second. Member Cockrell seconded the motion. Call for discussion; there was no response. All in favor signify by saying aye. Opposed please signify by saying nay. Ayes have it; motion carries unanimously and the CVRMC Agreement is approved by the Board and will be forwarded to EAC for their signature. (Brocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.)

E. Consider Designation of Chief Fiscal Officer/Information/Discussion/Action

President Spehar asked for a motion to appoint Member Moorhead to this role.

Motion 040220#5

VP Brocker so moved. Call for a second. Member Cockrell seconded the motion. For the record, President Spehar stated that VP Brocker has moved to appoint Member Moorhead to the role of Chief Fiscal Officer and Member Cockrell has seconded the motion. Call for discussion. As part of the discussion, Member Moorhead stated that he was happy to serve temporarily until someone better qualified would fill the role. President Spehar assured Member Moorhead that he would be a world class fiscal officer. There was no further discussion. All in favor signify by saying aye. Opposed please signify by saying nay. Ayes have it; motion carries unanimously and Board Member Sam Moorhead has been appointed Chief Fiscal Officer for the Gila County Provisional Community College District. (Brocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.)

4. Consent Agenda

A. Minutes from February 3, 2020, special meeting/Information/Discussion/Action

B Minutes from February 6, 2020 meetings/Information/Discussion/Action

C. Minutes from February 22, 2020 work session/Information/Discussion/Action

President Spehar stated if there were no issues with any of the minutes he would entertain a motion to approve the entire Consent Agenda.

Motion 040220#6

VP Brocker moved to approve the entire Consent Agenda as written. Member Moorhead seconded the motion. President Spehar stated that VP Brocker made the motion to approve the entire Consent Agenda and was followed by a second by Member Moorhead. Call for discussion; there was no response. All in favor please signify by saying aye. Opposed please signify by saying nay. VP Brocker informed that Member Knauss has been muted. VP Brocker asked Member Knauss if he was unmuted to vote. Member Knauss stated that he was sorry but he was having some issues with people coming into his office. VP Brocker stated that there was a majority vote. Ayes have it; motion carries and the Consent Agenda has been approved. (Brocker, Cockrell, Moorhead and Spehar voting in favor). (Copies attached and made a part of the official minutes.)

5. Adjournment/Action

.President entertained a motion to adjourn.

Motion 04022020#7

Member Knauss motioned to adjourn. Member Cockrell seconded the motion. All in favor please signify by saying aye. Opposed please signify by saying nay; there was no response. Ayes have it; motion carries unanimously. President Spehar thanked everyone for their participation. We are adjourned. (Brocker, Cockrell, Knauss, Moorhead, and Spehar voting in favor).

Meeting adjourned 10:31 a.m.

Respectfully submitted,

Recording Secretary

Attest:

Jan Brocker
Vice President and Secretary