



**Gila County Provisional Community College District  
Governing Board Meeting  
Electronic (Zoom) Meeting  
Wednesday, September 14, 2022  
APPROVED**

- 1. Meeting was called to order by President Bocker at 9:02 am**  
**Board Roll Call** – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss excused absence; Member Shipley present; President Bocker present.  
**Also Present:** Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Trae Morris, EAC/GCPCCD Financial Liaison; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney; Ron Carnahan, IT Coordinator; Janice Lawhorn, GCPCCD Interim President; Andrea Renon, Associate Director, Gila Pueblo Campus.  
**Guests:** Kevin McCully, Payson Fire Department Fuels Manager; David Sowders, Arizona Silver Belt Reporter; Peter Aleshire, Payson Roundup Reporter.  
  
**Pledge of Allegiance** – led by VP Moorhead
- 2. Call to the Public – read by Pres. Bocker:**  
Pursuant to A.R.S. 38-431.01 (H), this is an opportunity for the public to comment on any issue within the jurisdiction of the Gila County Community College Provisional District Governing Board. The Board President may determine reasonable time, space, and manner limitations. At the conclusion of an open call to the public, individual members of the Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board will not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.  
**No one approached the Board.**
- 3. Reports**  
  
**A. President's Report – Dr. Jan Bocker**
  - President Bocker shared that GCPCCD will pay off approximately \$15,000 owed to NAVIT for the Cosmetology Building in Payson.
  - In response to Sr. Dean McBride's email inquiry, trucks purchased for the two campuses should be considered maintenance vehicles that are used for maintenance purposes but not personal use. The SUVs/autos should be considered fleet vehicles that can be checked out by other staff members and used solely for College business.
  - Dr. Bocker asked if there was an update on the Regional Training Center roof. Assoc Dir Renon indicated there was no update, and that they were still waiting to see what the Trust will cover.

- Dr. Bocker reported that more information is needed before IGAs related to the Law Enforcement Training Academy can be approved. Hopefully more details will be brought to the board at the October meeting.
- President Bocker and Interim President Lawhorn met with Sara Kirk (our CPA) on Sept. 1 to work on GCPCCD policies and procedures. An updated policy and procedure manual is forthcoming. However, because of potential issues with the AZ Auditor General's office, CPA Kirk indicated to Dr. Bocker and Dr. Lawhorn that administrative assistant Cindy Wood would not be able to continue as an independent contractor. She will assist the Board until Sept. 30, and the Board will then seek other options for that assistance.
- President Bocker added that when submitting documents for the Board Packet:
  - Supportive materials should be submitted as PDFs when possible. There should be a separate PDF for each agenda item.
  - Requested agenda items should be in the body of the email and not within an attachment.
  - Facility Use Agreements (FUAs) or IGAs that involve the use of outside properties should originate with the owner of the facility and not the College.
  - A request to seek Board approval to secure bids for a particular project should not be an agenda item until the appropriate number of bids are secured. The item can then be placed on the agenda for Board review. The individual requesting the agenda item should indicate whether monies have been set aside in the current budget, or if this is a project not included in the current budget.
  - Ongoing service contracts that need to be approved and signed by the Board President will require multiple bids, even if under \$10,000.
  - Authorization/Summary forms do not need to be included in the Board Packet. Instead, that form/signature page should be sent to President Bocker for her signature once the item has been approved by the Board.

#### B. Interim President Report – Dr. Janice Lawhorn

- President Bocker welcomed Dr. Lawhorn in her new position as GCPCCD Interim President.
- Dr. Lawhorn indicated she has been working on the necessary preparation to move GCPCCD unrestricted funds to a Local Government Investment Pool (LGIP) account. She is also looking into moving the College checking account from Bank of the West to Washington Federal since WaFd has branches in Payson, Globe and Thatcher.
- Interim Pres. Lawhorn noted that she has a new [gilaccc.org](mailto:gilaccc.org) email and that all Board members will be getting new emails. She volunteered to help anyone needing assistance in moving files from their personal email to the new email address.
- Dr. Lawhorn provided an update on the Challenge Grant, saying that some additional information was submitted, and results should be known by November 30<sup>th</sup>.

#### C. Sr. Dean's Report – Dr. Phil McBride

- Sr. Dean McBride went over some highlights from his submitted report, stating that \$36,000 in scholarship funds have been awarded in Nursing Program Blocks 1, 2, and 3 and also for one student in Block 4. There remains \$20,000 to be awarded according to need.
- Sr. Dean McBride announced that the "Welcome Back" Barbecue will be held September 23<sup>rd</sup>.
- Sr. Dean McBride visited the Hayden Wellness facility and was impressed with the renovations. He met with the Principal Pamela Gonzalez and Superintendent Jeff Gregorich of Hayden High School



who confirmed an interest in a dual enrollment program for their students. Interim President Lawhorn showed photos of the before and after pictures of the Hayden facility renovation.

- Sr. Dean McBride shared the Enrollment Report trend for the last 5 years (including the COVID years). The report showed declining enrollments since 2017 for both campuses. Fall 2022 showed slight enrollment increases. Interim President Lawhorn asked about the effect of online courses on FTSE, however Dr. McBride had no specific information. President Bocker asked about the Spring FTSE. Dr. McBride will provide data for previous Spring Semesters at the next meeting.
- Dr. McBride noted that he attended the Northern Gila County Fair and spoke with Payson School Board Candidate Susan Ward. She is interested in the dual enrollment program, and her husband is interested in being involved with the aviation program on the Payson Campus.

**D. Gila Pueblo (Globe) Campus Report – Associate Director Andrea Renon**

- In addition to the submitted report (in Board Packet), Assoc. Dir. Renon reported that Vernon Kea of American Home, Water and Air (an HVAC company), was onsite and met with the adult learners and CIVIT students. Their goal is to recruit to hire.
- Assoc. Dir. Renon also noted that on Friday December 16<sup>th</sup> at 11:00 am, the Nursing Pinning Ceremony for the Fall 4th Block Nursing Program will be held at the Miami Unified School District Auditorium.
- Assoc. Dir. Renon updated information on the LETA (Law Enforcement Training Academy). Apparently Lee Kinnard received a response from the City of Safford noting that the firearms range is several miles from the EAC Campus. This information will be passed along to AZ POST (Arizona Peace Officer Standards and Training).

**E. Payson Campus Report – PC Associate Director Ann Knights (absent)**

- Assoc Dir Knights' report was submitted in the Board Packet.

**F. Financial Report – Financial Coordinator Trae Morris**

- The financial statement through 7/31/2022 was included in the Board Packet. This is the first month in Fiscal Year 2022-2023 reflecting new budgeted amounts.
- Morris informed the Board that the budget process for fiscal year 2023-2024 is already underway and that staff will be contacted by Nathan Smith from EAC.
- Member Shipley asked about adding *Year to Date* amounts or monthly spending comparisons to help clarify the report. President Bocker commented that comparisons had previously been a part of the report. Morris said that the purpose for this report was for the Board's understanding of the College's financial position, and he would be willing to make any changes that would add more clarification. Dr. Bocker stated that some of the labels could be more transparent. She asked about the *Revenue-Grants* label under Revenues. Morris agreed and said he will have more historical information and better labeling in next month's report.
- Pres. Bocker asked if the 2021-2022 FY had been closed and finalized. Morris said no, but hopefully in October.

**4. Standing Business**

- Accreditation Strategy** – President Bocker reported that a meeting is scheduled with representatives from the Higher Learning Commission (HLC), GCPCCD and EAC on Friday, Sept. 25. This meeting will clarify HLC guidelines and any restrictions as GCPCCD moves toward independent status.
- Funding Strategy** – Member Shipley reported that he had been in contact with LETA Director Lee Kinnard and Insurance Trust representative Jessica Schuler in regard to the insurance requirements for the use of the City of Globe shooting range. The requirements looked standard, however Ms.



Schuler stated that she needs to review the language and requirements of the agreement. Member Shipley noted that being listed as an additional insured protects the property owner as well as the user. He also stated that the Forest Service Land where the shooting range is located may require some earth movement to meet the standards, which could be a lengthy process. Shipley went on to say that the hope is to have a space where the students will move directly from classroom to the shooting range which is currently not available in Globe.

Dr. Lawhorn asked about tabled items from previous Board meetings. Pres. Bocker stated maybe an *Old Business* category could be added. Jessica Scibelli, Gila County Deputy Attorney, stated that according to Robert's Rules of Order, it is necessary for the public to know what will be discussed at the meeting. Therefore, if an item is not on the agenda it should not be discussed. Tabled items can be placed on the next month's agenda until action is taken, but it would not be appropriate to add an *Old Business* category.

- C. **Legislative Strategy** – VP Moorhead reported that the Legislature is currently focused on the November midterm elections. Moorhead stated that the location for the Bitner memorial Lady Bank Rosebush has been decided. The dedication ceremony is being planned, which may include the Pastor from Holy Angel Church. Once this dedication is set, he will then begin planning the memorial for Dale Merrell.
- D. **Workforce Development** – In Treasurer's Knauss' absence, President Bocker informed the Board that the purchase of Los Lomas Elementary School building is not nearly as simple as hoped. Before further consideration, the Miami Unified School District needs to complete several due-diligence steps. Therefore, this project is on hold for now.
- E. **Community Relations** – Coordinator Griffin notified the Board of upcoming events as well as the mention of the booth at the Northern Gila County Fair. She stated that there will be a booth Sept. 22 at Payson High School for Student/Parent Night and a booth Oct. 8 at the Pinal Mountain Foundation Bike Show.

Coordinator Griffin invited the Board to the Pinal Mountain Foundation Scholarship Ceremony on Nov. 10. Griffin spoke with Roy Sandoval, Gila County School Superintendent, about allowing STEMFEST to be held on the Payson Campus. Mr. Sandoval was responsive to the idea. Payson Campus Associate Director Knights would welcome more events on the Payson Campus.

Coordinator Griffin informed the Board that informational TV monitors would be placed throughout the campuses replacing some of the bulletin boards. She hopes to see this project completed by the end of Fall Semester. President Bocker asked if the Board could be notified in advance of events, and about relevant newspaper articles. Griffin reported that she will email the events and newspaper articles soon. President Bocker reminded the Board that if more than two Board members attend an event, the public needs to be notified.

## 5. **New Business –**

- A. **Payson Campus Firewise Project** – President Bocker introduced Fuels Manager Kevin McCully, from the Payson Fire Department. Through an RFP that closed on September 12, he was able to obtain five bids for firewising 32 acres on the Payson Campus. President Bocker explained that the Department of Forestry and Fire Management grant required a minimum of \$89,600 to be spent, and that the



grant would cover 70% or a maximum of \$62,720. All submitted bids were over the \$89,600 minimum. Dr. Brocker noted that two contractors requested progressive payments vs. payment upon completion. Member Shipley asked about the size of trees being removed, and materials from the process that could be of value to the College. Mr. McCully stated that the contracts include removal of materials. Some are taken to brush pits, some are chipped and reused, 30% remains onsite for erosion control and to add nutrients into the soil during decomposition. Sr. Dean McBride asked about removing a particular tree in the Payson Campus parking lot. That will be taken under consideration but is not a part of this project. A question was asked about owners of Allegiance Builders. McCully stated that the owner is Sterling White, former Fire Captain of the Globe Fire Department.

**Motion made by Secretary Cockrell, seconded by VP Moorhead, to select Bob Lee and Sons as first contractor of choice for this tree removal project contingent upon meeting all our requirements, with Allegiance Builders as second and Tree Crafters as third choice.**

*Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.*

- B. Payson Campus Sidewalk Repair/Upgrade** – In Assoc. Dir. Knights' absence, President Brocker informed the Board that two bids for this project were included in the Board Packet. Goodman's bid was \$18,954 and DDD Contracting came in at \$19,490.

**Motion made by Member Shipley, seconded by Secretary Cockrell, to approve acceptance of the Goodman bid for sidewalk repairs and upgrades.**

*Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.*

- C. Cooperative Purchasing Agreement** – On behalf of the Board, Interim President Lawhorn is requesting permission to sign purchasing collective/consortium contracts with (Strategic Alliance for Volume Expenditures (SAVE), 1 Governmental Purchasing Agreement (1GPA), Mohave Educational Services Contract (MESC), and Arizona Purchasing Portal (APP). Attorney Anthony Contente-Cuomo has reviewed the documents. CPA Sara Kirk stated that membership in these agreements ensures that the college is following procedural guidelines set forth by the Auditor General's Office. Financial Coordinator Morris agrees, and both highly recommend membership.

**Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve Interim President Janice Lawhorn as authorized agent for SAVE, 1GPA, MESC and APP purchasing collective contracts with GCPCCD.**

*Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.*

- D. Globe Campus-Trinity Baptist FUA** – Assoc. Dir. Renon requested approval of the use of this facility for college courses and programs. President Brocker asked about the fees. Renon responded that the fee is \$600 per semester, \$1200 for the academic year.

**Motion made by Member Shipley, seconded by VP Moorhead, to approve the Facilities Use Agreement with Trinity Baptist Church.**

*Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.*

- E. Full Time Cosmetology Instructor** – Sr. Dean McBride requested a full-time Cosmetology Instructor position to assist Sara Brewer in Globe. Secretary. Cockrell asked how this position would be covered. The position was not included in the budget, but Assoc. Dir. Renon explained that a former full-time Cosmetology position was split into two part-time positions that were not filled.

**Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve the posting of a full time Cosmetology instructor position.**

*Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.*



- F. **Construction Tech-Globe Prison Adjunct Instructor** – Sr. Dean McBride requested an adjunct instructor position to teach building trades and construction courses in the Globe prison program. Current HVAC instructor Gabe Eylicio is unable to add this to his course load. President Brocker noted that anticipated enrollment is usually considered for an adjunct position. However, the prison has guaranteed enrollment for these courses.

**Motion made by Member Shipley, seconded by Secretary Cockrell, to approve posting the Adjunct Instructor position for Construction Technology for the Globe Prison Program.**

**Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.**

- G. **Globe Campus Welding Equipment** – Assoc. Dir. Renon requested the approval of the welding equipment purchase for the Globe Campus. She provided three quotes – Industrial Air Purification, Inc.-\$93,074.60; The Lincoln Electric Company-\$115,698; and FUME Tractors \$58,125. Assoc. Dir. Renon explained that the price difference for Lincoln Electric included continued tech support during and after assembly. Discussion ensued comparing the quotes and what was included in the quotes.

**Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve the purchase of the welding equipment for the Globe Campus from Lincoln Electric.**

**Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.**

6. **Consent Agenda –**

A. Minutes from August 10<sup>th</sup> 2022 Regular Meeting.

B. Minutes from August 15<sup>th</sup>, 2022 Special Meeting.

**Motion made to approve the Consent Agenda by Member Shipley, seconded by Secretary Cockrell.**

**Call for the question: In favor – 4; Opposed – 0; Abstained – 0. Motion carries to approve.**

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

The next Regular Governing Board Meeting is scheduled for **Wednesday, October 12, 2022 at 9:00am.**

8. **Adjournment – Meeting was adjourned at 11:08 am.**

Respectfully submitted,



Cindy Wood

Administrative Assistant/Recording Secretary

Attest:



President Jan Brocker

GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell

GCPCCD Governing Board Secretary