

**Gila County Community College District
Governing Board Work Session Meeting
Electronic Meeting
May 7, 2020
APPROVED**

A Work Session Meeting of the Gila County Community College Provisional District Governing Board was held on May 7, 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 Brocker, 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, Michele Driver, Executive Assistant, VP of Operations and Wayne Layton, from EAC working on budget issues.

OTHER GUESTS There were no guests present.

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

President Spehar called to order the Gila County Provisional Community College District Governing Board Work Session meeting at 9:00 a.m. May 7, 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. Official Budget Forms/Process/Information/Discussion

President Spehar asked if anyone from EAC was on board with ZOOM. Michele Driver responded and informed that Wayne Layton was to be on board and she would try and locate him. President Spehar stated that he would move ahead while she located Wayne. President informed that Wayne Layton is new to the Board and newly assigned to work on budget issues.

President Spehar directed the Board to Item 3. B.

When Mr. Layton was able to join the meeting after having some technical problems, he provided very detailed information on how with Susan's help they worked through the budget issues. President Spehar had several questions mainly regarding if money could be added now for future use such as developing a vocational training center in Payson and Wayne Layton responded to all questions. President thanked Wayne for explaining the forms and process.

B. Approval of scholarships for year 2020-2021/Information/Discussion

President informed that these are the dual enrollment scholarships that were approved last year. President stated that he would like to have these scholarships approved for the upcoming fiscal year in the same amount as last year which he believes was in the \$78,000 range and was divided among the five high school districts in Gila County. President stated that it appears to have been a very successful program. He called for questions or comments and there was no response. (Copy attached and made a part of the official minutes.)

C. Cosmetology fee for year 2020-2021/Information/Discussion

President Spehar requested that the Deans speak to this item. Dean Butterfield provided information regarding students using the textbook plus an online program so cost has gone from \$107 to \$230 for student materials. This is the reason for the \$100 raise request in the kit fee. Payson's actual cost is \$960 some dollars and an increase of close to \$1,000 mark this year and upcoming years is anticipated. Dean Butterfield informed that Thatcher's kit fee is over \$1,200 so we are still below that amount. Dean Butterfield also stated that she did get approval for increase from VP Bryce if this Board approves it. Dean Burke added that they are working to keep consistency between the campuses. VP Broucker asked if there was a concern because our fee is lower than EACs? Dean Butterfield responded that she did get approval from EAC and that Cosmetology is run differently at the two campuses.

President Spehar asked if Wayne Layton was available but he was not available at this time. President informed that he would move to the next agenda item while waiting.

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

President Spehar stated that for the next few months he would like to continue with the ZOOM meetings due to the COVID-19 virus. The next item President addressed was the contract with EAC. He informed that there is a minor modification clause that basically says that if the Agreement needs to be "adjusted in a small way" we can do that by letter agreement signed by Board President and the President of EAC. President informed that an issue has come up and needs to be clarified and has to do with facility use agreements and he intends to issue a minor modification letter. President provided detailed information and an example regarding the modification letter.

President Spehar informed that he believes the Dual Enrollment Scholarship program has been hugely successful and is definitely appreciated by all of the school districts.

President questioned if the Board members had received the audit results from the 2019 audit from the Auditor General. He stated that the audit came back without any deficiencies and that is unprecedented with this organization. Basically it is a clean audit and he congratulated Susan Gallo for all of her good work.

President Spehar recognized Leitha Griffin and Ron Carnahan for all the great work on the Virtual Commencement Exercise. VP Broucker stated that she was very impressed with Ron and Leitha's work.

President directed the Board back to Agenda Item 2.A. as Wayne Layton was now available.

B. Dean's Report/Information/Discussion

Dean Burke informed that she wanted to mention a couple of items from the report she submitted.

- The Cyber Training has been completed by most all employees.
- Completed the videos for the Virtual Graduation for Gila Pueblo and congratulated Leitha and Ron for the great job.
- Course updates completed for Medical Coding and Billing, Dental, and Welding
- Updating the IGAs for CVIT and high schools
- Coding additional classes for on-line delivery over the summer starting June 1 unless things change drastically
- Gila Pueblo had 38 graduates and 39 degrees (one student completed 2 degrees) and 130 certificates of proficiency

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

C. Dean's Report/Information/Discussion

Dean Butterfield informed the Board on the following items:

- Recruitment letters were sent out this month to high school seniors inviting them to come to Payson Campus next year.
- Recruitment letters were sent to juniors and sophomores regarding dual enrollment courses.
- All FUAs and Dual Enrollment IGAs have been sent to EAC for review and will be presented to the Board as soon as they are returned.
- Invitations to view graduation were sent to students and all our regular VIPs.
- Dean Butterfield thanked Ron and Leitha for their work on graduation.
- A parent called regarding the recruitment letters and thanked the Board for the scholarships.
- Sent personal emails to each of the graduates to remind them to watch the graduation ceremony and congratulated them on their graduation. Some students wrote back and were very grateful for the virtual graduation.
- And per EAC, graduates were invited to attend next year and walk in the graduation.
- Carpeting is partially done and the wellness center painting is completed as well as the student lobby. The rest of the carpeting is scheduled to be done next week when finals are done.
- Payson Campus had 17 degrees, and 31 certificate holders and may have a few more coming in.
- Working on updating Fire Science courses

President Spehar questioned the low number of nursing students graduating. There was one nursing graduate in Payson and two at Gila Pueblo. He said he will be in touch with Carolyn McCormies to get to the bottom of this. (Copy attached and made a part of the official minutes.)

D. Financial Report/Information/Discussion

Susan Gallo informed that in the Board packet is the Financial Recap for March 2020 along with the Bank Account Recap. Susan reported that a large payment from the County for property taxes has been received and the third quarter payment to EAC has been made. Susan stated that everything looked pretty good as of the end of March. President Spehar called for questions or comments and there was no response. (Copy attached and made a part of the official minutes.)

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

Vice President Brocker had nothing to report on Item 4.A or 4. B at this time.

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 Legislature is still out of session.

D. Update on Communication Strategy/Information/Discussion

Leitha reported that she has been working on the virtual graduation for the last two weeks. She informed that there was a hiccup on Facebook on the Payson graduation but it is up and running now and she was happy there were two different venues. She didn't believe there would be a problem with tonight's graduation but she was working it early to be sure. Leitha said she just received an email from a local radio station here in Globe and also one from the Chamber of Commerce. They want to announce our graduates tonight and the Chamber wants to put our graduates on their marquee. On June 3rd the Fire Science students are having a live burn so she and Ron will be attending that and getting photos and recordings.

E. Update on Partnering Strategy/Information/Discussion

President Spehar informed that he didn't have anything to update.

F. Update on Funding Strategy/Information/Discussion

Member Moorhead had nothing to report at this time.

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

Member Moorhead informed that in the Freedom of Expression Committee letter he is going to state that due to the Corona-19 virus no meetings were held during the second semester.

President Spehar asked if there were questions or comments on items 4.A through 4.G.; there was no response.

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

A. The next District Governing Board meeting is Thursday June 4, 2020, at 9:00 a.m. via ZOOM.

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

6. Adjournment/Action

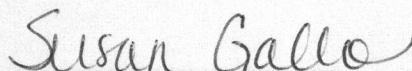
Motion 05072020#1

VP Brocker so moved. 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. Work session meeting adjourned. (Brocker, Cockrell, Knauss, Moorhead and Spehar voting in favor.)


Meeting adjourned at 10:00 a.m.

President Spehar announced that he would convene the Regular Session at 10:05 a.m. and take up the Regular Meeting Agenda.

Respectfully submitted,


Recording Secretary

Attest:


Jan Brocker
Vice President - Secretary