

**MINUTES**  
**SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE**  
**DISTRICT GOVERNING BOARD REGULAR MEETING**

**Thursday, August 11, 2016**  
**Santa Cruz Center, Boardroom**  
**5:00 pm**

1. **GENERAL FUNCTIONS**

1.01 Call to order

Meeting called to order at 5:05 pm

**Board members present:**

Ms. Liz Collier—Board Chair  
Dr. Dan Rehurek—Secretary/Vice-President  
Dr. Marcelino Varona  
Mr. Victor Fontes  
Mr. Nils Urman

**Staff present:**

Dr. Stella Perez—Chief Executive Officer/Executive Director  
Rich Brennan—Chief Financial Officer/CFO

1.02 Pledge of Allegiance

Led by Dr. Varona

1.03 Adoption of Agenda

Motion by Dr. Varona seconded by Mr. Victor Fontes to accept the agenda as presented.  
**MOTION CARRIES**

1.04 Citizens Interim

*This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.*

## 1.05.1 Chief Financial Officer (CFO)

- Financial Reports

Mr. Brennan presented the financial reports for the month of June and July 2016. For the benefit of the new CEO, he explained the reports line-by-line, and also to give the Board members the opportunity to ask questions. Mr. Fontes inquired about the amount budgeted for the Contingency Fund and a discussion followed. The audit for last quarter of last year's budget was also brought up for discussion. Mr. Brennan stated that he has an accountant who will complete the audit.

## 1.05.2 Chairperson of the Governing Board

- Monthly update

Ms. Collier – Ms. Liz Collier reported that for the last two months she and Mr. Brennan had been working toward getting Dr. Perez hired and implementing all of the employment-related issues associated with her hiring. She announced that Santa Cruz County Provisional Community College District (SCCPCCD) is starting a dual credit program with Patagonia, which will be the first in approximately five years.

## 1.05.3 Members of the Governing Board

- Current Events Summary - Any matter raised must be something that just occurred or is about to occur soon, the summary must be brief, and there cannot be any proposal, discussion, deliberation, or legal action taken.

Dr. Varona – Dr. Varona reported that he had attended the graduation ceremonies at *Metromatematicas*. There were 25 graduates. He thought it was an excellent exhibition of a scholarly event. Those he spoke to were very impressed with the way they were treated at Cochise College and indicated they wanted to come back to Nogales.

Ms. Collier inquired about the duration of the *Metromatematicas* grant. Mr. Urman reported it will expire in 2018. A discussion was held regarding making plans for sustainability once the grant is gone.

## 1.05.4 CEO's Update

- 1<sup>st</sup> week update, Student Enrollment, Outreach Plans

1<sup>st</sup> Week Update -- Dr. Perez reported on her meetings with the SCCPCCD lobbyist, James Candland, and Jack Lunsford, who is currently the president of the Arizona Business Association, to review the status of SB1322 and the impact for future funding for Arizona Community Colleges. Almost everyone believes that the funding for Pima and Maricopa community colleges is not on the horizon with Governor Ducey in the lead, and that seems to be most

lobbyists' stand at this point.

Outreach Plans -- Dr. Perez thanked each of the board members for their efforts in arranging meetings with the community leaders to implement the proposed Outreach Plans. She is moving forward with her diversity peer review core application. She is also scheduled to attend the 2017 Higher Learning Commission (HLC) Conference to be held in Chicago. She has meetings scheduled with additional community leaders and is following up on others.

Enrollment -- Dr. Perez presented reports/graphs/charts which showed current and expected enrollment numbers, the current student/faculty ratio, the number of sections open, and other enrollment related information. Gabe Galindo offered clarification on the numbers reflected in the reports. As of the time of the board meeting, the student head count was 1,106 and he added that with new students registering at the end of the week, that number should be approximately 1,400 to 1,500. Mr. Galindo pointed out that enrollment was up by approximately 10% from last year.

Dr. Varona inquired regarding the number of students enrolled at the Sierra Vista and Douglas campuses of Cochise College. Mr. George Self, Dean of Extended Learning, reported that the number is fairly flat; they are not losing students, but are not seeing many gains. Mr. Self reported that the new Downtown Center at the old Sierra Vista Hospital had opened that week, which he believes will draw a lot of interest for students in the areas of nursing and culinary arts in those communities.

Dr. Varona announced that he had received an invitation to visit the new Downtown Center, but was unable to attend due to scheduling conflicts, but hopes to be able to accomplish that in the near future. Mr. Self mentioned that many of the Legacy Foundation Members who had been practicing doctors and nurses at the old hospital had visited the new facility and were very impressed with the results of the remodel.

All of the board members agreed that Dr. Perez had made great strides in getting herself acquainted with the community leaders, especially in terms of networking and implementing her *Outreach Plans*. Dr. Perez thanked everyone and noted she would follow up on some specific invitations.

#### 1.05.5 Dean of Extended Learning

- Monthly Update

Mr. Self – Reported on the very brief monthly meeting of the Board of Directors of Cochise Community College. They went over a couple of reports, voted on the Consent Agenda, and adjourned. He announced that the Downtown Center would be having an Open House on Friday, August 19<sup>th</sup> from 3:00 to 6:00 p.m.

#### 1.05.6 Dr. Varona

- Update on Technical Registration Letter

Dr. Varona reported that he and Mr. Galindo had a very brief meeting with Mr. Panosapolous, but due to another scheduling conflict, the meeting was cancelled and will be rescheduled. There is a problem with one of the sound walls in one of the business meeting rooms. The independent engineer will be Alex Kory. Mr. Kory is going to be tasked with reviewing the original report from the original architect and compare it to the work that was done to see if the work was done correctly. The Board will then turn Mr. Kory's report over to the City of Nogales and the Arizona Technical Registration Committee. The work, for the most part, has been done. It just needs to be verified by the engineer.

Mr. Fontes felt that someone, possibly the City of Nogales, needed to be held accountable for the damage done to the building. Since this item was not on the agenda, it was tabled for discussion at a later time.

**2. APPROVAL OF MINUTES**

**ACTION**

2.01 Acceptance of minutes for the Board meeting of June 25, 2016

The minutes of the Board meeting of June 25, 2016 were only posted on the website and the Board members were not presented with a hard copy. Approval of these minutes was tabled until the next Board meeting.

**3. INFORMATION ITEMS**

**INFORMATION**

3.01 Higher Learning Commission (HLC), Peer Review Process

Dr. Perez has applied to be part of the Peer Review Process for the HLC. Dr. Perez explained what she learned moving through the HLC process and what it will mean to them as an organization. She will be submitting her application and references, which will allow her to be a peer reviewer, and which will help the College move forward with their work in the accreditation process as a Hispanic Serving Institution (HSI). This will in turn provide the District with a variety of benefits in terms of grants and foundation developments for Santa Cruz County.

3.02 Executive Director Performance Review Process  
(3month, 6month, annual models)

Ms. Collier pointed out that these review processes are part of the requirements of contract for the first year. A discussion was held regarding these requirements. Ms. Collier agreed to discuss the matter further with Dr. Perez and inform the Board members of a strategy in order to comply with the contract. Dr. Perez has some quantitative and qualitative models for the Board's review and consideration.

**4. NEW BUSINESS**

**ACTION**

4.01 External Consultant contract for 2016-2017

Ms. Collier pointed out that this contract expires at the end of December 2016. Dr. Varona suggested that Dr. Perez is now in the lead and it should be her decision whether to continue with the external consultant services, have the contractor come up with a written proposal, provide it to Dr. Perez, and Dr. Perez should make recommendations to the Board on how to proceed in the future. The other Board members were in agreement.

4.02 Lease Agreement No. 673 W. AZ Board of Regents/U of A  
(renewable on 11/15/2016)

Even though the lease isn't up until November, Dr. Perez wants to make sure there is still a University of Arizona presence at Santa Cruz. Dr. Perez explained that there were a number of different options in the details of the terms of the lease. The lease needs to be revised to remove one of the offices because that office is now needed for one of the College's teachers. Mr. Brennan pointed out that the U of A originally directed the terms and conditions of the lease, but there have been many changes regarding who the Center now reports to because of how it is now structured. Mr. Brennan agreed to reach out to the staff at the U of A to introduce Dr. Perez and discuss the terms of the lease. It was also mentioned that the amount that the U of A is paying for the lease space is way below market value but it provides a way of ensuring that the U of A would stay at Santa Cruz.

**5. FUTURE MEETING DATES AND SITES**

**INFORMATION**

September 15, 2016 at 5:00 p.m.  
October 13, 2016 at 5:00 p.m.

Dr. Varona asked the Board to consider changing the date of the September meeting from September 8th to September 15<sup>th</sup> because he is scheduled to attend an Arizona School Board Association Law Conference in Phoenix on September 8<sup>th</sup>. He encouraged Dr. Perez to attend as well. The Board members agreed to change the September meeting date to September 15<sup>th</sup> and Dr. Perez indicated she would sign up for the conference.

**6. FUTURE AGENDA ITEMS**

6.01 Donation of library books from Cochise College for use by Santa Cruz College students.

**7. ADJOURNMENT**

**Adjourned at 6:07 p.m.**

Respectfully submitted:

---

---

Dr. Stella A. Perez, Chief Executive Officer & Executive Director, SCCPCCD

---

Dr. Dan Rehurek, Secretary/Vice President of the Governing Board