



**Gila County Provisional Community College District
Governing Board Meeting
Electronic (Zoom) Meeting
Wednesday, November 9, 2022
APPROVED**

1. Meeting was called to order by President Brocker at 9:00 a.m.

Board Roll Call – VP Moorhead present; Treasurer Knauss, present; Secretary Cockrell, present; Member Shipley excused absence; President Brocker present.

Also Present: Janice Lawhorn, GCPCCD Interim President; Phil McBride, Senior Dean, Gila Pueblo/Payson Campuses; Andrea Renon, Associate Director, Gila Pueblo Campus; Ann Knights, Associate Director, Payson Campus; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, Financial Coordinator; Derryl Meeks, Assistant Director Maintenance.

Guests: Peter Aleshire, Payson Roundup

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public – originally omitted by President Brocker as no members of the public were in attendance at the beginning of the meeting; when Peter Aleshire from the Payson Roundup logged in; this was read

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 Brocker

- President Brocker stated the Special Governing Board Meeting was held Saturday, November 5. Dr. Lawhorn will report on the meeting. On Thursday, November 10, President Brocker will meet with Supervisor Steven Christiansen, Deputy Attorney Jessica Scibelli, and Member Shipley. As a requirement of the IGA between Gila County and GCPCCD to provide financial support to help the College gain independent status, an advisory committee will be formed with an additional three members.

B. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn reported that she has been working on the meeting minutes from the November 5 meeting and will have a draft done by the end of today.
- Dr. Lawhorn has spent considerable time working on vehicle quotes which will be covered on the agenda today.
- Dr. Lawhorn took a draft procurement policy to the November 5 Special Board meeting. She will continue to work on that, incorporating the comments from the Board, and have a proposed policy for the December meeting.
- Regarding Las Lomas, a letter of interest was sent to Miami School Superintendent Sherry Dorathy to give to the Miami school board. It is on the agenda for their executive session on Monday, November 14th. Superintendent Dorathy had some follow-up questions regarding the Phase II study. Dr. Lawhorn spoke with the attorney and will be following up with her for clarification.
- The Board approved a 20-year celebration for both campuses. The proposed dates are March 3rd in Payson and March 9 in Globe. Associate Director Knights indicated there were no conflicts. She had not yet heard from Associate Director Renon but will follow up with her.
- Once the minutes from the October 12 meeting are approved today, Dr. Lawhorn will work with Washington Federal Bank to get the new bank accounts set up.
- CWDL has been contracted through the State of Arizona as a third party to compile the financial audit for GCC as well as for EAC. Dr. Lawhorn asked President Bocker if Treasurer Knauss should attend this meeting as well. She indicated if Treasurer Knauss can join us that would be appreciated.
- President Bocker stated that one fundamental change that came out of the Special Board Meeting was that the Board decided to change the Community Relations Strategy Committee report provided by Coordinator Griffin to Secretary Cockrell. Coordinator Griffin has reported to the Board and has done an excellent job but as the Board moves forward this appears to make the most sense.

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

- Dr. McBride stated that the Welding Open house was extremely well attended at the Regional Training Center. There was a lot of participation from the community and demonstrations by the students were well-received. Mike O'Neal, CVIT Superintendent, Dr. Lawhorn, Associate Director Renon, Coordinator Griffin, Treasurer Knauss, VP Moorhead, and the welding instructors attended.
- The dedication on November 7 for Armida Bittner was very nice. Dr. McBride indicated his appreciation for VP Moorhead.
- On November 10, Dr. McBride will be speaking at the Pinal Mountain foundation award ceremony.
- Dr. McBride and Alison Nordquist gave some Pine eighth graders a tour of the Payson campus and labs to get them excited about college and their futures.
- Dr. Genet has set up his astronomy research class. He has four students from the Payson Campus but because it's in collaboration with other schools, there are 33 students in the workshop. He is planning on teaching a full semester workshop in the spring.
- President Bocker indicated that she has heard very positive comments about the Welding Open House and the memorial for Armida Bittner. It appears there was a lot of thought and planning

that went into both events. Dr. Lawhorn had indicated the family was especially pleased and President Brocker wished she could have attended.

- President Brocker asked Dr. McBride if there was still a plan for the ground school training in Payson. Dr. McBride stated that this will be held in the spring. They are putting the simulator together.
- Dr. McBride stated that VP Moorhead will lead the pledge at the orchestra concert on Veterans Day on Friday at the EAC Campus.

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

- Associate Director Renon indicated that both dates for the 20-year celebration are open for the Globe Campus (Thursday, March 2 or Thursday March 9).

E. Payson Campus Report – PC Associate Director Ann Knights

- The Payson High School invited the College to attend their FASFA night on November 9.
- One additional update provided was for the library assistant position. There were two applicants, and they are in the process of setting up interviews.
- Dr. Genet is working on the ground school course in Canvas, so it will be a late start spring online course.
- President Brocker asked if there were any applicants for the advisor position; Associate Director Knights indicated they had not received any at this time.

F. Financial Report – Financial Coordinator Trae Morris

- Coordinator Morris indicated he submitted two reports. The first was the standard financial report through the end of September. This report looks at budgeted amounts versus expenditures as of the report date. The second report is new, and it was at the request of Member Shipley. That report is a year-over-year report which shows expenditures to date for the current year as compared to what expenditures were last year at the same time. Because of the amount of information in the reports, he felt like they needed to be two separate reports.
- If the Board would like to see the information in one report, he recommended that there be one report for Globe and one for Payson.
- Coordinator Morris indicated he showed Dr. Lawhorn how the report was compiled. Even though it may still be a little overwhelming, he is happy to continue to work on presenting the financials in a way that the Board understands, including changing labels.
- President Brocker asked about the Net Position differences between the two reports. She stated the regular report – the one without the yellow highlighting - shows Gila's Net Position at approximately \$750,000 while the new report shows the Net Position at almost \$2,000,000. Coordinator Morris explained that the quarterly payments for EAC are not taken out on the year-over-year report but should be. Revenues are overstated. The 2nd and 3rd quarter invoices for FY 2021-2022 were paid in July 2022 and should not be reported as Revenue on the financials. The Operating Capital payment is invoiced in the first quarter and Dr. McBride will hand-deliver the check this week.
- Coordinator Morris is in communication with Sara Kirk, CPA for Gila, to get the fourth quarter invoice paid.
- Coordinator Morris will be emailing the first quarter invoice by the end of the day. President Brocker asked that Dr. Lawhorn be copied on any communication with the CPA to help expedite the processes.

4. Standing Business

- A. **Accreditation Strategy** – President Brocker did not have anything new to report.
- B. **Funding Strategy** – Member Shipley was not in attendance as he was attending an insurance trust meeting representing Gila.
- C. **Legislative Strategy** – VP Moorhead reported that the midterm elections were held. The Gila County turnout was very large. David Marshall and David Cook will be the Representatives in the House; Wendy Roger is expected to be in the State Senate. Gila County will be doing a hand count.
- D. **Workforce Development** – Treasurer Knauss stated that the Welding Open House was well-attended. There was a lot of support for the program including industry, community, and parents. He encouraged the College to continue to do events like this to advertise what the College is doing well. He thanked Coordinator Griffin for her advertising efforts. The General Manager from FMI indicated he had never seen that level of enthusiasm from students before. Several individuals from FMI were in attendance and were very pleased with what they saw.
- E. **Community Relations Strategy** – Secretary Cockrell reported that she will be reaching out to Coordinator Griffin. With the Welding program in the southern part of the county and the telescope in Payson, we have a lot to brag about. She is looking forward to working with Leitha.

5. New Business –

- A. **Mt. Cross Lutheran Church Facilities Use Agreement** – Associate Director Knights indicated that the request is to use the church, at no cost, for a Jazz Ensemble concert that would be open to the public. This facility has been used in the past. Dr. Lawhorn listed the item on the agenda as Information/Discussion only instead of requesting an action. In conversation with the attorney, if it is an EAC activity and Gila is not a party, it should only be reported to the Board in the monthly reports. Depending on who is providing the Certificate of Liability, will help determine whether the Board needs to approve it or not. If you are requesting something that has not been budgeted or that Gila is a party to and would be providing the Certificate of Liability, it should come to the Board. FUAs should be sent to Dr. Lawhorn who will determine if they need to go to the Gila Board or not. As needed, she will check with the attorney or President Brocker. She can then forward it to Laurie Pennington to get the Certificate of Liability and copy the originator.

NO action taken

- B. **Miami Unified School District LETA IGA** – Associate Director Renon indicated this was for the LETA program. This was previously presented to the Board, but the attorney made some changes and then signed off. He suggested we take it back to the Board for approval. The agreement has already been sent to Miami and will be included in their November 14 Board meeting. President Brocker indicated that an IGA should include all parties involved; all IGAs should come to the Board.

Motion made by VP Moorhead, seconded by Secretary Cockrell to approve the Miami Unified School District LETA IGA.

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

- C. **Vehicle Purchases** – Dr. Lawhorn created a spreadsheet with all of the vehicle quotes and shared it via Zoom. She contacted nine different vendors. Some vendors did not submit quotes due to being

unable to quote or unable to order as the cutoff had passed. She stated that she tried to get quotes from multiple vendors on the same vehicles, but that was not the case. She also tried to get quotes on all-wheel drive (AWD) vehicles but some did not have any.

Based on cost alone, the #1 item from Johnson Motors is a 2022 Nissan Rogue Sport AWD which is the least expensive to purchase at \$29,929.60. The second least expensive vehicle would be #3 from Sanderson Ford which is a 2023 Ford Escape at \$31,229.13 but is not an AWD vehicle. The #2 item is a 2020 Ford Escape from Courtesy Ford and is used with 42K miles and is not comparable to the other vehicles. The third vehicle is #1 from Orielly Chevrolet and is a 2023 Equinox AWD at \$32,706.74. The only trucks that were quoted was the #2 item from Orielly Chevrolet which was a 2023 Silverado 1500 4WD for \$45,875.75 and the #3 2022 Ford F150 from Courtesy for \$58,064.01.

Coordinator Morris indicated he believed that we have done our due diligence even though we did not get quotes on exact items. Assistant Director Meeks stated he did not think we needed two vehicles with AWD. Dr. Lawhorn also stated she did not quote any vehicles with extended warranty contracts. The Board determined we would not get the extended warranty contracts on any of the vehicles. Coordinator Morris stated that if the Board chose to write checks out of the Bank of the West account for these vehicles, that was completely up to the Board. The Board determined that they would write the checks from the Bank of the West as these would be GCC assets. Deputy Attorney Scibelli suggested that authority be designated to Dr. Lawhorn to make the final purchasing decisions based on the availability of the vehicles without having to return to the board for additional approval. She stated that Gila County has been struggled with purchasing vehicles for the past year and a half. It was recommended that we purchase at least one AWD vehicle. A recommendation was made to authorize Dr. Lawhorn to spend no more than \$120,000 on the three vehicles (2 SUVs with at least one having AWD, and 1 4WD truck).

Motion made by Treasurer Knauss, seconded by Secretary Cockrell to authorize Dr. Lawhorn to expend no more than \$120,000 on two SUV vehicles and one 4WD truck through the Bank of the West account

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

- D. Regional Training Center Roof Repair** – Treasurer Knauss indicated that the roof of the Miami Regional Training Center was damaged in August. Because we have had multiple incidents, we could replace it with a Dura-last roof (a wrap-around roof) that would wrap around the edges. Approximately \$16,000 will be paid by the insurance Trust. Because this is an emergency repair – a storm caused an additional 90 gallons of water damage last week – the quote from Go To Services could be approved without having to go out for bid. The Trust has already selected the contractor. Dr. Lawhorn reminded the Board that FMI must approve the work. Treasurer Knauss reminded Derryl that the workers will need to be tied off for safety.

Motion made by Secretary Cockrell, seconded by VP Moorhead, to approve the repair and the cost of a Dura-last roof with the quote from Go To Services.

Call for the question: In favor –3; Opposed – 0; Abstained – 1. **Motion carries to approve.**

6. Consent Agenda –

A. Minutes from October 12th, 2022, Regular Meeting.

Motion made to approve the Consent Agenda by VP Moorhead, seconded by Treasurer Knauss

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

7. General Information and Discussion of the Same –

Treasurer Knauss expressed his appreciation to President Brocker for her efforts. He thanked Member Shipley for the time he has spent working with the Trust and the insurance. He thanked both Dr. Lawhorn and Secretary Cockrell for the time and dedication they have in moving items forward. He recognized that all the Board members are volunteers.

Dr. Lawhorn also thanked the Board for their support of the purchase of the vehicles. She indicated that with the purchase of these three new vehicles, we may need to get rid of some of the vehicles in the fleet. President Brocker indicated that Assistant Director Meeks will need to make recommendations to the Board.

President Brocker mentioned the achievements within the last year and a half of a complete volunteer Board. The legislature approved reducing the FTSE from 900 to 450 to become fully organized. We also have the IGA with Gila County with their support of \$250,000 per year to help us gain independent status which is greatly appreciated. We have Dr. Lawhorn as our Interim President which was about an eight-month process. We have submitted paperwork to ASRS, and we will be establishing our own HR system. We will be setting up new bank accounts to earn better interest rates. Gila has also hired its own attorney to guide the Board. We have made significant improvements to the Regional Training Center, and we will be getting the roof repaired. She thanked all the Board members and those in attendance for their efforts and support. She indicated she was proud of everything we have accomplished and was very appreciative.

The next Regular Governing Board Meeting is scheduled on **Wednesday, December 14, 2022, at 9:00 a.m.**

8. Adjournment – Meeting was adjourned at 10:18 a.m.

Respectfully submitted,



Janice Lawhorn, Ph.D.
Interim President, Gila County Provisional
Community College District

Attest:



President Jan Brocker
 GCPCCD Governing Board President

Attest:

Connie Cockrell, December 19, 2022

Secretary Connie Cockrell
 GCPCCD Governing Board Secretary