



**Gila County Community College District
Governing Board Work Session Meeting
Electronic Meeting
April 14, 2021
APPROVED**

A Work Session Meeting of the Gila County Community College Provisional District Governing Board was held on April 14, 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, President (via ZOOM)
Connie Cockrell, Secretary (ZOOM)
Kurt Knauss, Treasurer/CFO Knauss(via ZOOM)
Samuel I. Moorhead, Vice President (via ZOOM)
Fernando Shipley, Member (via ZOOM)

Governing Board Members Absent:

N/A

Also Present:

All attendance via ZOOM.

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

OTHER GUESTS David Sowders, the AZ Silver Belt/Copper Country News

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

President Bocker called to order the Governing Board for Gila County Community College Provisional District meeting of April 14, 2021, at 9:03 a.m. President Bocker called roll and announced there was a full Board. VP Moorhead led the Pledge of Allegiance. President Bocker asked if there were any guests. Ron responded that there were no guests. Leitha informed the Board that David Sowders of the AZ Silver Belt was present.

2. Discussion

A. Third-party expense review/approval/Information/Discussion

Treasurer/CFO Knauss informed the Board that running our invoices from EAC through Heinfeld-Meech with Sara Kirk our CPA and have her do a review and reconciliation with these invoices is being looked at. Treasurer/CFO Knauss stated that when you look at the Gila County Provisional District Financial Policies and Procedures manual some things have changed with the vacancy of Susan Gallo as the Fiscal Coordinator. He stated that at this time since we don't have a direct accountant or fiscal coordinator at the Gila Pueblo Campus, it is just a good idea to add to their contract. They are already getting most of the documentation but they can do a reconciliation and review prior to approval. We will know that everything is in order, we are not missing anything and no mistakes are being made. President Bocker called for questions. VP Moorhead stated that he thinks running this through Heinfeld-Meech should actually facilitate the audit process since they would have copies of receipts already on hand. President Bocker provided much information on the tasks Heinfeld-Meech is presently performing and also additional tasks they can perform. Treasurer/CFO Knauss informed that Sara was very helpful in pointing out some items within our own financial policies and procedures manuals that has changed since we no longer have the Fiscal Coordinator at the Gila Pueblo Campus. She has made some recommendations which are being looked at since they are auditing us and will help us make changes that are required to move forward. She was definitely a resource of information on how things should occur. President Bocker informed that she believes Sara plans on contacting VP Welker and his staff to set up a collaborative meeting to walk through the policies and procedures that currently exist and may need to be revised due to the differences in staffing.

B. GCPCCD Board Dual Credit Scholarships/Information/Discussion

President Bocker asked Dean Butterfield to provide a review of what occurred last year. Dean Butterfield informed that she used Jay's spreadsheet from a year ago and modified it for this year. Last year 250 six-credit dual enrollment scholarships were awarded which totaled a cost of \$90,000. Dean Butterfield based her spreadsheet on that \$90,000 number. She stated that some things have changed such as tuition has gone up so the number of scholarships will go down a little. Dean Butterfield stated that she filled out the spread sheet the same way Jay had done it with the estimated enrollment of next year for each of the schools and divided the number of scholarships by the percentage of enrollment at each school. Dean Butterfield informed that she spoke with Andrea and they were both in agreement that from their perspective it looked good and the percentages were fairly similar to last year. President Bocker questioned where the estimated enrollment numbers came from. Dean Butterfield replied that each school was called and asked for estimated numbers for next year. President Bocker then asked about the net cost. Dean Butterfield replied that the net cost is based on the \$65 per credit for this coming year and that is why there are only 230 scholarships instead of the 250. Secretary Cockrell questioned if all the scholarships had been used. Dean Butterfield stated that all were not used and the unused scholarships were offered to Globe. However, Globe declined because they had not used all of theirs. Member Shipley had questions regarding the 55 plus scholarships. Dean Butterfield replied that students do not have to apply for the 55 plus scholarships. Once your age is in the system it is automatically taken care of. She explained that on the Payson Campus senior students are given the opportunity to give that tuition to the foundation. President Bocker informed that she thought of it as a tuition waiver instead of a scholarship. Some discussion followed. Treasurer/CFO Knauss asked if we receive FTSE on the senior scholarships. Dean Butterfield's response was positive. More discussion followed. President Bocker called for more questions; there was no response.

C. Applications received for Deans' Position/Information/Discussion

Sr. Dean Lawhorn informed the Board that both dean positions closed last week. She stated that there were approximately 30 applications between the Payson and the Globe Campuses. Because there are so many applications to review, the committee will meet in two weeks to determine who they wish to interview. There are several who have said they would take either position in Globe or Payson. There have also been several who said they only want to work in Globe or in Payson. There are a couple internal applicants from EAC. She informed that there were no full time faculty applicants from Globe or Payson. She stated that she thought we might get a few applicants but there were none. Sr. Dean Lawhorn informed the Board that she would keep them informed of the process. A committee is set up representative of both Globe and Payson Campuses and Payson and Globe faculty and hope to find some great candidates for the positions. Sr. Dean Lawhorn said she did not anticipate doing and completing interviews until the week after graduation. If we meet two weeks from today that would be April 28th and the following week is graduation. Hopefully interviews will be set up the week after that. President Bocker asked who was on the committee. Sr. Dean Lawhorn informed that Andrea, Todd Terhufen, biology instructor at Globe, Heather Perry, Allied Health instructor at Payson Campus, Ann Night from Payson Campus office and Sr. Dean Lawhorn. President Bocker questioned if there were plans to include some member of the Board. Sr. Dean Lawhorn stated that there were not any plans to include Board members and she believed the contract stated the hiring positions are made by EAC. President Bocker stated she believes there is the choice of inclusion. Sr. Dean Lawhorn informed that they would talk about it and work it out. President Bocker stated that these are key positions that represent the best interests of Gila County residents and she would like to make sure that those best interests are represented. Member Shipley agreed that it would be nice for the Board or somebody to be a part of the process.

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

President Bocker informed that the Board that she met with the Gila County Manager. President Bocker thanked Jessica for arranging the meeting. She met with James Menlove on March 11th and felt it was a very productive meeting. Some of the future needs for education in Gila County and some of the potential processes that would be coming up were discussed. She will be continuing those conversations and presenting some information to the County Supervisors when the time is appropriate. On March 16th President Bocker had a phone conference with Josh Schnider from the Auditor General's office and reviewed some of the approvals for the audit. President Bocker stated that the report has been completed but she believes there are still some other steps. She will wait for VP Welker's report to talk more about the audit and next year's budget. President Bocker informed that she has talked with our lobbyist numerous times and with other community colleges lobbyists and State Senate and House representatives to put through the legislation that would enable to apply for accreditation based on a reduced enrollment requirement from 900 to 450. President Bocker stated that this is a kingpin in making future decisions for the District. VP Moorhead can speak more during his Legislative Strategy report. Last week President Bocker met with Stella Perez who is the CEO of Santa Cruz Community College Provisional District. President Bocker had a very positive meeting but there is no expectation that there will be any kind of alliance formed but there are reasons to cooperate with Santa Cruz. Yesterday President Bocker and Treasurer/CFO Knauss had a phone conference meeting with Sara Kirk from the CPA firm. They looked at the necessity to change some policies and procedures to make sure that we keep everything copasetic with expectations. President Bocker provided information on the lobbyists' contract renewal which will be on next month's agenda. Call for questions or comments; there was no response.

B. Coordinator's Report/Information/Discussion

Facility Coordinator Renon reported:

- New faucet installed in ALHB to align with AZ State Board of Nursing requirements.
- Two benches were moved to the Allied Health Building to assure students have seating outside of the building.
- Changed out light fixture in women's restroom.
- Replaced 8' light fixture with 2-4, light fixtures.
- Changed cores on the doors to the Cosmetology Building due to instructor resignation.
- Summer and Fall schedules were submitted.
- Employee Evaluations were submitted
- Prison Program is tentatively set to begin on June 1, 2021
- Three resignations received; one full-time instructor and two part-time personnel.

End of Semester Activities:

- May 6, 4:00 pm Nursing Pinning Ceremony, Auditorium Miami Unified School District #40.
- May 6, 6:30 pm Graduation at Ragus Stadium, Miami Unified School District #40.

President Brocker questioned if both ceremonies were outside. Andrea responded that the Nursing Pinning will be held inside and each student is limited to 10 guests in order to comply with CDC guidelines.

Treasurer/CFO Knauss asked if the Prison Program was the concrete program. Andrea replied that HVAC would be taught.

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

C. Dean's Report/Information/Discussion

Dean Butterfield informed the Board that on

March 15, 2021, she and Sr. Dean Lawhorn toured the CTE facilities at PHS and met with CTE faculty about potential fall courses. She stated that she believes with the new CTE director the programs will be built back up.

March 15, 2021, she and Sr. Dean Lawhorn met with Scott Nossek and Kenny Evans regarding the Sports Medicine Program.

March 17, 2021, Cheryl Ritch the Cosmetology instructor and Ann Knights met with Skills USA representative to learn about this program. This is a local, State and National Competition for students in the CTE Program. Dean Butterfield stated they are looking at getting the students in Cosmetology involved in the competition with Skills USA for next year and beyond.

A virtual transfer fair was held on the Payson Campus on March 22nd and 23rd.

March 25, 2021, Heather Perry and Dean Butterfield were guests on the radio to discuss future programs and courses available in Payson

March 30, 2021, Heather Perry, Friends of Rim Country GCC, Inc. and Kate Adams, "Friends" board member, promoted the State charity Tax credit on the Forum on KMOG.

March 30, 2021, Dean Butterfield met with a panel of people: PUSD Superintendent, Linda Gibson, PUSD Principal Jeff Simon, Scott Nossek, Kenny Evans and others from the district to discuss financing of an Athletic Trainer for PHS that could also teach courses in the Sports Medicine program for the Payson Campus. The group came up with a plan which the high school would offer a Point 7 position to an athletic trainer and that would allow the trainer to get benefits and work for the district. They would work for us in the morning three hours a week as an adjunct instructor teaching the Sports Medicine program.

There was some discussion regarding payment for radio time.

End of Semester Activities:

- May 5, 2021 11 am—Nurses Pinning Ceremony, LDS Church
- May 5, 2021 4 pm—Commencement Ceremony, Payson Campus
- May 6, 2021 10 am—Certificate Ceremony, Payson Campus

Dean Butterfield explained that the Pinning Ceremony invitations come from EAC and will be mailed out as soon as they are received.

VP Moorhead informed he would be attending all the Payson Ceremonies. President Brocker stated she would be attending in Globe and invited other Board members to attend either or both as well. Member Shipley informed that his son was getting married during that same time frame and he would not be attending.

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

D. Financial Report/Information/Discussion

VP Welker presented the financials for February in the Board packet. He stated there wasn't anything out of the ordinary. President Brocker had a question on YTD Expended under the Nursing Program. She stated that it looks like we are substantially over the amount budgeted. The budget amount shows about \$90,000 and expended at \$222,000. VP Welker informed that he would do some digging and get some information for the Board. He stated that he did know part of it would be that we are getting a donation from Cobre Valley Hospital and while it is showing as an increased expense, they are giving money to cover the cost of those additional instructors. When the budget was originally made we did not know we would be getting that donation but it allowed us to hire some additional full time instructors. Treasurer/CFO Knauss stated that it looked like the Nursing Assistant and the Allied Health are actually just the opposite. VP Welker stated it was a great point because he thinks they shifted some of the responsibilities from

Nursing Assistant and made some of those assistants as full time Nursing and with the added money from Cobre Valley it all shakes out. VP Welker stated that we are over and under and he will have fiscal dig into it and give us more detail. VP Moorhead questioned VP Welker about the Cash Expenditure Limitation. He asked if we were going to get Legislative relief. VP Welker stated he did not know but if we did it wouldn't be very much. ATRA (AZ Tax Research Association) which is a lobbyist group fighting it as they do anything. VP Welker provided much information about ATRA for the Board. VP Welker stated that even with declining enrollment by using the five-year rolling average Gila should come out about the same next year. Future years may be a battle for both Gila and EAC. Enrollment has dropped at both Gila and EAC and other institutions due to the Pandemic. VP Welker informed the Board that going through Legislature now is reducing the Class 1 Property Tax evaluations. He stated that we will feel the loss of some serious money if this passes. The Audit and the Budget will be presented at next month's meeting. Treasurer/CFO Knauss and Trae Morris of EAC developed a process to help with the invoicing fiscal process. VP Welker was pleased that Gila would be using Heinfeld-Meech for the invoices. He stated it is an added layer of audit protection and proves separation of duties. VP Welker continued to inform the Board with very detailed information on budgets, Work Force funds, and processes. VP Welker responded to member Shipley's question on budget capacity. President Brocker thanked VP Welker. (Copy attached and made a part of the official minutes.)

4. Standing Business

A. Update on the Accreditation Strategy/Information/Discussion

President Brocker reported that the Higher Learning Commission has re-worked the eligibility criteria for anyone applying for accreditation. They have made it more straight forward on the various time lines. President Brocker stated that it probably would still take about eight to ten years for full accreditation. The process to be able to award our own degrees and certificates is probably a three to five year process. President Brocker stated that she is staying in touch with the Higher Learning Commission and Stella Perez of Santa Cruz who is on some of the committees with the Higher Learning Commission. President Brocker informed that we will not be starting the process until the piece of legislation actually goes through. Call for question or concerns; there was no response.

B. Update on Funding Strategy/Information/Discussion

Member Shipley informed that he is new in this role. He reported that he did meet with VP Moorhead and he asked that he report that the State Legislature has not yet moved to the point where it is going to affect our ability and our funding and expenditure limit. Member Shipley stated that he intends to meet with Sr. Dean Lawhorn and some of the administration at Thatcher as soon as the wedding is over. He informed that he wants to explore is the idea of experiential learning and creating revenue through what we can do at the College and investing that back into the school. President Brocker stated that one of the items we should be able to benefit from is the marijuana money. That money that will be coming in from revenue from State taxes on marijuana sales should include the funding for community colleges. President Brocker asked if member Shipley or VP Moorhead had any additional information on this item. VP Moorhead informed that he did not know exactly where the lawsuit is sitting, and ATRA is a party to the suit. VP Moorhead stated he was not sure where the judicial process is for Prop208. He stated the courts have to rule whether the citizens through an initiative can have a new tax without a substantial majority. VP Moorhead told of a political event in Tucson. He was able to lobby a couple of House Members.

C. Update on the Legislative Strategy/Information/Discussion

VP Moorhead spoke to this during the update on Funding Strategy. President Brocker wanted to clarify that Prop208 is the new tax on incomes exceeding \$500,000 or \$250,000 and Prop 207 is the marijuana act which she believes isn't being fought against so we should be receiving revenue from Prop207. A bill that was introduced by Representative Cook as an alternate path for accreditation for the Provisional Districts has become a Striker which means that bill has been replaced by another bill that Representative Cook is sponsoring. President Brocker used her terminology of "Our Bill" to inform that the wording is now embedded in the budget and if the budget is approved, the enrollment reduction will also be approved as part of the budget. President Brocker reported that the Expenditure Limitation also became a Striker and as VP Welker stated it may not have landed anywhere imp articular because there is a lot of opposition to it. President Brocker informed that the bill to allow community colleges to offer four-year degrees may have been embedded in the budget but she was not sure. President Brocker stated that the enrollment reduction is the kingpin for us to move forward with accreditation. Member Shipley informed that he was very good friends with a Senator and if President Brocker needed anything he would be glad to speak to the senator.

President Brocker called for anything more on Funding Strategy or Legislative Strategy; there was no response.

D. Update on Workforce Development/Community Relations Strategy/Information/Discussion

Treasurer/CFO Knauss asked that the title be changed to Community Relations/Workforce Development Strategy as he read that change in the minutes. Treasurer/CFO Knauss reported that he has spent more time with his new position of Treasurer/CFO and he hasn't been able to work much on the Workforce Development. He stated that he has worked on a project with the WQI (Workforce Quality Initiative) regarding hospitality and being a hospitality champion for our local area. The project includes looking at doing some free classes and promotion of businesses within the community. While reaching out to some businesses, he found there is definitely a need for hospitality training around hostesses, servers and hotel workers. The training may come through Workforce Development initiatives or maybe even having the community college do a hospitality training class in the future. Treasurer/CFO Knauss asked Leitha if she had anything to report.

Leitha stated that she actually has a meeting tomorrow for the WQI. They want to do a Boot Camp. Leitha said she had spoken with Sr. Dean Lawhorn regarding this. She did not have a lot of information until she attends the meeting tomorrow. She does know that customer service is top on their list for the Boot Camp to provide. She informed that she would report on this at next month's meeting. Sr. Dean Lawhorn informed that they can provide workshops quickly since we do have curriculum on file for hospitality. VP Moorhead made a suggestion to include the high schools in this. President Brocker informed that when she taught marketing courses one component that crosses various industries and that is CRM (Customer Relationship Management). President Brocker offered to be of help if needed. Treasurer/CFO Knauss and Sr. Dean Lawhorn contributed to the discussion. Secretary Cockrell announced that there is a High School Career and Technical Education Internship Fair on May 7th from 8:00 am to 10:00 am. Secretary Cockrell is planning on attending to see what high school students are interested in interning in and also to talk to the businesses who are offering the internships.

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

A. The next District Governing Board meeting is the second Wednesday May 12, 2021, at 9:00 a.m. There was some discussion regarding meeting dates that Sr. Dean Lawhorn questioned because of graduation. President Brocker stated she would just leave our meeting date set for the second Wednesday and a special meeting could be called if necessary.

President Brocker called for a motion to adjourn the work session and reconvene at 10:30 a.m.

6. Adjournment/Action

Motion 004142021#1

Member Shipley moved to adjourn the Work Session. Treasurer/CFO Knauss seconded the motion. All in favor please signify by saying aye. Opposed: no response. Abstain; no response. Work session meeting is adjourned. (Brocker, Cockrell, Knauss, Moorhead and Shipley voting in favor.)

The regular session will convene at 10:30a.m.

Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Recording Secretary

Attest:



Connie Cockrell
GCPCCD Board Secretary