



Gila County Provisional Community College District

**Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, October 13, 2021
FINAL/APPROVED**

1. Meeting was called to order by President Brocker at 9:02 a.m.

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss present; Member Shipley excused absence (Note: Joined the meeting at approximately 9:45am; President Brocker present)

NOTE: Four members present for a Quorum

Also Present: Ron Carnahan, Project Coordinator/IT; Andrea Renon, Gila Pueblo Campus Coordinator; Ann Knights, Payson Campus Coordinator; Janice Lawhorn, Interim Senior Dean, Gila Pueblo/Payson Campuses; Trae Morris, EAC Associate Director/Bursar/GCPCCD Financial Liaison; Jessica Scibelli, Gila County Deputy Attorney

Pledge of Allegiance – led by VP Moorhead

One Guest via Zoom (muted): David Sowder, Arizona Silver Belt

Call to the Public: reading waived by President Brocker since David Sowder did not respond that he planned to speak

2. Reports

A. President's Report – Dr. Jan Brocker

- Pres. Brocker asked for brevity on reports or to defer items until November that can wait since she has limited time for the meeting.
- Pres. Brocker asked if anyone knew about the Risk Management Summit that the Trust Alliance puts on that meets Tier 2 Trust Loyalty credit. No one seemed to be familiar with this meeting, so she will follow up to find out who would be most appropriate to attend.

B. Sr. Dean's Report – Dr. Janice Lawhorn

- Sr. Dean Lawhorn indicated there would be a meeting at EAC next week to discuss pay structures for GCPCCD staff and faculty. Asked if Pres. Brocker had been informed of this meeting. She had not, but indicated Dr. Lawhorn could fill her in later in the week.

C. Gila Pueblo (Globe) Campus Report – GPC Coordinator Andrea Renon

- Derryl Meeks is meeting with Kyle Araiza, Forestry Technician, on October 13 (today) to review the property regarding fire preparedness.

- Working on new quotes for the AC down the main hallway for all offices.
- Blinds are being installed in offices and classrooms where needed.
- Training with EAC Security on the Clery Act and how that report needs to be generated.
- Advising continues with new and continuing students.
- Process Map Training meeting with Shannon Seballos, James Menlove and Janice Lawhorn.
- Program Portfolio for Fire Science was submitted.
- Budget Training was held with faculty and administration this month.
- A planning meeting was held on 10/12 in Thatcher with faculty, staff and Sr. Dean Lawhorn in preparation for the 10/27 Business Advisory Board Meeting.
- Spring schedule changes, additions, cancellations have been submitted with schedule going live 10/13. A new Genealogy class will be added as well as some Fire Science courses.
- Has been following up on outstanding IGAs with Tri-City Fire District (presenting to their Board on 10/19), City of Globe, Active Adult Center, and City of Globe, Fire Dept. The last two require minimal modifications to the previously approved IGAs. These will be discussed under New Business/Action Items. Miami Unified School District IGA will be approved.
- Adjunct Welding Faculty interview held in preparation of Spring Term.
- Preparing request for various vacant existing positions to be posted (Allied Health Assoc Prof, Allied Health-Dental Assoc Prof for Fall 2022, FT Welding Instructor, Administrative Assistant).
- Ms. Quam resigned as part-time Administrative Assistant/Cashier. Have adjusted hours to ensure coverage.
- VP Moorhead asked for explanation of the Clery Act. Disclosure of criminal statistics and posted on campus.
- Pres Bocker asked if Ms. Quam was a recent hire. Coordinator Renon indicated she was hired in August, but resigned a month later for personal reasons.

D. Payson Campus Report – PC Coordinator Ann Knights

- 10/10 – Dr. Lawhorn was on campus to meet with faculty and Ann Knights.
- 10/27 – credentialed a new Real Estate Adjunct Instructor, Sharon Carstens, to replace Cliff Potts. A Real Estate class is scheduled to run 10/19-12/16, 2021. No students enrolled yet.
- 9/27-29 – Sr. Dean Lawhorn was on campus to meet individually with 4 of 5 full-time instructors and completed 3 of 5 classroom observations.
- 9/28 – Sr. Dean Lawhorn and Ann Knights met with PUSD administration and faculty to determine ways to improve the dual enrollment system.
- 9/29 – Sr. Dean Lawhorn and Ann Knights conducted follow-up meetings with Cosmetology students and met with instructors.
- 9/30 – Thatcher fiscal representatives held a Zoom budget training meeting for full-time faculty and two full-time staff members who will create the budget request for their respective areas. Ann Knights is meeting with full-time faculty and staff one-on-one since this is a new process.
- 10/1 – Hired PT Custodial Technician I Kirk Houghton to replace Larry Kammerude.
- 10/5 – Sr. Dean Lawhorn and Ann Knights held Zoom meeting with Brian Young from PUSD mainly to discuss sophomore admissions/registrations.
- 9/10 – There was a wire pull to the Biology Lab for new Caris Grant items completed. Still waiting for additional parts to arrive to finish the project.
- 9/17 – two administration offices were soundproofed.
- 9/27 – Thatcher Police Officers were on campus to meet with Security Officers and provide Clery Act training.
- Recent maintenance issues that were addressed include the roof leak in Rm 101, the water leak in 400-building restrooms (2), an AC issue in the server room, and a roof leak in the 600-building.
- IT issues addressed included the network failure on 9/1/2021.

- Update on Bark Beetle Project: Kevin McCully indicated that the cost has increased from \$25,000 to \$33,000 to include removal of dead and fallen trees that pose a hazard. McCully is submitting another grant that could result in increased expenses to the College, but it is still under the \$100,000 limit previously approved by the Board.
- Full-time Cosmetology Instructor, Cheryl Rich, has resigned. The position will be advertised soon.
- Pres. Bocker clarified that the Bark Beetle/Forest Thinning documents are on one PDF in the Board Packet.

E. Financial Report – GCPCCD Financial Coordinator Trae Morris

- The August 31, 2021 Financial Report is included in the Board Packet. It is the first month of the new fiscal year. Total expenditures are in line with expectations.
- End of 2020-21 FY report will be available in October. The 2022-23 first-quarter invoice has been submitted to GCPCCD, but the 2021-22 fourth-quarter billing has not yet been submitted since the year-end financial reports have not yet been completed. Turnover at controller position (in January) has caused a delay since this is the first year they have completed the process.
- Pres Bocker indicated that all bills will be paid.
- Mr. Morris is expecting more deposits from the State into the GCPCCD Money Market account at Bank of the West. Pres Bocker still wants to investigate the LGIP accounts available through the State of AZ. Also made note that GCPCCD accounts at Bank of the West are secure despite communication of concern from Member Shipley.

3. Standing Business

- A. Accreditation Strategy** – President Bocker did not have any new information.
- B. Funding Strategy** – Member Shipley absent
- C. Legislative Strategy** – VP President Moorhead indicated that the Arizona Election Audit was released. There has been some discussion in Pinal County as to who will replace Frank Pratt, who died recently. Also a reminder that both GCPCCD campuses need to hold Freedom of Expression subcommittee meetings by the end of October so that VP Moorhead can submit the report to the State. President Bocker indicated that VP Moorhead's wife was selected as one of the County redistricting advisory committee members. The organizational meeting will be held on November 9. President Bocker also reminded the Board that Gila County will be leading the redistricting effort and including GCPCCD redistricting in the process.
- D. Community Relations/Workforce Development** – Treasurer Knauss reported that he has been working with EAC and local businesses to encourage attendance at the Advisory Committee Meeting on October 27. Also been working with Miami on outreach project to improve aesthetics for the town. This could be an opportunity for GCPCCD students (art students) to get involved in some of these projects, and there is a lot of community support. The Old Tourist Hotel on Hwy 260, owned by the Bullion Plaza Center, is a potential site for one of these projects (future concert area). A lot of opportunity for students to get involved with improving the Hwy 260 corridor – maybe even a mural art class at the College.

President Bocker asked Sr. Dean Lawhorn for confirmation that all Board members planned to attend the 10/27 Advisory Board Meeting at the Bullion Center. It was confirmed.

Marketing Coordinator Griffin attended Globe High School College events, and had a booth for the College at the Hospital Health Fair. Is currently working on registration and program ads for the Spring Semester. She also indicated that the Globe Police Dept is setting up meeting with Sr. Dean Lawhorn & Coordinator Renon to discuss the potential for a police recruitment/training program. She also announced that there have not been any applicants for the Marketing Assistant position advertised in Payson.

4. New Business –

- A. IGA – AZ Dept of Corrections/EAC** – Sr. Dean Lawhorn indicated that the State Prison (DOC – Dept of Corrections) was able to obtain approval for training. Adding advanced HVAC program and Construction Trades to current HVAC offering. Start-up cost is approximately \$13,000 for books and supplies. The current HVAC program generates approximately 256 student credit hours. An estimate for the Advanced HVAC program is at 288 student credit hours, and 336 student credit hours for the Construction Technology program. That's an estimated total of 624 student credit hours for the DOC contracts. Gabe Alucio? teaches current HVAC courses.
- Pres. Bocker asked if County Attorney Scibelli had reviewed this contract. She had not. Asked for input on whether it should be reviewed. Dr. Lawhorn indicated this is a current (3-year) contract, so this is an amendment to that contract. Will check to see if it needs to be reviewed.

Motion to approve (pending approval of Deputy County Attorney) made by VP Moorhead; seconded by Treasurer Knauss.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve contract once reviewed by Deputy County Attorney Scibelli.**

Note: Member Shipley had joined the meeting at approximately 9:45am.

- B. Instructional Agreement UofA/EAC** – This is for coursework related to the forest thinning grant being submitted in conjunction with the University of Arizona. However, payment for the instruction will go to the UofA instead of the individual instructor. County Attorney Scibelli had reviewed this contract.

Motion to approve made by VP Moorhead; seconded by Secretary Cockrell.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve contract.**

- C. Conversion of FT Math to FT Welding Instructor** – Sr. Dean Lawhorn indicated the demand comes from both the DOC and the community. She hopes to fill this position in the Spring. President Bocker indicated that we shouldn't need to approve instructional expenses unless it's a new position or out of the ordinary (such as item B), we should not need to approve expenses that are currently in the budget. She also proposed that we vote on the items on the agenda today, but provide more clarification on what needs to be approved going forward.

Motion to approve Treasurer Knauss; seconded by VP Moorhead.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve contract.**

- D. Computer Lab Expenditures** – Coordinator Carnahan indicated that it's Globe's turn this year to get new computers in two of the smaller computer labs. Two quotes came in at \$45,867 for 36 computers (including both computer labs and administrative computers). A second quote for Adobe software was \$18,578 to cover software for instruction in three labs and also for administrative use. President Bocker asked if these items were included in the budget. Clarified that the Board is voting on approval since the expenses are both over \$10,000.

Treasurer Knauss asked when the computers were last replaced. Carnahan indicated they replace computer labs every other year at each campus, then move older computers into other areas.

VP Moorhead asked if the Adobe agreement was for one year. Carnahan confirmed that it was, and that most software agreements are now 1-year contracts. They are expensive, but we do receive educational discounts.

Pres. Bocker asked how old any computer on either campus might be. Carnahan said he wished none were older than 5 years but wasn't sure that was true. Pres. Bocker indicated that her experience was to treat computers as office supplies and not have any computers older than three years. Carnahan has been trying to get the 5-year mark for all computers on both campuses. Sr. Lawhorn relayed the EAC policy of replacement after five years. Pres. Bocker agreed that the goal of 5 years was a good one. Financial Coordinator Morris was asked if Workforce Development funding could be used. He believed that would be possible.

Motion to approve expenditures made by Treasurer Knauss; seconded by VP Moorhead.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve expenditures.**

- E. Facility Agreement Globe Fire Dept Revision** – Coordinator Renon indicated these were standard modifications to protect both entities.

Motion to approve (pending County Attorney review) made by Secretary Cockrell; seconded by Treasurer Knauss.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve this revision pending Deputy County Attorney Scibelli's review.**

- F. Facility Agreement Active Adult Center Revision** – As noted above, Coordinator Renon indicated these were standard modifications to protect both entities.

Motion to approve (pending County Attorney review) made by VP Moorhead; seconded by Secretary Cockrell.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve revision pending Deputy County Attorney Scibelli's review.**

- G. PUSD Dual Enrollment Agreement** – Coordinator Knights indicated that high school teachers who are instructors of dual credit courses are being paid for the credits they are teaching. Since the invoice was over \$10,000, brought it to the Board for approval. Total \$16,500 (\$550/credit X 33 credits) being taught. PUSD receives the payment, but they will then pay the instructors through a stipend. President Bocker stated that she will find out if and when these types of instructional expenditures need to be brought to the Board. VP Moorhead asked if follow up was needed to ensure payment to

the instructors. All indications are that the instructors will be paid by the school district(s). Sr. Dean Lawhorn clarified the Board is only approving the actual payment. Pres. Bocker agreed.

Motion to approve made by Treasurer Knauss; seconded by Secretary Cockrell.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve expenditure.**

- H. Tuition Reimbursement Policy/Request** – Pres. Bocker explained there was a previously approved GCC Tuition Reimbursement Policy that granted reimbursement of up to \$1,200/year to employees taking courses to further their education. Dr. Cullen created the policy under his tenure. President Bocker indicated that a copy of the Policy and a tuition reimbursement request from a current employee is in the Board Packet. The GCC policy is not aligned with EAC policy, which allows for reimbursement of \$200/credit, up to 12 credits/year, and a maximum of \$6,000 (total) reimbursed to the employee. GCC policy does not have a maximum. EAC requires pre-approval for reimbursement. The GCC policy states that the Sr. Dean should approve the expense but does not require pre-approval. The GCC policy also states that the employee must remain at the College for two years after completion, or must pay back the amount reimbursed.
- VP Moorhead asked about current employees enrolled in doctoral programs and whether they were eligible for reimbursement. Dr. Bocker indicated that the reason for this agenda item is that tuition reimbursement request is from an employee enrolled in a doctoral program. The employee is not in an instructional position, nor does her current position require a doctorate.
- President Bocker indicated that the Board needed to consider whether the GCC policy should be recognized, and whether we should grandfather in employees expecting reimbursement under the GCC policy. She reiterated that this employee had received approval from the previous Sr. Dean but had not obtained approval since Dr. Cullen left the College.
- Treasurer Knauss proposed tabling the item until more information could be obtained. Pres. Bocker agreed. Member Shipley interjected that he considered this to be an employee benefit and that if it was pre-approved he felt we should honor it. He indicated that we could set a different policy going forward, but we should make sure expenses previously approved are reimbursed. Pres. Bocker stated this was a poorly written policy for several reasons, and that neither the employee or employer were truly protected.
- Sr. Dean Lawhorn indicated she will send a copy of the EAC reimbursement policy to the GPCCD Board members and suggested that going forward all EAC employees follow this policy. VP Moorhead recommended grandfathering in the current employee and reimbursing her to honor the previous agreement signed by Sr. Dean Cullen. Pres. Bocker asked if any other employees could be affected by this policy. Coordinator Renon will check on one other potential employee, but Sr. Dean Lawhorn said none of the faculty have made such a request.
- Deputy Attorney Scibelli also felt this employee should be reimbursed based on the agreement made under the GCC policy, or it could otherwise lead to litigation. Pres. Bocker agreed that the employee should not be penalized, but also pointed out that the employee would have to remain for two years in a position that does not require a doctoral degree.
- Treasurer Knauss reminded the Board that all employees on the GPCCD campuses are EAC employees. Pres. Bocker indicated that the policy was originally written in 2000 (before the agreement with EAC) and that there was a handwritten “revision” dated 4/5/18 (well after the agreement with EAC).

Member Shipley felt that we should at least approve the reimbursement payment for the employee. Treasurer Knauss indicated that tabling the item was not with the intent to avoid payment, but to give the Board more time to review the situation and make a more informed decision. Dr. Lawhorn indicated that the requested amount may actually exceed the GCC policy limits. President Bocker stated that this is all to balance ethical and legal implications in order to make a good decision.

Motion to table the item made by VP Moorhead; seconded by Secretary Cockrell.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to table the item until more information can be presented.**

5. Consent Agenda – Minutes from September 1, 2021 meeting.

Motion to approve made by Secretary Cockrell; seconded by VP Moorhead.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve 9/1 minutes.**

6. General Information and Discussion of the Same –

The next Regular Governing Meeting is scheduled for **Wednesday, November 10 at 9am.**

VP Moorhead has an idea for a new course that could be put on November meeting agenda. Pres. Bocker asked VP Moorhead to send that idea to her and she will add it to the agenda.

7. Adjournment

Motion to adjourn made by Secretary Cockrell; seconded by Member Shipley.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to adjourn.**

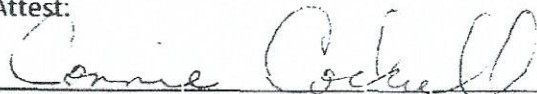
Meeting was adjourned at 10:47 a.m.

Respectfully submitted,



President Jan Bocker
Recording Secretary

Attest:



Secretary Connie Cockrell
GCCCD Governing Board Secretary