



Gila County Provisional Community College District

Governing Board Meeting

Electronic (Zoom) Meeting

Wednesday, January 11, 2023

****APPROVED ****

1. Meeting was called to order by President Brocker at 9:01 a.m.

Board Roll Call – VP Moorhead present; Secretary Cockrell present; Treasurer Knauss; Member Shipley present; 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; Leitha Griffin, Marketing Coordinator; Jessica Scibelli, Gila County Deputy Attorney; Trae Morris, EAC/GCPCCD Financial Liaison, Ron Carnahan, IT Coordinator

Guests: Roy Sandoval, Gila County Superintendent, Peter Aleshire, Payson Roundup Reporter

Pledge of Allegiance – led by VP Moorhead

2. Call to the Public – waived by President Brocker:

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 indicated she attended the Legislative Luncheon held in Phoenix on January 6. Superintendent Sandoval expressed his willingness to work with GCC and provide context and support when meeting with various state representatives and constituents. He stated he will reach out to Dr. Brocker to have additional discussions so that he can advocate for the College when possible.
- Acknowledging Superintendent Sandoval's other time commitments, it was decided to jump ahead in the agenda and move on to the swearing-in of the officers.

B. Interim President Report – Dr. Janice Lawhorn

- Dr. Lawhorn asked if Board members Shipley and Knauss could get their Gila CCC email accounts set up. Coordinator Carnahan indicated he would work remotely with VP Moorhead to set up his account on his home computer. Dr. Lawhorn and/or he can assist as needed.

- Dr. Lawhorn, VP Moorhead, and Dr. Brocker received training from Washington Federal. Dr. Brocker and Dr. Lawhorn also received training on setting up ACH payments. Dr. Lawhorn will work with Treasurer Knauss to get him up to speed on this account.
- An ad-hoc committee for the 20-year celebrations (Payson, March 3; Globe, March 9) was formed. It consists of Coordinator Griffin, Dr. Brocker, Associate Director Knights, Associate Director Renon, Dr. McBride, and Dr. Lawhorn. Coordinator Griffin has ordered the Save the Date Announcements.
- New letterhead and business cards will be ordered for the Board. Coordinator Carnahan indicated that the one phone number set up which is 928 (473-1282) is the only number set up for the Board at this time. Dr. Lawhorn asked if it was possible to get different numbers for each Board member. Before we order business cards, Coordinator Carnahan will determine if we can get individual numbers; Dr. Lawhorn will work with Coordinator Carnahan.
- We will be closing the Bank of the West accounts. BMO is purchasing Bank of the West. Dr. Lawhorn worked with the Bank of the West Business Manager over the holidays, and if possible, they would like us to keep our Money Market account with them. Dr. Lawhorn will be working with her to find out if their rates are competitive with the Local Government Investment Pool (LGIP). The LGIP account has been set up through the State of Arizona's Treasury Office. They have been the easiest governmental agency to work with thus far.

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

- Sr. Dean McBride stated there were faculty/staff orientations held on Monday, January 9 at the Payson and Globe Campuses. A Welcome Back event will be held in Globe on Thursday, January 12, at 4 p.m.
- Alison Zache was selected as the new full-time Cosmetology instructor on the Gila Pueblo Campus.
- Justin Henderson, a part-time instructor, will be taking over for George Rocha as the new HVAC instructor at the RTC. Dr. Lawhorn reminded Dr. McBride that the Gila Board approved the wages for the part-time instructor for the full semester, instead of just five weeks. Dr. McBride indicated that the EAC District Executive Team (DET) stated they do not make the practice of hiring additional hourly employees to shadow an instructor. Justin will be a brand-new instructor with no teaching experience and the Board specifically requested he be permitted to shadow George Rocha for the entire semester. It was requested Dr. McBride report to the Board on the progress of the instructor at the next Board meeting.
- Dr. Todd Terhufen, current Biology instructor on the Gila Pueblo Campus, has taken an Allied Health instructor position on the Thatcher Campus.
- There is currently a FT math instructor position open on the Gila Pueblo Campus.
- Associate Director Knights and Dr. McBride attended the Economic Development meeting in Payson. There was much discussion about affordable housing in Payson and one idea was to have residents in the community rent out rooms to students. Dr. McBride will be presenting at the Economic Development meeting in February.
- Dr. McBride and Associate Director Knights met with Jeff Simon, Principal of Payson High School, to discuss dual enrollment courses for the Fall. They currently do not have a qualified History instructor and Dr. McBride questioned the Board (or Aspire) about its ability to support tuition scholarships for dual enrollment faculty. Member Shipley asked whether the Board could support an instructor who wanted tuition assistance as we are following EAC policy, even though previously we provided tuition assistance to a Globe Campus employee through a GCC policy. Dr.

Brocker's concern was setting a precedent and holding someone accountable to a teaching term commitment. Aspire would not be a possibility as all their funds are used for student scholarships. Dr. Lawhorn indicated we have never provided tuition assistance for part-time instructors. Dr. McBride stated he will discuss this with Susan Wood at the next Dean's meeting. The Higher Learning Commission (HLC) is also reviewing its rules for dual-enrollment instructors and may allow instructors to teach as long as they are working on a master's program. This has not been approved by HLC at this time.

- Discussions regarding Graduation have begun.
- Dr. Brocker asked for an update regarding the FT Marketing Position in Payson. Kris McBride, Marketing Director, is working on the Position Opening Notice (PON). Coordinator Griffin indicated they will be meeting soon. Dr. Brocker questioned who was on the selection committee. Dr. McBride indicated Kris will be the Chair and the ex-officio will be Keith Alexander. Coordinator Griffin and Dr. Lawhorn will also serve on the Committee. Per the contract, Dr. Brocker would like to be involved with appointments to the Committees, but Dr. Lawhorn will be appointed unless there is another reason.
- Dr. Lawhorn inquired about the EMT program that is supposed to begin in Globe this Spring. In conversation with the individual, she indicated she is employed at Capstone and worked with Capstone on a new policy to get the individual additional pay if they become EMTs. Dr. McBride indicated that the program is on hold as the DET did not approve the instructor that was recommended to teach the course. He said there were a couple of options – either finding another instructor or finding out why the DET did not approve the instructor. Capstone paid for the individual to get the appropriate training to become an EMT instructor which is a state requirement. Without an instructor, Capstone was looking at going through EMS University but prefers to work with the College. Dr. McBride indicated he received an email last night from HR indicating the instructor was not approved and that was all the information he had. John Clegg, EAC EMS Instructor, met with the individual and had no concerns. Dr. McBride will contact Susan to see what he can find out.

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

- In addition to the submitted report, Associate Director Renon stated there have been additional problems at the RTC. Assistant Director Meeks indicated the roofing project has started at the RTC. Inside the building, there is a lot of concrete coming down from the roof as anchors are being installed. There was also a broken water line over the weekend, but it was not discovered until Monday morning. Assistant Director Meeks contacted the Trust and a contractor has already come out to make that repair. Associate Director Renon stated that she has asked Assistant Director Meeks to ask about the additional water bill and damage.
- The Trust will be repairing the lower roof as a good faith effort so that it can be sealed this summer.
- Treasurer Knauss asked if there were going to be any structural concerns with the RTC roof. Assistant Director Meeks indicated that because the concrete's PSI is so high that when it is drilled, it turns to powder. David Wheeler, our Trust contact, also had individuals come and look at the roof as he was concerned there might be something structural. However, there are no structural concerns.

E. Payson Campus Report – PC Associate Director Ann Knights

- Associate Director Knights' report was submitted in the Board Packet. The Cosmetology painting of the interior is complete as is the floor with some minor baseboards needing to be installed.
- Computers have been re-imaged in Room 108. Older computers are being trickled down.
- The sidewalk is in progress but was delayed due to the weather.
- Secretary Cockrell indicated there will be a special viewing of the movie *Selma* at the Sawmill Theatre on Monday, Martin Luther King Day, with a \$7 admission.
- Dr. Brocker recognized Associate Director Knight's work with Dr. Genet as we get the telescope installed. He has been an advocate for the College, and we hope to showcase his work at the 20th Year Celebration.
- Member Shipley asked about the telescope and who would retain the physical property when EAC splits with Gila. Dr. Genet indicated he wanted the telescope to stay in the Payson area. Dr. Brocker clarified that any physical property would belong to Gila Community College, regardless of which grant provided funding.

F. Financial Report – Financial Coordinator Trae Morris

- The financial statement through November 30, 2022 was included in the Board Packet. Coordinator Morris presented the financials and indicated that spending is in alignment with budgeted amounts.
- As an FYI, Dr. Brocker stated that she, Coordinator Morris, Dr. Lawhorn, and Assistant Director Meeks met with the solar company. We received two years' worth of invoices that had not been paid as they had been sent via email to two retired individuals. We are in arrears of approximately \$40K. We will be paying half of the money this fiscal year and then the other half in July so we can break the payments into two fiscal years. She thanked Coordinator Morris for working with us on this issue.

4. Standing Business

- A. Accreditation Strategy** – President Brocker reported that we are working on setting up the HR infrastructure and would like to hire additional consultants including someone to help with procurement prior to hiring an accreditation consultant. We have had some difficulty working with the Arizona Department of Administration (ADOA) which is the organization that works with the Federal government to allow us to withhold Social Security from employee paychecks. Once we have this setup, we will begin working with ASRS.
- B. Funding Strategy** – Member Shipley stated that he previously reported he and Supervisor Christensen met to come up with some additional names that will serve on the Advisory Committee with Gila County. They are looking at two individuals from Payson, two from Globe, and one from outside the area. Member Shipley indicated the County was fine with an individual outside the area. At this time, two of the three individuals have confirmed their willingness to serve, and we are awaiting the third person's acceptance. He anticipates bringing the names forward for the Board's blessing at the February meeting and stated they will probably need to do the same thing for Gila County. Dr. Brocker reminded the Board that this is a very important committee as the County is committed to providing \$250K per year for the next five years to work toward independent status and this will help provide accountability while meeting the needs of the contract. Dr. Brocker stated we can add this item to the agenda for the meeting in February.

- C. Legislative Strategy** – VP Moorhead indicated that the legislature has now been in session since Monday. At the end of January, the Republican party will be electing a new chairman. VP Moorhead has been trying to get confirmation on an Executive Order regarding K-12. Dr. Bocker remarked that the Education Committee will be meeting at 2:30 p.m. today and Dr. Lawhorn and our lobbyist, Gretchen Jacobs, will be attending. Dr. Bocker stated in the past that when the legislature was in session, she and VP Moorhead met with Gretchen often weekly. Dr. Lawhorn will also be invited to attend these meetings.

Member Shipley asked VP Moorhead if he was familiar with a bill that David Cook proposed regarding education funding. VP Moorhead was not aware of any bills.

(Pete Aleshire, Payson Roundup joined the meeting at this time. Dr. Bocker clarified with Member Shipley on the need to read the Call to the Public. She asked Mr. Aleshire if he would like to approach the Board. He did not respond.)

- D. Workforce Development** – Treasurer Knauss did not have anything to report as he recently had a medical procedure. He did state that he will be working with Dr. Lawhorn on some items next week.
- E. Community Relations** – Secretary Cockrell stated she has spoken to both Associate Director Knights and Coordinator Griffin about getting the new FT Marketing Position hired to support the efforts in Payson. She has not spoken to Associate Director Renon but understands how difficult it has been for Coordinator Griffin trying to cover the entire service area.
- Coordinator Griffin stated she has created and ordered the Save the Date Announcement for the 20-Year Celebrations, and they should arrive next week.
 - There will be a booth at Payson High School on January 24 to interest survey the students.
 - College Days will be held at the Payson Campus on January 26.
 - CVIT Days are tentatively scheduled for March 2.
 - STEM Fest is scheduled on the Globe Campus for April 1. Coordinator Griffin will be meeting with the STEM Fest coordinator on Friday.

Dr. Bocker asked that Coordinator Griffin continue to send information and invites to the Board members to keep them apprised of events.

5. New Business –

A. Swearing in of Board Members – Superintendent Roy Sandoval

Superintendent Sandoval administered the loyalty oath to both Treasurer Knauss and Member Shipley. He indicated he would get the certificates to both members and reiterated his willingness to promote the College.

B. Election of 2023 Officers – President Bocker

President Bocker asked for nominations for the position of Secretary.

Motion made by Member Shipley to nominate Connie Cockrell to continue as Secretary for the Board; seconded by VP Moorhead, to approve; Connie Cockrell accepted the nomination.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

President Bocker asked for nominations for the position of Treasurer.

Motion made by VP Moorhead to nominate Kurt Knauss to continue as Treasurer for the Board; seconded by Secretary Cockrell, to approve; Kurt Knauss accepted the nomination.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

President Brocker asked for nominations for the position of Vice President.

Motion made by Secretary Cockrell to nominate Sam Moorhead to continue as Vice President for the Board; seconded by Treasurer Knauss, to approve; Sam Moorhead accepted the nomination.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

President Brocker asked for nominations for the position of President.

Motion made by Treasurer Knauss to nominate Jan Brocker to continue as President for the Board; seconded by Member Shipley, to approve; Jan Brocker accepted the nomination.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

Dr. Brocker thanked all the members of the Board for their willingness to continue and Member Shipley for his service with our insurance needs and the Gila County Advisory Board.

C. Turnkey Robotic Telescope System – Associate Director Knights

Associate Director Knights indicated the purchase of this item will be funded by the Richard F. Caris Foundation. There is also a single source letter attached to the quote.

Motion made by Secretary Cockrell, seconded by Fernando Shipley to purchase the Turnkey Robotic Telescope System.

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

Associate Director Knights thanked the Board for their support as we build an astronomy program on the Payson Campus. The goal is to find grants to continue to build the program. Dr. Russ Genet has been instrumental in making this happen. Dr. McBride announced that we are searching for an astronomy instructor for the Payson Campus.

D. CMA Part-time Clinical Instructors – Globe Campus – Dr. McBride

Dr. McBride stated that Allied Health Associate Professor Jennifer Carlson has been working on this program. They hope to offer NUR 103, a 5 credit, 4 Lecture/3 Lab 8-week Certified Medication Assistant course late start in the Spring. They will need 2-3 clinical instructors to help with the course at an approximate cost of \$11,000. It will be 90 days before a site visit from the Arizona State Board of Nursing is completed. Associate Director Renon indicated that Associate Professor Carlson stated the students will be 1 to 1 with an instructor for 12 hours, 3 to 1 for 10 hours, and 5 to 1 for 16 hours. There are currently 9 students interested in the program.

Dr. Lawhorn questioned where the students would work as when she started the program at EAC several years ago, the long-term facility, Haven, had requested it. Associate Director Renon was under the impression the students could also work at the hospital. Associate Professor Carlson has updated the course and no additional didactic instructors will be hired as this will be part of her load.

Dr. Lawhorn asked if there was any equipment needed to be purchased to support the start-up of this program. Associate Director Renon indicated they used the CNA budget to purchase some equipment and would email Dr. Brocker the costs already expended. Dr. Brocker asked that the funds expended be brought to the Board as an FYI at the February meeting. She also asked if this program would continue in the future to which Dr. McBride indicated the affirmative. Dr. Lawhorn stated if she remembered correctly, start-up costs at EAC consisted of the purchase of a medication cart and some practice medications, which were well under the \$10,000 approval required.

Treasurer Knauss asked if a student who wanted to become a CNA needed to complete this program. Dr. Lawhorn stated that this course and certification stood on their own and were considered one step up from a CNA.

Motion made by Treasurer Knauss to approve approximately \$11,000 to support the clinical instructors for the CMA program; seconded by Member Shipley, to approve.

Call for the question: In favor – 4; Opposed – 0; Abstained – 1. **Motion carries to approve.**

6. Consent Agenda – President Bocker

A. Minutes from December 14th, 2022, Regular Meeting.

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

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

7. General Information and Discussion of the Same – President Bocker

The next Regular Governing Board Meeting is scheduled for **Wednesday, February 8, 2023 at 9:00 a.m.** President Bocker asked that Dr. McBride provide enrollment information for the Spring semester at the February meeting. She also confirmed with the participants that the Board meeting for the 2023 year would be held on the second Wednesday of every month at 9:00 a.m.

8. Adjournment – The meeting was adjourned at 10: 26 a.m. by the motion of Treasurer Knauss with a second by Secretary Cockrell.

Respectfully submitted,



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

Attest:

/s/ Janet Bocker

President Jan Bocker
GCPCCD Governing Board President

Attest:



Secretary Connie Cockrell
GCPCCD Governing Board Secretary