

Gila County Provisional Community College District

Governing Board Meeting

Electronic (Zoom) Meeting

Wednesday, November 10, 2021

FINAL APPROVED

1. **Meeting was called to order by President Brocker at 9:02 am**
Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss excused absence (joined at 9:10am); Member Shipley (joined at 9:05 am); President Brocker present
Also Present: LQ Harris, Software Support Specialist; 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; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney
Pledge of Allegiance – led by VP Moorhead
2. **Call to the Public:** reading was waived (no guests online or on campus)
3. **Reports**
 - A. **President's Report – Dr. Jan Brocker**
 - Pres. Brocker, based on input from Sr. Dean Lawhorn, is now asking Campus Coordinators not to read their reports but add anything pertinent.
 - Pres. Brocker – previously approved IGAs pending review by Attorney Scibelli. Globe Fire Department (Facility Use) was reviewed and has been signed. Contract with Department of Corrections will be reviewed by Attorney Scibelli on 11/15. Contract did not include GCPCCD as one of the parties to the contract. That has been corrected, but still needs to be reviewed.
 - Pres. Brocker indicated that a meeting regarding the GCPCCD fleet will take place after the Board meeting.
 - Update on tuition assistance request from employee (at 10/13/21 Board meeting – the employee has resigned, so she has rescinded the request. Pres. Brocker brought up the need to review old GCCD policies that need to be retired and/or replaced with appropriate EAC policy.
 - Insurance Trust review brought up concern about use of forklift at Regional Training Center in Claypool. The Trust provided information for training any staff using this equipment. May also be able to provide training for a mobile crane. Treasurer Knauss NCCO training/certification would be required for crane. In the meantime, no one should be operating either of those pieces of equipment.

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

- Sr. Dean Lawhorn included current enrollment report. Only about 25% of Spring enrollment has been included. There is a decrease in Payson enrollments which she is looking into (new English instructor).
- Met with Neil Carter, new AZ State Representative (replacing Frank Pratt). He would be happy to meet with or speak to the Board. Possibly commencement speaker.
- Met with the IDA yesterday – applying for an economic development grant and would like the College to be involved (workforce development). Expecting infrastructure monies will be available from the Federal Government.
- Regional Training Center needs additional funding. We do not have a current lease for the building with Freeport-McMoRan (FMI) – that needs to be updated and possibly extended. Pointed out that GCPCCD does not have a grant writer – is there a reason? Pres. Bocker indicated that EAC has made all personnel decisions, so that question would go back to them. Coordinator Morris stated that Charmain Chetester (grant writer) has only recently been hired at EAC – thought she could also help GCPCCD with grants. Dr. Lawhorn agreed to find out more about EAC's potential for helping GCPCCD with grants.
- Another opportunity Sr. Dean Lawhorn sees is to have a more dedicated Workforce Development program with a dedicated director. Also proposed that the RTC needs to be redesigned and updated. Pres. Bocker asked Treasurer Knauss if he could check on the status of the RTC lease – he will do so in coordination with Sr. Dean Lawhorn. Pres. Bocker indicated that workforce development funds could also be used to upgrade the building – Coordinator Morris concurred.
- VP Moorhead made comment about the benefits of having a grant writer.
- Sr. Dean Lawhorn asked about including a grant-writing position in next year's budget. Coordinator Morris said they are just starting budgeting process, so it could be a possibility.
- Pres. Bocker commented that upgrading RTC should be a priority. Sr. Dean Lawhorn and Andrea Renon are planning to visit Yavapai CC to look at their workforce development programs/facilities on December 10. Both Pres. Bocker and Treasurer Knauss expressed interest in accompanying Dr. Lawhorn. Member Shipley reminded Pres. Bocker that anyone can go as long as Public Notification is sent out.

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

- See written report in Board Packet.
- Positive COVID case in Cosmetology Program has shut down that program. Hope to be reopened on November 15. Rest of campus is still operating – Coordinator Renon is working from home.
- Facility agreements have all been processed and sent to Laurie Pennington at EAC.
- Freedom of Expression Committee – trying to locate a student to join the committee. Should be able to meet next week.
- Asked Derryl Meeks to make report on fire safety. He met with (Kyle) Forestry Technician for Forest Service on 11/11. Did a walk around on campus – Kyle was impressed with fire "buffer zone" around buildings and near fence lines. However, thick vegetation on property should be thinned. Grant to thin the vegetation did not go through. Pres. Bocker suggested getting a quote to have it done without grant money. Need to protect property and people.
- VP Moorhead and Mr. Meeks discussed an undeveloped road near the Allied Health Building on the Gila Pueblo Campus as a possible egress in addition to main entrance/exit to Campus. Treasurer Knauss cautioned against too much development of that road – should only be passable in case of emergency. Pres. Bocker expressed her appreciation for looking into this matter. Member Shipley – will need to check with County regarding use of the proposed road.

D. Payson Campus Report – PC Coordinator Ann Knights

- See written report in Board Packet.
- For Bark Beetle/Forest Thinning Project – Armstrong has removed 150-160 trees. If an additional grant comes through, Kevin McCully (Fuels Manager for Payson Fire Dept) will look at the entire property to see what else needs to be removed and discuss it with service contractor (Armstrong). With hazards removed, the trail on the Payson Campus is reopened.
- Pres. Bocker asked if that was an additional egress. Coordinator Knights indicated it is a foot path only – motorized vehicles would not have access. However, the Campus already has two different entrances and exits.
- Real Estate course was cancelled. Pres. Bocker thought the mid-term offering may have been the issue. Coordinator Knights will ask instructor to offer the course again in the Spring.

E. Financial Report – GCPCCD Financial Coordinator Trae Morris

- The September 30, 2021 Financial Report is included in the Board Packet. Total expenditures are in line with budget. Approximately \$2.3 million has recently been deposited by Gila County that will show up in upcoming Financial Report. Coordinator Morris is checking into \$100,000 included in this deposit to determine how it is earmarked.

4. Standing Business

- A. Accreditation Strategy** – President Bocker did not have any new information. She will be speaking to another Community College in Wyoming that is also considering applying for accreditation – was referred to this College by Higher Learning Commission.
- B. Funding Strategy** – Member Shipley attended the Insurance Trust Summit on Risk Management last week. He found several of the presentations very informative and helpful. Discussed First Amendment legalities that could be reviewed for our Campuses. His attendance resulted in a premium discount for GCPCCD. He attended the breakout session with contractors at the 10/27 Advisory Committee Meeting – learned more about regulations and hurdles these individuals deal with in running student enterprise programs. Also went to Globe City meeting with Neil Carter, AZ State Representative.
- C. Legislative Strategy** – VP President Moorhead indicated that Gila County will be working with the state of Arizona on the redistricting process. Waiting for information from the Census Bureau. Possibility of our Governing Board districts being changed. Unsure if Gila County will remain part of LD-8 State district. Pres. Bocker asked about Freedom of Expression Committee for Payson Campus. VP Moorhead has already followed up with Coordinator Knights to ensure the Committee meets before December 1 deadline.
- D. Community Relations/Workforce Development** – Treasurer Knauss felt the Workforce Advisory Committee luncheon/meeting on October 27 was a success. Also had an opportunity to meet with legislators regarding Workforce Development opportunities in Gila County. Sr. Dean Lawhorn added that the 10/27 was well-attended even though there were a few no shows. Pres. Bocker commented on the video shown at the meeting and how important it was to remove trades “stigma.”

Coordinator Griffin met with Stephanie Ray from Arizona at Work last week – asked her to find out about funding for the Law Enforcement program, and to find out how many Gila County students have gone through that program.

5. New Business –

- A. Part-time Position – Law Enforcement Training Academy** – Sr. Dean Lawhorn and Andrea Renon met with Chief Walters and Sgt. Cominsky from Globe Police Department. They indicated a strong desire to start a Training Academy in Globe. AZ Post (program name) has not been available on Thatcher Campus for over ten years, but curriculum is available from Arizona Western College. Dr. Lawhorn would like to hire a PT Coordinator for this Academy. The Police Department will provide all the instructors. EAC is not interested in offering this program on the Thatcher Campus. Sr. Dean Lawhorn asked for approval from the Board to advertise for this part-time hourly contract position.

VP Moorhead asked about the length of the program. Dr. Lawhorn answered that it is a 24-credit program – 12 credits for each of two semesters (one academic year). VP Moorhead also asked about age requirement since minimum age for law enforcement officers is 21. Other colleges offer this program, so is there a need? Dr. Lawhorn believes it may draw from other states in the region, and it may not be offered every year. The age requirement will be considered. With Globe Fire Department furnish instructors and other resources, there is little risk involved with starting this program.

Pres. Bocker clarified with Dr. Lawhorn that the request is to hire a part-time position to oversee this program and determine the feasibility of the Academy. This individual will also be going into the community to recruit students for the program. Sr. Dean Lawhorn has also talked with the Department of Corrections about a similar type of training program. Pres. Bocker clarified with Coordinator Griffin that the funding she mentioned in her report would be for students attending the Academy. Member Shipley asked if this duplicated training from the Police Department. This could be in addition to that training. Coordinator Renon included this part-time position in the 2022-23 budget request, as well as 2-3 additional positions.

Motion to approve made by Member Shipley; seconded by VP Moorhead.

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

- B. Full-time Position – English Instructor** – Sr. Dean Lawhorn asked for approval to advertise and replace previous English instructor position (currently being covered by adjunct instructors) on Payson Campus.

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

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

- C. Full-time Position – Business Instructor** – Sr. Dean Lawhorn indicated that meetings with Economic Development group in Payson is very supportive of the College offering a broad range of Business classes. Pres. Bocker voiced her support, especially after attending the Business breakout session at the Advisory Committee meeting on 10/27. Business courses are helpful for individuals in a variety of fields, especially those who run a small business. Coordinator Knights indicated this position has been included in the 2022-23 budget request. demand comes from both the DOC and the community.

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

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

- D. University of Arizona/EAC/GCPCCD Agreement** – This is a revised agreement for Master Gardener courses that will be offered in both Globe and Payson. U of A will receive the payment instead of the instructor. Attorney Scibelli has reviewed this contract.

Motion to approve made by VP Moorhead; seconded by Member Shipley.

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

- E. Occupational Advisory Committee** – Sr. Dean Lawhorn would like to hold an Occupational Advisory Committee (similar to the one held in Globe) on either February 2 or February 7 from 10-1 in Payson. She is requesting funding of approximately \$1,000 for a catered lunch and promotional expenses. Pres. Bocker suggested that the expenses be capped at \$1,500.

Motion to approve made by VP Moorhead; seconded by Member Shipley.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve \$1,500 maximum expenditure.**

- F. Adjunct Faculty Fair Funding** – Sr. Dean Lawhorn would like to replicate a fair that was offered in Thatcher two years ago. There are so many open positions in Globe, she is proposing that this event be scheduled on December 8 to recruit instructors for GCPCCD from the Globe community. She is requesting \$500 to cover event expenses. Pres. Bocker proposed a limit of \$1,000.

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

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve \$1,000 maximum expenditure.**

- G. Facility Agreement – Payson First Church of the Nazarene** – Coordinator Knights asked to approve this facility agreement for the Nursing Program Pinning Ceremony in December. There is no cost.

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

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

- 6. Consent Agenda – Minutes from October 13, 2021 meeting.**

Motion to approve made by Member Shipley; seconded by Treasurer Knauss.

Call for the question: In favor – 5; Opposed – 0; Abstained – 0. **Motion carries to approve 10/13 minutes.**

- 7. General Information and Discussion of the Same –**

The next Regular Governing Meeting is scheduled for **Wednesday, December 8 at 9am.**

Pres. Bocker clarified that the GCPCCD Fleet meeting will follow on a separate Zoom link.

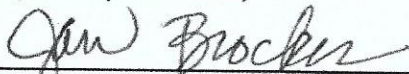
- 8. Adjournment**

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

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

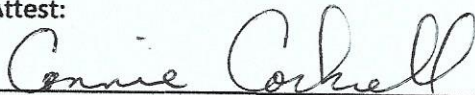
Meeting was adjourned at 10:49 am

Respectfully submitted,



President Jan Bocker
Recording Secretary

Attest:



Secretary Connie Cockrell
GCCCD Governing Board Secretary