



**Gila County Community College District
Governing Board Work Session Meeting
Electronic Meeting
January 13, 2021
APPROVED**

A Work Session Meeting of the Gila County Community College Provisional District Governing Board was held on January 13, 2021, 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:

Jan Bocker, Vice President and Secretary (via ZOOM)
Connie Cockrell, Member (via ZOOM)
Kurt Knauss, Member (via ZOOM)
Samuel I. Moorhead, Member (via ZOOM)
Fernando Shipley, (via ZOOM)

Governing Board Members Absent:

N/A

Also Present:

All attendance via ZOOM.

Pam Butterfield, Payson Campus Dean, Andrea Renon, Facility Coordinator, Ron Carnahan, Project Coordinator IT Gila County, Leitha Griffin, PR Coordinator, Janice Lawhorn, Dean of Curriculum and Instruction and Senior Dean over Gila County and Heston Welker, VP of Administration/CBO.

OTHER GUESTS David Sowders representing the AZ SilverBelt/Copper Country News

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

VP Bocker started with the Pledge of Allegiance. Member Moorhead led the Pledge. VP Bocker announced that she was presiding because Jay's term did end December 31st. VP Bocker called roll and announced that there was a new Board Member. VP Bocker asked Jay do a formal introduction. Former Board President introduced Fernando Shipley to the Board. He provided background on Fernando and his accomplishments and offices held. VP Bocker provided information on Jay's involvement with the College Board. She stated that he has been involved with the Board for 20 years. He served six years on the Board and five years as president. VP Bocker expressed her sincere and heartfelt thanks to Jay for being a great person to work with and also a great leader for the Board. Member Cockrell expressed gratitude for the welcome she was given when coming on board. Member Moorhead added his thanks to Jay and has learned a great deal from him. Member Knauss thanked Jay for mentoring him in many ways. Member Shipley added that Jay spent a few hours with him providing information on the Board. Member Shipley expressed thanks to Jay for spending time to help him. VP Welker stated that he appreciated all the work that the Board has done with Jay. Jay thanked all for their comments and stated that it had been an honor to serve with them. He stated that everything that has been accomplished was because of US not just because of Jay.

VP Bocker announced that there was a full Board in attendance

Information not available on what time the meeting was called to order.

2. Discussion

A. Introduction of New Board Member/Information/Discussion

Introduction of the New Board Member was handled earlier.

B. Officer Positions/Information/Discussion

VP Bocker informed that there would just be discussion about what will happen in the regular session. She stated that there will be nominations and election of new officers in the regular session. VP Bocker announced that they will be

separating the Vice President/Secretary positions and Treasurer/CFO positions when voting takes place. VP Bocker called for questions.

C. Richard F. Caris Information /Information/Discussion

Dean Butterfield informed the Board that at the last meeting, President Spehar asked that she present some information on the Caris Grant that the Payson Campus has been receiving for the past three years. Dean Butterfield stated that she included the information plus a newspaper article and letters in the Board packet. Dean Butterfield requested when the Board goes to the regular session if she could get a blanket approval to purchase the items listed in the grant instead of coming to the Board with each individual item.

VP Bocker introduced our new legal counsel. Jessica Scibelli has been designated as the new legal representative since Mr. Shire moved out of the area. Jessica had technical difficulties throughout the meeting.

D. Payson Campus Purchase Request/Information/Discussion

Dean Butterfield provided information on her purchase request. She meant to put two quotes in the Board packet but that didn't happen. She stated that she is starting to exchange the chairs on the Payson Campus because the chairs are 21 years old. She will be asking for approximately \$17,000 and this money is in the budget and has been budgeted. Dean Butterfield stated that the two bids should have been received by email just before the meeting.

E. New Hire/Adjunct Faculty/Gila Pueblo Campus/Information/Discussion

Senior Dean Lawhorn stated she was formally requesting approval of hiring both Cherie Rubalcava and Jennifer Carlson as adjunct faculty to alleviate some of the load in HCE and Nursing. They will start next week. Senior Dean Lawhorn explained to the Board why and how they use adjunct faculty as the programs grow.

F. Comfort Dental Agreement/Information/Discussion

Andrea stated that Agenda Items 2. F and G are two separate dental agreements in which our Dental Assisting students will receive an externship experience within the two offices. One student will be attending at Comfort Dental and one at Caffall Dental. The students as interns will be provided with the clinical education for the Dental Assisting specialist program. Both dental institutions are located in Mesa so we will have students traveling outside the area. Liability questions were discussed.

G. Caffall Dental Care Agreement/Information/Discussion

Andrea addressed this Item under Agenda Item 2.F.

H. Request to Obtain Bids for Payson Campus Digital Sign/Information/Discussion

Leitha Griffin stated that this is not an action item as a request but an informational one. In the Board packet there is an estimate for the digital sign in Payson from Ironhorse Signs which is located in Payson. Leitha informed that she will work with the maintenance department in obtaining three quotes to present to the Board at the February meeting. Leitha stated that there is \$65,000 budgeted this year for a digital sign. She is hoping to move quickly on this project. Member Shipley questioned if we checked with the town to make sure the sign would be compliant with their ordinances. Leitha explained that was why she went to Ironhorse first because they have done almost every sign in Payson and knew all the rules and regulations. VP Bocker asked Leitha to explain the purpose of the sign since there is signage to the campus. Leitha explained that this sign will be much closer to the highway whereas the present signage is set back. It will be a two faced digital sign. It will be used for marketing purposes such as upcoming events, school start dates and other happenings.

Dean Butterfield informed that the sign would be on Highway 260 and not on Mud Springs Road. She stated that right now there is no College presence coming through town. So this sign will be used for awareness and to promote programs. Member Shipley informed the Board that they may need to have policy regarding different community events being put on the sign.

3. Reports

A. President's Board Report/Information/Discussion

VP Bocker reported that at the present time there is no one serving as Board President. She did have a few items to report. There was an error on the actual certificate on what the members were being sworn into. That has been corrected and members have been sworn in to the Gila County Community College Provisional District Governing Board. VP Bocker also reported that Superintendent Sandoval had the virus and is recovering. The corrected certificates should be received in a week or two. VP Bocker reminded the Board Members that the positions on the governing Board are non-partisan positions. VP Bocker stated that the Board must remain neutral and reminded the Board to be careful when expressing their views. She thanked everyone for serving on the Board. Member Moorhead informed that when he attended meetings he made sure to state that he was speaking as a private citizen and not as a Board member.

B. Coordinator's Report/Information/Discussion

Coordinator Renon reported that the new door for Sr. Dean Lawhorn has been installed

- Drinking fountain installed
- Allied Health light installed in restroom

December 2, Sr. Dean Lawhorn had a GPC fulltime faculty meeting

December 3, GCCCD Board Meeting

December 4, Bookstore/Textbook Taskforce meeting

Budget meeting with VP Welker & Sr. Dean Lawhorn

ASU Classroom Usage meeting for the ASU Education courses here on campus

Dental Agreements for student externships:

- Caffall Dental – pending signature with Caffall Dental
- Comfort Dental – signed agreement and held in her office

Ongoing student advising

December 16, Adjunct Faculty Spring Instructor Information was emailed and hard copy was mailed to all instructors.

December 16, Spring 2021 Orientation week schedule was disbursed to all instructors and informed them of Canvas Training to be held January 14 at GPC Campus.

Building Trades courses have been revised so Students can attain a Construction Technology Certificate of Proficiency.

Accountant I position closes January 6.

Secretary II position closes on January 20.

Robert Zache, Hiking Instructor, has retired. We are working with Brenda Blain to fill that position and her credentials have been sent to the Thatcher Campus for approval.

Suzette Allinson, part-time Wellness tutor resigned on December 28th and that position has been filled with another part-time tutor Stephanie Lopez.

December 31, 2020, Donna Gates, part-time clerk resigned, Christie Valtierra, full-time instructional support resigned and Susan Gallo retired. Andrea called for questions or comments on her report. VP Brocker asked if staff was able to keep their head above water since they were short staffed. Andrea explained how she had pulled Marcella James who is part-time staff to work the front office along with her Library duties. Norma Rios who is also part-time Library staff is training to be part-time cashier along with Natasha Villalobos. Mary Rhinehart is assisting in her full-time capacity on the front desk for admissions and financial aid. It is taking true team work to get through this. (Copy attached and made a part of the official minutes.)

C. Dean's Report/Information/Discussion

Dean Butterfield informed that she also met with VP Welker, Sr. Dean Lawhorn and Ann Knights to review budget requests for 2021-2022.

Sr. Dean Lawhorn was on Campus to meet with all full time faculty and staff to become acquainted with the individuals on campus.

The IT Department put a new computer lab in room 104 and the computers coming out of there are being relocated on Campus.

Two programs began last week they are Cosmetology and NAVIT Intersession. The other courses begin next Tuesday. All of the full time staff and some of the faculty did receive vaccines last week through the Department of Health and will go back the beginning of February for the second shot. All faculty were advised on how to schedule a vaccination through the Gila County Health Department.

Dean Butterfield met with Sr. Dean Lawhorn, Matt Webber (NAVIT) and Jeff Simon (PUSD) to discuss future CTE programs for PUSD for next year. Nail Tech, Sports Medicine, Autos were discussed and looking at who of their new instructors may be qualified to teach for the College. Hoping to come back with a proposal for new programs in February for next year. Those programs would be paid for by NAVIT.

Courses begin on January 19, 2021 and there is a revised calendar for EAC as Spring Break has been shortened to one Friday and some additional days throughout the semester and the semester ends early on May 7, 2021 since there is no Spring Break. (Copy attached and made a part of the official minutes.)

Dean Butterfield had some additional items for the Board which transpired after submitting her written report.

Jerry McNamara a part time maintenance worker has resigned, so she will be looking to hire a part time maintenance worker.

Jim Quinlan our full time English Professor will be leaving in May.

An update on the FireWise project. The grant has been approved for \$80,000 which is a fifty-fifty split so our ultimate responsibility will be \$40,000. Two contractors have looked at the job and one more is needed to have the three bids. The requirement that the work be done by the end of June, has been lifted so there is a little more time to get the work done and also when the first phase is completed we could apply and be approved to continue with more work on the project. Dean Butterfield called for questions. VP Brocker stated that it was excellent news about the FireWise Project.

D. Financial Report/Information/Discussion

VP Welker presented to the Board the financials for both October and November. He stated that Susan prepared the reports before she left. VP Welker stated that the Thatcher Campus would be producing the spreadsheet going forward.

He stated that he didn't believe there was anything out of the ordinary on the two financials. The final June 2020 year-end report was also included in the packet. VP Welker called for questions. VP Bocker had questions and VP Welker responded. Discussion took place. (Copy attached and made a part of the official minutes.)

VP Bocker asked counsel to say a few words about her role with the Board. Jessica stated that she practiced in the valley doing Personal Injury and Landlord Law. She recently relocated to Payson about two years ago. She started as a prosecutor and recently accepted the position for the Civil Deputy County Attorney. She stated she would be attending the Board meetings and assist in any way needed.

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

Vice President Bocker stated that she had nothing to report at this time on Accreditation or Board Policy Strategy. VP Bocker also stated that she hoped to take another look at the committees and determine what is appropriate.

B. Update on the Board Policy Strategy/Information/Discussion

This item addressed under 4.A.

C. Update on the Legislative Strategy/Information/Discussion

Member Moorhead stated that on Legislative Strategy the National situation is so uncertain that he wouldn't talk about it. Member Moorhead informed the Board of the Governor's State of the State Address that was done yesterday and provided highlights from the Address. Member Moorhead provided more information on COVID-19 and money. He stated that we should not expect any funding for community colleges coming soon because there has been another court challenge. Member Moorhead mentioned that the College has several legislators who are good friends of the College.

D. Update on Communication Strategy/Information/Discussion

Leitha informed that she has been working on the final enrollment push. She stated that she is also working with the Thatcher Marketing Department on new COVID signage for both campuses.

E. Update on Partnering Strategy/Information/Discussion

No report given.

F. Update on Funding Strategy/Information/Discussion

VP Bocker reported that we just need to be thoughtful regarding how we manage our money and budget our expenditures. She stated that the future is somewhat uncertain. Member Knauss had a budget question for VP Welker but he was not available at this time.

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

Member Moorhead stated that the Committee is an ongoing project and both campuses have their subcommittees in place. The meetings have been held for the first semester. The Deans will make sure the meetings are held once the second semester gets going. He will draft a letter report to go to the Senate President, Speaker of the House and Secretary of State by the first of December of this year.

(No name was given to identify person speaking)

There was discussion on the status of the insurance documentation. There will be follow up with VP Welker.

VP Bocker informed that former President Spehar had worked on this and we do have liability coverage and coverage for other issues. Member Shipley informed the Board that former President Spehar had discussed the insurance situation with him and that he was able to procure insurance through the State. He also informed the Board that they should have insurance because they can be held legally responsible at times.

VP Bocker informed that on future agendas she would add Sr. Dean Lawhorn's report.

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

A. The next District Governing Board meeting is the second Wednesday February 10, 2021, at 9:00 a.m.

VP Bocker asked if Board members would like a break. It was determined that there would be a 10 minute break. The regular session would convene at 10:25 a.m. and that will give us 10 minutes.

6. Adjournment/Action

Motion 011320210#1

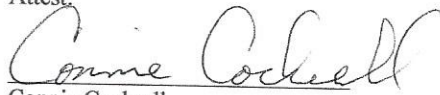
Member Knauss moved to adjourn the Work Session. Member Cockrell seconded the motion. All in favor please signify by saying aye. Work session meeting is adjourned until 10:25 a.m. (Bocker, Cockrell, Knauss, Moorhead and Shipley voting in favor.)

Meeting adjourned at 10:15a.m.

Respectfully submitted,

Recording Secretary

Attest:



Connie Cockrell
Secretary